

**The Loop Advisory Committee
Morrow County Transportation
January 16, 2018
Irrigon City Hall
Irrigon, Oregon**

The Loop Committee Members Present:

Aaron Palmquist Karen Pettigrew Mike Jones Cynthia Navarro
Leann Rea

Present by phone: Sheryll Bates George Nairns

Absent:

Sam Bellamy Jessica Calderon Kevin McCabe Betty Gray

Others Present:

Anita Pranger – The Loop Coordinator
Carla McLane – Morrow Co Planning Director
Linda Skendzel – Morrow Co Veterans' Service Officer

Meeting called to order by Chairman Aaron Palmquist at 3:05 p.m.

Aaron welcomed everyone.

Public Comment: None

Linda presented to the committee fliers for a Town Hall meeting for Veterans' on February 6, 2018 in Irrigon City Hall. There will also be a Town Hall meeting on March 6, 2018 in coordination with Walla Walla VA Medical Center at the Irrigon Library.

There will be a lunch and learn meeting for all women Veterans' on February 22, 2018 from 11:00 am to 1:00 pm at the Port of Morrow Riverfront Conference Center in the Sandhollow Room.

Minutes: Sheryll moved to approve the October 17, 2017 minutes as presented. Mike seconded the motion. No comments or corrections. Motion carried

Update – Anita:

Revenue/Expense reports were handed out for 2017-2018 everything is okay at this time. Karen asked about the bus receipts line if that was the amount of money so far that we have received from trips. Anita said yes it is. She also asked about the date at the top that says "as of June 30, 2018". Anita stated that the date you want to look at or the date the report was ran was in the upper left hand corner. Finance when they run the reports need to manually change the date in the middle for it to be correct otherwise it defaults to the last day of the fiscal year. Karen clarified that for the first 6 months the service has taken in approximately \$2,200.00 in donations. Anita said that was correct. She was a little disappointed in the amount of donations that have been received at this point. Discussion about the donations.

Ridership increased 684 rides in 2017 from 2016 and continues to grow.

The ADA van grant was finally awarded. Anita was able to get an 8 way adjustable seat when she put RFQ's out for the third time. There was only one vendor that sent back an RFQ for the van this last time. There was a no bid letter from one of the vendors and no correspondence from the third vendor. Creative Bus Sales was the vendor that was awarded the bid for the Handicapped Van.

Anita would like to apply for a 5310 Discretionary Grant to increase Nichole's hours to 19 hours per week.

Leann made a motion to proceed forward with the 5310 Discretionary Grant that Anita presented to the committee to increase the part time help hours to 19 hours per week and apply for this grant. Karen seconded the motion. No further questions or comments. Motion carried.

Other: Anita discovered that the next time the committee meets will be during budget hearings so Anita put some budget figures together for the committee to look at and see how they would like to proceed. Discussion of the budget figures that were presented. Aaron posed a question of having a special meeting pertaining to the budget. Consensus was to have a budget workshop meeting and tentatively set for February 27, 2018 at 2:30 pm in Heppner at the Bartholomew Building.

Anita researched the length of rides that were over 6.50 hours in 2016 and presented to the committee the cost that those rides would be at the different rates of per diem pay. Total rides that were over 6.50 hours were 261, the cost at \$25.00 was \$6,525.00. If the committee were to increase per diem to \$50.00 the costs of those rides would have been \$13,050.00 and if the cost was \$75.00 then the total cost would be \$19,575.00. Sheryll brought up the point that each trip at that length has a different reason for being that long so the discretion could be up to the administrator if there should be an increase in per diem for that ride. Discussion how these rides could be better accommodated with a fixed route, Medicaid or another way.

Carla: Talked briefly about the Travel Shed project. This committee is still waiting for ODOT to finish the final report. HB 2017 is in the rule making and is moving along. The transition of the program from an on demand service to one that also includes fixed routes needs to be thought about for the future of this program and the money that will be coming from HB 2017. There are still a lot of questions that need to be answered so that this can take place. Carla said that the Travel Shed will let Morrow County see how a fixed route could look in Morrow County. Aaron would like Carla to have a map if possible at the next quarterly meeting as to where we could possibly or think we could have a fixed route so we would know where to put shelters and other related items to a fixed route. Discussion of how this could be done and the way it will be done with fixed routes and park and rides and different ideas to achieve what the program goals and direction is going.

Discussion of how to charge for the different type of rides.

Next meeting will be April 17, 2018 at 3:00 p.m. at Bartholomew Building Heppner, Oregon.

Meeting Adjourned 4:05 p.m.

Respectfully Submitted
Anita Pranger Coordinator

**The Loop Advisory Committee
Morrow County Transportation
Budget Preparation
February 13, 2018
Bartholomew Building
Heppner, Oregon**

The Loop Committee Members Present:

Betty Gray Rea	Sheryll Bates	George Nairns	Sam Bellamy	Leann
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Absent:

Aaron Palmquist Navarro	Jessica Calderon Mike Jones	Kevin McCabe	Karen Pettigrew	Cynthia
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Others Present:

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

Meeting called to order by Vice Chair Sheryll Bates at 3:15 p.m.

Public Comment: None

Anita presented to the members Revenue/Expense reports that had a date of February 9, 2018 to give the committee an idea of how the program is financially at this point. It is a starting point to help with the decision to increase or decrease a budget line amount. Leann commented that we are approximately 60% of the way through the year of 2017/2018.

Fund 216 Revenue portion will not change. The state will continue to give the \$67,000 and the HRTG from the Veterans' will be \$45,000 per year. Leann asked if there was a chance this could go up. Anita commented that there has not been any mention of it going up.

Anita asked if the committee would like to put anything in the budget for HB2017. HB2017 will start to be collected July 1, 2018 and were supposed to be available on January 1, 2019. Anita has heard that the funds might not be available for a year after they are collected. George asked what the plan was for this money. Anita said looking at a fixed route system, making sure the program is fully funded and able to support itself are just a couple of ideas at this point. Leann said she sees two options for addressing this money in the budget. One is we can put the money in the budget as an in and out at this time or we can do a supplemental budget when the funding comes in and we know how much we have available to the program. Discussion of which way is the best. Consensus was to wait and do a supplemental budget when the money comes in.

Betty asked if in the new budget there would be enough money to pay the drivers more. Anita commented that no there really would not be much available to do that. Especially because she now pays a software license fee and fuel is going up.

Discussion about Coordinator benefits that are currently not being taken by Anita but the new person could receive.

Commissioner Lindsay asked how many drivers the program has at this time. Anita said there are 8 at this time. We could use more. Commissioner Lindsay asked if money was a factor in getting more drivers. It is very hard just to get drivers. Mid-Columbia Bus Company is even having a hard time finding enough drivers and their drivers are paid.

In personnel expenses \$30,000 will come out of fund 504 to help cover some of Anita's salary. The extra/temp line dollars will come out of fund 504 and no longer be in fund 216. Sheryll asked how much we get from 5310 grant. Approximately \$80,000 per year. In materials and services for Fund 216 Anita has increased fuel to \$20,000, tires have been zeroed out because they now come out of fund 504, maintenance decreased to \$2,500, publishing will be left the same, telephone decreased to \$3,000, lodging and meals decreased to \$500, registration and dues left the same, mileage will be the same, bus liability insurance increased to \$13,500, electricity stayed the same, RSVP zeroed out because we no longer contribute to the program, office expense the same, driver expense the same, training the same, bus shed rent the same, miscellaneous decreased to \$1,000, volunteer driver per diem increase to \$26,500, Carevan the same, and added in a software license fee line. Match for the 504 fund is the same.

Sheryll asked if the County had money that they could add to balance this budget if we were to run over. Anita said they will not let her run over. She would have to cut some place to make the budget balance.

Discussion of balancing with additional funds if needed.

Fund 225 vehicle reserve will cover the match for vehicles. At the end of the year June 30, 2018 there should be approximately \$87,183.00 to carry forward into the coming year starting July 1, 2018. At the end of the fiscal year all vehicle grants should be completed. If money allows the Crown Vic needs to be replaced and a new sedan needs to be purchase for the North end of the county.

Fund 504 is 5310 Grant monies the revenue in this fund will have an addition of \$11,400 a year for a dispatcher grant. Kate added personnel budget line numbers for the coming year so the coordinator salary will be split between fund 504 and fund 216. The addition of the dispatcher grant will go in the personnel services of this grant. Materials and service will all stay the same for this fund.

Commissioner Lindsay asked about Medicaid billing and how the GOHBI process is coming. Anita is still looking into this and still going to pursue the process on how to do this kind of medical transportation. Commissioner Lindsay asked if this could change the budget much. Anita stated that yes it could. Discussion of who is managing the Medicaid program. Discussion of Medicaid rides and how it works.

Meeting Adjourned 3:55 p.m.

Respectfully Submitted
Anita Pranger Coordinator

Signature Sheet

Date: Feb. 13, 2018

Please Print Name	Address	e-mail address
Betty L. Gray	PO Box 355 Ione 97843	
Sheryl Bates		Injrea@centurylink.net
Leann Rea		
George Nairns		
Sarah Beckamy		
Melissa Lindsay	County	

**The Loop Advisory Committee
Morrow County Transportation
April 17, 2018
Heppner City Hall
Heppner, Oregon**

The Loop Committee Members Present:

Karen Pettigrew Leann Rea Sheryll Bates Betty Gray Aaron Palmquist

Absent:

Jessica Calderon Cynthia Navarro George Nairns Kevin McCabe
Mike Jones Sam Bellamy

Others Present:

Anita Pranger – The Loop Coordinator
Carla McLane – Planning Coordinator
Melissa Lindsay – Morrow County Commissioner

Meeting called to order by Chair Aaron Palmquist at 3:05 p.m.

Introductions were made.

Public Comment: None

Discussion if Cynthia is able to continue on the committee with current job.

Minutes: No quorum minutes were deferred until next meeting October 16, 2018.

Commissioner Lindsay ask that on page two Umatilla County wants to be the recipient if that is the correct word or if it should be agent. Discussion about wording and consensus is that recipient is okay.

Update – Anita:

Revenue/Expenses reports were handed out to the committee to see how the year ended.

New year were handed out for the committee to examine.

5311 Grant – Anita and Frank have talked about this and will continue to pursue. Plan is to get a drug and alcohol plan in place after STIF plans are done.

Aaron advised Anita to make sure that the new agreements specify where the match is coming from. Discussion of where the new direction is headed with match.

STIF – July 12 Anita attended a meeting in LaGrande at ODOT Region 5 head quarters. At the meeting they discussed where everyone was at in the STIF process for applying for funds. Got a sneek peek at what the template looks like for applying for projects. STIF by-laws are in draft and have been submitted to the Board of Commissioners for them to view. Discussion of where Anita is in this process.

Aaron asked when the meeting would be ran. Anita said that she will have back to back meetings for people on both of the boards. Discussion of members on the board.

Other:

Next meeting will be October 16, 2018 at 3:00 p.m. at Morrow County Public Works in Lexington.

Meeting Adjourned 3:40 p.m.

Respectfully Submitted
Anita Pranger Coordinator

**The Loop Advisory Committee
Morrow County Transportation
July 17, 2018
Boardman City Hall
Boardman, Oregon**

The Loop Committee Members Present:

Karen Pettigrew Leann Rea Sheryll Bates Betty Gray Aaron Palmquist

Absent:

Jessica Calderon Cynthia Navarro George Nairns Kevin McCabe
Mike Jones Sam Bellamy

Others Present:

Anita Pranger – The Loop Coordinator
Carla McLane – Planning Coordinator
Melissa Lindsay – Morrow County Commissioner

Meeting called to order by Chair Aaron Palmquist at 3:05 p.m.

Introductions were made.

Public Comment: None

Discussion if Cynthia is able to continue on the committee with current job.

Minutes: No quorum minutes were deferred until next meeting October 16, 2018.

Commissioner Lindsay ask that on page two of the minutes it states that Umatilla County wants to be the recipient of the STIF monies if “recipient” is the correct word or if it should be agent. Discussion about wording and consensus is that recipient is okay.

Update – Anita:

Revenue/Expense reports were handed out to the committee for the 2017-2018 year.

2018-2019 revenue/expense reports were handed out for the committee to examine.

5311 Grant – Anita and Frank have talked about this grant and will continue to pursue. The plan at this time is to get a drug and alcohol plan in place after STIF plans are done.

Aaron advised Anita to make sure that the new agreements specify where the match is coming from. Discussion of where the direction is headed with match.

STIF – July 12 Anita attended a meeting in La Grande at ODOT Region 5 headquarters. At the meeting they discussed where everyone was in the STIF process for applying for funds. The participants in the meeting got a sneak peek at what the template looks like for applying for projects. STIF by-laws are in

draft form and have been submitted to the Board of Commissioners for them to review. Discussion of how the STIF process works.

Aaron asked when the STIF meetings would be. Anita said that she would like to have back to back meetings for people on both of the boards. Discussion of members on the board.

Other:

Next meeting will be October 16, 2018 at 3:00 p.m. at Morrow County Public Works in Lexington.

Meeting Adjourned 3:40 p.m.

Respectfully Submitted
Anita Pranger Coordinator

Signature Sheet

STF

Date: July 17, 2018

Please Print Name	Address	e-mail address
Leann Rea		lrean@centurylink.net
Melissa Lindsay		
Sheryl Bates		
Buffy Gray		
Karin Pettigrew	City Bandman	
Aaron Palmquist	City of Irigoen	
Carla McHale	PO Box 46 Irigoen 97844	Cmclane@Co.morrow.or.us

**The Loop Advisory Committee
Morrow County Transportation
October 16, 2018
Public Works Office
Lexington, Oregon**

The Loop Committee Members Present:

Aaron Palmquist Sheryll Bates Kevin McCabe Betty Gray Leann Rea
George Nairns – by Phone

Absent:

Mike Jones Sam Bellamy Cynthia Navarro Jessica Calderon
Karen Pettigrew

Others Present:

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

Meeting called to order by Chairman Aaron Palmquist at 3:05 p.m.

Aaron welcomed everyone.

Public Comment: None

Minutes: Betty moved to approve the April 17, 2018 and the July 17, 2018 minutes as presented. Leann seconded the motion. Motion carried.

Update – Anita:

Revenue/Expense reports were handed out for the committee’s review.

Aaron would like to watch the driver per diem line and see if we cannot increase it in the new budget.

Anita thought there were some advisory board appointments coming up that were George Nairns, Karen Pettigrew, and Mike Jones but after further review Anita discovered she was one year to early. These appointments do not end until December 31, 2019.

Anita received an email from the State in August that she needed to update her Title VI Policy which is the Federal Complaint policy. With the help of ODOT Rail and Public Transit Anita was able to do this in a timely manner. Leann moved to approve the Title VI Policy and recommend that Anita take the policy to the Morrow County Board of Commissioners for their approval. Sheryll seconded the motion. No discussion. Motion carried.

Anita has been working with ODOT Rail and Public Transit for a Transit Asset Management Plan (TAM). In order to receive future Federal dollars this plan needs to be in place. ODOT has developed the plan

for Transportation Agencies in Oregon to adopt. To save time and money Anita is going with this plan. Sheryll asked if this was standard language. Anita said yes it is. Leann asked if it was personalized. Anita stated that yes it is. The Loop Morrow County Transportation has one vehicle in the plan that needs to be replaced at this time and it is the bus that we are waiting for the new bus that has been on order for almost 18 months. Aaron asked if there was anything that would make The Loop have to do anything special. This just says we are part of the States program and guidelines for replacing our vehicles. Leann asked Anita if she had read it word for word and Anita stated that she had not but that she had sent it to County Counsel for their review. Betty moved to accept ODOT's Tam Plan and recommend Anita to present it to the Morrow County Board of Commissioner for their approval of the plan. Leann seconded the motion. Discussion: Aaron asked if Federal dollars could interfere with STIF dollars. Anita said that the only way she could see it being part of Federal is if we used STIF as the match to the Federal dollars. The reason the Federal is doing this is to find out the condition of all vehicles that are used for public transportation. Commissioner Lindsay asked how they made the condition analysis on the vehicles. Anita stated that it was taken off of reports that have been submitted in the past to the state. Leann asked if there was any chance that the state would require The Loop to replace a vehicle if we did not have the funds to replace it. Anita said the only time they could possibly do this is for some reason the vehicle did not pass the annual inspection. Motion Carried.

Other: None

Next meeting will be January 15, 2019 at 3:00 p.m. at Irrigon City Hall

Meeting Adjourned 3:25 p.m.

Respectfully Submitted
Anita Pranger Coordinator

Signature Sheet

Date: Oct. 16, 2018

STF

Please Print Name	Address	e-mail address
Aacee Palmquist	city of Jensen	
Patty Snyder	city of Jone	
Learn Rea	Seniors & Disabled	
Kerens McElabbe	Town of Lexington	
Sheryl Bates		
Melissa Lindsey	Manassas County	