

**The Loop Advisory Committee
Morrow County Transportation
January 15, 2019
Irrigon City Hall
Irrigon, Oregon**

The Loop Committee Members Present:

Aaron Palmquist Karen Pettigrew Mike Jones Leann Rea George Nairns
Sheryll Bates – By Phone

Absent:

Sam Bellamy Cynthia Navarro Jessica Calderon Betty Gray Kevin McCabe

Others Present:

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

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

Aaron welcomed everyone.

Public Comment: None

Welcome/Introductions: Everyone introduced themselves.

Minutes: Leann moved to approve October 16, 2018 minutes as presented. George seconded the motion. No comments or corrections. Motion carried

Update – Anita:

Anita handed out Revenue/Expense reports for the committee to see where the program is financially.

2019-2020 budgets were handed out to the committee for discussion and approval. Bus shed rent in Irrigon will be going up. The Irrigon Senior Center would like to re-due the lease since the last lease was done in 2000. They want to increase the lease to \$75.00 per bay per month. They will lease us 2 bays for \$150 per month, \$450 per quarter or \$1,800 per year for two bays. New lease will be effective July 1, 2019 for two bays. Discussion of handicapped vans.

George asked about the STF and 5310 Grants. These are grants that we have applied for in the past. They are the Special Transportation Fund (STF) from ODOT and the 5310 Grant which is Federal dollars. Aaron asked why the tire line in fund 216 was 0 dollars. Anita said that tires can come out of maintenance in the 5310 grant.

Fund 216 the STF Grant will be for \$67,700 per year.

Anita present the Special Transportation Fund (STF) Application to the committee. There are three projects on this application. Operations of The Loop Morrow County Transportation for \$55,917.74,

5310 match for \$6,282.26 and Good Shepherd CareVan for \$5,500.00 per year. For a total of \$67,700.00 per year. Aaron asked if Kayak has asked for any money. Anita stated that Kayak will come out of the 5310 Grant. CareVan cannot come out of the 5310 Grant because they are a client based service. The dollars for this grant comes from a combinations of cigarette taxes, sales of ID cards, non-auto gas taxes, and from the State General Fund. George asked if we didn't use all of these funds in year one would we get less in year two? Anita said these funds automatically come about the second week of every quarter and the report that Anita submits to ODOT through their OPTIS program shows them how she has spent this money. Karen asked why the project total on Project 1 was only \$110,303.37 where did I get this figure from. Anita said she added the \$55,917.74 together for year 1 and year 2. Karen said that does not add up. Anita added it wrong and it should be \$111, 835.48. Anita will correct before taking to Board of Commissioners for their approval. Anita stated that Project 2 match is off. It should be \$14,002.63. This amount will also be corrected. Aaron asked on page 4 the \$111,835.48 if that was the project. Anita said that is the biennium amount for what The Loop will get. Discussion about the Contingent. The consensus was to leave it alone for now.

5310 Grant Project 1 is for mobility management which pays for half of Anita's salary. This half is for dispatching. The other half of Anita's salary comes out of the STF Grant. Aaron asked where the match was coming from. Anita said the match comes from the STF Grant. Discussion of the match how it came to \$14,002.63. Project 2 is for maintenance of The Loop Morrow County Transportation vehicles and Project 3 is for Kayak to help cover cost to bring them into Irrigon. Leann asked why I was \$.37 over. Anita said that she is unable balance to the penny because of how they figure the match for this grant.

Leann moved to recommend Anita take the Special Transportation Fund Application with the corrected numbers to the Board of Commissioner to have them approve the application for submission to ODOT. Karen seconded the motion. Motion passed.

Leann moved to recommend Anita take the 5310 Application to the Board of Commissioner for their approval. George seconded the motion. Motion passed.

Fund 216 budget for 2019-2020 fiscal year. Aaron asked if the amount to drivers is alright at this time. There was one incident on a day with a dialysis client where the driver ended up going in to Hermiston twice in one day and she felt that she should have been paid for both trips. The trip was to be one but the dialysis client got done early and Davita called the driver to come get her that morning then she had to go back that afternoon with the other client. Discussion of what the dialysis center was doing and not having her on a schedule. Discussion of trips and how they are run. Aaron wants to look at paying per trip in the future. Carla asked if there was a definition of what a day is for a driver. Anita said there is not one. Aaron suggested that this needs to be looked at. Aaron asked if we needed to increase this budget line or not. Karen asked if we give the drivers 1099's. Anita said that she thinks the Finance Department does not give the driver's 1099's. Drivers are considered volunteers and therefore it is considered a volunteer per diem. Aaron asked Anita to ask HR what the legal ramification would be if we compensated drivers for each trip instead of for the entire day. Discussion ensued about this issue. Mike asked how we came up with the \$25.00 amount per day. Anita said it was basically an amount that would work with our budget.

Linda asked if donations were requested. Anita said that she does not request donations but if a person asks then she tells them that we accept donations. Donation income is in the Revenue line of bus receipts. Carla asked if there was anything in the vehicle that say donation are accepted. Anita said not

at this time there is nothing in the vehicle that says we accept donation but that is something that she can put in the vehicle so the clients will know that donations are accepted.

Fund 225 no change. Waiting for bus that was ordered two years ago to come to take money out of this fund.

Fund 504 5310 Grant. It will reflect what the new grant will be that Anita is applying for at this time.

Discussion about the bus that was ordered two years ago and if this is the grant for it. Anita said yes it was.

Contingency was a carryover from last year that was not spent. This fund is a reimbursement fund. It has to be spend before the state will reimburse for the cost and that amount was not spent last year so it was carried over to this year. Any dollars not spent The Loop will not get. To spend the dollars has to be for maintenance of a vehicle and I have to attach the spent money to that vehicle.

Aaron asked if some of the money in maintenance could pay for my salary. Anita said no because the money from this covers her dispatching in the afternoon and it has to be used for dispatching.

George asked what funds Nichole is paid out of. Nichole is paid out of 5310 Discretionary Grant. Aaron asked if the 5310 dollars could be used as a match. Anita said no it could not be used for a match to another grant.

Discussion of what the money could possibly be used on.

Aaron asked if MDT's could come out of this money since they would go into a vehicle that we could tie it back to. Anita said she would check with Frank and see if this is possible.

Other: Anita presented to the committee a letter from Hal Gard ODOT Rail and Public Transit Division Administrator regarding the \$10m General Fund cut in the Governor's budget. Karen asked that next time Anita gets a letter like this to please send it out with the minutes. She likes to not be rushed when she is reading something. Anita said she would try to do this from now on. Discussion about what could happen if this money is cut from the State budget.

Anita present a draft drug policy to the committee for them to take home and read and also the counties drug testing policy so they could compare the two for future discussion. Discussion of the two policies.

Linda asked who carries the liability insurance on the Irrigon Senior Center Bus Shed. Anita said that the Senior Center pays the liability on that bus barn. She asked if the State had a problem with this and Anita said the State at this time as no concern about that. At the last review there was no mention about this. Aaron suggested there be a hold harmless clause in the new lease.

Linda asked if we still go to Portland. Anita said yes that we still do but we do it in a day. The only time we have ever stayed overnight was at the Veteran Administration request and the Veterans'

Administration paid for the motel and even made the motel reservation. That has only been one time since Anita has been the Coordinator of the program.

Linda asked about doubling up on the ridership. Anita said she has always double up riders if possible. If the two appointments are an hour or less apart she will put the two clients in the same vehicle.

Linda asked if there were very many denials because of being full with no available driver or vehicle. Anita stated that it varies from month to month. Some months there are more denials than others.

Linda asked about the need for drivers. Anita has advertised in the past but for drivers but got no response. The best advertisement for drivers has been by word of mouth. Same pretty much goes for new riders. She advertises every year in the Fair Premium Book and has tried in the past to put up signs in the post offices and stores but they are taken down in a few weeks. The post offices have now taken down their advertising boards so that is no longer an option. Magnets are placed in all of the Medical Clinics in the County. Anita has put up flyers but they come down in a very short time and are not left alone. She gives magnets out to any organization that wants them.

Next meeting will be April 16, 2019 at 3:00 p.m. in South County

Meeting Adjourned 4:25 p.m.

Respectfully Submitted
Anita Pranger Coordinator

**The Loop Advisory Committee
Morrow County Transportation
April 16, 2019
Morrow Co Public Works
Lexington, Oregon**

The Loop Committee Members Present:

Leann Rea Betty Gray George Nairns

Absent:

Aaron Palmquist	Karen Pettigrew	Sam Bellamy	Cynthia Navarro
Jessica Calderon	Kevin McCabe	Mike Jones	Sheryll Bates

Others Present:

Anita Pranger – The Loop Coordinator

Chair Palmquist and Vice Chair Bates were not present.

Anita started the meeting at 3:05 p.m.

Public Comment: None

Welcome/Introductions: Everyone introduced themselves.

Minutes: No minutes were approved due to lack of quorum.

Update – Anita:

Anita asked those present to look over the Irrigon Bus Shed Lease. She explained that Stokes Landing Senior Center is agreeable to this lease with the following changes. Change wording on condition #7 that if a Loop driver does any damage to the facility The Loop Morrow County Transportation will pay for it. The amount has been upped because they are leasing us two bays. We will now pay them \$150.00 per month for the two bays. The new amount is in the new budget for 2019-2020. Leann commented that it was worth the \$150.00 per month to have the vehicles in out of the weather. Betty agreed. Anita also stated that the Federal and State wants all vehicles in a secure location. This lease will go from July 1, 2019 to June 30, 2025. Betty recommended Anita take the lease to the Board of Commissioners for their signatures. Leann agreed.

Budget hearings are next week and The Loop Morrow County Transportation is scheduled for Monday at 2:15 p.m. This is a change from tomorrow at 3:15 p.m. George asked if there were any changes in the budget from the January meeting. Anita said that there were no big changes. The grants should come as expected have not heard that they will not be coming. Governor Brown's budget will not be approved until June so not sure about the STF dollars.

Postpone drug and alcohol policy until July.

Other:

RLS will be doing another review of the program. This is the same company that reviewed the program in April of 2015. The state requires that all public transit programs go through these reviews every 3 to 5 years to make sure they are in compliance with the Federal programs. The review is scheduled for May 22 and 23, 2019. All advisory members are welcome to come to the review. Discussion of previous review. This review will be at the Bartholomew Building in the lower conference room.

Next meeting will be July 16, 2019 at 3:00 p.m. in Boardman City Hall

Meeting ended 3:25 p.m.

Respectfully Submitted
Anita Pranger Coordinator

Signature Sheet

STF

Date: April 16, 2019

Please Print Name	Address	e-mail address
Betty Gray	Jones	
Leana Rea	Hopper	lrsrea@centurylink.net
George Nairns	Hopper	

**Morrow County Transportation
The Loop STF Advisory Committee
July 16, 2019
Boardman City Hall
Boardman, Oregon**

The Loop Committee Members Present:

Leann Rea Cynthia Navarro Aaron Palmquist

Absent:

Karen Pettigrew Sam Bellamy Betty Gray George Nairns
Jessica Calderon Kevin McCabe Mike Jones Sheryll Bates

Others Present:

Anita Pranger – The Loop Coordinator

Chair Palmquist called the meeting to order at 3:10 p.m.

Public Comment: None

Welcome/Introductions: Everyone introduced themselves.

Minutes: No minutes were approved due to lack of quorum.

Aaron asked how we could decrease the numbers on the committee. Anita said that we would need to change the by-laws to decrease the number that makes up the committee. Aaron would like to change by-laws of what would constitute a quorum and to see what we can do to change it so that those present would be at least able to approve minutes or take some sort of action even if a quorum is not present. Discussion if this could be done and to look at how this could be done.

Update – Anita:

Anita handed out Revenue/Expense reports but due to it being the first month of the new year there is not much being withdrawn from the budget but personnel expenses. Aaron requested that Revenue/Expense reports be sent out before the meeting with the agendas for the meeting.

May 22 and 23 there was ODOT RLS compliance review. Anita handed out the findings from the review. Anita said that finding number 6 adding ODOT to the insurance certificate has been completed and is closed. Nichole and Anita are currently working on all of the others at this time. Aaron asked when things need to be updated. Anita said plans need to be updated about every three to five years or so. Anita made comment that when she got the final review they had put Sheryll Bates in as attending when it was actually Leann Rea, so Anita contact David Schwert from ODOT but he would not change it to the correct attendee. Discussions of when things need to be done and the amount of time to accomplish all of the compliance issues. Aaron questioned compliance issue #6 adding ODOT to Morrow Counties Certificate of Insurance. Aaron does not like. Anita said she has to do this as per the Federal Regulations. Discussion of the findings and what Anita has accomplished at this point.

Anita updated the committee on the bus that had been ordered over two years ago. It was discovered that the bus has not been ordered. Toby the sales person is no longer working for Schetky. There is a new procurement person at the State and she has advised me that due to the length of time she is going to cancel the ordered with Schetky and I need to go out for a new RFQ. When Anita requested the new RFQ's one was only received so Anita went on with the process with the State and a new bus has been ordered through Creative Bus Sales. The grant for this bus has been extended to June 30, 2020. Aaron asked Anita what she will do with the old bus when the new bus gets here. Anita said the old bus will go down to State Surplus for disposal. Aaron asked what the turnaround time will be on the bus. The new bus should be delivered the end of January or the first of February 2020. Aaron suggested to start the paper work to get rid of the old bus so when the new one gets here we are able to move it out.

Ridership is down. Anita is sending information about the program with the Sheriff's office to give to people at the Irrigon Watermelon Festival. There will also be a booth at the Morrow County Fair to leave information for people.

Anita then handed to the committee the memorandum that Hal Gard sent out explaining the future of STF and STIF is going towards.

Other:

Aaron asked that the minutes at the top says STF so they know exactly what advisory committee they are for. Also Morrow County Transportation needs to come before The Loop because Morrow County is the governing body.

Cynthia asked if The Loop could deliver medications to people. Anita said no that if the wrong medication got delivered to the wrong person it would be too great of a liability. The committee concurred with Anita. The driver could drive the person so the person could pick up the medication themselves if they schedule the ride with dispatch. Murray's will also delivery medications to their clients.

Next meeting will be October 15, 2019 at 3:00 p.m. in Heppner at the Bartholomew Building.

Meeting ended 3:44 p.m.

Respectfully Submitted
Anita Pranger Coordinator

**Morrow County Transportation
The Loop STF Advisory Committee
October 15, 2019
Bartholomew Building
Heppner, Oregon**

The Loop Committee Members Present:

Leann Rea Betty Gray

Absent:

Karen Pettigrew	Sam Bellamy	George Nairns	Jessica Calderon
Kevin McCabe	Mike Jones	Sheryll Bates	Cynthia Navarro
Aaron Palmquist			

Phone:

Carla McLane Debbie Radie

Others Present:

Anita Pranger – The Loop Coordinator
Jim Doherty – Morrow County Commissioner
Nichole High – Program Dispatcher

Chairman Palmquist and Vice Chair Bates were not at the meeting so Anita convened the meeting 3:05 p.m.

Public Comment: None

Welcome/Introductions: Anita welcomed everyone and thanked them for coming. Everyone introduced themselves.

Minutes: Due to lack of quorum Anita suspended the minutes until the next meeting. Anita did say that she will be making one change to the July 16, 2019 minutes by spelling Betty's name correctly.

Update – Anita:

Anita presented to those present at the meeting the current revenue/expense reports for the Special Transportation Fund. Everything is going good. We are receiving money on a quarterly basis like has happened in the past.

Anita presented the by-laws of the STF Advisory Committee due to lack of attendance at previous meetings. She is wanting the members to look at maybe adjusting the number on the committee to see if a quorum could be obtain more often at the meetings. Anita pointed out page 2 item number 4 of the by-laws regarding membership of the committee being 11 members. The by-laws state that we can have 7 to 11 members on the committee. Anita thought this was something that the committee might want to address in the future. Leann said this committee was set up so that there was a member for each of the 5 communities in Morrow County with 2 at large positions. Leann said they did this to get equal coverage from all of the County and no one community would have all of the representation.

They wanted a diverse group of members when this committee was organized. We need to do something to reenergize members on how important this committee is. Betty asked Anita if she had thought about going to each City Council meeting and talking about membership to them. Anita said no she has not. Betty thought this would be helpful to the membership. The new Pastor of the Lone Community Church was mentioned. Betty didn't think this was a good time because he is so new and trying to figure out all of the organizations that he needs to be involved in with the church. Debbie Radie suggested a memo of when the meetings are and what all is involved and going to the community women's club of Irrigon and Boardman, and also the Chamber of Commerce of the communities. Betty suggested going to ICABO in Lone.

In May the program had a Federal review done by a company called RLS and ODOT. There were 13 issues that were found that needed addressed. Two weeks before the issues were to be done Anita sent the corrections in to the State and never heard anything back about the corrections. In September at the National RTAP Conference Anita saw the ODOT gentleman who sat in on the review and visited with him and two days later she got an email stating that all of the issues were closed. They only questioned one that was about finance and making sure that the STIF funds had been moved from the 5310 Federal fund dollars to Fund 216 State dollars. Anita had sent proof of all of the issues being corrected except the moving of the dollars so they did questions the dollars but they went ahead and closed them all because in future reporting they could see that the dollars had been moved from the 504 fund to the 216 fund. The minutes from the review were never corrected to reflect the right people that were at the review. Leann attended the meetings not Sheryl like they had in their notes. Anita asked them to change it to Leann and RLS refused to change it to Leann. Leann stated that they went around and introduced ourselves at the beginning at every day. Discussion of how the review went and the time frame that was given at the exit review and how it changed in the final report to a shorter time frame. Anita had Nichole help her a lot on the issues so they were done in the time frame that was allotted for completion of the issues. Anita could not have gotten everything done in the time frame they gave her without Nichole's help.

Leann asked which members would like to get off of the Advisory Committee. Anita state they are Sam and Kevin. Both of them actually are no longer on the committee because it has been so long since they have attended a meeting. Betty mentioned a new fellow that has moved to Lexington by the name of Steve Johnson that has bought the house across from the Airport. He is semi-retired and really likes the area. He might be one to talk to, to see if he would be interested in serving on the committee. He is a retired Carpenter. Betty will try and get his phone number to Anita.

Creative Bus said that the manufacture is to start building the new bus the first of November and it should be delivered after the first of the year.

Ridership is down. Leann asked if that was because of lack of drivers. Anita stated that could be one of the reasons. Irrigon has had one driver for several months because of different reasons. Heppner fluctuates also on the number of drivers for different reasons. Discussion of why some days are busier than others. Betty asked about the once a month shopping trip how that was going. Anita said about 7 to 9 are usually on the bus so it is going good. Discussion of how this trip is going.

Next meeting will be January 21, 2020 at 3:00 p.m. in Irrigon at Irrigon City Hall.

Meeting ended 3:20 p.m.

Respectfully Submitted
Anita Pranger Coordinator

STF

Sign in Sheet

Date: October 15, 2019

Please Print Name / Company	Address	e-mail address
Betty Gray	Tone Oregon 97143	
Leann Ren	Heppner, OR	
Neville High	Heppner OR	
Tim Doherty		