

**The Loop Advisory Committee
Morrow County Transportation
January 5, 2016
Lexington Town Hall**

The Loop Committee Members Present:

Aaron Palmquist, Chair	Sheryll Bates	Dan Brosnan
Betty Gray	Kevin McCabe	Karen Pettigrew

Others Present:

Anita Pranger, Coordinator Carla McLane, Morrow Co Planning Director

Meeting called to order by Chair Palmquist at 2:30 p.m.

Aaron welcomed everyone and Introductions were made.

Public Comment:

Karen Pettigrew said the City of Boardman put on this month's water bill The Loop's phone number.

Minutes:

Betty moved to approve minutes of the December 1, 2015 as presented. Karen seconded the motion. Motion passed.

Volunteer Appreciation:

Discussion ensued about the volunteer appreciation recognition. It was decided to have two different recognitions. One in South County and one in North County to make it easier for people to attend. The Loop Committee meeting will start at 4:30 on April 5, 2016 and May 3, 2016. April 5, 2016 there will be a volunteer recognition dinner at the Port of Morrow at 6:00 p.m. May 3, 2016 will be the other volunteer recognition dinner in Heppner at the Senior Center at 6:00 p.m. Anita will check with Alvin Lui and Anne Morter about menus for each of the dinners. She will plan for about 75 people at each one of the dinners. The committee would like to go with a \$15.00 plate and cake from Costco. Invitations will be sent out with RSVP's to get an accurate idea of how many will be attending.

Anita will check on how much candy bars wrapped in a personalized wrapper would cost. Carla will get the information to her about a company that does candy bars with personal wrappers.

Some appreciation items that will be looked at further down the road when certain milestones are accomplished could be mugs, keychains, pens, hats, jackets or shirts.

Appointment of Committee Members:

Dan contacted a lady in Heppner as a possible representative to serve on the committee for the Hispanic Community but she is unable to serve at this time. Committee members are to still work on getting a member of the Hispanic Community to serve on The Loop advisory committee.

Discussion of a possible Hispanic from Lone or Irrigon. Betty said the Hispanics in Lone are very involved in the preschool and the school at Lone and didn't think they had time. Aaron couldn't think of any at this time that would be willing to serve on the committee in the Irrigon area.

Toll Free Number:

Aaron updated the committee with the possibility of changing the programs toll free number to coincide with our local phone number so that they are easy to remember by being either dialing 541-676-LOOP (5667) or 1-800-676-LOOP (5667).

Anita contacted Cindy Criswell from ESD. Cindy then contacted the phone company. There is a onetime fee to acquire a special toll free number of \$250.00. The committee requested Anita to go ahead and see if the 1-800-676-5667 number was available to become The Loop Morrow County Transportations toll free number. Anita will contact Cindy again to see if the 1-800-676-5667 number is available.

Sheryll suggested Anita contact Dale Bates to see if the number is available. He can check also about the availability of numbers.

Sheryll made a motion to have Anita pursue having the two phone numbers match for branding the program. Dan seconded. Motion carried.

Carla – Update:

Carla handed out the final work plan and the minutes from the kick off meeting November 3, 2015 from Nelson Nygaard the consultants for the Coordinated Human Services Travel Plan for Morrow County that is in the process of being updated.

Carla explained what the final work plan document contains for the committee. The final work plan outlines what the consultants will do for us. It identifies responsibilities and goals. What everyone, that is involved in the plan, roles and responsibilities are. It also outlines what the consultants will produce for us. What the process is for the plan and the projected schedule is for the plan.

This is the document that will define what our goals are and what we will do to try and grow the program to meet community needs. It also becomes our capital improvement plan for the future to purchase items. If items are not in this plan for the future then items will not be purchased as they are needed for the future. So in order to purchase in the future items need to be in this plan or ODOT will not let us purchase the items. Therefore this plan needs to be very broad and we need to be bold with our growth plans for the future. She went over the deliverables that the consultants will do.

There was a discussion of a timeline to get this project done. Carla would like it done as soon as possible because we have been working on this for a very long time.

The other document is the consultants meeting notes with the stakeholders that were at the November 3, 2015. Carla made a couple of edits but she has not seen a revised copy of the minutes. There are some problems with the minutes and Carla has attempted to get them corrected.

There was a discussion about the Regional Travel Shed Plan. The consultants for that plan will be Kittelson and Associates. They are to take the initial work plan from the Coordinated Human Service

Travel Plan and that is to be the initial input into the Regional Travel Shed Plan. Carla has not seen the final scope of work on the Regional Travel Shed Plan. This is an ODOT project with cooperation from Umatilla County, Morrow County, the Tribes, Milton-Freewater and Walla Walla MPO. This is state money. There is no federal money in this project.

Carla thinks this plan will become the plan for a future transit board for the area. We are the first to put together a Regional Travel Shed Plan of this kind. Kittelson and Associates will take task one from Nelson Nygaard when they get started so they do not duplicate what has already been done. Then Nelson Nygaard will continue with the plan they have started and Kittelson will then develop a Regional Travel Shed Plan. We really do not know what the end result will look like for the Regional Travel Shed Plan. Dan would like to see how the Regional Travel Shed Plan approaches rural citizens transportation issues. We need to interrelate the work force with the housing needs in Hermiston and the south county needs to work force and shopping and entertainment needs in Pendleton and the Tri-Cities. Van pooling has been tried but doesn't seem to work for this area. For several different reasons. Alternative transportation needs need to be built into the system.

Update – Anita:

Anita presented a revenue and expense report for everyone to look at and see how the program is doing financially. Salary is on budget. Materials and services are a little over but part of that will be billed out to 5310 money and the Veterans grant to help balance that out. She was not sure that the dollars we have received have been rearranged to make things balance.

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Boardman has received their van are very appreciative for it. A much nicer vehicle than the old Crown Victoria they had. They were in great need of a newer vehicle in that community.

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Anita found out from the state that the 20 passenger bus, that she tried to sell at the County auction but never got the minimum bid on, title will not be released from the state. The state says that it needs about 50,000 more miles to be at the end of its use full life. Aaron asked Anita to check with the state to see if they would want it back or how we could dispose of this bus. Discussion ensued about this issue.

Anita will be meeting with ODOT Region 5 Coordinator Laura tomorrow, January 6, 2015, to clear up the final 5 requests from the review in April.

Dan questioned if we were rid of the red van yet. Anita said no that she was going to look at putting it in Public Works next auction. There was a suggestion that we maybe trade it in for a van with a wheel chair ramp.

Other:

Being no other business Dan moved to adjourn the meeting. Betty seconded. Motion carried.

Meeting Adjourned 3:45 p.m.

Next meeting scheduled for February 2, 2016 at 2:30 p.m. at Irrigon City Hall in Irrigon, Oregon.

Respectfully Submitted
Anita Pranger Coordinator

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Respectfully Submitted
Anita Pranger Coordinator

Signature Sheet

Date: Jan 5, 2016

Please Print Name	Address	e-mail address
Karen Pettigrew	Boedlin rd	/
Betty Gray	Tone	
Dad Bessner	Koppner	
Charla McLane		
Sheryl Bates	Heppner	
Kerri Melick	Kainhofer	
Aileen Pelgaard	Krisson	
Anita Pranger	Koppner	

AS OF: DECEMBER 31ST, 2015

216-SPEC TRANSPORTATION FUND
SPECIAL TRANSPORTATION

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUES					
=====					
GRANT REVENUE					
216-320-3-30-3142 STATE STF FUNDS	80,000.00	0.00	101,332.00 (21,332.00)	126.67
216-320-3-30-3143 MAINTENANCE GRANT	0.00	0.00	0.00	0.00	0.00
216-320-3-30-3145 HRTG - VETS	45,000.00	0.00	11,428.81	33,571.19	25.40
TOTAL GRANT REVENUE	125,000.00	0.00	112,760.81	12,239.19	90.21
CHARGES FOR SERVICES					
216-320-3-40-4139 BUS RECEIPTS	2,500.00	112.00	1,286.30	1,213.70	51.45
TOTAL CHARGES FOR SERVICES	2,500.00	112.00	1,286.30	1,213.70	51.45
REIMBURSEMENTS					
216-320-3-80-7075 REIMBURSED ITEMS	200.00	0.00	689.60 (489.60)	344.80
TOTAL REIMBURSEMENTS	200.00	0.00	689.60 (489.60)	344.80
TRANSFER FROM OTHER FUND					
216-320-3-90-3827 TRANS FROM BUS SHED	0.00	0.00	0.00	0.00	0.00
216-320-3-90-3828 TRANSFER FROM STO	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFER FROM OTHER FUND	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	127,700.00	112.00	114,736.71	12,963.29	89.85
EXPENDITURES					
=====					
PERSONNEL SERVICES					
216-320-5-10-1001 COORDINATOR	47,078.00	3,627.20	22,035.24	25,042.76	46.81
216-320-5-10-1002 DRIVER	0.00	0.00	0.00	0.00	0.00
216-320-5-10-1003 ADMINISTRATOR	0.00	0.00	0.00	0.00	0.00
216-320-5-10-1004 DRIVER	0.00	0.00	0.00	0.00	0.00
216-320-5-10-1005 DRIVER	0.00	0.00	0.00	0.00	0.00
216-320-5-10-1006 DRIVERS 3-PART TIME	0.00	0.00	0.00	0.00	0.00
216-320-5-10-1301 FICA	2,919.00	220.68	1,343.04	1,575.96	46.01
216-320-5-10-1302 WORKERS COMP	177.00	22.43	74.63	102.37	42.16
216-320-5-10-1303 PACIFIC MUTUAL	9,133.00	703.68	4,274.85	4,858.15	46.81
216-320-5-10-1305 AOC-MEDICAL	0.00	0.00	0.00	0.00	0.00
216-320-5-10-1306 DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00
216-320-5-10-1308 HRA DED. CONTRIBUTION	0.00	0.00	0.00	0.00	0.00
216-320-5-10-1309 UNEMPLOYMENT INSURANCE	750.00	0.00	249.16	500.84	33.22
216-320-5-10-1316 DISABILITY INSURANCE	62.00	5.20	31.20	30.80	50.32
216-320-5-10-1317 LIFE INSURANCE	52.00	4.31	25.86	26.14	49.73
216-320-5-10-1320 VACATION ACCRUAL	502.00	0.00	0.00	502.00	0.00
216-320-5-10-1321 MANDATED MEDICARE	683.00	51.62	314.15	368.85	46.00
TOTAL PERSONNEL SERVICES	61,356.00	4,635.12	28,348.13	33,007.87	46.20

AS OF: DECEMBER 31ST, 2015

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SPECIAL TRANSPORTATION

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
MATERIALS & SERVICES					
216-320-5-20-2251 FUEL	17,500.00	924.29	6,665.96	10,834.04	38.09
216-320-5-20-2252 TIRES	1,000.00	0.00	677.72	322.28	67.77
216-320-5-20-2381 MAINTENANCE	7,480.00	0.00	9,932.39	2,452.39	132.79
216-320-5-20-2382 MAINTENANCE GRANT EXP.	0.00	0.00	0.00	0.00	0.00
216-320-5-20-2383 MOBILITY MGMT GRANT EX	0.00	0.00	0.00	0.00	0.00
216-320-5-20-3230 PUBLISHING	200.00	0.00	0.00	200.00	0.00
216-320-5-20-3240 TELEPHONE	1,500.00	3.44	1,335.54	164.46	89.04
216-320-5-20-3311 LODGING AND MEALS	3,500.00	0.00	403.48	3,096.52	11.53
216-320-5-20-3314 REGISTRATION & DUES	1,500.00	0.00	600.00	900.00	40.00
216-320-5-20-3323 MILEAGE	1,500.00	0.00	0.00	1,500.00	0.00
216-320-5-20-3530 BUS LIABILITY INSURANC	9,000.00	0.00	8,917.31	82.69	99.08
216-320-5-20-3610 ELECTRICITY	400.00	0.00	186.96	213.04	46.74
216-320-5-20-3710 RSVP	0.00	0.00	0.00	0.00	0.00
216-320-5-20-3712 OFFICE EXPENSE	250.00	0.00	1,334.76	1,084.76	533.90
216-320-5-20-3713 DRIVER EXPENSE	1,000.00	0.00	304.60	695.40	30.46
216-320-5-20-3714 TRAINING/MILEAGE	2,000.00	0.00	0.00	2,000.00	0.00
216-320-5-20-3715 BUS SHED RENT	600.00	150.00	450.00	150.00	75.00
216-320-5-20-3725 MISCELLANEOUS	500.00	250.00	1,814.05	1,314.05	362.81
216-320-5-20-3726 TELEPHONE	0.00	0.00	392.69	392.69	0.00
216-320-5-20-3745 CONTRACT VOL. DRIVERS	15,000.00	0.00	7,150.00	7,850.00	47.67
216-320-5-20-3746 CAREVAN	0.00	0.00	0.00	0.00	0.00
TOTAL MATERIALS & SERVICES	62,930.00	1,327.73	40,165.46	22,764.54	63.83
CAPITAL OUTLAY					
216-320-5-40-4404 COPIER/DESK & OTHER	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
OTHER REQUIREMENTS					
216-320-5-50-5353 TRANS TO GF INDIRECT C	0.00	0.00	0.00	0.00	0.00
216-320-5-50-5354 TRANSFER TO VEHICLE RE	0.00	0.00	0.00	0.00	0.00
216-320-5-50-5355 TRANS. TO 5310-MATCH F	7,074.00	0.00	0.00	7,074.00	0.00
216-320-5-50-5999 CONTINGENCY	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REQUIREMENTS	7,074.00	0.00	0.00	7,074.00	0.00
TOTAL EXPENDITURES					
TOTAL EXPENDITURES	131,360.00	5,962.85	68,513.59	62,846.41	52.16
REVENUE OVER/(UNDER) EXPENDITURES (3,660.00)	(5,850.85)	46,223.12	(49,883.12)	1,262.93-
REVENUE OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00	0.00	0.00

Ridership	2014	2015	2016
January	170	172	
February	168	168	
March	272	242	
April	393	186	
May	266	135	
June	260	158	
July	289	208	
August	246	226	
September	219	209	
October	212	358	
November	210	239	
December	235		

COORDINATED HUMAN SERVICES PUBLIC TRANSPORTATION PLAN MORROW COUNTY DRAFT WORK PLAN

This work plan defines the process that will be used to develop the Morrow County Coordinated Human Services Public Transportation Plan 2016 Update (the Coordinated Plan). It provides an overview on the Coordinated Plan, defines the roles and responsibilities of those involved in the plan update, and documents the planning process to be followed including work tasks and schedule of deliverables.

Coordinated Plan Goals

Morrow County is undertaking an update to its Coordinated Human Services Public Transportation Plan (the Coordinated Plan) to address a combination of regulatory and community goals.

The Federal Transit Administration (FTA) and the Oregon Department of Transportation (ODOT) require recipients of FTA Section 5310 program funds and State Special Transportation Program (STP) funds to engage in a coordinated planning process. The goal is to broaden the dialogue and support coordination between public transportation and human services transportation supporting key target populations: older adults, people with disabilities, and people with low incomes. Projects submitted for FTA and ODOT funding must be included in the Coordinated Plan. The Coordinated Plan must be updated every five years.

The Coordinated Plan is intended to focus regional resources on strategies with the greatest benefit to the target populations and the transportation service providers. Identifying critical needs, available resources, and strategies, are all steps intended to create efficiencies, reduce redundancy and continue to enable high-quality public transportation services. Funds are relatively limited for public transportation in general, particularly to the Section 5310 target populations. Therefore it is always important for public transit providers and their partners to make strategic, targeted investments that address critical needs.

The Coordinated Plan should identify the target populations' transportation needs; provide strategies to meet these needs; and prioritize transportation services, projects, investments, and/or other strategies. A Coordinated Plan should address short-, mid-, and long-term strategies. The transit provider will use the Coordinated Plan to select the highest-priority strategies that match available resources and related timeframes. The Coordinated Plan is also intended to support ongoing coordination between regional transportation providers by documenting a clear and open planning process, identifying funding priorities, and identifying opportunities for ongoing and future partnerships.

The planning process is also an opportunity to engage and educate stakeholders and the public about the plan elements (see appendix). Outreach to stakeholders is key when identifying gaps in service and when developing coordination strategies to address these gaps.

Coordinated Human Services Public Transportation Plan | FINAL Work Plan Morrow County

The intent of the Coordinated Plan is to be a “living” document identifying needs and investment priorities. Morrow County will use the plan to allocate funding, and along with local partners will use the plan to develop and enhance transit services. Since the plan must be updated every five years; it should be written in a way that can incorporate ongoing updates and revisions.

Roles and Responsibilities

The current project will develop a Coordinated Plan for Morrow County. This section identifies the various parties that will be involved in the plan update and describes their roles and responsibilities.

- **Core Project Team** – The core team will include the consultant key staff, ODOT representative, and STF members. All communication will be shared between:
 - Carla McLane, Morrow County
 - Anita Pranger, Morrow County
 - Aaron Palmquist, Irrigon City Manager
 - Laura Slater, ODOT Region 5
 - Stephanie Wright, Nelson\Nygaard Project Manager
 - Scott Chapman, Nelson\Nygaard
- **STF Agency**– The local STF Agency that will adopt the final plan. In this case, this body is the County Court.
- **The Loop Committee** – The Loop Committee (renamed from STF Committee) will act as the project advisory committee and provide assistance to the consultant team and act as a steering committee for the project. In this role, the Loop will:
 - Identify stakeholders and provide available contact information to provide transportation needs of the community
 - Support consultant team with data and information requests via individual meetings/phone conversations as needed
 - Meet twice during the project to discuss major plan elements at consultant team-facilitated workshops
 - Review two interim technical memorandums
 - Review draft plan
 - Distribute, or post to websites, informational materials related to the project
 - Provide the Transportation Committee and County Court with a final recommendation prior to plan adoption

The Loop membership is shown in Figure 1.

Coordinated Human Services Public Transportation Plan | FINAL Work Plan
Morrow County

Figure 1 – Proposed Project Advisory Committee (The Loop)

Project Advisory Committee			
Name	Affiliation(s)	E-Mail	Phone Number
Carla McLane	County Planning Director	CMclane@comorrow.or.us	(541) 922-4624
Anita Pranger	County Coordinator	APranger@comorrow.or.us	541.256.6106
Aaron Palmquist	City of Irrigon Manager, STF Chair	agron.palmquist@cityofirrigon.or.us	541.922.3047
Virginia "George" Naime	Heppner/Sr. & Disabled	wctalf@mocoind.org	541-676-0004 / 541-571-6519
Karen Pettigrew	Boardman / Senior	kpettigrew@cityofboardman.com	541-481-3473
Claudia Silva	Irrigon /Hispanic	Claudia.silva753@gmail.com	541-922-8192 / 541-922-3711
Sheryll Bates	Heppner/Sr. & Disabled	heppnerchamber@centurytel.net	541-676-5336 503-970-7226
Sam Bellamy	Lexington / Community	lexpump@yahoo.com	541-989-8567 / 541-561-8881
Cary Brock	Irrigon /Senior & Disabled	cary.g.brock@state.or.us	
Ray Michael	Boardman / Senior	curmichael@gmail.com	541-481-9457
Dan Brosnan	Heppner / Seniors & Veterans	dbrosnan123@gmail.com	541-676-5382
Betty Gray	Ione / Senior	bettygray@gmail.com	541-422-7335
Kevin McCabe	Lexington / Community	town055@centurytel.net	541-989-85815 / 541-989-8553

- **Stakeholders** – Stakeholders are additional individuals that represent community members and can speak for their needs, providing valuable input into the planning process. The project will focus on outreach to stakeholders rather than the general public, since stakeholders are tuned into transportation needs of constituents or customers. Key stakeholders may include: public transportation, human services, and health (including CCOs, medical and health clinics) service providers; tribal, state and local agencies; veterans organizations; private health care facilities; users of public transportation services; private transportation providers, e.g. taxi companies; school districts; major employers. Morrow County is especially interested in gathering input from the senior community.

The consultant team will conduct two rounds of stakeholder engagement: early in the process to notify stakeholder of the project and solicit input on needs, gaps in service, barriers and opportunities, and preliminary strategies; and toward end of the process to solicit input on proposed strategies and priorities. Stakeholder outreach will consist of:

- Introduction letter. The consultant will prepare a letter of introduction on The Loop letterhead introducing the project and stressing why the project is important. The letter will ask for participation in either an in-person meeting or a phone call.
- In-Person interview. The consultant will work with the core team to schedule a stakeholder interview meeting during the same day or directly following on the next day of the first Loop meeting. Currently this initial meeting is scheduled for Nov. 3, 2015.
- Telephone interviews. The consultant team will work with the Loop to identify up to eight key stakeholders for one-on-one telephone interviews.
- On-line surveys soliciting input from additional stakeholders. The consultant team will prepare the survey and send a link to all stakeholders identified in collaboration with the Loop Committee.
- Invitation to the second project meeting for discussion of findings.

Stakeholders may also be asked to provide additional information for the transportation inventory or creation of strategies to foster an implementable plan.

- **General Public** – The stakeholder process will be the primary means for capturing community member input on needs and potential gaps. Significant public input during

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the planning process is not expected based on the nature of the project and past experiences. The two Loop meetings will be open to the public and advertised as such by the Core Project Team.

- **Consultant Team** – The Nelson\Nygaard team will generate the physical Coordinated Plan and facilitate the planning process employed to develop it. The consultant team responsibilities include:
 - Maintain stakeholder contact lists
 - Create project introduction letter
 - Develop stakeholder survey instrument and interview guide
 - Interview key stakeholders
 - Survey stakeholders
 - Work with ODOT to determine the elements left out of 2014 plan
 - Facilitate two meetings with The Loop
 - Facilitate calls with The Loop as needed
 - Develop project deliverables (technical memorandums, draft plan, and final plan)
- **ODOT** – The Regional Transit Coordinator will be a liaison between the consultant team and the Loop, providing assistance with the planning process and reviewing work products.

Planning Process

The planning process addresses the following main elements:

Stakeholder Involvement – Stakeholder involvement is important to a successful Coordinated Plan. Engaging the appropriate organizations and individuals in planning efforts is critical to identifying the needs of the target populations, the public transportation resources, and the strategies. Examples of possible participants include social service organizations, municipalities and counties, and hospitals. **Error! Reference source not found.** identifies potential stakeholders who participated in the 2009 Coordinated Plan or who were identified by the core project team. We will use this list as a starting point and ask the Loop to provide additional stakeholders with the goal of fostering:

- Geographic coverage – stakeholders from across the county
- Client coverage - stakeholders representing people with disabilities, older adults, and people with low income
- Public and private – sectors from government as well as from non-profits and private sector organizations
- Providers – include all those providing transportation

We hope to finalize the list of stakeholders in advance of the Nov. 3 Loop Committee meeting to invite as many as possible to an in-person interview. Otherwise, we will work with The Loop to determine the eight key stakeholder for phone interviews, while at the same time drafting the introduction letter, stakeholder interview guide, and stakeholder survey.

Stakeholder Name	Phone #	E-Mail	Agency	Type of Agency	Community Served	Attended Krakoff 11/3/15	Telephone Interview	Survey 2
Emily Wente		emily@boardmanchamber.org	Boardman Chamber of Commerce	Economic	Boardman			Yes
Marcia McMurry	541-278-5681	mcnurnphy@capeco-works.org	CAPECO	Transportation Provider	Morrow, Umatilla Counties		To be interviewed for Umatilla Plan	Yes
Kim Cutsforth/Siep Matthews	541-676-9618	heppner@centurytel.net matthews@heppner@centurytel.net	City of Heppner/ St. Patrick's Senior Housing Authority	Municipality	Heppner	Yes		Yes
Linda LaRue	541-422-7468	lrlarue@gmail.com	City of Ione	Municipality	Ione	Yes		Yes
Marta Barajas	541-481-7212	MBarajas@crchs.net	Columbia River Community Health Services	Medical Services	Boardman		Yes	Yes
Kimberly Lindsey		kimbartylindsey@gabbt.net	Community Counseling Solutions	Non Profit	Morrow, Wheeler, Gilliam, and Grant Counties		Yes	Yes
Lisey Mitchell	541-676-5125	lmitchell@gabbt.net	Community Counseling Solutions	Non Profit	Morrow, Wheeler, Gilliam, and Grant Counties	Yes		Yes
Tina Collins			Good Shepherd Healthcare System	Medical Services	North Morrow and West Umatilla	Yes	Yes	Yes
???			Hispanic Community Stakeholder					
Jeanine Gordon	541-429-7519	JeanineGordon@ctut.org	Kayak Public Transit	Transportation Provider	Pendleton, Hermiston, La Grande, Pilot Rock, Tri-Cities, Tualita, Walla Walla		Yes	Yes
Cindy Nicholson	541-567-0551		Mid-Columbia Bus Company	Transportation Provider	Morrow, Umatilla Counties			Yes
Don Schwanz	541-288-9302		Mid-Columbia Council of Governments	Transportation Provider	Wasco, Hood River, Sherman, Gilliam, and Wheeler Counties		Yes	Yes
Don Russell	541-377-2889	drussell@co.morrow.or.us	Morrow County	County Government	Morrow County	Yes		Yes
Terri Tallman	541-676-5624	ttallman@co.morrow.or.us	Morrow County	County Government	Morrow County	Yes		Yes
Leann Rea	541-676-5289	lrea@co.morrow.or.us	Morrow County	County Government	Morrow County	Yes		Yes
Sheree Smith			Morrow County	County Government	Morrow County	Yes		Yes
Bob Houser	(541) 676-9133	bobh@moscoba.org	Morrow County Health Department	Medical Services	Morrow County			Yes
Dirk Dirksen	541-314-3145	dirk.dirksen@morrow.k12.or.us	Morrow County Health District/ Pioneer Memorial Hospital	Education	Morrow County	Yes	Yes	Yes
Doris Branstetter	541-676-5382		Morrow County School District	Human Services	Morrow County	Yes		Yes
Linda Skendzel	541-922-6420		Morrow County Veterans Services	Human Services	Morrow County	Yes		Yes
Lisa Mittelsdorf		LisaM@portofmorrow.com	Port of Morrow	Economic	Morrow County		Yes	Yes
Karen Cooley	541-922-3137 541-980-1943	cooleybk@men.com	Stokes Landing Senior Center	Senior Center	Morrow County	Yes		Yes

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Existing Conditions – The Coordinated Plan includes demographic and socioeconomic analysis to inform the needs of public transportation users, or the market for services. The Coordinated Plan includes descriptions of existing regional transportation services. The intent of this task is to identify best practices, underserved areas, and duplicated or redundant services.

Demographic and socioeconomic analysis describes potential users of the regional public transportation system. Data may include, but is not limited to, historical trends related to population density, age, disability status, and income taken from the Census. Coordinated Plans typically benefit from geographic analysis and maps to evaluate and summarize data. The resulting analysis identifies service opportunities and effective transportation alternatives. We anticipate creating five maps showing:

1. Activity centers and existing transportation services
2. Density of older adults
3. Density of people with disabilities
4. Density of low income households
5. Overall transit propensity (an index of the populations identified in # 2, 3, 4)

Information about transportation services will include transit service hours of operation, service area boundaries, travel time standards, fares, program costs, asset inventories, and other operating characteristics. The Coordinated Plan also addresses coordination activities and funding sources. The Coordinated Plan typically includes all transportation types, including, but not limited to fixed routes, dial-a-ride, shuttles, and volunteer programs. The Coordinated Plan may also include non-traditional public transportation providers and support programs, such as travel training, voucher and other transit pass programs, and transportation brokers. Transportation information will be summarized in a table format for ease of use and will be compared with the demographic and socioeconomic snapshot to identify service gaps.

Transportation Needs Assessment – The Coordinated Plan documents transportation needs, opportunities, and challenges for the target populations. Identifying unmet needs typically includes comparing transit markets to available transit service. The results are opportunities to create or enhance service efficiencies to serve target populations. These opportunities may be related to capital needs (e.g. vehicles and facilities), operations, and administration and coordination between partners.

Identifying needs is intended to be a broad assessment and not include specific actors, costs, or strategies. Needs may be greater than historically available resources. Having a full assessment of how much need exists beyond known resources will help understand long- and short-term transportation and prepare participants to respond flexibly to changing funding conditions. The task will benefit from the stakeholder interviews, who know best the needs of customers.

Prioritized Transportation Strategies – The Loop Committee and stakeholders will identify strategies of interest they would like to explore as a way of meeting needs. After completing the existing conditions and needs assessment and stakeholder interviews, the consultant team will assess those strategies and provide additional ones to discuss in the second Loop Committee meeting.

The Coordinated Plan will identify and document capital, operations, and administrative and coordination strategies. The strategies may vary by geographic subarea, or subpopulations depending on transportation markets, available transportation, and activity centers. Examples

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include enhanced transit services, technology, interregional coordination, marketing, travel training, employer vanpools, voucher programs, or volunteer driver services.

The strategies should be prioritized (e.g. high, medium, and low priority) and organized by timeframe (e.g. short-, mid- and long-term). Available funding can change before and during the two-year funding cycle. Therefore STF Agencies typically document greater needs in their prioritized list than is typically available for funding. If more funding becomes available, the STF Agency can then identify the highest-priority and achievable investments to which to apply the resources. The prioritization process should be documented in the Coordinated Plan.

Project Deliverables

- Project work plan
- Draft stakeholder list. This can be put into a Google doc so multiple parties can add information.
- Project introduction letter
- Stakeholder interview guide
- Stakeholder survey questions
- Loop Committee meeting agendas and minutes
- Draft Technical Memorandum 1 – Existing Conditions, detailing findings from demographic and socioeconomic analyses, transportation services inventory, and needs assessment.
- Draft Technical Memorandum 2 – Stakeholder Summary, detailing outreach on existing conditions and stakeholder feedback on Technical Memorandum 1, and inputs on needs and potential strategies.
- Draft Coordinated Plan including chapters or sections detailing findings from the two technical memorandums, the needs assessment, stakeholder and public inputs, and the proposed coordination strategies and priorities. Strategies for inclusion in the draft plan will provide the basis for discussion at the second workshop with the STF Committee.
- Final Coordinated Plan, adopted by the County Court with input from the Transportation Committee.

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Project Schedule

The following table presents the proposed schedule for the project.

Activity	Responsibility	Timeframe
Identify Key Stakeholders and additional stakeholders and provide contact information	▪ Loop Committee	Sept – Oct 2015
Stakeholder interviews (in person)	▪ Consultant Team	Nov. 3 or 4
Loop Committee Meeting #1 to review prior plan progress, changes since last plan, and inputs on needs and barriers	▪ Loop Committee ▪ Consultant Team ▪ ODOT	Nov. 3, 2015
Stakeholder interviews (via phone)	▪ Consultant Team	Nov-Jan 2016
Technical Memorandum #1 – Existing conditions	▪ Consultant Team ▪ Loop Committee (review)	Jan 18, 2016
Technical Memorandum #2 – Stakeholder inputs	▪ Consultant Team ▪ Project Advisory Committee	Feb 2016
Draft Coordinated Plan	▪ Consultant Team ▪ Loop Committee (review)	March 2016
Solicitation of stakeholder input on draft plan	▪ Consultant team	March 2016
STF Committee Meeting #2 to review draft plan and confirm strategies & priorities	▪ Loop Committee ▪ Consultant Team ▪ ODOT ▪ Key Stakeholders	April 2016
Final Coordinated Plan	▪ Consultant Team	May 2016
Plan Adoption	▪ Loop Committee	May 2016



MEMORANDUM

To: Laura Slater, ODOT

From: Nelson\Nygaard Project Team

Date: November 23, 2015

Subject: Morrow County – Loop Advisory Committee Meeting

The Loop Advisory Committee was asked to convene a special session before its regular monthly meeting to discuss the Coordinated Transportation Plan Update. The meeting took place from 1:30 PM to 3:00 PM on Tuesday, November 3rd, 2015 in Heppner's City Hall.

INTRODUCTIONS

Meeting participants were first introduced; the participants are outlined in Table 1. Packets including the following materials were distributed to each meeting participant:

- Meeting agenda
- Coordinated Plan information sheet
- Coordinated Plan timeline
- Preliminary survey results summary
- Map of area and existing services and destinations
- Identified service providers
- Stakeholder list for outreach

Table 1: Meeting Participants

Name	Organization	Phone	Email
Lindsay Mitchell	Community Counseling Solutions	676.5125	lmitchell@gobhi.net
Karen Cooley	Stokes Landing Senior Board	541.922.3137 541.980.1943	cooleybk@msn.com
Betty Gray	Ione	541.422.7335	bettylgray@gmail.com
Kim Culshola	City of Heppner St. Patrick	541.676.9618	Heppner@centuryhel.net

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Name	Organization	Phone	Email
	Senior Housing		
Laura Slater	ODOT	541.963.1362	Laura.l.slater@odot.state.or.us
Aaron Palmquist	City of Irrigon	541.922.0347	Aaron.palmquist@ci.irrigon.or.us
Dirk Dirksen	MC Schools	541.314.3145	Dirk.dirksen@morrow.k12.or.us
Don Russell	Morrow County	541.377.2389	drussell@co.morrow.or.us
Anita Pranger	Morrow County	541.676.5667	apranger@co.morrow.or.us
Karen Pettigrew	City of Boardman	541.481.9252	kpettigrew@cityofboardman.com
Dan Brosnan	Veterans	541.676.5382	
Carla McLane	Morrow County Planning	541.922.4624	cmclane@co.morrow.or.us
Bob Houser	Morrow County Health; Pioneer Memorial Hospital	541.676.2915	bobh@moco hd.org
Ternt Tallman	Morrow County	541.676.5624	ttallman@co.morrow.or.us
Linda LaRue	City of Ione	541.422.7468	lklarue@gmail.com
Leann Rea	Morrow County	541.676.5289	lrea@co.morrow.or.us
Sheryll Bates	Heppner Chamber	541.676.5536	heppnerchamber@centurytel.net
Tina Cullers	Good Shepherd Health Care System	541.667.3691	tcullers@shealth.org
Stephanie Wright	Nelson\Nygaard	503.419.0238	swright@nelsonnygaard.com
Bryan Blanc	Nelson\Nygaard	503.419.2240	bblanc@nelsonnygaard.com

The consultant team described the purpose of the project, the schedule, and list of deliverables. Insights provided by the committee are detailed below.

COORDINATION CONTEXT

- Local cities have become more active in human services transportation
 - 3 city managers and 1 mayor at table
 - Lexington not here because of water issues in town
 - The towns used to “do their own thing” but with the creation of The Loop, plus hiring Anita Pranger into a transportation-focused role, there is now a lot of energy and cooperation around transportation

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- Note that the county is undergoing a parallel effort to evaluate travel sheds and commute patterns in the Morrow-Umatilla region. Inputs from the coordinated plan update will inform this travel shed analysis.
- An audit occurred in April by a consultant. The draft report stated there were seven things the county must do for compliance purposes; however, the final report tacked on six more requirements that threatened to hold up funding. The county is working with ODOT to achieve compliance but also keep funding moving toward disbursement.
- MPO recently formed in Milton-Freewater and Walla Walla – many Morrow County residents travel to Walla Walla.

DATA GATHERING

Destinations

The committee reviewed the base map and identified additional destinations.

- **VA clinics**
 - Walla Walla
 - Majority are going to Walla Walla
 - The Dalles
 - Portland (OHSU)
 - New clinic in Boardman
- **Medical**
 - There is a hospital in Heppner but for all surgery and any specialists you must leave the county
 - The Heppner hospital only has doctors available 1-2 days per week.
 - Walla Walla
 - Bend
 - Portland (OHSU)
 - Tri-Cities
 - Hermiston
- **Schools**
 - Ione High School
- **Human Services**
 - Morrow County Head Start in Boardman and Irrigon

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- Lifeways
- Senior Centers in Boardman, Heppner, and Irrigon
- Community Counseling in Boardman and Ione
- **Food Banks/Meal Sites**
 - Emergency assistance in Irrigon
 - Food banks in Heppner, Boardman, Irrigon
- **Shopping/Recreation**
 - Tri-Cities
 - Hermiston
 - Wild Horse Casino
- **Port of Morrow** – since the 2009 Coordinated Plan, many new employers have arrived.
 - Amazon – 180 employees
 - ConAgra – 100 employees
 - Tillamook – 35 employees
 - County Foods – 15-20 employees
 - Columbia Forest Products
 - Other wood industry
 - New agricultural production facilities
 - Avencia plant – construction jobs – 400-600 people
 - Some workers are bused in
 - 70% of people commuting to port region come from Hermiston or Tri-Cities; the rest come from Morrow County
 - Issue that new housing keeps going in at Hermiston rather than Boardman
 - Did have a conversation in May 2014 with Enterprise about van-pooling regarding Port of Morrow expansion
 - Vanpool efforts have not been very successful
 - Cost of van-pooling did not seem to be worthwhile
 - Variation in schedules makes pooling difficult
 - Independent rural communities would rather drive

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- Vanpool success story - Ben Franklin transit service to Army depot site¹
- Unknown if lack of transportation has caused any labor shortages

Existing Services

- The Loop – this is now the overall name of the former city-specific programs
 - County owns 5 buses, 2 cars, 2 vans
 - Service all driven by volunteers. Volunteers paid \$25 stipend on the day they drive – doesn't matter how far
 - Have 11 regular drivers
 - Shortage of drivers
 - Have tried using high school/college kids – but they are not reliable
 - Anita has tracked unmet needs - in terms of denied trips
- Medicaid – The Loop is not a Medicaid provider
 - Morrow County is part of a 12-county CCO
 - Dan Schwans is the brokerage coordinator based in The Dalles. When people call The Loop for service who are Medicaid clients, Anita refers them to Dan, who finds a provider through his role at the brokerage.
- School bus service contracted with Mid-Columbia Bus Company
 - Not enough school bus drivers even though there is a lot of advertising
- Taxi service is only available in the north part of the county; you can take a taxi from the north end to Heppner, but there are not companies that regularly circulate in Heppner
- Kayak Public Transit serves Irrigon; ridership is 300 per month out of Irrigon – not great
 - Trips are not convenient timing-wise – 9:30 a.m. or 2:30 p.m.
 - Uncertainty about Kayak future given that the agency has taken operations in-house (Kayak used to contract with Elite Taxi for bus drivers)

Morrow County transportation providers are summarized in Table 2.

¹ Ben Franklin Transit operates in Washington State, where significant state-level support for vanpooling in rural areas exists.

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Table 2 – Service providers

Transportation Service	Description
The Loop	Transit service provided for senior citizens, veterans, and people with disabilities. Also open to public. Drivers are volunteers. Currently 11 active volunteers
Kayak Public Transit	Provides two trips per day from Irrigon to Pendleton. Service is free and runs on a fixed route and schedule.
Good Shepherd Careavan	Provides transportation to and from the Good Shepherd Health Care System.
Morrow County Head Start	Services in Boardman and Irrigon provide transportation to programs
Mid-Columbia Bus Company	This private company operates yellow bus school transportation.
Taxi Service	Limited taxi service in Morrow County; No operators based in the south part of the county.

NEEDS ASSESSMENT

Transportation Needs

- Current riders of The Loop are mostly older adults who don't have other options.
- There are also younger people who can't afford a car or who can't get a driver's license; but it's a small population group.
- People with disabilities often need door to door service.
- Employment transportation – The Loop gets a few calls from people needing to get to work
- Hispanic community – Irrigon is 33% Hispanic; Boardman is same – are underserved by transportation
- Need to expand service beyond M-F, 9 a.m.-5 p.m.
 - 6 am to 7 pm would be ideal
- Recognized need for more/better transportation in North Morrow County due to increasing employment at the Port of Morrow.
- Transportation for Morrow County is regional in nature; many times you must leave the county to get to needed services – therefore need to take a regional perspective. For example, Good Shepherd has a vehicle that picks up people in Morrow County and takes them to western Umatilla County –

why can't that vehicle pick up someone in Umatilla County and bring them back to Morrow?

- Regionalization makes a lot of sense but Umatilla County has not come to the table.
- Many people don't know about existing service
- At the same time, many people DO know about service but it's not for them or they find public transportation scary
- The Boardman clinic is not part of the Morrow County Health District

STAKEHOLDER OUTREACH

Stakeholders

A list of stakeholders for the transportation survey and telephone interviews was presented. The group discussed edits to the stakeholder list.

- Additional people to talk to:
 - CAPECO
 - Aaron Palmquist to find a contact
 - Cindy Schaan, Good Shepherd Health Care System – 541.667.3691
 - Dan Schwanz, Medicaid brokerage
 - Hispanic community
 - Mark Rojas – Columbia River Community Health Clinic
 - Tina Livingston – Con Agra HR
 - Rose Coral – Three Mile Canyon Farms
 - Carla to follow up
 - Kayak – Jeanine Gordon
 - Cindy Nicholson, Mid-Columbia Bus Company
 - Port of Morrow
- Regionalization potential for Morrow / Umatilla Counties
- Walla Walla MPO – Larry Givens

POTENTIAL COORDINATION STRATEGIES

- Market for transportation: focus upon the population centers of Morrow County. While those in remote areas likely have transportation needs, first focus upon the areas that could support more service.

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- Focus on the needs of Morrow County residents
- Explore becoming a Medicaid provider/broker as Morrow County/The Loop
- Scheduling software
 - The county is currently writing grant to get software; suggestion to try Schedule View – low cost \$1200 and no maintenance fee
- Transition The Loop to a fixed route system. Could start with paid drivers and more dial a ride. Could integrate employee shuttles from town centers supplemented with dial a ride to front doors or flex routing. Could open funding doors.
 - The coordinated plan must lay out the framework for such a transition. Committee recognizes the community is very low density – but with both an aging population as well as employment growth, over time the county could support fixed-route service.
 - Service could be a mix of fixed-route and demand-response
- Put out more information and clear information about existing service.
- Partners – work closely with major employers.
- Continue The Loop momentum. The communities of Morrow County are working in unity – e.g. at today's meeting four of the five cities are present, including a mayor, city managers, and chambers of commerce.
- Coordination of Medical services/communities for consolidating of trips
 - Good Sheperd limited because its shuttle only serves its facility
 - Coordination between medical services could be beneficial
 - Same conversations with Umatilla County STF in the past but it fell through. People in Morrow County, especially the eastern half, often travel to Umatilla County but attempts to coordinate in the past were not successful because Umatilla County is not interested.

FOLLOW-UP ITEMS

- Nelson\Nygaard to review Loop bylaws
- Aaron to send a contact at CAPECO (Marci
- Carla to find stakeholder from Hispanic community

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: DECEMBER 31ST, 2015

216-SPEC TRANSPORTATION FUND

SPECIAL TRANSPORTATION

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUES					
=====					
GRANT REVENUE					
216-320-3-30-3142 STATE STF FUNDS	80,000.00	0.00	101,332.00 (21,332.00)	126.67
216-320-3-30-3143 MAINTENANCE GRANT	0.00	0.00	0.00	0.00	0.00
216-320-3-30-3145 HRTG - VETS	45,000.00	0.00	11,428.81	33,571.19	25.40
TOTAL GRANT REVENUE	125,000.00	0.00	112,760.81	12,239.19	90.21
CHARGES FOR SERVICES					
216-320-3-40-4139 BUS RECEIPTS	2,500.00	112.00	1,286.30	1,213.70	51.45
TOTAL CHARGES FOR SERVICES	2,500.00	112.00	1,286.30	1,213.70	51.45
REIMBURSEMENTS					
216-320-3-80-7075 REIMBURSED ITEMS	200.00	0.00	689.60 (489.60)	344.80
TOTAL REIMBURSEMENTS	200.00	0.00	689.60 (489.60)	344.80
TRANSFER FROM OTHER FUND					
216-320-3-90-3827 TRANS FROM BUS SHED	0.00	0.00	0.00	0.00	0.00
216-320-3-90-3828 TRANSFER FROM STO	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFER FROM OTHER FUND	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES					
	127,700.00	112.00	114,736.71	12,963.29	89.85
EXPENDITURES					
=====					
PERSONNEL SERVICES					
216-320-5-10-1001 COORDINATOR	47,078.00	3,627.20	22,035.24	25,042.76	46.81
216-320-5-10-1002 DRIVER	0.00	0.00	0.00	0.00	0.00
216-320-5-10-1003 ADMINISTRATOR	0.00	0.00	0.00	0.00	0.00
216-320-5-10-1004 DRIVER	0.00	0.00	0.00	0.00	0.00
216-320-5-10-1005 DRIVER	0.00	0.00	0.00	0.00	0.00
216-320-5-10-1006 DRIVERS 3-PART TIME	0.00	0.00	0.00	0.00	0.00
216-320-5-10-1301 FICA	2,919.00	220.68	1,343.04	1,575.96	46.01
216-320-5-10-1302 WORKERS COMP	177.00	22.43	74.63	102.37	42.16
216-320-5-10-1303 PACIFIC MUTUAL	9,133.00	703.68	4,274.85	4,858.15	46.81
216-320-5-10-1305 AOC-MEDICAL	0.00	0.00	0.00	0.00	0.00
216-320-5-10-1306 DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00
216-320-5-10-1308 HRA DED. CONTRIBUTION	0.00	0.00	0.00	0.00	0.00
216-320-5-10-1309 UNEMPLOYMENT INSURANCE	750.00	0.00	249.16	500.84	33.22
216-320-5-10-1316 DISABILITY INSURANCE	62.00	5.20	31.20	30.80	50.32
216-320-5-10-1317 LIFE INSURANCE	52.00	4.31	25.86	26.14	49.73
216-320-5-10-1320 VACATION ACCRUAL	502.00	0.00	0.00	502.00	0.00
216-320-5-10-1321 MANDATED MEDICARE	683.00	51.62	314.15	368.85	46.00
TOTAL PERSONNEL SERVICES	61,356.00	4,635.12	28,348.13	33,007.87	46.20

AS OF: DECEMBER 31ST, 2015

216-SPEC TRANSPORTATION FUND
SPECIAL TRANSPORTATION

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
MATERIALS & SERVICES					
216-320-5-20-2251 FUEL	17,500.00	924.29	6,665.96	10,834.04	38.09
216-320-5-20-2252 TIRES	1,000.00	0.00	677.72	322.28	67.77
216-320-5-20-2381 MAINTENANCE	7,480.00	0.00	9,932.39 (2,452.39)	132.79
216-320-5-20-2382 MAINTENANCE GRANT EXP.	0.00	0.00	0.00	0.00	0.00
216-320-5-20-2383 MOBILITY MGMT GRANT EX	0.00	0.00	0.00	0.00	0.00
216-320-5-20-3230 PUBLISHING	200.00	0.00	0.00	200.00	0.00
216-320-5-20-3240 TELEPHONE	1,500.00	3.44	1,335.54	164.46	89.04
216-320-5-20-3311 LODGING AND MEALS	3,500.00	0.00	403.48	3,096.52	11.53
216-320-5-20-3314 REGISTRATION & DUES	1,500.00	0.00	600.00	900.00	40.00
216-320-5-20-3323 MILEAGE	1,500.00	0.00	0.00	1,500.00	0.00
216-320-5-20-3530 BUS LIABILITY INSURANC	9,000.00	0.00	8,917.31	82.69	99.08
216-320-5-20-3610 ELECTRICITY	400.00	0.00	186.96	213.04	46.74
216-320-5-20-3710 RSVP	0.00	0.00	0.00	0.00	0.00
216-320-5-20-3712 OFFICE EXPENSE	250.00	0.00	1,334.76 (1,084.76)	533.90
216-320-5-20-3713 DRIVER EXPENSE	1,000.00	0.00	304.60	695.40	30.46
216-320-5-20-3714 TRAINING/MILEAGE	2,000.00	0.00	0.00	2,000.00	0.00
216-320-5-20-3715 BUS SHED RENT	600.00	150.00	450.00	150.00	75.00
216-320-5-20-3725 MISCELLANEOUS	500.00	250.00	1,814.05 (1,314.05)	362.81
216-320-5-20-3726 TELEPHONE	0.00	0.00	392.69 (392.69)	0.00
216-320-5-20-3745 CONTRACT VOL. DRIVERS	15,000.00	0.00	7,150.00	7,850.00	47.67
216-320-5-20-3746 CAREVAN	0.00	0.00	0.00	0.00	0.00
TOTAL MATERIALS & SERVICES	62,930.00	1,327.73	40,165.46	22,764.54	63.83
CAPITAL OUTLAY					
216-320-5-40-4404 COPIER/DESK & OTHER	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
OTHER REQUIREMENTS					
216-320-5-50-5353 TRANS TO GF INDIRECT C	0.00	0.00	0.00	0.00	0.00
216-320-5-50-5354 TRANSFER TO VEHICLE RE	0.00	0.00	0.00	0.00	0.00
216-320-5-50-5355 TRANS. TO 5310-MATCH F	7,074.00	0.00	0.00	7,074.00	0.00
216-320-5-50-5999 CONTINGENCY	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REQUIREMENTS	7,074.00	0.00	0.00	7,074.00	0.00
TOTAL EXPENDITURES					
TOTAL EXPENDITURES	131,360.00	5,962.85	68,513.59	62,846.41	52.16
REVENUE OVER/(UNDER) EXPENDITURES (3,660.00) (5,850.85)	46,223.12 (49,883.12)	1,262.93-
REVENUE OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00	0.00	0.00



MORROW COUNTY SPECIAL TRANSPORTATION

P.O. Box 495
Heppner, Oregon 97836
(541) 676-5667 • 1-855-644-4560

To the Morrow County Court

December 23, 2015

Dear Morrow County Court:

I am requesting that George Nairns be appointed to The Loop Morrow County Transportation Advisory Committee for a four year term. The term will begin January 1, 2016 and will end on December 31, 2019. I request to fill this position representing Morrow County Seniors and the Heppner Area.

Thank you for considering this request.

Sincerely,

A handwritten signature in cursive script that reads "Anita Pranger".

Anita Pranger

The Loop Coordinator

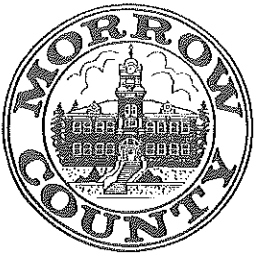
Morrow Co Transportation

To Whom it may concern,

Thank you for the opportunity to serve on the 'Loop' Morrow County Transportation Advisory Committee. I have enjoyed working on this committee with a great group of people and would like to continue to serve.

Sincerely,

Virginia Nairns 'George'



MORROW COUNTY SPECIAL TRANSPORTATION

P.O. Box 495
Heppner, Oregon 97836
(541) 676-5667 • 1-855-644-4560

To the Morrow County Court

December 23, 2015

Dear Morrow County Court:

I am requesting that Karen Pettigrew be appointed to The Loop Morrow County Transportation Advisory Committee for a four year term. The term will begin January 1, 2016 and will end on December 31, 2019. I request to fill this position representing Morrow County Seniors and the Boardman Area.

Thank you for considering this request.

Sincerely,

A handwritten signature in cursive script that reads "Anita Pranger".

Anita Pranger

The Loop Coordinator

Morrow Co Transportation

Anita Pranger

From: Karen Pettigrew <PettigrewK@cityofboardman.com>
Sent: Wednesday, December 09, 2015 10:47 AM
To: Anita Pranger
Subject: RE: Letter of intent.

County Commissioners,
I would like to be reappointed as a representative from Boardman to The Loop committee. Thank you in advance for your consideration.

Respectfully submitted,
Karen Pettigrew

Karen Pettigrew
City Manager
City of Boardman, Oregon
PH. 541-481-9252

From: Anita Pranger [mailto:APranger@co.morrow.or.us]
Sent: Wednesday, December 09, 2015 9:22 AM
To: Karen Pettigrew
Subject: Letter of intent.

Karen,

Can you please email me a brief letter/statement saying that you would like to be reappointed to The Loop advisory committee. I will then take this to County Court on December 23, 2015 and have them officially reappoint you to the Committee.

Thank you,
Anita Pranger
The Loop
Morrow Co Transportation
541-676-(LOOP) 5667
1-855-644-4560
Cell 541-256-6106

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**The Loop Advisory Committee
Morrow County Transportation
February 2, 2016
Irrigon City Hall**

The Loop Committee Members Present:

Aaron Palmquist, Chair	Sheryll Bates	Dan Brosnan	Sam Bellamy
Betty Gray	Ray Michael	Karen Pettigrew	Cynthia Navarro

Others Present:

Anita Pranger, Coordinator Carla McLane, Morrow Co Planning Director
Linda Skendzel, Veterans Service Officer Leann Rea, County Commissioner

Meeting called to order by Chair Palmquist at 2:25 p.m.

Aaron welcomed everyone and introductions were made.

Public Comment: None

Minutes:

Betty moved to approve minutes of the January 5, 2016 meeting as presented. Dan seconded the motion. Motion passed.

Hispanic Committee Appointment:

Cynthia Navarro was introduced to the committee by Karen Pettigrew.

Cynthia lives in Boardman and has lived there for about 10 years. Grew up in Hermiston. Moved to Boardman when she was in Junior High School. She is married and has one child. Has worked for Columbia River Community Health Services since 2011 as a health care promotor.

Aaron recommended that the committee send a recommendation to County Court to replace Cary Brock with Cynthia on The Loop Advisory Committee. Sheryll so moved. Ray seconded the motion. No discussion. Motion carried.

Karen commented to Cynthia and asked her that if she hears things about The Loop that are not going right or if she hears comments about things that are happening about The Loop that needs to be changed we really would like to know. We are hoping that after a while you will have suggestions about ways that we can better service the different areas.

We know that the Clinic has a van to pick up people in the Boardman area and take them to the Clinic. We are really happy to have the Clinic involved in transportation of people to the Clinic. The more we know about who is doing what in the transporting of people will be very helpful to all of us, to the Clinic and to this board.

Aaron stated that we started with the transportation of seniors, disabled, and low income. We have added Hispanics and veterans. It is really going beyond that. We really don't know how it is going to

look in the future for public transportation to service the needs of all of Morrow County. We have a priority of a new van that is to serve Veterans.

Aaron asked Carla if she would get a hold of Stephanie from Nelson Nygaard and have her add Cynthia to our team on the Coordinated Human Services Public Transportation Plan.

Aaron thanked Karen for encouraging Cynthia to be a part of our committee.

Aaron commented that we are still short one committee member. There was a discussion of where they should reside from. At this time we need to fill the committee.

Cynthia brought up that she could do interpreting to help schedule rides for non-English speaking people.

Update - Carla:

The Coordinated Human Services Public Transportation Plan is moving forward. Carla gave background for those that were new on the committee as to what the plan is. This plan is required by the state and that every public service provider have a Coordinated Human Services Public Transportation Plan. The County has a plan from 2009 but it is not adequate. ODOT is providing funding to update the Counties Plan. We are in that process. At the last meeting the draft minutes and the draft of the scope of work for the plan was handed out. Carla has received the final versions of these drafts and has emailed them out to everyone. She handed out the draft document of the existing conditions memorandum to the committee. There was a conference call between Carla, Aaron, Anita and the consultant team. This call was needed to clear up and clarified issues to the existing conditions memorandum draft. This is a memo that is to outline as to where we are now. This is one of the steps that is needed to get to the final plan. This document will also serve as a funding document. It is to identify what our needs are. Hopefully before the next meeting Carla will have the final technical memorandum to send out to all committee members. She asked all committee members to please read through this document and email Carla if they see something that they would like clarified or that isn't quite right. She will then forward them on to the consultant team. Technical memorandum number 1 is the existing condition memorandum.

Aaron mentioned that Columbia River Community Health Services was not mentioned in the transportation part and needs to be added to that part.

There was a discussion of other transportation providers that service the county. Including Columbia River Community Health Services and CareVan.

Carla gave the committee a heads up that we could have some longer meetings in the future to get this plan done.

Aaron advised everyone that if they have anything pertaining to this document to please email Carla. This is a document that we are required to update every five years.

Update – Anita:

Senior centers are starting to call and ask Anita for rides. Boardman Senior Center called to schedule a driver to take them to Wildhorse because their regular driver was unable to drive the day they were scheduled to go.

Anita went to County Court and asked for a part time dispatcher position to be added to her budget for the New Year because she has heard that there will be grant dollars coming available for dispatching services and she would like to have everything in place before the grant comes available to apply for it. Anita and Karen Wolff will work on getting a job description and a salary in place for the position.

Sheryll asked if this is something that will be available every year or if this is just a onetime thing. Anita did not know how long this grant would be for. Laura did not say when she told Anita that this grant would be coming up. Anita does not know all of the particulars at this time. She is just trying to get things in order so when the grant does become available part of what is needed for the grant is already in place.

Dan asked if there wasn't already a job description. Anita said that there was a job description already but that we had to go through Karen and make it official through the County.

Carla sent Anita the information for the personalized Hersey Candy bars. Anita found that for 1 to 36 candy bars it is \$2.99 per bar. For 37 to 249 it is \$2.69 per bar. For 250 to 499 it is \$2.59 per bar and etc. Aaron said this is for the volunteer recognition nights.

Aaron said that a budget has never been established for the dinners and we probably need to make one. Aaron suggested Anita keep moving forward with these events. Sheryll suggested we make some kind of a budget since we are doing two of these dinners. Aaron suggested we allow a total for dinner, decorations, handouts etc. be around \$25.00 per person for a total budget of \$4,000.00 for both dinners. There was no concern. Aaron suggested to get the candy bars and move forward with what needs to be done for the dinners.

Anita presented to the committee Revenue/Expense reports. To keep them aware of the dollars that is being spent in the program. Aaron asked how 5310 dollars are. Anita state that she has a reimbursement to be coming in after she does her quarterly report to the state. There were no concerns at this time with the budget and the dollars that are available in the program.

Carla asked what the States position was on the money that is not spent by June 30, 2016. Anita said that the money would be carried over into the new fiscal year. We would not have to give back any unspent money. Anita stated that on our quarterly reports we show that we are using the money by reporting the number of miles driven, the number of rides that we provide and the number of hours that it takes to complete the trips.

Anita has contacted both Anne Morter and Alvin Lui about the recognition dinners. Anne suggested a menu of tri-tip roast, baked potatoes, green beans, Cesar salad, and rolls. Alvin's menu was meatloaf or pot roast, mashed potatoes with gravy, mixed vegetables, rolls, and dessert. Committee decided to contact Alvin and ask if we can substitute a salad for the dessert. Committee agreed to go with Pot Roast for the dinner Alvin will be doing.

The Port of Morrow is booked and Anita will reserve the St. Pat's Senior Center for the recognition dinners.

Invitations will be sent out.

Discussion as to when we need to start the meeting on April 5, 2016 with the Coordinated Human Services Public Transportation Plan meeting. Carla will check with Stephanie of Nelson Nygaard to see if this works for them and how much time they will need.

Carla asked the committee, if the consultant team can't meet in April to discuss the Coordinated Human Services Public Transportation Plan could we have an additional meeting to discuss the plan issues? The meeting would be in the early part of April. Carla will get a hold of Stephanie to see what the consultants are planning regarding this issue.

Tentative numbers of ridership from a year ago are up.

Carla presented to the committee what the dates were from the consultants that they should have things done by for the Coordinated Human Services Public Transportation Plan.

Dan asked Carla if the Regional Travel Shed Plan study had been started yet and she said no that it had not been. The consultants are supposed to use the Existing Conditions Technical Memorandum from the Coordinated Human Services Public Transportation Plan to get started with the Regional Travel Shed Plan. Carla does not know when those meetings will start.

Toll Free Number:

A new 800 number of 844-676-5667 has been reserved for \$50.00. Anita presented changing the 855-644-4560 to 844-676-5667 to the County Court and they had mixed feelings regarding this. Commissioner Russell did not care one way or the other. Judge Tallman was for the change and Commissioner Rea did not want to change the number. She had some concern because we have already advertised the number and it is on our letterhead and business cards. She also felt that we are dealing with older folks and that this could be confusing for them. Commissioner Rea voiced her concern about the change. Discussion ensued about this change.

The board suggested that Anita get refrigerator magnets with the new number to help with advertising. Check with local businesses Neal and Karen Livingston in Boardman and Heppner Gazette Times.

Anita asked the committee if they want her to go ahead and call ESD and change to the new number. They said if they can put a recording stating that this number has been change to. Then to go ahead and make flyers and start to advertise the new number. Commissioner Rea will let County Court know that we are going to change The Loop Morrow County Transportations 800 number.

Other:

Aaron brought up that we are coming into the budget cycle. Aaron asked if our numbers in the budget would change much. Anita stated that no the numbers will pretty much stay the same for the coming year.

Aaron stated that we could apply for 5311 funds at any time. With this grant there is a 45% match. Anita stated that with 5311 dollars we need to have a drug policy in place and do drug testing.

Discussion ensued about how this could be done and coordinated. Carla advised that if we are to move this program forward we will not be able to do that without the 5311 money. Aaron wants to get this process started.

Carla agreed that this is something that the committee should look into for future funding.

Aaron wants to look at what is required to be able to create a fund for 5311 grant money, so when we want to apply for 5311 funds the fund is in the budget and we have a place to put the dollars into.

Karen was wondering what we would be drug testing for? Dan commented for illegal drugs. Karen was concerned about prescription medication. Aaron stated that when tests are done and then come back positive the employer then goes to the employee and asks if they are on a prescription medication. Most drug tests are so highly sophisticated that they can distinguish between illegal and prescription drugs and they are filtered out.

Linda Skendzel reminded the committee that she is here to serve Veterans and to get vets to local resources when needed. Linda stated that she gets new vets every month. Aaron asked Linda if she has had any questions or concerns with Veterans needing transportation. Linda said that the feedback that she has gotten is that Veterans are happy and pleased with the service. She puts on the back of her business card The Loops number so Veterans will have it and lets them know that this is transportation for medical appointments. She has talked to the Walla Walla VA and let them know about the service.

Carla asked what the age ranges were for the new vets that are coming in to sign up for services? Linda state that most of them that come in are a little older. Older vets seem to come in more than the younger ones to request services. Discussion ensued about when a person moves how their services are handled.

Sheryll would like to bring a request to the committee about transportation to the boxer at Heppner High School on March 18 to pick them up from Main Street, take to them to the boxer event at the high school and return them back to Main Street. Would the program be able to do that? Anita said yes, she just needs to get a driver. Commissioner Rea also asked if they could have access to a bus for the Bartholomew Building grand opening on March 18, 2016.

Cynthia also stated that March 9, 2016 there will be a Migrant Resource Fair in Hermiston at the Convention Center. Aaron commented that we need to publicize to the Hispanic Community about this and that transportation is available to them.

Aaron thanked everyone on the committee for being volunteers and serving on the committee.

Being no other business Sheryll moved to adjourn the meeting. Betty seconded. Motion carried.

Meeting Adjourned 3:50 p.m.

Next meeting scheduled March 1, 2016 at 2:30 p.m. in Heppner at the Bartholomew Building.

Respectfully Submitted
Anita Pranger Coordinator

Signature Sheet

Date: 2-1-16

Please Print Name	Address	e-mail address
Leann Rea	541-676-5289	
Aaren Selquist	541-922-3047	
Sam Bellamy	541-546-8881	
Anita Prager		
Cynthia Navard	541-571-3372	CNAVARD@CATHS.net
Linda Stenzel	541-922-6420	mevet@co.monro.or.us
Sheryl Bates	541-676-5536	
Don Brown	541-676-5382	
Ray Melner	541-481-9457	
Betty Gray	541-422-7335	
Karen Pettigrew	541-481-9252	
Marla McLane	541-922-4624	mclane@co.monro.or.us

**The Loop Advisory Committee
Morrow County Transportation
March 1, 2016
Bartholomew Building
Heppner, Oregon**

The Loop Committee Members Present:

Sheryll Bates	Dan Brosnan	George Nairns	
Betty Gray	Ray Michael	Cynthia Navarro	Kevin McCabe
Karen Pettigrew – Called in			

Others Present:

Anita Pranger, Coordinator	Mike Jones
Leann Rea, County Commissioner	

Meeting called to order by Vice Chair Sheryll Bates at 2:28 p.m.

Sheryll welcomed everyone and introductions were made.

Public Comment: None

Minutes:

Betty moved to approve minutes of the February 2, 2016 meeting as presented. Ray seconded the motion. Motion passed.

Committee Appointment:

Anita introduced Mike Jones of Heppner to the Committee. Mike is interested in serving on the advisory committee. Mike is a wheat farmer from Heppner. He has elderly parents who are independent and knows the struggle to try and get them to use other forms of transportation that is available to them. He is on the Heppner Rural Fire/City Advisory Board and an officer on the Heppner Volunteer Fire Department. He has also serviced on the Morrow County Grain Growers board of directors. He is married and has two grown children.

George recommended appointing Mike Jones as a committee member to The Loop Advisory Committee. Betty seconded the motion. Motion carried.

County Budget Worksheets:

County budget worksheets were presented to the committee for them to review before Anita presented them to the county budget officer. Payroll figures are not on the worksheets because the Finance Department will add those figures into the budget. Anita left between \$45,000 and \$50,000 for payroll expenses. In that amount she included a part time dispatching position to help out when Anita needs to be gone. She is hoping to get a grant to cover this position or that there will be enough left to put in there to balance the budget with this position. She is also having Rick add in a 5311 Grant fund to this year's budget so if the advisory committee decides to apply for this grant there is a place to put the dollars.

George asked for some clarification on the forms that she had. First page being non departmental figures and second page had the actual budget on it. Sheryll asked when we would be getting the Veterans' \$45,000. The amount is in the budget and Anita should be able to start applying for reimbursement for that grant in March. She has not heard that we would not be getting this grant for next year so she went ahead and included it in the new budget cycle. We will hopefully know for sure by August or September if we will be getting this grant.

Leann questioned if the amount in phone line would be adequate. Anita said that there were for some reason two budget lines for phones one ending in 3240 she has increased and the other one is a zero balance. Anita is not sure why we have two phone budget line numbers but she will check with Rick about this. Leann asked if the 3726 budget line will go to 0. Anita agreed that this budget line would go to zero.

Sheryll asked if the new toll free phone number was working and Anita said yes the new number is working.

If this budget looks good to the Committee she will present it to Rick with these numbers. Dan asked for a little more time to peruse the budget. Anita asked that if any committee members have any changes to please call her tomorrow and leave a message. If she doesn't hear anything from any of the committee members she will then present the budget to Rick on Thursday. Ray will deliver a packet tomorrow to Karen so she will have the budget information and she can call Anita if she has any changes that she would like to discuss.

Update - Carla:

Carla was sick and unable to attend. Carla has talked to Stephanie about the second memo which is the actual draft of the Coordinated Human Service Public Transportation Plan, it will not be ready until after our April meeting. The April meeting will be a short meeting and then we will setup and get ready for the recognition dinner. The consultants are pushing back adoption of the plan until June. The May meeting will be longer because we will be going over the second memo. Sheryll reminded everyone that the May 3, 2016 meeting will be the south county recognition dinner and we will need to meet at the Bartholomew Building that day if we want a meeting before setting up for the dinner because the St. Patrick's Senior Center is not available until after 4 that day.

Ray asked what the final draft was that he had. Anita said it was the existing conditions final draft. He was curious about where the consultants got the information about the facilities in Boardman because Columbia River Health Care facilities are not listed. That was mentioned at the last meeting and the consultants were supposed to add that to this document. They had not done that. Anita was asked to point this out to Carla. Ray had a concern about some of the designation that they had for some of the buildings because they are not right. Community Counseling they have listed as a Hospital. Sheryll suggested that if something needed to be changed to email Carla about it or get it to Anita and she can forward it onto Carla.

Dan questioned that if the consultants are pushing this back to June will this be a problem with the overall time line? Anita didn't think so. The consultants have their time line but the State really doesn't have a time line as long as it is getting this plan done.

Update – Anita:

Anita presented to the committee the current Revenue/Expense reports for the department so the committee members were able to see how much money has been spent so far and how The Loop is doing budget wise. Rick has not yet moved the money from the \$101,000 to the budgets that it was requested to be put in. He has advised Anita that this would be done before he leaves the County. She updated to committee as to how much there was in the STF Fund at this time. The first of April the state will be sending the third quarter funds for 2015-2017.

The new toll free number of 1-844-676-5667 is in service. New flyers were handed out to everyone present so they could distribute them in their area. The old toll free number will work until July, at that time we will look to see how much it is being used and either decide that we need to advertise the new toll free number more or have the old one disconnect at that time if it is not being used very much.

Cynthia discovered that there were several Spanish words that were misspelled and needed to be corrected. Cynthia will correct the spelling and send Anita the correction.

RFP's were put out to three bus vendors for a new bus in Boardman. She presented a spread of the bids from the three vendors and the low bid was Schetky Northwest. County Court approved this bid. The bus has been ordered and will come out of the 5310 Grant. Anita is hoping to trade the 26 passenger bus in to help cover the cost difference between the grant and the actual cost of the bus. The 20 passenger bus needs more mileage on it before we can get rid of it. There was discussion of who has a passenger endorsement to be able to drive the bus.

Riders for January were up quite a bit from the previous year. 2015 rides were 172 for January. 2016 rides were 322. Hopefully our number of rides will continue to improve.

County Court asked Anita to check with a couple of part time employees that already work for the county to see if they would be interested in working part time in the dispatch position so that when she wants to go on vacation or needs to take a day off there is someone to cover for her and she will not have to forward her phones to her cell phone.

A discretionary fund grant for STF has become available and Anita is going to apply for a wheelchair ramp access van. She asked the committee to please go over the grant and look at it to see if they think the wording is okay or if it should be changed and stated in a better way. She asked that changes be to her by Thursday. If she gets this grant she will be replacing the red van. George asked why the lift did not pass the state inspection on the red van. Anita commented that modification had been made and they were not done by a state certified mechanic. The handles on this ramp have been bent down so people standing on the lift are not able to reach them. Dan asked when the grant would be awarded. Anita said by the end of June she should know if she has gotten the grant. Sheryll asked that if there was a person at the state level that could look at this before it is submitted to the state. Anita said yes she would have her RTC look at it and ask her for advice on the wording of the grant before she submits it. Sheryll suggested that she do this.

Leann asked if county court had approved the surplus of the red van. Anita thought that this had been done. Leann said that another department had expressed interest in a van for their use.

Anita went to Signs Plus and High Performance Signs to get estimates for two new building signs. One for the Boardman bus barn and one for the Heppner bus barn and also lettering for the new vans. Signs Plus do not install they will cut the letters and make the signs but someone else would have to install them. High Performance Signs will make signs and graphics for the vans and install. She did not get an estimate from Signs Plus because she would like to have the vendor do the installation. High Performance Signs gave her an estimate of \$2,270.00 for everything. She would like to go with High Performance Signs and have them do the work. The money to pay for the signs and graphics will come out of the 5310 grant dollars. Dan moved to go ahead and have High Performance Signs do the work for \$2,270.00. Betty seconded the motion. Motion carried.

Anita asked about getting napkins and or business card magnets with our logo on them for the volunteer recognition dinner. Sheryll suggested not doing the napkins because they will just be thrown away. The magnets are a better idea. There was a discussion about ordering the magnets. The committee advised her to go ahead and order the magnets.

The place for both of the dinners have been secured. Invitations will go out in the next couple of weeks for the April 5, 2016 dinner. Discussion of people that might know who might have names of people who have volunteered for the Special Transportation Program. The committee suggested that we stay only with volunteers in the STF program and not others like the meals on wheels program.

Discussion of how long it will take to setup for the recognition dinner and how long our next meeting will be.

Other:

There was no further discussion.

Dan moved to adjourn meeting. Cynthia seconded.

Meeting Adjourned 3:13 p.m.

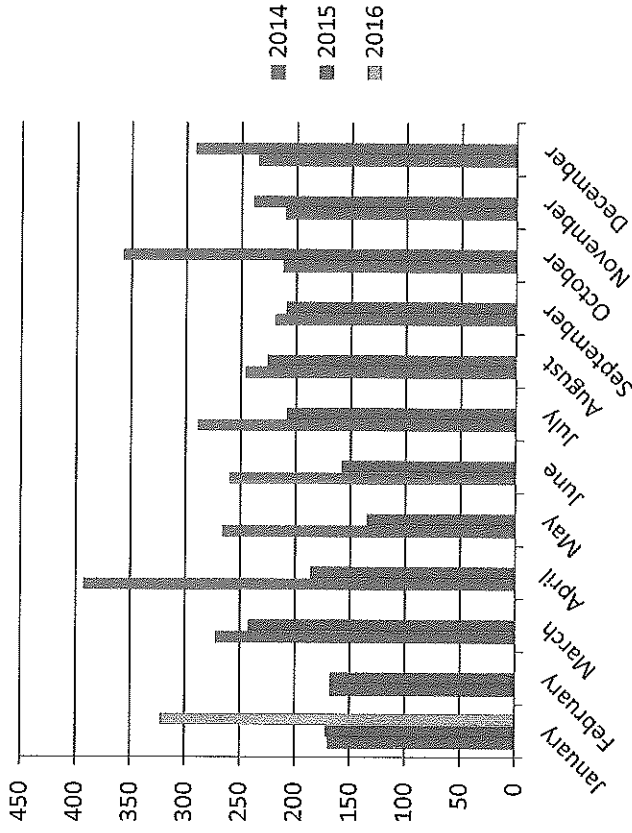
Next meeting scheduled April 5, 2016 at 4:00 p.m. Port of Morrow in Boardman, Oregon.

Respectfully Submitted
Anita Pranger Coordinator

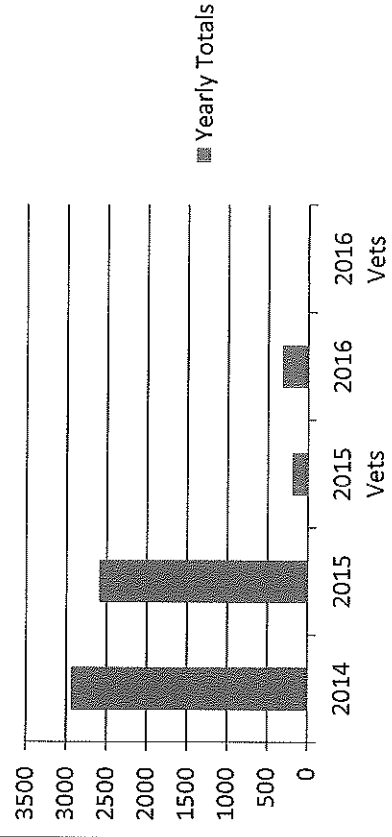
Ridership

	2014	2015	2015 Vets	2016	2016 Vets
January	170	172	12	322	13
February	168	168	2	0	0
March	272	242	4	0	0
April	393	186	6	0	0
May	266	135	8	0	0
June	260	158	20	0	0
July	289	208	32	0	0
August	246	226	26	0	0
September	219	209	28	0	0
October	212	358	18	0	0
November	210	239	16	0	0
December	235	292	19	0	0
Yearly Totals	2940	2593	191	322	13

Total Ridership by Year



Yearly Totals



AS OF: FEBRUARY 29TH, 2016

216-SPEC TRANSPORTATION FUND
SPECIAL TRANSPORTATION

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUES					
=====					
GRANT REVENUE					
216-320-3-30-3142 STATE STF FUNDS	80,000.00	0.00	121,332.00 (41,332.00)	151.67
216-320-3-30-3145 HRTG - VETS	45,000.00	0.00	11,428.81	33,571.19	25.40
TOTAL GRANT REVENUE	125,000.00	0.00	132,760.81 (7,760.81)	106.21
CHARGES FOR SERVICES					
216-320-3-40-4139 BUS RECEIPTS	2,500.00	117.00	1,494.30	1,005.70	59.77
TOTAL CHARGES FOR SERVICES	2,500.00	117.00	1,494.30	1,005.70	59.77
REIMBURSEMENTS					
216-320-3-80-7075 REIMBURSED ITEMS	200.00	0.00	689.60 (489.60)	344.80
TOTAL REIMBURSEMENTS	200.00	0.00	689.60 (489.60)	344.80
TRANSFER FROM OTHER FUND					
TOTAL					
=====					
TOTAL REVENUES	127,700.00	117.00	134,944.71 (7,244.71)	105.67
EXPENDITURES					
=====					
PERSONNEL SERVICES					
216-320-5-10-1001 COORDINATOR	47,078.00	3,627.20	29,289.64	17,788.36	62.22
216-320-5-10-1301 FICA	2,919.00	220.68	1,784.40	1,134.60	61.13
216-320-5-10-1302 WORKERS COMP	177.00	2.12	78.86	98.14	44.55
216-320-5-10-1303 PACIFIC MUTUAL	9,133.00	703.68	5,682.21	3,450.79	62.22
216-320-5-10-1309 UNEMPLOYMENT INSURANCE	750.00	68.92	387.00	363.00	51.60
216-320-5-10-1316 DISABILITY INSURANCE	62.00	5.20	41.60	20.40	67.10
216-320-5-10-1317 LIFE INSURANCE	52.00	4.31	34.48	17.52	66.31
216-320-5-10-1320 VACATION ACCRUAL	502.00	0.00	0.00	502.00	0.00
216-320-5-10-1321 MANDATED MEDICARE	683.00	51.62	417.39	265.61	61.11
TOTAL PERSONNEL SERVICES	61,356.00	4,683.73	37,715.58	23,640.42	61.47
MATERIALS & SERVICES					
216-320-5-20-2251 FUEL	17,500.00	628.70	8,465.50	9,034.50	48.37
216-320-5-20-2252 TIRES	1,000.00	0.00	677.72	322.28	67.77
216-320-5-20-2381 MAINTENANCE	7,480.00	0.00	9,975.89 (2,495.89)	133.37
216-320-5-20-3230 PUBLISHING	200.00	0.00	0.00	200.00	0.00
216-320-5-20-3240 TELEPHONE	1,500.00	0.00	2,124.54 (624.54)	141.64
216-320-5-20-3311 LODGING AND MEALS	3,500.00	0.00	456.66	3,043.34	13.05
216-320-5-20-3314 REGISTRATION & DUES	1,500.00	0.00	600.00	900.00	40.00
216-320-5-20-3323 MILEAGE	1,500.00	0.00	0.00	1,500.00	0.00
216-320-5-20-3530 BUS LIABILITY INSURANC	9,000.00	0.00	8,917.31	82.69	99.08
216-320-5-20-3610 ELECTRICITY	400.00	0.00	261.87	138.13	65.47
216-320-5-20-3712 OFFICE EXPENSE	250.00	79.29	1,608.85 (1,358.85)	643.54
216-320-5-20-3713 DRIVER EXPENSE	1,000.00	0.00	304.60	695.40	30.46

AS OF: FEBRUARY 29TH, 2016

216-SPEC TRANSPORTATION FUND
SPECIAL TRANSPORTATION

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
216-320-5-20-3714 TRAINING/MILEAGE	2,000.00	0.00	276.00	1,724.00	13.80
216-320-5-20-3715 BUS SHED RENT	600.00	0.00	450.00	150.00	75.00
216-320-5-20-3725 MISCELLANEOUS	500.00	50.00	2,052.90 (1,552.90)	410.58
216-320-5-20-3726 TELEPHONE	0.00	0.00	392.69 (392.69)	0.00
216-320-5-20-3745 CONTRACT VOL. DRIVERS	15,000.00	0.00	10,775.00	4,225.00	71.83
TOTAL MATERIALS & SERVICES	62,930.00	757.99	47,339.53	15,590.47	75.23
CAPITAL OUTLAY					
TOTAL					
OTHER REQUIREMENTS					
216-320-5-50-5355 TRANS. TO 5310-MATCH F	7,074.00	0.00	0.00	7,074.00	0.00
TOTAL OTHER REQUIREMENTS	7,074.00	0.00	0.00	7,074.00	0.00
TOTAL EXPENDITURES	131,360.00	5,441.72	85,055.11	46,304.89	64.75
REVENUE OVER/(UNDER) EXPENDITURES (3,660.00) (5,324.72)	49,889.60 (53,549.60)	1,363.10-

AS OF: FEBRUARY 29TH, 2016

225-STF VEHICLE RESERVE FUND
 SPECIAL TRANSPORTATION

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
REVENUES =====					
GRANT REVENUE					
TOTAL					
REIMBURSEMENTS					
TOTAL					
TRANSFER FROM OTHER FUND					
TOTAL					
<hr/>					
EXPENDITURES =====					
CAPITAL OUTLAY					
225-320-5-40-4407 VEHICLE REPLACEMENT	151,500.00	0.00	70,570.50	80,929.50	46.58
TOTAL CAPITAL OUTLAY	151,500.00	0.00	70,570.50	80,929.50	46.58
RESERVED FOR FUTURE EXP.					
TOTAL					
ENDING FUND BALANCE					
TOTAL					
<hr/>					
TOTAL EXPENDITURES	151,500.00	0.00	70,570.50	80,929.50	46.58
REVENUE OVER/(UNDER) EXPENDITURES (151,500.00)	0.00 (70,570.50) (80,929.50)	46.58

MORROW COUNTY, OREGON
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: FEBRUARY 29TH, 2016

504-5310 - FTA GRANT FUND
 5310 FTA GRANT

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUES					
=====					
GRANT REVENUE					
504-504-3-30-3145 5310 - FTA GRANT	79,876.00	0.00	7,943.00	71,933.00	9.94
TOTAL GRANT REVENUE	79,876.00	0.00	7,943.00	71,933.00	9.94
CHARGES FOR SERVICES					
TOTAL					
INVESTMENT EARNINGS					
504-504-3-65-0105 INVESTMENT EARNINGS	0.00	0.00	22.30 (22.30)	0.00
TOTAL INVESTMENT EARNINGS	0.00	0.00	22.30 (22.30)	0.00
REIMBURSEMENTS					
TOTAL					
TRANSFER FROM OTHER FUND					
504-504-3-90-3828 TRANS. FROM STF-MATCH	7,074.00	0.00	0.00	7,074.00	0.00
TOTAL TRANSFER FROM OTHER FUND	7,074.00	0.00	0.00	7,074.00	0.00
TOTAL REVENUES					
	86,950.00	0.00	7,965.30	78,984.70	9.16
EXPENDITURES					
=====					
PERSONNEL SERVICES					
TOTAL					
MATERIALS & SERVICES					
504-504-5-20-2252 TIRES	8,000.00	0.00	3,148.00	4,852.00	39.35
504-504-5-20-2381 MAINTENANCE	10,000.00	0.00	280.34	9,719.66	2.80
504-504-5-20-3311 LODGING AND MEALS	2,000.00	0.00	0.00	2,000.00	0.00
504-504-5-20-3323 MILEAGE	1,000.00	0.00	0.00	1,000.00	0.00
504-504-5-20-3710 RSVP	3,000.00	0.00	0.00	3,000.00	0.00
504-504-5-20-3712 OFFICE EXPENSE	3,402.00	0.00	0.00	3,402.00	0.00
504-504-5-20-3713 DRIVER EXPENSE	1,000.00	0.00	0.00	1,000.00	0.00
504-504-5-20-3714 TRAINING	3,401.00	0.00	0.00	3,401.00	0.00
504-504-5-20-3746 CAREVAN/CTUIR	13,500.00	0.00	2,750.00	10,750.00	20.37
TOTAL MATERIALS & SERVICES	45,303.00	0.00	6,178.34	39,124.66	13.64
CAPITAL OUTLAY					
504-504-5-40-4404 OFFICE SOFTWARE	5,500.00	0.00	0.00	5,500.00	0.00
504-504-5-40-4405 STF VEHICLE	36,147.00	0.00	0.00	36,147.00	0.00
TOTAL CAPITAL OUTLAY	41,647.00	0.00	0.00	41,647.00	0.00

MORROW COUNTY, OREGON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 29TH, 2016

504-5310 - FTA GRANT FUND
5310 FTA GRANT

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
OTHER REQUIREMENTS					
TOTAL					
TOTAL EXPENDITURES	86,950.00	0.00	6,178.34	80,771.66	7.11
REVENUE OVER/(UNDER) EXPENDITURES	0.00	0.00	1,786.96 (1,786.96)	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: FEBRUARY 29TH, 2016

216-SPEC TRANSPORTATION FUND
SPECIAL TRANSPORTATION

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUES					
=====					
GRANT REVENUE					
216-320-3-30-3142 STATE STF FUNDS	80,000.00	0.00	121,332.00 (41,332.00)	151.67
216-320-3-30-3145 HRTG - VETS	45,000.00	0.00	11,428.81	33,571.19	25.40
TOTAL GRANT REVENUE	125,000.00	0.00	132,760.81 (7,760.81)	106.21
CHARGES FOR SERVICES					
216-320-3-40-4139 BUS RECEIPTS	2,500.00	122.00	1,499.30	1,000.70	59.97
TOTAL CHARGES FOR SERVICES	2,500.00	122.00	1,499.30	1,000.70	59.97
REIMBURSEMENTS					
216-320-3-80-7075 REIMBURSED ITEMS	200.00	0.00	689.60 (489.60)	344.80
TOTAL REIMBURSEMENTS	200.00	0.00	689.60 (489.60)	344.80
TRANSFER FROM OTHER FUND					
TOTAL					
<hr/>					
TOTAL REVENUES	127,700.00	122.00	134,949.71 (7,249.71)	105.68
EXPENDITURES					
=====					
PERSONNEL SERVICES					
216-320-5-10-1001 COORDINATOR	47,078.00	3,627.20	29,289.64	17,788.36	62.22
216-320-5-10-1301 FICA	2,919.00	220.68	1,784.40	1,134.60	61.13
216-320-5-10-1302 WORKERS COMP	177.00	2.12	78.86	98.14	44.55
216-320-5-10-1303 PACIFIC MUTUAL	9,133.00	703.68	5,682.21	3,450.79	62.22
216-320-5-10-1309 UNEMPLOYMENT INSURANCE	750.00	68.92	387.00	363.00	51.60
216-320-5-10-1316 DISABILITY INSURANCE	62.00	5.20	41.60	20.40	67.10
216-320-5-10-1317 LIFE INSURANCE	52.00	4.31	34.48	17.52	66.31
216-320-5-10-1320 VACATION ACCRUAL	502.00	0.00	0.00	502.00	0.00
216-320-5-10-1321 MANDATED MEDICARE	683.00	51.62	417.39	265.61	61.11
TOTAL PERSONNEL SERVICES	61,356.00	4,683.73	37,715.58	23,640.42	61.47
MATERIALS & SERVICES					
216-320-5-20-2251 FUEL	17,500.00	628.70	8,465.50	9,034.50	48.37
216-320-5-20-2252 TIRES	1,000.00	0.00	677.72	322.28	67.77
216-320-5-20-2381 MAINTENANCE	7,480.00	0.00	9,975.89 (2,495.89)	133.37
216-320-5-20-3230 PUBLISHING	200.00	0.00	0.00	200.00	0.00
216-320-5-20-3240 TELEPHONE	1,500.00	0.00	2,124.54 (624.54)	141.64
216-320-5-20-3311 LODGING AND MEALS	3,500.00	0.00	456.66	3,043.34	13.05
216-320-5-20-3314 REGISTRATION & DUES	1,500.00	0.00	600.00	900.00	40.00
216-320-5-20-3323 MILEAGE	1,500.00	0.00	0.00	1,500.00	0.00
216-320-5-20-3530 BUS LIABILITY INSURANC	9,000.00	0.00	8,917.31	82.69	99.08
216-320-5-20-3610 ELECTRICITY	400.00	0.00	261.87	138.13	65.47
216-320-5-20-3712 OFFICE EXPENSE	250.00	79.29	1,608.85 (1,358.85)	643.54
216-320-5-20-3713 DRIVER EXPENSE	1,000.00	0.00	304.60	695.40	30.46

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: FEBRUARY 29TH, 2016

216-SPEC TRANSPORTATION FUND

SPECIAL TRANSPORTATION

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
216-320-5-20-3714 TRAINING/MILEAGE	2,000.00	0.00	276.00	1,724.00	13.80
216-320-5-20-3715 BUS SHED RENT	600.00	0.00	450.00	150.00	75.00
216-320-5-20-3725 MISCELLANEOUS	500.00	50.00	2,052.90 (1,552.90)	410.58
216-320-5-20-3726 TELEPHONE	0.00	0.00	392.69 (392.69)	0.00
216-320-5-20-3745 CONTRACT VOL. DRIVERS	15,000.00	0.00	10,775.00	4,225.00	71.83
TOTAL MATERIALS & SERVICES	62,930.00	757.99	47,339.53	15,590.47	75.23
CAPITAL OUTLAY					
TOTAL					
OTHER REQUIREMENTS					
216-320-5-50-5355 TRANS. TO 5310-MATCH F	7,074.00	0.00	0.00	7,074.00	0.00
TOTAL OTHER REQUIREMENTS	7,074.00	0.00	0.00	7,074.00	0.00
TOTAL EXPENDITURES	131,360.00	5,441.72	85,055.11	46,304.89	64.75
REVENUE OVER/(UNDER) EXPENDITURES (3,660.00) (5,319.72)	49,894.60 (53,554.60)	1,363.24-

MORROW COUNTY, OREGON
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: FEBRUARY 29TH, 2016

504-5310 - FTA GRANT FUND

5310 FTA GRANT

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUES					
=====					
GRANT REVENUE					
504-504-3-30-3145 5310 - FTA GRANT	79,876.00	4,247.00	12,190.00	67,686.00	15.26
TOTAL GRANT REVENUE	79,876.00	4,247.00	12,190.00	67,686.00	15.26
CHARGES FOR SERVICES					
TOTAL					
INVESTMENT EARNINGS					
504-504-3-65-0105 INVESTMENT EARNINGS	0.00	0.00	22.30 (22.30)	0.00
TOTAL INVESTMENT EARNINGS	0.00	0.00	22.30 (22.30)	0.00
REIMBURSEMENTS					
TOTAL					
TRANSFER FROM OTHER FUND					
504-504-3-90-3828 TRANS. FROM STF-MATCH	7,074.00	0.00	0.00	7,074.00	0.00
TOTAL TRANSFER FROM OTHER FUND	7,074.00	0.00	0.00	7,074.00	0.00
TOTAL REVENUES	86,950.00	4,247.00	12,212.30	74,737.70	14.05
EXPENDITURES					
=====					
PERSONNEL SERVICES					
TOTAL					
MATERIALS & SERVICES					
504-504-5-20-2252 TIRES	8,000.00	0.00	3,148.00	4,852.00	39.35
504-504-5-20-2381 MAINTENANCE	10,000.00	0.00	280.34	9,719.66	2.80
504-504-5-20-3311 LODGING AND MEALS	2,000.00	0.00	0.00	2,000.00	0.00
504-504-5-20-3323 MILEAGE	1,000.00	0.00	0.00	1,000.00	0.00
504-504-5-20-3710 RSVP	3,000.00	0.00	0.00	3,000.00	0.00
504-504-5-20-3712 OFFICE EXPENSE	3,402.00	0.00	0.00	3,402.00	0.00
504-504-5-20-3713 DRIVER EXPENSE	1,000.00	0.00	0.00	1,000.00	0.00
504-504-5-20-3714 TRAINING	3,401.00	0.00	0.00	3,401.00	0.00
504-504-5-20-3746 CAREVAN/CTUIR	13,500.00	0.00	2,750.00	10,750.00	20.37
TOTAL MATERIALS & SERVICES	45,303.00	0.00	6,178.34	39,124.66	13.64
CAPITAL OUTLAY					
504-504-5-40-4404 OFFICE SOFTWARE	5,500.00	0.00	0.00	5,500.00	0.00
504-504-5-40-4405 STF VEHICLE	36,147.00	0.00	0.00	36,147.00	0.00
TOTAL CAPITAL OUTLAY	41,647.00	0.00	0.00	41,647.00	0.00

**The Loop Advisory Committee
Morrow County Transportation
April 5, 2016
Port of Morrow
Boardman, Oregon**

The Loop Committee Members Present:

Sheryll Bates	Dan Brosnan	George Nairns	Aaron Palmquist
Betty Gray	Ray Michael	Cynthia Navarro	Mike Jones
Karen Pettigrew	Sam Bellany		

Others Present:

Anita Pranger, Coordinator	Carla McLane
Leann Rea, County Commissioner	Linda Skendzel

Meeting called to order by Chairman Aaron Palmquist at 4:06 p.m.

Aaron welcomed everyone and introductions were made.

Public Comment: None

Minutes:

Betty moved to approve minutes of March 1, 2016 meeting as presented. George seconded the motion. Motion passed.

Advisory Committee Contact Information:

Aaron handed out a sheet with everyone's contact information that Anita has. The committee was asked to look over it and if there are any changes in their information to please make the changes on the paper so Anita can update the information.

Anita will then give the updated information to Roberta so the county has the information for their records.

Update - Carla:

Carla handed out technical memorandum #2 from the consultants of the Coordinated Human Service Public Transportation Plan. This is the stake holders summary. The consultants do want comments about his memorandum but they will not update anything in this document. The information in this document was taken from talking to all of the stake holders. This document compiled what is currently available in services, what the needs are at this time, what the market is, and what the consultants are finding as barriers. This document will be rolled into the plan. Carla has not confirmed as to what the consultants schedule is in coming back out to the group. Carla had told the consultants that May 3, 2016 was reserved for them to come and talk to the committee. They have not confirmed with Carla yet that this will work with them. Carla will get back with the consultants and see where they are at with the plan on their side. Carla is thinking that at the June meeting we will be having a look at the draft plan with the adoption of the plan the later part of June. Scope of work says that this will be done by

June 30, 2016. She is thinking that all the plans in all the counties that the consultants have been working on is slipping on the time line. Morrow County is not the only county where the time line is being pushed back. If the time line slips it will be because ODOT has let the consultants do that. Carla said the time line cannot slip much because this has to do with the new funding starting July 1, 2016. She is pretty sure ODOT will push the consultants to get this done by June 30, 2016.

Aaron asked about the timing if we get the document at the June 7, 2016 meeting. If the committee provided a recommendation to Carla at that time she felt we could get a recommendation for approval to the County Court by June 30, 2016 with the official adoption with documentation coming in the next couple of weeks after that.

We are looking at adopting the plan in June at this time.

Dan asked Carla if the timeline slips what about the consultants getting their money? Carla let him know that ODOT had control over that. He also asked her for a list of who the consultants have contacted to receive input for creating the document. Carla advised that a lot of that was in the first Technical Memorandum but they have since added to that list. Carla will ask that question to the consultants.

Sheryll asked about adding the Chamber of Commerce's to the document. They do not seem to be consistent about this. Boardman is in there but Heppner and Irrigon are not. The list that they are presenting now do not match what was in the initial summary. There are several things that need to be cleaned up in the document.

Discussion of location of description of Heppner as being in central Morrow County. Some people see Heppner being in South Morrow County. If you look at a map Heppner is actually closer to the central part of the county. Leann would like a map put in the document with the location of the cities and towns in Morrow County. The Willow Creek Valley is referred to as South Morrow County but as to geography this is not accurate.

Carla then reported on the Regional Travel Shed Plan. They are working on putting together the regional technical advisory committee for the Regional Travel Shed Plan. Dan, Leann, Anita, Carla, Debbie Radie, and Lisa Mittelsdorf from Morrow County are all on the committee. Other committee members will be from Umatilla County and the Tribes. The total committee will be between 18 to 20 people. Morrow County is one third of the total committee. The first meeting could possibly be the morning of Thursday April 28, 2016 in Hermiston at the Stafford Hansell Building. This project is the first one in Oregon and at this time there is no time frame. Probably will not be done until next year sometime. The State has a project summary of what they want to accomplish they just have to figure out how to do that and then put into a planning document that has value to all of the participating entities to put it into implementation.

The first technical memorandum for the Coordinated Human Services Public Transportation Plan will be implemented into the Regional Travel Shed Plan. From that point the Regional Travel Shed Plan will go into a transit outcome plan. There will then be two planning documents that will inform the transit plans in the County.

Carla asked that we take into consideration that the consultants do not live here so that when we want something changed we need to get it right when we give them the information.

Update -- Anita:

Revenue/Expense reports were handed out to the committee members. Dan asked Anita why there was a budget amount of \$2500 in the revenue line for charges for service and only \$863.95 in actual. She advised him that this is what we have received in bus donations so far this year. He asked if we would get the \$2500. Anita said she didn't know but that is the figure that has been put in to the budget the last few years. It is more of a place holder for the budget. There has to be an amount put there.

Mike Jones has officially been appointed to the committee by County Court.

Ridership for the months of February and March have increased from a year ago. Hopefully they will continue to increase.

Anita has applied for two grants. One is for a handicapped van to replace the red van. The other grant is for a handicapped van to replace the 10 passenger bus and a new 14 passenger bus for Heppner. The 10 passenger bus and the 14 passenger bus that are in Heppner are at the end of their useful life.

From the Highly Rural Transportation Grant through the Veterans' Administration she has requested reimbursement for October thru December 2015 in the amount of \$10,915.94 and for January and February 2016 \$7,102.24. A total reimbursement of \$18,018.18.

Anita is working with Frank Thomas of Union County to get software setup for dispatching. She has had him put her on line with their program. There's no cost to the county for doing this. Next year we will have to share with the other counties that are using this software for the program maintenance fee. Frank said that this should be around \$1,000 for the year. Frank has applied for a grant for GPS units for the vehicles, if he gets this grant we will have to cover the 10% match to cover the units for our vehicles. The match that we will have to come up with will be between \$3,000 and \$4,000. The money for this can come out of the 5310 grant software line.

Aaron asked if we could get some screen shots to the committee members so they can see what the software will look like. Anita said she could do this by taking copies of screen shots out of the manual that Frank has supplied to her. Carla asked if it would be able to inform about fix routes. Anita said yes Frank has a fixed route that he uses this program with.

Leann asked what the reaction of the drivers were on the per diem they are getting. Anita said they like it. One of the drivers in Irrigon is requesting that she would like to drive at least two days a week because this is helping her to supplement her income. It has been very positive with them. If they drive everyday they can get a sizable amount per month.

Aaron asked about the budget that is going to be presented to the County. Anita presented it to the committee last month for their approval. 5311 grant will be a fund that the budget committee will see as a new fund so if we do get the grant we have a place to put the dollars. Carla asked that for the new budget cycle the committee will approve a new budget for the 5311 dollars even though we do not have any money coming in yet. Anita said that this was correct. We put place holders in the budget if we get the grant.

Other:

Linda Veterans Service Officer for Morrow County said she didn't have a lot of new or updated information. The Choice Program is still in the works and they are working on trying to get coverage with Morrow. Some providers chose not to participate because the reimbursement is at the Medicaid rate.

Aaron noted that the Vet ridership is going up and we need to continue getting the word out so that ridership continues to go up.

Aaron would like to put out some banners for advertising. The committee thought the banners were a good idea. The banners can be moved around from one community to another. Aaron suggested getting 4 and putting them back to back or getting a couple of double sided ones. Karen suggested getting ones with the moons in them for air circulation on windy days.

Carla will reach out to the consultants and find out what their time line is and will coordinate with Anita as to what time we will need to meet for next month's meeting. Anita will then email everyone and let them know as soon as she gets word from Carla as to how much time we will need.

Aaron suggested tentatively marking our calendars for a meeting from 2:30 pm to 4:30 pm otherwise the regular meeting will be at 4:00 pm at the St. Pats Senior Center.

There was no further discussion.

Meeting Adjourned 5:06 p.m.

Next meeting scheduled May 3, 2016 at 4:00 p.m. St Pats Senior Center, Heppner, Oregon.

Respectfully Submitted
Anita Pranger Coordinator

**The Loop Advisory Committee
Morrow County Transportation
May 3, 2016
Bartholomew Building
Heppner, Oregon**

The Loop Committee Members Present:

Sheryll Bates	Dan Brosnan	George Nairns	Aaron Palmquist
Betty Gray	Cynthia Navarro	Mike Jones	
Sam Bellany			

Others Present:

Anita Pranger – The Loop Coordinator	Carla McLane – Morrow Co Planning Director
Linda Skendzel – Veterans’ Service Officer	Stephanie Wright – Nelson/Nygaard
Bryan Blanc – Nelson/Nygaard	

Meeting called to order by Chairman Aaron Palmquist at 2:05 p.m.

Aaron welcomed everyone and introductions were made.

Public Comment: Cynthia commented that one of the patients that we transported for her said that they were really grateful for the service. Cynthia has been getting the word out about our transportation service so more people are finding out about the service. Columbia River Community Health Services clientele are very pleased with the service that they have been getting from The Loop. Anita commented that with the translation through Cynthia we are starting to get more Hispanic riders.

Minutes:

Betty moved to approve minutes of April 5, 2016 meeting as presented. Dan seconded the motion. Motion passed.

Update – Anita:

No revenue/expense reports because the meeting was early in the month and the accounts payable department was very busy. The next month’s meeting will be a little later in the month so she will be able to get committee members updated with expenses at that time.

On April 19, 2016 Anita was at a Highly Rural Transportation Grant meeting with Dave Cooley, Sue Farkash and Mitchel Sparks all from the Oregon Department of Veterans Affairs. The last two counties that were eligible for this grant have come on board. Dave, Sue and Mitchel wanted all 10 counties to get together for a one day conference to exchange ideas and give updates about how each of the counties are doing spending their money for the year. Mitchell is 90% positive we will be getting this grant next year. The Department of Veterans Affairs are very pleased with how the grant is progressing in Oregon.

April 14, 2016 Anita had a conference call with Laura Slater, Region 5 Transportation Coordinator, Mel Hanna and Christine West from the State, to discuss the options for the 20 passenger bus. Frank Thomas from Union County has expressed an interest and need for the bus. The state confirmed that I

could transfer the bus to Union County and that Frank could pay The Loop what is left on the match that was paid by Morrow County when the bus was purchased. Christine figured out what is left on the match and that amount is \$2,660.

Frank then had his Trans-op/Maintenance Manager Tammy Spriggs-Hall come and check out the bus on April 22, 2016. She found a couple of minor issues with the bus. One was there could be a possible transmission leak and the blinkers are blinking fast and that is a sign that they are usually going out. She had no concern with either one of these items and was going to go back to Frank and let him know that if they could get the bus for \$2,660 they should purchase it.

Aaron noted that Union County is the one we are working with on getting the software program, so there is a working relationship between The Loop and Union County.

Sheryll asked if we could sell this bus any other way. Anita said no we could not do this any other way because the bus has not expended its useful life as per the State.

Dan made a motion that we do a transfer of public property, the 20 passenger bus, to Union County for the amount of \$2,660 and Anita take the recommendation to County Court for their approval. Sheryll seconded the motion. Motion carried.

Carla ask that Anita share with the committee that last Thursday morning she took the first van to High Performance Signs and had the decals put on it. The signs have been put up on both of the bus sheds.

Business cards have been purchased with the new logo.

Aaron discussed the banners that the committee would like to purchase. He would something eye catching besides just The Loop logo and phone number on the banner. He would like another saying like "Need a Ride" or "Need a Ride Call" something that will catch people's attention to the banner. Committee members discussed what they would like to appear on the banners.

George moved to put on the banners "Need a ride call", 1-844-676-5667, The Loop Morrow Co Transportation, serving Morrow Co residents. With an animated van. Sheryll seconded.

Betty asked how the budget presentation went to the budget committee. Anita said there was not a problem everything went well. The part time person that she had asked for to fill in for her for 4 weeks per year was approved. Anita is working on the job description for the dispatch part time job and she will send it to Karen for final approval when Karen gets back from Korea. Anita hopes to have the person on board by the first of July. A place holder for the 5311 dollars was but in the budget so when we decide to apply for this grant it will be in the budget.

Update – Linda Veterans' Service Officer

Linda has heard good things about the program so far.

Update - Carla:

Carla updated the committee briefly on the Regional Travel Shed project. The Regional Travel Shed consultants are Kittelson and Associates specifically Matt Hughard from that firm. Carla has worked with

Matt before and is looking forward to working with him with this project. They did have their first meeting April 28, 2016 there were about 18 people from the different entities. Carla felt that it was well attended. Next meeting will be in the next couple of months. No one really knows what the outcome of this project will be. ODOT has recognized that there is this hole in travel that needs to be addressed. This will hopefully help facilitate Counties going from a travel plan to a transit plan. With changes happening in the county there is becoming more of a need for a transit plan. The regional plan will be a transit frame work to help us figure out what all is need to go from the curb to curb service to a fixed route transit plan. It will be interesting to Carla to see how Umatilla County handles this. Umatilla County does not have a STF Plan like Morrow County. Umatilla County gets money but they then contract it out with the different agencies in their county. They are not as well coordinated with their STF dollars as Morrow County. Carla said that she would not probably have another update on the Regional Travel Shed until June.

Stephanie from Nelson Nygaard updated the committee on the Morrow County Coordinated Human Services Public Transportation Plan. Bryan Blanc of Nelson Nygaard took minutes on this portion of the meeting and I have included those minutes as an attachment to these minutes. The consultants are trying for an adoption of the plan for June.

Stephanie suggested that we look at Cascade East for a business model for some ideas on how to grow the program.

Committee would like to explore some income areas – grants, fares, taxing district, etc. for long term income.

Other:

Sheryll moved to adjourn. Dan seconded. Motion carried.

Meeting Adjourned 4:00 p.m.

Next meeting scheduled June 7, 2016 at 2:00 p.m. Irrigon City Hall, Irrigon, Oregon.

Respectfully Submitted
Anita Pranger Coordinator



MEMORANDUM

To: Carla McLane, Anita Pranger, Aaron Palmquist, Laura Slater

From: Stephanie Wright, Bryan Blanc; Nelson\Nygaard

Date: May 12, 2016

Subject: Morrow County The Loop Committee Meeting: Coordinated Plan Strategies

This memorandum summarizes the Morrow County Coordinated Human Services and Public Transportation Plan Update strategy meeting with The Loop committee in Heppner, OR on May 3, 2016. The strategy meeting was held as a portion of The Loop committee's regular monthly meeting. The primary goal of the meeting was to review the needs identified and strategies proposed by Nelson\Nygaard, and offer feedback for the final plan, including a prioritization of strategies.

Attendees present at the meeting are outlined in Figure 1.

Figure 1 Meeting Attendees

Attendee Name	Affiliation	E-Mail
Betty Gray	lone/Senior	bettylgray@gmail.com
Michael S Jones	County resident	msj61@centurytel.net
Dan Brosnan	Heppner/Seniors and Veterans	dbrosnan123@gmail.com
Carla McLane	Morrow County	cmclane@co.morrow.or.us
Virginia "George" Nairns	Heppner/Sr. & Disabled	wctalk@mocohead.org
Aaron Palmquist	City of Irrigon	Aaron.palmquist@ci.irrigon.or.us
Sam Bellamy	Lexington Pump	lexpump@yahoo.com
Cynthia Navarro	CRCHS	cnavarro@crchs.net
Sheryll Bates	Heppner Chamber of Commerce	heppnerchamber@centurytel.net
Anita Pranger	Morrow County – The Loop	APranger@co.morrow.or.us
Linda Skendzel	Morrow County Veterans Services	mcvets@co.morrow.or.us
Stephanie Wright	Nelson\Nygaard	swright@nelsonnygaard.com
Bryan Blanc	Nelson\Nygaard	bblanc@nelsonnygaard.com

INTRODUCTION

Stephanie Wright began by briefly reviewing the purpose and timeline of the project. An existing conditions review was developed (TM1) and stakeholder outreach was conducted (TM2) during November 2015 – February 2016.

EXISTING CONDITIONS

Stephanie led the discussion of the existing conditions review.

Demographic Analysis

Stephanie presented population statistics at the local and county levels as well as population growth projections developed by the Oregon Office of Economic Analysis (OOEA). Carla McLane explained that Morrow County is working with Portland State University's (PSU) Population Research Center as part of the Umatilla/Morrow County Regional Travel Shed Analysis project, and that PSU is currently in the process of developing its own population projections. These projections take into account factors such as land use and may be more accurate than OOEA's projections. The current plan can continue using OOEA numbers, but for future plan updates the county would like to use PSU's projections.

Stephanie then presented concentrations of vulnerable populations, employment data and trends, and home and work locations for Morrow County residents and workers.

The data showed that just 35% of people who work in Morrow County also live in Morrow County. Carla brought up that at the kickoff meeting for the travel shed analysis project, this data point is the opposite in Umatilla County – 65% of its employees also live in the county. The group discussed why patterns are such opposites. Mostly, it appears to be due to the lack of housing built in Morrow County. People were also curious about the number of people commuting from very far away and from "Other" places. The committee remarked that there is a good deal of short-term jobs in Morrow County (even up to a year or two in length) such as construction work. That person ends up being counted as a Morrow County worker, but the person's home location might be Multnomah County. This doesn't mean they are commuting every day from Multnomah to Morrow Counties, but that they live locally for a short time while the job is being completed.

Existing Transit Services

Stephanie then briefly reviewed the existing transportation services available in Morrow County. She commented on the possibility of Morrow County (or its cities) developing a taxi reimbursement program similar to cities in Umatilla County, as it has been a successfully, low-cost way of providing demand-response service.

STAKEHOLDER OUTREACH

Bryan Blanc led the discussion of the stakeholder outreach efforts and results.

Outreach Methodology

Bryan explained the methods used for obtaining stakeholder input:

- Survey sent to stakeholders in November-December 2015
- Meeting in November 2015
- Phone interviews conducted in January-February 2015

The full list of stakeholders interviewed was provided to show the range of agencies represented. Bryan then reviewed the key findings of the stakeholder outreach efforts by category.

NEEDS ASSESSMENT

Bryan then discussed the needs identified by the project team and how they were grouped into seven categories.

Information and Marketing

- General public marketing
- Bilingual information and marketing
 - Committee noted that while these are two different strategies, they naturally go together since any information created should automatically be translated.

Operations

- Lack of volunteers
- Lack of regular service
- Door-to-door assistance

Underserved Markets

- Medicaid recipients
- Hispanic community
- Veterans

Geographic

- Service to medical facilities
- Connections to Port of Morrow
- Inter-county service
 - The group noted that as of January 1, 2016, Kayak Public Transit discontinued the Tri-City Trolley service.
- Kayak service to Boardman
- Long-distance trips
- Regional transportation network
 - Carla noted that the previous five items were all mentioned as needs in the travel shed analysis project as well. The group talked about a regional network, perhaps linking Irrigon, Boardman, Echo, Stanfield, and Umatilla in one big loop with dial-a-ride type service feeding people to that loop. Stephanie noted that the system in Bend, called Cascades East, operates on a similar model

Temporal

- Late night/very early morning service

Technology

- Scheduling software

Organization

- Employer coordination
 - Attendees indicated that several vanpool efforts had been tried and have thus far been unsuccessful. Boardman Foods has indicated an interest in starting a vanpool program, and may be a good place to start for employee coordination and vanpooling efforts.
- Approved Veterans' Choice medical facility
 - This item generated discussion because of the lack of clarity regarding the difference between 'preferred providers' and 'approved physicians.' Linda Skendzel and Aaron Palmquist clarified that Morrow County does not currently have any preferred providers through the Veterans' Choice Program, but does have approved physicians.
- Funding silos dictate service eligibility requirements

STRATEGIES PROPOSED

Stephanie led the discussion of the strategies proposed and the following prioritization exercise.

Each strategy was briefly reviewed, including its description, benefits, action items, responsible party, timeframe for implementation, level of effort, and planning-level cost.

Discussion

- Determine the right service types to serve Port of Morrow – modify responsible party to name the Port of Morrow – they must be the ones to help implement.
- Work with regional providers to link Morrow County residents to neighboring counties. – this strategy should include an action item to review successful rural dial-a-ride programs, such as Cascades East Transit's network of Dial-a-Ride providers. This strategy can take a phased approach with one provider expanding its network, and over the longer time the region could join together and form a transit district with taxing authority.
- Work with regional transportation and medical providers to create efficient long distance trips – add additional action item pertaining to reviewing current best practices – OHSU currently works well with transportation providers, and this example could be adapted elsewhere. OHSU physicians ask people how they plan to get to an appointment, for example.
- Vanpool programs – add additional action item for reviewing best practices
- Buy scheduling software – change timeframe to 1-3 years, effort to Low, and cost to \$. This item has already been purchased.
- Expand volunteer driver pool – this strategy should have an 'ongoing' time frame. Rename strategy to "Create a volunteer program" that is more robust than just a volunteer pool. This program will embrace an overall spirit of volunteerism for many public services. Also revise strategy to emphasize the improvement of the management of volunteer driver pools. Best practices examples should be referenced for review.
- Door-through-door service – note that this is happening informally already
- Add additional strategy: Create a transit framework exploring service options, funding opportunities, and operational alternatives.

Prioritization

Meeting attendees were asked to vote on the strategies presented based on the information given and their preferences. Attendees were each allowed to vote for four different strategies (from among the total 15), and were given four dots to place on the strategy cards hung up around the room. Three strategies were removed from the voting set:

- **Technology – Buy scheduling software.** This strategy is already in process. The Loop has purchased Stratagen based on recommendations from Union County CCNO, among others. Stratagen will now be used to schedule trips for The Loop.
- **Maintain Existing Service and Programs –**This strategy was removed as it is implicitly a top priority for the county. It
- **Maintain Existing Service and Programs –** Replace vehicles in a timely fashion. This strategy was removed as it is implicitly a top priority for the county.

The votes were counted and used to prioritize strategies as presented in Figure 2. The voting process clarified the prioritization of strategies for the plan, and based on the number of votes, strategies were grouped into three implementation categories: near-term, mid-term, and long-term.

Figure 2 Strategy prioritization

Category	Strategy	# of Votes	Implementation
Technology	Buy scheduling software	In Process	Ongoing
Maintain Existing Service and Programs	Preserve existing The Loop service	Existing	Ongoing
Maintain Existing Service and Programs	Replace vehicles in a timely fashion	Existing	Ongoing
Operations	Expand volunteer driver pool	7	Near-Term
Organization	Assist Morrow County Health District hospital/clinics in becoming Veterans Choice Program Participating Providers	6	Near-Term
Underserved Markets	Assist The Loop in becoming a Medicaid provider	5	Near-Term
Information and Marketing	Provide information about existing transportation services in multiple formats	4.5	Near-Term
Information and Marketing	Provide bilingual informational and marketing materials	4.5	Near-Term
Temporal	Extend The Loop service hours	4	Mid-Term
Geographic	Determine the right service type to serve Port of Morrow	2	Mid-Term
Organization	Explore ridematching, carpool, and vanpool programs	1	Mid-Term
Geographic	Develop medical shuttle to Pioneer Memorial Hospital	1	Mid-Term

Strategies Meeting Notes | Morrow County Coordinated Plan Update
Oregon Department of Transportation

Category	Strategy	# of Votes	Implementation
Organization	Work with regional transportation and medical providers to create efficient long distance trips	1	Mid-Term
Geographic	Work with regional providers to link Morrow County residents to neighboring counties.	0	Long-Term
Organization	Explore co-mingling of funding between STF and the Highly Rural Transportation Grant	0	Long-Term
Operations	Create fixed route or flex route service	0	Long-Term
Operations	Create a mobility manager position	0	Long-Term
Operations	Develop door-through-door service	0	Long-Term

The committee generally agreed with the resultant prioritization. They also expressed that an additional strategy should be included in the plan, the primary tasks of which would be to identify funding and outline a transit service development framework.

NEXT STEPS

Loop Committee comments are due to Carla by May 20. Carla will aggregate and deliver to Nelson\Nygaard on May 23rd. Nelson\Nygaard will then revise the final plan accordingly (given the feedback received at this meeting and the comments received on the document) to deliver a final plan for June 7th. This plan will be up for final approval by The Loop committee. If approved, the committee will recommend it be adopted by the county court. A public comment period of 20-30 days will follow, after which the plan will be adopted by the Morrow County court in July.

ACTION ITEMS: CHANGES TO PLAN

The following items will be edited in or added to the plan.

- Employers – Morrow County Grain Growers has locations throughout county
- Boardman Foods expressed an interest in vanpool/transit programs. Address this in corresponding needs and strategies.
- New taxi service in Lexington
- Veterans' Choice – Morrow County currently has approved physicians, but not preferred providers. This should be clarified in the corresponding needs and strategies.
- Page number issues (Ex: page 2-3 was duplicated).
- Strategy edits (documented in Strategies section)

AS OF: MAY 31ST, 2016

216-SPEC TRANSPORTATION FUND
SPECIAL TRANSPORTATION

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUES					
=====					
GRANT REVENUE					
216-320-3-30-3142 STATE STF FUNDS	130,000.00	0.00	141,332.00 (11,332.00)	108.72
216-320-3-30-3145 HRTG - VETS	45,000.00	0.00	29,446.99	15,553.01	65.44
TOTAL GRANT REVENUE	175,000.00	0.00	170,778.99	4,221.01	97.59
CHARGES FOR SERVICES					
216-320-3-40-4139 BUS RECEIPTS	2,500.00	240.00	2,505.11 (5.11)	100.20
TOTAL CHARGES FOR SERVICES	2,500.00	240.00	2,505.11 (5.11)	100.20
REIMBURSEMENTS					
216-320-3-80-7075 REIMBURSED ITEMS	200.00	0.00	689.60 (489.60)	344.80
TOTAL REIMBURSEMENTS	200.00	0.00	689.60 (489.60)	344.80
TRANSFER FROM OTHER FUND					
216-320-3-90-3828 TRANSFER FROM STO	0.00	0.00	7,950.00 (7,950.00)	0.00
TOTAL TRANSFER FROM OTHER FUND	0.00	0.00	7,950.00 (7,950.00)	0.00
TOTAL REVENUES	177,700.00	240.00	181,923.70 (4,223.70)	102.38
EXPENDITURES					
=====					
PERSONNEL SERVICES					
216-320-5-10-1001 COORDINATOR	47,078.00	1,813.60	40,171.24	6,906.76	85.33
216-320-5-10-1169 EXTRA HELP	0.00	88.26	88.26 (88.26)	0.00
216-320-5-10-1301 FICA	2,919.00	115.81	2,454.01	464.99	84.07
216-320-5-10-1302 WORKERS COMP	177.00	0.00	104.74	72.26	59.18
216-320-5-10-1303 PACIFIC MUTUAL	9,133.00	351.84	7,793.25	1,339.75	85.33
216-320-5-10-1309 UNEMPLOYMENT INSURANCE	750.00	0.00	559.30	190.70	74.57
216-320-5-10-1316 DISABILITY INSURANCE	62.00	0.00	52.00	10.00	83.87
216-320-5-10-1317 LIFE INSURANCE	52.00	0.00	43.10	8.90	82.88
216-320-5-10-1320 VACATION ACCRUAL	502.00	0.00	0.00	502.00	0.00
216-320-5-10-1321 MANDATED MEDICARE	683.00	27.09	574.02	108.98	84.04
TOTAL PERSONNEL SERVICES	61,356.00	2,396.60	51,839.92	9,516.08	84.49
MATERIALS & SERVICES					
216-320-5-20-2251 FUEL	17,500.00	0.00	10,680.06	6,819.94	61.03
216-320-5-20-2252 TIRES	1,000.00	0.00	1,547.43 (547.43)	154.74
216-320-5-20-2381 MAINTENANCE	7,480.00	0.00	3,109.66	4,370.34	41.57
216-320-5-20-3230 PUBLISHING	200.00	0.00	0.00	200.00	0.00
216-320-5-20-3240 TELEPHONE	1,500.00	9.10	3,344.65 (1,844.65)	222.98
216-320-5-20-3311 LODGING AND MEALS	3,500.00	0.00	889.48	2,610.52	25.41
216-320-5-20-3314 REGISTRATION & DUES	1,500.00	0.00	1,300.00	200.00	86.67
216-320-5-20-3323 MILEAGE	1,500.00	0.00	148.50	1,351.50	9.90
216-320-5-20-3530 BUS LIABILITY INSURANC	9,000.00	0.00	8,917.31	82.69	99.08
216-320-5-20-3610 ELECTRICITY	400.00	0.00	378.73	21.27	94.68

MORROW COUNTY, OREGON
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2016

216-SPEC TRANSPORTATION FUND
 SPECIAL TRANSPORTATION

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
216-320-5-20-3712 OFFICE EXPENSE	250.00	0.00	1,608.85 (1,358.85)	643.54
216-320-5-20-3713 DRIVER EXPENSE	1,000.00	1,406.97	1,856.95 (856.95)	185.70
216-320-5-20-3714 TRAINING/MILEAGE	2,000.00	0.00	276.00	1,724.00	13.80
216-320-5-20-3715 BUS SHED RENT	600.00	0.00	600.00	0.00	100.00
216-320-5-20-3725 MISCELLANEOUS	500.00	0.00	2,211.50 (1,711.50)	442.30
216-320-5-20-3726 TELEPHONE	0.00	0.00	392.69 (392.69)	0.00
216-320-5-20-3745 CONTRACT VOL. DRIVERS	15,000.00	0.00	17,175.00 (2,175.00)	114.50
TOTAL MATERIALS & SERVICES	62,930.00	1,416.07	54,436.81	8,493.19	86.50
<hr/>					
CAPITAL OUTLAY					
TOTAL					
<hr/>					
OTHER REQUIREMENTS					
216-320-5-50-5354 TRANSFER TO VEHICLE RE	50,000.00	0.00	50,000.00	0.00	100.00
216-320-5-50-5355 TRANS. TO 5310-MATCH F	7,074.00	0.00	7,074.00	0.00	100.00
TOTAL OTHER REQUIREMENTS	57,074.00	0.00	57,074.00	0.00	100.00
<hr/>					
TOTAL EXPENDITURES	181,360.00	3,812.67	163,350.73	18,009.27	90.07
REVENUE OVER/(UNDER) EXPENDITURES (3,660.00)	(3,572.67)	18,572.97 (22,232.97)	507.46-

MORROW COUNTY, OREGON
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2016

225-STF VEHICLE RESERVE FUND
 SPECIAL TRANSPORTATION

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUES					
=====					
GRANT REVENUE					
TOTAL					
REIMBURSEMENTS					
TOTAL					
TRANSFER FROM OTHER FUND					
225-320-3-90-3821 TRANSFER FROM STF FUND	0.00	0.00	50,000.00 (50,000.00)	0.00
TOTAL TRANSFER FROM OTHER FUND	0.00	0.00	50,000.00 (50,000.00)	0.00
<hr/>					
TOTAL REVENUES	0.00	0.00	50,000.00 (50,000.00)	0.00
EXPENDITURES					
=====					
CAPITAL OUTLAY					
225-320-5-40-4407 VEHICLE REPLACEMENT	151,500.00	0.00	70,570.50	80,929.50	46.58
TOTAL CAPITAL OUTLAY	151,500.00	0.00	70,570.50	80,929.50	46.58
RESERVED FOR FUTURE EXP.					
TOTAL					
ENDING FUND BALANCE					
TOTAL					
<hr/>					
TOTAL EXPENDITURES	151,500.00	0.00	70,570.50	80,929.50	46.58
REVENUE OVER/(UNDER) EXPENDITURES (151,500.00)	0.00 (20,570.50) (130,929.50)	13.58

AS OF: MAY 31ST, 2016

504-5310 - FTA GRANT FUND
5310 FTA GRANT

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUES					
=====					
GRANT REVENUE					
504-504-3-30-3145 5310 - FTA GRANT	79,876.00	0.00	12,190.00	67,686.00	15.26
TOTAL GRANT REVENUE	79,876.00	0.00	12,190.00	67,686.00	15.26
CHARGES FOR SERVICES					
TOTAL					
INVESTMENT EARNINGS					
504-504-3-65-0105 INVESTMENT EARNINGS	0.00	0.00	32.34 (32.34)	0.00
TOTAL INVESTMENT EARNINGS	0.00	0.00	32.34 (32.34)	0.00
REIMBURSEMENTS					
TOTAL					
TRANSFER FROM OTHER FUND					
504-504-3-90-3828 TRANS. FROM STF-MATCH	7,074.00	0.00	7,074.00	0.00	100.00
TOTAL TRANSFER FROM OTHER FUND	7,074.00	0.00	7,074.00	0.00	100.00
TOTAL REVENUES					
	86,950.00	0.00	19,296.34	67,653.66	22.19
EXPENDITURES					
=====					
PERSONNEL SERVICES					
TOTAL					
MATERIALS & SERVICES					
504-504-5-20-2252 TIRES	8,000.00	0.00	3,929.41	4,070.59	49.12
504-504-5-20-2381 MAINTENANCE	10,000.00	0.00	9,509.19	490.81	95.09
504-504-5-20-3311 LODGING AND MEALS	2,000.00	0.00	0.00	2,000.00	0.00
504-504-5-20-3323 MILEAGE	1,000.00	0.00	0.00	1,000.00	0.00
504-504-5-20-3710 RSVP	3,000.00	0.00	0.00	3,000.00	0.00
504-504-5-20-3712 OFFICE EXPENSE	3,402.00	0.00	989.59	2,412.41	29.09
504-504-5-20-3713 DRIVER EXPENSE	1,000.00 (1,368.99)	97.42	902.58	9.74
504-504-5-20-3714 TRAINING	3,401.00	0.00	0.00	3,401.00	0.00
504-504-5-20-3746 CAREVAN/CTUIR	13,500.00	0.00	4,125.00	9,375.00	30.56
TOTAL MATERIALS & SERVICES	45,303.00 (1,368.99)	18,650.61	26,652.39	41.17
CAPITAL OUTLAY					
504-504-5-40-4404 OFFICE SOFTWARE	5,500.00	0.00	0.00	5,500.00	0.00
504-504-5-40-4405 STF VEHICLE	36,147.00	0.00	0.00	36,147.00	0.00
TOTAL CAPITAL OUTLAY	41,647.00	0.00	0.00	41,647.00	0.00

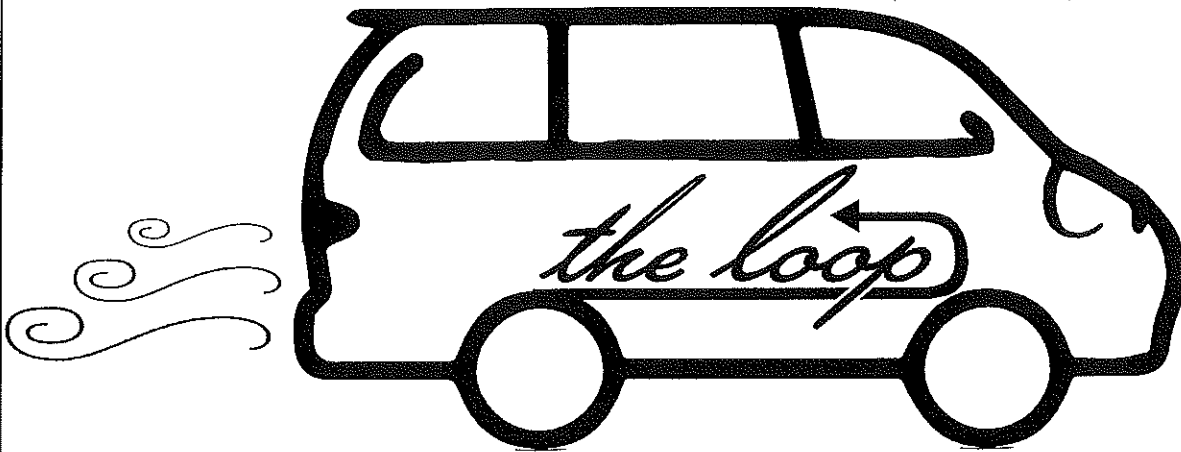
AS OF: MAY 31ST, 2016

504-5310 - FTA GRANT FUND
 5310 FTA GRANT

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
OTHER REQUIREMENTS					
504-504-5-50-5354 TRANSFER TO STF	7,950.00	0.00	7,950.00	0.00	100.00
TOTAL OTHER REQUIREMENTS	7,950.00	0.00	7,950.00	0.00	100.00
<hr/>					
TOTAL EXPENDITURES	94,900.00 (1,368.99)	26,600.61	68,299.39	28.03
REVENUE OVER/(UNDER) EXPENDITURES (7,950.00)	1,368.99 (7,304.27) (645.73)	91.88

NEED A RIDE?

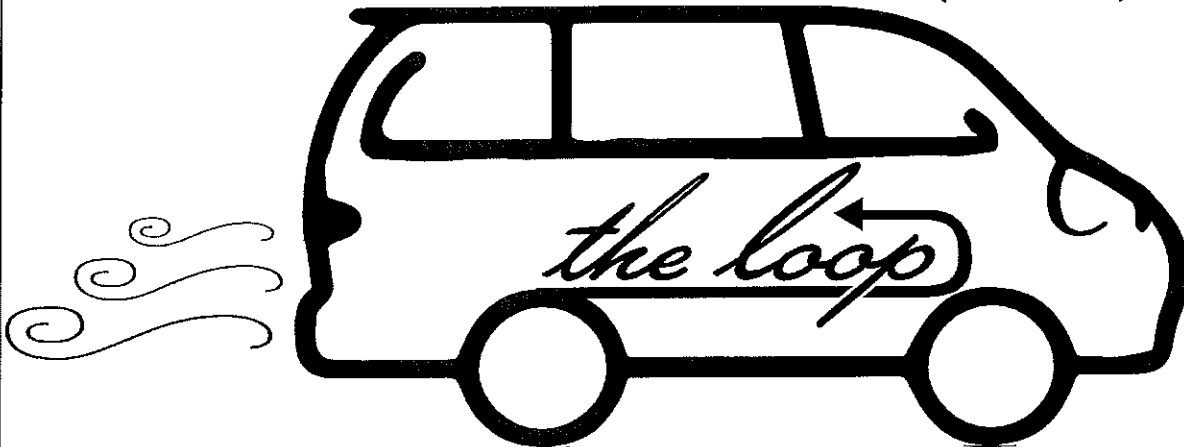
CALL 844-676-LOOP (5667)



Serving Morrow County Residents

NECESITA UN PASEO?

LLAME 844-676-LOOP (5667)



Que Sirven a los Residentes del Condado de Morrow

**The Loop Advisory Committee
Morrow County Transportation
June 7, 2016
Bartholomew Building
Heppner, Oregon**

The Loop Committee Members Present:

Dan Brosnan	Aaron Palmquist	Betty Gray	Cynthia Navarro
Mike Jones	Karen Pettigrew		

Absent:

George Nairns	Kevin McCabe	Sheryll Bates	Sam Bellamy
Ray Michael			

Others Present:

Anita Pranger – The Loop Coordinator	Carla McLane – Morrow Co Planning Director
Leann Rea – Morrow Co Commissioner	

Meeting called to order by Chairman Aaron Palmquist at 2:05 p.m.

Aaron welcomed everyone.

Public Comment: None

Minutes:

Dan moved to approve minutes of May 3, 2016 meeting as presented. Mike seconded the motion. Motion passed.

Update – Anita:

Revenue/Expense reports were presented to committee members.

Anita has put in for reimbursement from the Veterans grant for over \$10,000.

All budgets are looking okay at this time.

Dan asked about driver expense line 504-504-5-20-3713 it is getting close to being filled. Anita said that when that line has been spent she will then take it out of the STF 216 budget.

Community Connections of Northeast Oregon, Inc./Union County picked up the 20 passenger bus on June 3, 2016. Title came today for this bus from the State. Anita will have Jerry sign off on it and then send it up to CCNO for them to transfer into their name. Union County will sent funds as soon as they get it run thru their process to cut a check.

Anita presented to the committee a draft of the English and Spanish versions of the banners for the committee's approval. Cynthia would like a couple of word changes on the Spanish version. Top line she would like to read Necesita Transporte and the bottom line to read Sirviendo a los Residentes del Condado de Morrow.

2 English and 2 Spanish versions of each banner will be ordered from the Gazette in Heppner.

Ridership in May was up. The program is losing one driver as of July 1, 2016. Ed Struthers is moving to Pendleton.

Software client data has been put into the computer system. The temp that filled in while she was at conference input the data. She is in the process of going over what was input making sure it is right and adding a couple of things to the information as she goes along.

In the next two to three months she is hoping to meet with Frank of Community Connections of Northeast Oregon to learn how to actually start using the program. State reports will be generated from what has been entered into the computer.

Aaron asked if we can distinguish from seniors, vets, handicapped, Hispanic. Anita thought we could but will check with Frank to make sure. So we can pull out different reports pertaining to each of these categories.

Carla asked if we would be able to track routes and see where people are going. Anita said yes and that Frank has applied for a grant to help pay for units for the vehicles for tracking purposes. This information will be very helpful when the time comes to establish fix routes.

Karen was unable to attend the dinner in Heppner and she asked how it went. Anita said she thought it went very well. The only complaint was that the names of the people were not on the certificates that were handed out to the volunteers. We served about 40 people. The food and the service was very good. People seemed to appreciate the dinner.

Volunteer hours need to be turned into Finance director quarterly. Anita will do this.

Update - Carla:

Carla presented the committee with the final document of the Coordinated Human Services Public Transportation Plan for Morrow County.

Carla presented her comments to the consults pertaining to the plan that she had received from Linda Skendzel and Cynthia Navarro.

The consultants did meet with Bob Houser and other employees from the Morrow County Health District regarding the Choice Program for Veterans.

Carla will take comments today and wants to turn those comments around as soon as possible to get the final document to the Morrow County Court.

We want to make sure everything is covered in the plan for the next five years. ODOT will be looking at this plan when it comes to funding for the Special Transportation Fund.

Minor changes can be made in the five years if there needs to be changes.

Carla recommends that this group annually look at the plan and review it from a priority and a funding perspective to make sure it is still accurate.

Aaron asked if a major amendment could be done. Carla didn't know if this could be done. If ODOT requires an update before the five years then we need to have ODOT pay for the update because they are the ones asking for the change. If the committee decides that they want to make the change then we need to pay for that update.

Simple updates should be no problem. We should be able to do those with in the committee. More involved updates will be a little more difficult.

Aaron inquired about how Carla sees this plan being able to pertain to the PSU population study and could we tie the PSU population study into it next time. The consultants referred to the Office of Economic adjustment numbers for the population study in this plan. Carla sees that at some point the PSU population study could become a part of this plan. In five years she is going to suggest that the consultants use the PSU population study instead of the Office of Economic adjustment numbers. PSU numbers are not available at this time.

Aaron would like to include the PSU population study as part of the presentation to the county court so that it is on record that we would like to use the PSU population study for the next plan.

Dan said that the plan looks good to him at this time.

Leann ask Carla if she would like the numbers for the other 5 employers that are listed on page 10 or page 2-5. Carla asked her to please email those to her tomorrow. Leann can get Morrow County Health District, Morrow County Grain Growers and Bank of Eastern Oregon number of employees. Carla said she could do some digging and also work on getting the employee numbers for Portland General Electric and Threemile Canyon Farm.

Carla will go through and double check the page numbers. There was some confusion in that area.

Aaron asked Cynthia if she thought it looked okay from a Hispanic part. Cynthia said yes she thought it was okay. She would like for the committee members to be updated. When this process started she was not on the committee but she now is and the committee list in the plan does not list the current members. Anita will get current committee members to Carla.

Aaron asked if the Region 5 RTC was in there. Carla and Anita both agreed that Laura Slater was identified in the plan.

Karen asked if Ray Michael's concerns had been addressed in the plan. Carla said that she had forwarded his comments on to the consult team. Aaron stated that he thought most had been addressed. The wording in the plan is just a little different. Aaron commented that the only one that is

not in the plan but needs to be is Columbia River Community Health Services. We need to make sure that it gets in there.

Leann commented about Figure 22 The Loop ridership by month for 2014-2015. Is there any way that the January thru May 2016 numbers can be put in the graph.

Aaron suggest that graphs be a gray scale version also. So people with black and white printers can see the difference.

Carla will double check with the consultants on the following items in the plan:

1. In the next plan update cycle please use Portland State University population numbers.
2. Figure 5 add employee numbers for last 5 employers on the graph. Carla and Leann will get numbers for the consultants.
3. Make sure Columbia River Community Health Services are represented on the map and in the plan.
4. Figure 22 add January thru May 2016 The Loop ridership.
5. See if consultants can put graphs in grey scale.
6. Update to the current committee advisory members.
7. Make sure page numbers are correct.

Carla also reserves the right to ask consultants about anything else she feels as necessary to be addressed.

Mike moved to make recommendation to have Carla go to County Court and have them adopt the plan after Carla has the consultants address the seven items that were just listed. Cynthia seconded the motion. Discussion about taxi service in Lexington. Carla wants to get comments to the consultants by Friday June 10, 2016. Motion carried.

Aaron was pleased with how fast the consultants turned things around in the plan. He would like to see us work with these consultants again as the need arises.

Other:

Leann asked where the Ford Crown Vic was located at. Anita said it is in Heppner. Leann asked that the red van be parked elsewhere. Anita commented that she would move the red van to the back of the Heppner bus barn now that the 20 passenger bus is gone. Aaron asked if we could get rid of the red van. Anita said yes we probably could. She has used it very little in the last few months and there is a grant to replace it. Dan asked what she was going to do with the red van and Anita commented that she would like to take it down to State Surplus to sell.

Anita commented that she would like to keep the Crown Vic a little while longer because some of the older people at the Assisted Living in Heppner have a hard time getting in and out of the minivan. The Crown Vic sits a little lower and it is easier for them to maneuver in and out of.

Karen moved to take the red van to Oregon State Surplus in Salem. Betty seconded the motion. Motion passed.

Aaron would like to look at future meetings for the rest of the year and put some bench marks in for items that need to be looked at to keep ahead of things. Volunteer recognition dates, etc.

Cynthia would like to make copies of the sheet that was handed out to give to the children at school. Aaron advised her that she can do that.

Cynthia will also send Anita the new wording on what the Spanish version should say on the banners for her to take to the Gazette.

Discussion of getting out the flyers to the schools in the fall.

Aaron recommended postponing the next meeting date until August.

Dan moved to adjourn. Karen seconded. Motion carried.

Meeting Adjourned 2:52 p.m.

Next meeting scheduled August 2, 2016 at 2:00 p.m. Boardman City Hall, Boardman, Oregon.

Respectfully Submitted
Anita Pranger Coordinator

The Loop - Morrow County Transportation
Advisory Committee
Agenda
June 7, 2016 at 2:00 p.m.
Irrigon City Hall
Irrigon, Oregon

1. Call to Order and Roll Call
2. Public Comment
3. Welcome/Introductions
4. Approve Minutes – May 3, 2016
5. Anita –
 - a. Revenue/Expense reports
 - b. 20 Passenger Bus
 - c. Banners
6. Carla –
 - a. Morrow Co Coordinated Human Services Public Transportation Plan Update
7. Other

Next Meeting: July 5, 2016

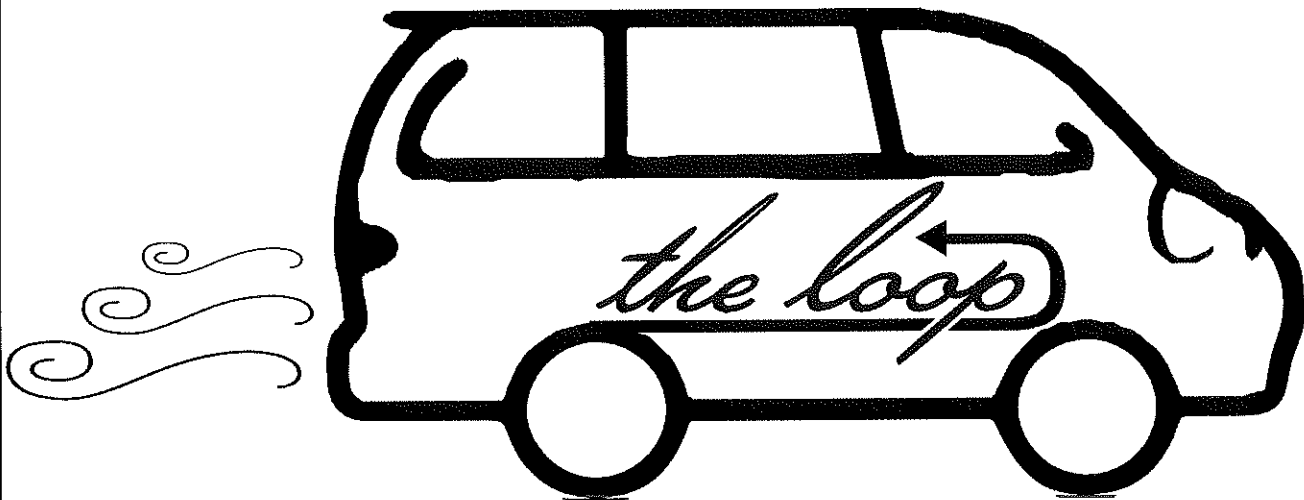
Lexington or Ione at 7:00 pm.

Adjourn:

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

NEED A RIDE?

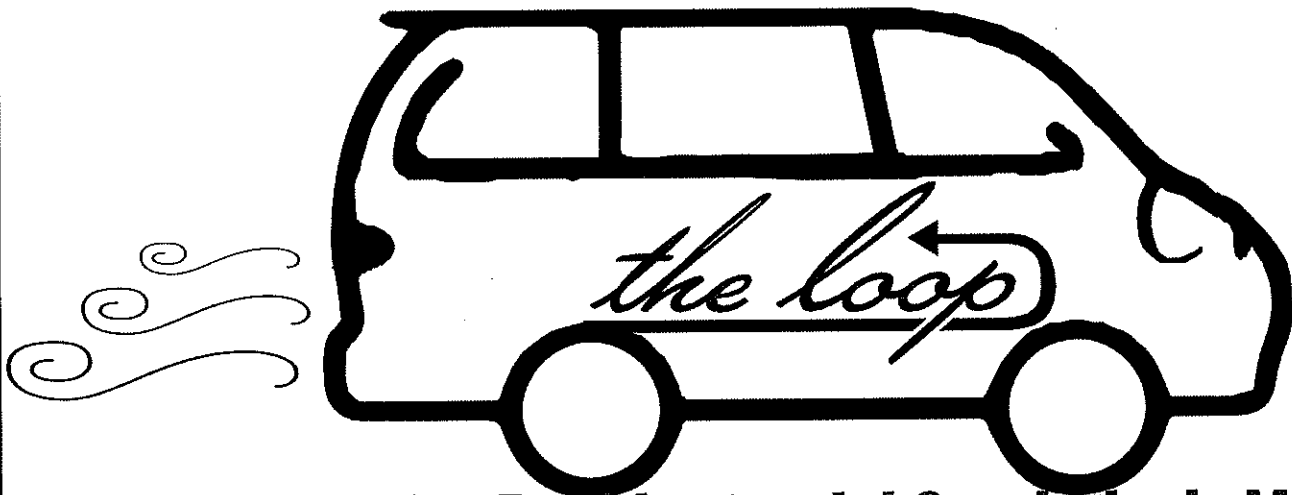
CALL 844-676-LOOP (5667)



Serving Morrow County Residents

NECESITA TRANSPORTE?

LLAME 844-676-LOOP (5667)



Sirviendo a los Residentes del Condado de Morrow

Signature Sheet

Date: Jun 7, 2016

Please Print Name	Address	e-mail address
Aera Palmquist	City of Tucson	aera.palmquist@ci.tucson.arizona.gov
Don Brachmann	Abotmers	
Lynette Navarro	City of Boardman	lnavarro@ci.boardman.or.us
Betsy Gray	City of Dore	betsygray@gmail.com
Leann Pea		
Karen Pottgen	Boardman	mst61@boardman.or.us
Michael S Jones	Heppner OR	Cmclane@co.morristel.or.us
Carla W Lane	Roberts Trigon, OR 97844	

AS OF: MAY 31ST, 2016

216-SPEC TRANSPORTATION FUND
SPECIAL TRANSPORTATION

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUES					
=====					
GRANT REVENUE					
216-320-3-30-3142 STATE STF FUNDS	130,000.00	0.00	141,332.00 (11,332.00)	108.72
216-320-3-30-3145 HRTG - VETS	45,000.00	0.00	29,446.99	15,553.01	65.44
TOTAL GRANT REVENUE	175,000.00	0.00	170,778.99	4,221.01	97.59
CHARGES FOR SERVICES					
216-320-3-40-4139 BUS RECEIPTS	2,500.00	240.00	2,505.11 (5.11)	100.20
TOTAL CHARGES FOR SERVICES	2,500.00	240.00	2,505.11 (5.11)	100.20
REIMBURSEMENTS					
216-320-3-80-7075 REIMBURSED ITEMS	200.00	0.00	689.60 (489.60)	344.80
TOTAL REIMBURSEMENTS	200.00	0.00	689.60 (489.60)	344.80
TRANSFER FROM OTHER FUND					
216-320-3-90-3828 TRANSFER FROM STO	0.00	0.00	7,950.00 (7,950.00)	0.00
TOTAL TRANSFER FROM OTHER FUND	0.00	0.00	7,950.00 (7,950.00)	0.00
TOTAL REVENUES					
	177,700.00	240.00	181,923.70 (4,223.70)	102.38
EXPENDITURES					
=====					
PERSONNEL SERVICES					
216-320-5-10-1001 COORDINATOR	47,078.00	1,813.60	40,171.24	6,906.76	85.33
216-320-5-10-1169 EXTRA HELP	0.00	88.26	88.26 (88.26)	0.00
216-320-5-10-1301 FICA	2,919.00	115.81	2,454.01	464.99	84.07
216-320-5-10-1302 WORKERS COMP	177.00	0.00	104.74	72.26	59.18
216-320-5-10-1303 PACIFIC MUTUAL	9,133.00	351.84	7,793.25	1,339.75	85.33
216-320-5-10-1309 UNEMPLOYMENT INSURANCE	750.00	0.00	559.30	190.70	74.57
216-320-5-10-1316 DISABILITY INSURANCE	62.00	0.00	52.00	10.00	83.87
216-320-5-10-1317 LIFE INSURANCE	52.00	0.00	43.10	8.90	82.88
216-320-5-10-1320 VACATION ACCRUAL	502.00	0.00	0.00	502.00	0.00
216-320-5-10-1321 MANDATED MEDICARE	683.00	27.09	574.02	108.98	84.04
TOTAL PERSONNEL SERVICES	61,356.00	2,396.60	51,839.92	9,516.08	84.49
MATERIALS & SERVICES					
216-320-5-20-2251 FUEL	17,500.00	0.00	10,680.06	6,819.94	61.03
216-320-5-20-2252 TIRES	1,000.00	0.00	1,547.43 (547.43)	154.74
216-320-5-20-2381 MAINTENANCE	7,480.00	0.00	3,109.66	4,370.34	41.57
216-320-5-20-3230 PUBLISHING	200.00	0.00	0.00	200.00	0.00
216-320-5-20-3240 TELEPHONE	1,500.00	9.10	3,344.65 (1,844.65)	222.98
216-320-5-20-3311 LODGING AND MEALS	3,500.00	0.00	889.48	2,610.52	25.41
216-320-5-20-3314 REGISTRATION & DUES	1,500.00	0.00	1,300.00	200.00	86.67
216-320-5-20-3323 MILEAGE	1,500.00	0.00	148.50	1,351.50	9.90
216-320-5-20-3530 BUS LIABILITY INSURANC	9,000.00	0.00	8,917.31	82.69	99.08
216-320-5-20-3610 ELECTRICITY	400.00	0.00	378.73	21.27	94.68

AS OF: MAY 31ST, 2016

216-SPEC TRANSPORTATION FUND
 SPECIAL TRANSPORTATION

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
216-320-5-20-3712 OFFICE EXPENSE	250.00	0.00	1,608.85 (1,358.85)	643.54
216-320-5-20-3713 DRIVER EXPENSE	1,000.00	1,406.97	1,856.95 (856.95)	185.70
216-320-5-20-3714 TRAINING/MILEAGE	2,000.00	0.00	276.00	1,724.00	13.80
216-320-5-20-3715 BUS SHED RENT	600.00	0.00	600.00	0.00	100.00
216-320-5-20-3725 MISCELLANEOUS	500.00	0.00	2,211.50 (1,711.50)	442.30
216-320-5-20-3726 TELEPHONE	0.00	0.00	392.69 (392.69)	0.00
216-320-5-20-3745 CONTRACT VOL. DRIVERS	15,000.00	0.00	17,175.00 (2,175.00)	114.50
TOTAL MATERIALS & SERVICES	62,930.00	1,416.07	54,436.81	8,493.19	86.50
<hr/>					
CAPITAL OUTLAY					
TOTAL					
<hr/>					
OTHER REQUIREMENTS					
216-320-5-50-5354 TRANSFER TO VEHICLE RE	50,000.00	0.00	50,000.00	0.00	100.00
216-320-5-50-5355 TRANS. TO 5310-MATCH F	7,074.00	0.00	7,074.00	0.00	100.00
TOTAL OTHER REQUIREMENTS	57,074.00	0.00	57,074.00	0.00	100.00
<hr/>					
TOTAL EXPENDITURES	181,360.00	3,812.67	163,350.73	18,009.27	90.07
REVENUE OVER/ (UNDER) EXPENDITURES (3,660.00) (3,572.67)	18,572.97 (22,232.97)	507.46-

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MAY 31ST, 2016

225-STF VEHICLE RESERVE FUND
SPECIAL TRANSPORTATION

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
REVENUES					
=====					
GRANT REVENUE					
TOTAL					
REIMBURSEMENTS					
TOTAL					
TRANSFER FROM OTHER FUND					
225-320-3-90-3821 TRANSFER FROM STF FUND	0.00	0.00	50,000.00 (50,000.00)	0.00
TOTAL TRANSFER FROM OTHER FUND	0.00	0.00	50,000.00 (50,000.00)	0.00
<hr/>					
TOTAL REVENUES	0.00	0.00	50,000.00 (50,000.00)	0.00
EXPENDITURES					
=====					
CAPITAL OUTLAY					
225-320-5-40-4407 VEHICLE REPLACEMENT	151,500.00	0.00	70,570.50	80,929.50	46.58
TOTAL CAPITAL OUTLAY	151,500.00	0.00	70,570.50	80,929.50	46.58
RESERVED FOR FUTURE EXP.					
TOTAL					
ENDING FUND BALANCE					
TOTAL					
<hr/>					
TOTAL EXPENDITURES	151,500.00	0.00	70,570.50	80,929.50	46.58
REVENUE OVER/(UNDER) EXPENDITURES (151,500.00)	0.00 (20,570.50)(130,929.50)	13.58

AS OF: MAY 31ST, 2016

504-5310 - FTA GRANT FUND
5310 FTA GRANT

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUES					
=====					
GRANT REVENUE					
504-504-3-30-3145 5310 - FTA GRANT	79,876.00	0.00	12,190.00	67,686.00	15.26
TOTAL GRANT REVENUE	79,876.00	0.00	12,190.00	67,686.00	15.26
CHARGES FOR SERVICES					
TOTAL					
INVESTMENT EARNINGS					
504-504-3-65-0105 INVESTMENT EARNINGS	0.00	0.00	32.34 (32.34)	0.00
TOTAL INVESTMENT EARNINGS	0.00	0.00	32.34 (32.34)	0.00
REIMBURSEMENTS					
TOTAL					
TRANSFER FROM OTHER FUND					
504-504-3-90-3828 TRANS. FROM STF-MATCH	7,074.00	0.00	7,074.00	0.00	100.00
TOTAL TRANSFER FROM OTHER FUND	7,074.00	0.00	7,074.00	0.00	100.00
TOTAL REVENUES					
	86,950.00	0.00	19,296.34	67,653.66	22.19
EXPENDITURES					
=====					
PERSONNEL SERVICES					
TOTAL					
MATERIALS & SERVICES					
504-504-5-20-2252 TIRES	8,000.00	0.00	3,929.41	4,070.59	49.12
504-504-5-20-2381 MAINTENANCE	10,000.00	0.00	9,509.19	490.81	95.09
504-504-5-20-3311 LODGING AND MEALS	2,000.00	0.00	0.00	2,000.00	0.00
504-504-5-20-3323 MILEAGE	1,000.00	0.00	0.00	1,000.00	0.00
504-504-5-20-3710 RSVP	3,000.00	0.00	0.00	3,000.00	0.00
504-504-5-20-3712 OFFICE EXPENSE	3,402.00	0.00	989.59	2,412.41	29.09
504-504-5-20-3713 DRIVER EXPENSE	1,000.00 (1,368.99)	97.42	902.58	9.74
504-504-5-20-3714 TRAINING	3,401.00	0.00	0.00	3,401.00	0.00
504-504-5-20-3746 CAREVAN/CTUIR	13,500.00	0.00	4,125.00	9,375.00	30.56
TOTAL MATERIALS & SERVICES	45,303.00 (1,368.99)	18,650.61	26,652.39	41.17
CAPITAL OUTLAY					
504-504-5-40-4404 OFFICE SOFTWARE	5,500.00	0.00	0.00	5,500.00	0.00
504-504-5-40-4405 STF VEHICLE	36,147.00	0.00	0.00	36,147.00	0.00
TOTAL CAPITAL OUTLAY	41,647.00	0.00	0.00	41,647.00	0.00

MORROW COUNTY, OREGON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2016

504-5310 - FTA GRANT FUND
5310 FTA GRANT

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
OTHER REQUIREMENTS					
504-504-5-50-5354 TRANSFER TO STF	7,950.00	0.00	7,950.00	0.00	100.00
TOTAL OTHER REQUIREMENTS	7,950.00	0.00	7,950.00	0.00	100.00
<hr/>					
TOTAL EXPENDITURES	94,900.00 (1,368.99)	26,600.61	68,299.39	28.03
REVENUE OVER/(UNDER) EXPENDITURES (7,950.00)	1,368.99 (7,304.27) (645.73)	91.88

**The Loop Advisory Committee
Morrow County Transportation
August 2, 2016
Boardman City Hall
Boardman, Oregon**

The Loop Committee Members Present:

Aaron Palmquist	Karen Pettigrew	George Nairns	Sam Bellamy
Kevin McCabe	Sheryll Bates	Ray Michael	

Absent:

Dan Brosnan	Betty Gray	Mike Jones	Cynthia Navarro
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Others Present:

Anita Pranger – The Loop Coordinator	Carla McLane – Morrow Co Planning Director
Leann Rea – Morrow Co Commissioner	

Meeting called to order by Chairman Aaron Palmquist at 1:55 p.m.

Aaron welcomed everyone.

Public Comment: None

Minutes: Sheryll stated Bob Houser's name is misspelled. In the minutes it was spelled Hauser it should be Houser. Sam moved to correct spelling of Bob Houser's name and approve minutes. Karen seconded the motion. Motion carried

Sheryll proposed to have the advisory committee meetings quarterly and then have special meetings as necessary. Discussion of having quarterly meetings and rotating location between North and South County.

Carla would support quarterly meetings especially after the Coordinated Human Services Plan is adopted by County Court.

Aaron would like to move the meeting dates to a different day. Discussion of the month, day and time the meetings should be on. The consensus of the committee was to have the meetings the first month of the quarter on the third Tuesday of that month at 3:00 p.m.

The next meetings will be October 18, 2016 south county, January 17, 2017 north county, April 18, 2017 south county and July 18, 2017 north county all meetings at 3:00 p.m. There was a consensus of the advisory committee to schedule our meetings to the previous stated dates and times.

Sheryll commented that if something comes up we will then schedule an emergency meeting.

Update – Anita:

Revenue/Expense reports for the previous year and the current year were handed out.

Aaron asked if the previous year had been closed out. Carla commented that the previous year has not been closed. Bills from last year are still being paid until the end of August. The audit for the 2015-2016 year will not be until September.

Aaron ask how the driver per Diem budget line ended. Anita commented that it was a little over in that line but the overall budget was under budget. Aaron recommended we look at this line in January and see how we are doing and maybe do a supplemental budget. Anita commented that she didn't think we should need to do a supplemental budget unless we think the overall budget is going to go over. As long as the bottom line in materials and service does not go over we will be okay. If that line does over we will need to add more to it in next year's budget.

Carla commented that the County does have time lines to do supplemental budgets and the departments are notified when those are if this committee needs to do a supplemental budget.

Anita presented to the committee the banners she had made for advertising. She was very disappointed in the fact that when she had them made she state that she wanted the moon slits in them for the wind to go through. David Sykes never mentioned at that time that he did not do that. He went ahead and made them anyway and did not tell Anita that he did not put the slits in the banners until he gave the banners to Anita and was ready to leave he then mentioned that they had not put the slits in and no longer did that. Anita will take to them to High Performance Signs and see if they can do it. Sheryll also suggested she check and see if Mike Hann in Heppner can cut the slits also.

Leann commented that maybe putting something for reinforcement on the back side and then cut the slits in the banners.

Discussion ensued about how they should be placed alongside the roads for traffic to see.

The STF Discretionary grant of \$55,000 agreement has been signed. She has done some product research and is getting ready to put RFQ's together for a handicapped van.

Aaron asked about the supplements that we got a couple of years ago if Leann thought they would be available this year. She wasn't sure. She stated that a lot of the reason we got the supplements in the past was because things had not been done the way they should of, from overages in the system and from other places that had not been spent.

Aaron asked the committee when they thought they would like to pursue the 5311 grant. This grant requires a 45% match. We are not able to get that this fiscal year. This is another grant that gives flexibility but it is a 45% match. Carla thinks that this grant is a revenue for when we get a fixed route and have income from other sources coming in to help get to the 45%.

Carla said the county could propose a transit district or we can work with the west end of Umatilla County for a transit district. Which would be a taxing district to help supply some of the 45% match for the 5311 grant. This is something that could be in the Travel Shed Plan and should be looked at in the future.

Aaron would like this committee to look at how maybe to we could charge a fare to help with some of the revenue at some time down the road.

Discussion of van pooling of workers to jobs in the area. Anita has connected with Commute Options Kim Curley and they will be meeting in the future to discuss this option. Aaron asked how they were paid and Carla said it is by contract with the people riding in the van pool.

Discussion of how the van pool could work and ideas for future revenue sources.

Anita told a story of a lady wanting to go to Portland to an Oregon Marijuana Clinic. Anita let her know that she received Federal funds so the lady would be unable to bring Marijuana on the bus for that reason. The lady was very polite and said she would not need a ride.

Carla asked if someone had specifically said that there was a restriction against medical Marijuana on the bus. Anita stated that she has been told that if you get Federal tax dollars Marijuana can be on that bus. Marijuana is not federally legal. There was a discussion about Marijuana and the Federal regulations. There was discussion about the difference between recreationally grown and medicinally grown plants. Carla would like Anita to get a written ruling from the State about their position on this issue. Carla asked Anita to get from the Region 5 RTC a written declaration relative as to the states position on recreational and medical marijuana.

Sheryll asked if there was bus available to transport bike riders to Ukiah if the need arises at the annual bike ride. Anita said yes just let anyone that wants to go on the bus on it. The dates are September 17 and 18. Sheryll will contact Anita at a later date about this.

Update - Carla:

Sent the last of the edits off for the Coordinated Plan to the consultants. She did get the final copy back from the consultants and it is scheduled for a public hearing on August 24, 2016 in Heppner. It will go out to County Court 10 days prior to the hearing. Carla encouraged all of the advisory committee members to attend the hearing. The hearing will be advertised the Heppner Gazette and the East Oregonian newspapers.

Other:

Kevin had some comments from a couple that used the services. They were disappointed that they didn't get to eat where they wanted to eat. They also wanted to leave a little earlier than what they did leave. They did make it to the appointment in time. They did ask Kevin who dictates as to where they eat and how much do they give as a donation. Kevin said that the donation was whatever they feel comfortable giving. There was a discussion of where to eat when transporting clients.

Discussion of what a person could pay for a donation and what the actual cost of the trip could potentially be.

Aaron wants Anita to check with the state to see if there could be a negative impact if we put a suggested donation for the area that the person would be traveling to so the committee members could give people a ball park figured when they are asked what an appropriate donation would be.

Sheryll moved to adjourn. Ray seconded. Motion carried.

Next meeting will be October 18, 2016 at 3:00 p.m. In a south county location.

Meeting Adjourned 3:20 p.m.

Respectfully Submitted
Anita Pranger Coordinator

Signature Sheet

Date: 8/2/2016

Please Print Name	Address	e-mail address
Karen Pelmagist	City of Trigon of Boardman	
Karen Pettigrew	Morrow County Lexington	emclane@co.morrow.or.us
Marta McClane	Morrow County Lexington	Kimlyn@centurytel.net
Keanne Rea	Morrow County	
Katherine Batts	Stephanie Chamberlain	
Doree Navins	Heppner Sr.	
Arlita Pranger		
Ray McInosh	Boardman	
Sam Bellamy	Lexington	lexpump@yahoo.com

**PUBLIC NOTICE
MORROW COUNTY PUBLIC MEETING**

THE MORROW COUNTY COURT will hold a public hearing on Wednesday, August 24, 2016, at 9:00 a.m at the Bartholomew Building in Heppner, Oregon.

Coordinated Human Services Public Transportation Plan (Plan). The request is for the County Court to adopt the Plan as recommended by the Special Transportation Committee. The purpose of this Plan is to meet Federal Transit Administration and Oregon Department of Transportation requirements, and to focus resources on key target populations of older adults, people with disabilities, veterans, commuters, and people with low incomes.

Opportunity to voice support or opposition to the above action or to ask questions will be provided. For more information, please contact Carla McLane at 541-922-4624 or 541-676-9601 ext. 5505.

DATED this 3rd day of August, 2016

Published: August 3, 2016
Affidavit of Publication

**The Loop Advisory Committee
Morrow County Transportation
October 18, 2016
Bartholomew Building
Heppner, Oregon**

The Loop Committee Members Present:

Aaron Palmquist	Dan Brosnan	Sam Bellamy	Kevin McCabe
Betty Gray	Mike Jones	Cynthia Navarro	

Absent:

Ray Michael	Karen Pettigrew	Sheryll Bates	George Nairns
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Others Present:

Anita Pranger – The Loop Coordinator

Meeting called to order by Chairman Aaron Palmquist at 3:08 p.m.

Aaron welcomed everyone.

Public Comment: None

Minutes: Dan moved to approve minutes as presented. Betty seconded the motion. No comments or corrections. Motion carried

Update – Anita:

Revenue/Expense reports handed out. Sam asked Anita if she was comfortable with the reports. Anita said yes she has over \$40,000 in the fund as per the Treasurer. She is trying to be very frugal to save as much money as possible in order to make sure the program has the money it needs to continue after she is gone.

Aaron asked if she was going to continue asking for grants. She said yes to help out with the funding of the program. Aaron asked if she had any thoughts on where some more resources could come from. Anita stated that she will probably do the 5310 grant budget a little different than was done two years ago. She will be going to grant training on October 27, 2016 pertaining to the STF and 5310 grants that will be coming up in the near future. Joni and Laura will be doing the training.

Aaron asked how the 504 fund was doing. Anita said the bus has been purchase out of this fund and the match came out of 225. Dan asked what the sheet that had Black Book at the top was. Anita said that was the best guesstimate that she could come up with as to what the Boardman bus was worth. The Port of Morrow is interested in purchasing this bus. Anita will go to county court to have them declare the Boardman bus surplus on November 2, 2016 so she can sell it.

RFQ's for the STF Discretionary grant have been put out and received back. The ODOT Public Transit Vehicle Purchase State price agreement comparison form with the lowest cost selection was presented to the committee for their approval. She received quotes from Schetky Northwest and Creative Bus. Western Bus Sales submitted a no bid letter. Schetky Northwest submitted to quotes for two different

vehicles. Aaron asked where the Eldorado Amerivan comes out of. Anita did not know. They are very similar to the Dodge Grand Caravan in looks. Anita presented specs to Aaron and the committee so they could see the differences in the two. The price difference between the vehicles is one included the winter studded snow tires and wheels in the bid and the other one added it onto the price. Discussion about the differences in specs for each one of the lowest price vehicles.

Betty asked where this van was going. Anita state that this is replacing the red van so it will stay here in Heppner.

Dan wanted to know what was happening with the red van. Anita said it will be going down to State Surplus. She has contacted John Bowles and let him know that she has this van that needs to go to surplus and she is just waiting for a reply back from him as to when she can take the van down to Salem. She contacted the family and let them know last fall that she would be getting rid of this van and would be replacing it with another handicapped van.

Aaron asked if the vans on the RFQ's were on state price agreement. Anita said yes those vehicles were all on the state price agreement. He stated that one had a reduction and one had an increase. He thought that the one was a markup.

Aaron said the specs are basically the same and since we are going off of state price they have already been scrutinized.

Discussion of going with the low price ensued.

Dan moved to have Anita go to County Court with the lowest price bid from Schetky Northwest of \$41,375. Sam seconded the motion. Cynthia commented that there is not much of a difference and with the discussion one should not be much better than the other. Aaron commented that they should both be good vehicles. Being no further comment or questions. Aaron recommended Anita move forward and take to County Court for their approval. Motion passed.

Anita updated the committee on the 5310 Discretionary Grant. It has been signed by the State and the County Court. She will be ordering a 14 passenger bus to replace the one in Heppner and an ADA accessible van in the next few months.

Aaron asked when she plans on getting rid of the cars that are being used. Anita said that when she gets all of the vans here and in service she will then see if the Ford Crown Vic is still needed. She said she would like to maybe think about replace the Crown Vic with another sedan because some of the older folks need a lower vehicle to get in and out of. The vans for some are a little high. When she gets the ADA vans she will reevaluate and see if the Crown Vic is needed.

Kevin asked about useful lives for the vehicles. Anita says it depends on the age of the vehicle, the amount of miles on the vehicles and the type of vehicle that it is.

Aaron commented that he would like to develop a plan for the rotation of the vehicles when they get to the end of their useful life. The plan will be one that addresses a continue roll over of vehicles as they get to the end of their lives.

Anita went to an ODOT listening meeting for updating their transportation plan on September 14, 2016. They were updating and getting ideas on what needs to be in their plan.

October 4, 2016 Pioneer Memorial Hospital did an emergency drill that she participated in with the new bus. She learned one of the safety features on the wheel chair lift when she was using the lift during the drill.

New bus is being used locally here in Heppner until the Boardman 26 passenger bus can be sold. She presented to the committee a best guess that she could come up with from the internet on a site called Black Book. The Port of Morrow is very interested in the 26 passenger bus. Anita still needs to go to County Court and have them declare the bus surplus before she can sell it. Dan would like Anita to take and have the bus appraised. Anita asked if he had any idea where he would like her to take it. There was discussion. Sam advised Anita to get a hold of Jack Monagle at Tom Denchel Ford to see what he could come up with for an estimate.

Motion for Anita to go to County Court to declare the Boardman 26 passenger bus as surplus. Dan moved and Betty seconded.

The Veterans' Highly Rural Transportation Grant has been approved and Anita will be receiving the grant to take to County Court for their signature.

Ray, Sheryll, Sam and Cynthia's terms expire December 31, 2016. Dan advised the committee that he was resigning from the committee because he is going to be gone so much that he wants off the committee. Cynthia and Sam both said they would stay on the committee. Anita will contact Sheryll and Ray and see if they will continue to serve on the advisory committee also. Betty will talk to an lone lady to see if she would be interested in serving on the committee to replace Dan.

Aaron let Dan know that his time and hard work that was given to the advisory committee was very much appreciated.

Aaron wants Dan's replacement to be from South County area. There was a discussion and everyone present agreed.

Update - Carla:

Aaron presented Carla's update. He said the Morrow County Coordinated Human Services Public Transportation Plan has been adopted by the Morrow County Court.

The Travel Shed plan will also use the Coordinated Human Services Plan as part of their plan. The Travel Shed is still in the planning stages. Aaron asked if we could use our vehicles in the Travel Shed type of a system since we get state and federal dollars for our vehicles and how would we use them in this type of plan. How would we pay for a fixed route because the STF part only accepts donations at this time and a fixed route could not live on donations. The fixed route is going to have to be some way funded. This is something that we will need to look at in the future. Ideas were brought up as to if we get a fixed route going from Heppner to Boardman and Hermiston how it would help economic development.

Other:

Aaron wanted the committee to start thinking about what they would like to do for the volunteers. The committee agreed that last year's dinners were very successful.

Cynthia handed out flyers in English and Spanish pertaining to activities that the Columbia River Community Health Services are putting on. CRCHS are doing a coat drive, 0-5 readiness for Kindergarten sessions, and a wellness clinic for 0-5 year olds on October 28, 2016. Cynthia explained what they are going to do for each of these activities.

Betty moved to adjourn. Sam seconded. Motion carried.

Next meeting will be January 17, 2017 at 3:00 p.m. at Irrigon City Hall.

Meeting Adjourned 3:20 p.m.

Respectfully Submitted
Anita Pranger Coordinator

Signature Sheet

Date: Oct. 18, 2016

Please Print Name	Address	e-mail address
Kevin McCabe	Lexington	
Michael Jones	Hepner Boardman	
Cynthia Navarro	Lexington	
Sam Bellamy	Hepner	
Sam Brown	Lexington	
Bobby Gray	Lexington	
Anta Boyer	Lexington	
Dana Palmquist	Lexington	



PLANNING DEPARTMENT

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MEMORANDUM

To: Loop Advisory Committee
From: Carla McLane, Planning Director
Date: October 13, 2016
RE: Coordinated Human Services Public Transportation Plan
Regional Travel Shed Project

Coordinated Human Services Public Transportation Plan

The Morrow County Court held a Public Hearing to consider the Coordinated Human Services Public Transportation Plan (Plan) on August 24, 2016, with final adoption by Resolution on September 14, 2016. The Court did have some comments about the Plan and asked that those be outlined in the adopting resolution. To that end the following Findings were made part of the adopting resolution and should be considered when the Plan is next updated.

The Morrow County Court believes that Public Transportation should be available to every county citizen and that this Plan is the first step to achieve that goal. While this Plan is required to meet both State and Federal requirements related to funding of the Special Transportation Fund, the outcome of this planning process is to begin the work towards a public transportation system.

The population figures within this Plan are taken from a source other than the Portland State University (PSU) Population Research Center (PRC) and the new regional population estimates required to be used for land use purposes. When an update to this Plan is undertaken the Morrow County Court wants to see the PSU PRC population estimates to be used to create more continuity among land use and transportation planning documents.

Over the past three years Morrow County has made substantial improvements to the Special Transportation Fund Advisory Committee and Program by: 1) creating a county wide committee which has met for over two years at the time of this adoption; 2) hired a full time coordinator; and 3) implemented various improvements identified by the Oregon Department of Transportation.

Many varied entities within Morrow County are working to increase the population of Morrow County, wanting to bring those who work in Morrow County to make the choice to live in Morrow County. The Morrow County Court believes these strategies will impact how the next Plan will be developed and implemented.

The Plan is attached for your benefit.

Regional Travel Shed Project

The most recent meeting of this project was cancelled and has not been rescheduled. The Plan, discussed above, and the Strategies outlined will provide an excellent foundation for a regional approach to development of a transit plan. I will share more when I know more.