

**The Loop - Morrow County Transportation**  
**Special Transportation Fund (STF) Advisory Committee Agenda**

January 19<sup>th</sup> 2021

3:00 pm

**1. Call to Order, Welcome and Roll Call**

Call to Order: 3:12

Welcome to the Meeting:

Heidi Turrell: Dispatcher

Betty Gray

Sheryll Bates: Vice Chair

Gregg Zody: Community Development Director

Katie Imes: Transportation Coordinator

Aaron Palmquist: Chair

Debbie Radie

Karen Pettigrew

Missing:

Mike Jones

George Nairns

**2. Public Comment**

No Public Comment

**3. Election of Chair and Vice Chair**

Aaron Palmquist; Elected as Vice Chair

Sheryll Bates; Elected as Chair

**4. Approve Minutes**

- a. April 21<sup>st</sup>, 2020 & July 21<sup>st</sup>, 2020, October 10<sup>th</sup> 2020

*These minutes have been approved*

**5. Update -Transportation Coordinator, Katie Imes**

**a. Covid-19**

Continuing to do Essential Rides Only. Continuing Cleaning Protocol

*No comment*

**b. Ridership/Drivers**

Aaron: We should also track fixed routes

Katie: We will, also we will see what ODOT requires.

Sheryll: Are these are only drivers? If we need more will we need to advertise?

Katie: These drivers maintain our current ride load. Yes, if we need more drivers we will need to advertise

**c. Budget**

Committee: In the future can we export to excel to make it easier to read?

Heidi: In the future I can export it into a document and make it easier to read.

**6. Other Business**

**a. Joint Work Session – FY 21-22 Operating Plan**

Next Joint Work Session: Feb 16<sup>th</sup> @ 10:30

**b. STF Committee Membership- Three Vacancies to be filled**

Need a rep from Lexington, someone in Boardman that is an advocate for the Hispanic community.

Reach out to Julie Baker: She is very knowledgeable

Owner of Café Cultura

Frankie Rozama

STF Application is due March 1<sup>st</sup>, and also the 5310 Application

**Next Meeting:**

April 20<sup>th</sup>, 2021 Location: To be announced

**Adjourn @ 3:42**

TOTAL QUARTERLY RIDES JANUARY TO MARCH 2021	
The Loop Rides - January 2021	
City	Rides
Boardman	146
Irrigon	61
Heppner	76
<b>Total</b>	<b>283</b>
The Loop Rides - February 2021	
City	Rides
Boardman	86
Irrigon	106
Heppner	102
<b>Total</b>	<b>294</b>
The Loop Rides - March 2021	
City	Rides
Boardman	122
Irrigon	171
Heppner	106
<b>Total</b>	<b>399</b>
<b>Quarterly Total</b>	<b>976</b>

Current Drivers
HEPPNER
Jesse Husband
IRRIGON
Dixie Earle
Brenda Aliangan
Ron Aliangan
BOARDMAN
Phyllis Gilbertson
John Blazer
Kayak -Irrigon Riders -154 Service Days - 66
Good Shepard CareVan Trips - 249

VETERAN CANCELATIONS/DENIED RIDES JANUARY TO MARCH 2021	
The Loop Rides - JANUARY 2021	
Canceled	2
Denied	4
<b>Total</b>	<b>6</b>
The Loop Rides - FEBRUARY 2021	
Canceled	10
Denied	0
<b>Total</b>	<b>10</b>
The Loop Rides - MARCH 2021	
Canceled	8
Denied	0
<b>Total</b>	<b>8</b>
<b>Quarterly Total</b>	<b>24</b>

MORROW COUNTY, OREGON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 01ST, 2021

216-SPEC TRANSPORTATION FUND  
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
BEGINNING FUND EQUITY	1,274,524.00		389,569.29		
REVENUE SUMMARY					
NON-DEPARTMENTAL	3,000.00	0.00	2,980.31	19.69	99.34
SPECIAL TRANSPORTATION	850,536.00	0.00	332,738.12	517,797.88	39.12
TOTAL REVENUES	853,536.00	0.00	335,718.43	517,817.57	39.33
	=====	=====	=====	=====	=====
TOTAL REVENUES AND FUND EQUITY	2,128,060.00		725,287.72		
EXPENDITURE SUMMARY					
SPECIAL TRANSPORTATION	2,128,060.00	0.00	162,017.69	1,966,042.31	7.61
TOTAL EXPENDITURES	2,128,060.00	0.00	162,017.69	1,966,042.31	7.61
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	( 1,274,524.00)	0.00	173,700.74	( 1,448,224.74)	13.63-
PROJECTED ENDING FUND EQUITY	0.00		563,270.03		

MORROW COUNTY, OREGON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 01ST, 2021

216-SPEC TRANSPORTATION FUND  
 NON-DEPARTMENTAL

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
REVENUES					
=====					
INVESTMENT EARNINGS					
216-100-3-65-0105 INVESTMENT EARNINGS	3,000.00	0.00	2,980.31	19.69	99.34
TOTAL INVESTMENT EARNINGS	3,000.00	0.00	2,980.31	19.69	99.34
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TOTAL REVENUES	3,000.00	0.00	2,980.31	19.69	99.34
REVENUE OVER/(UNDER) EXPENDITURES	3,000.00	0.00	2,980.31	19.69	99.34

## 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	67,700.00	0.00	50,775.00	16,925.00	75.00
216-320-3-30-3143 MAINTENANCE GRANT	0.00	0.00	0.00	0.00	0.00
216-320-3-30-3144 STF DISCRETIONARY	66,736.00	0.00	0.00	66,736.00	0.00
216-320-3-30-3145 HRTG - VETS	45,000.00	0.00	35,791.51	9,208.49	79.54
216-320-3-30-3146 STIF Funds	670,600.00	0.00	225,456.00	445,144.00	33.62
216-320-3-30-3147 STIF DISCRETIONARY GRA	0.00	0.00	13,627.00 (	13,627.00)	0.00
TOTAL GRANT REVENUE	850,036.00	0.00	325,649.51	524,386.49	38.31
CHARGES FOR SERVICES					
216-320-3-40-4139 BUS RECEIPTS	500.00	0.00	684.00 (	184.00)	136.80
216-320-3-40-4140 MEDICAID REIMBURSEMENT	0.00	0.00	5,425.00 (	5,425.00)	0.00
TOTAL CHARGES FOR SERVICES	500.00	0.00	6,109.00 (	5,609.00)	1,221.80
REIMBURSEMENTS					
216-320-3-80-7075 REIMBURSED ITEMS	0.00	0.00	979.61 (	979.61)	0.00
TOTAL REIMBURSEMENTS	0.00	0.00	979.61 (	979.61)	0.00
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					
	850,536.00	0.00	332,738.12	517,797.88	39.12
EXPENDITURES					
=====					
PERSONNEL SERVICES					
216-320-5-10-1001 COORDINATOR	21,312.00	0.00	16,246.41	5,065.59	76.23
216-320-5-10-1002 DISPATCHER	33,795.00	0.00	18,273.90	15,521.10	54.07
216-320-5-10-1005 DRIVER	184,851.00	0.00	31,048.54	153,802.46	16.80
216-320-5-10-1006 DRIVERS 3-PART TIME	0.00	0.00	0.00	0.00	0.00
216-320-5-10-1007 TEMP DISPATCHER	0.00	0.00	0.00	0.00	0.00
216-320-5-10-1169 EXTRA HELP	1,500.00	0.00	0.00	1,500.00	0.00
216-320-5-10-1301 FICA	14,970.00	0.00	3,986.45	10,983.55	26.63
216-320-5-10-1302 WORKERS COMP	10,857.00	0.00	3,591.40	7,265.60	33.08
216-320-5-10-1303 DB - PACIFIC MUTUAL	15,921.00	0.00	4,068.78	11,852.22	25.56
216-320-5-10-1304 DEFINED CONTRIBUTION	0.00	0.00	212.22 (	212.22)	0.00
216-320-5-10-1305 AOC-MEDICAL	69,554.00	0.00	14,066.32	55,487.68	20.22
216-320-5-10-1306 DENTAL INSURANCE	4,982.00	0.00	962.36	4,019.64	19.32
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	2,897.00	0.00	808.38	2,088.62	27.90
216-320-5-10-1316 DISABILITY INSURANCE	186.00	0.00	65.00	121.00	34.95
216-320-5-10-1317 LIFE INSURANCE	156.00	0.00	53.90	102.10	34.55
216-320-5-10-1320 VACATION ACCRUAL	2,319.00	0.00	0.00	2,319.00	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: APRIL 01ST, 2021

216-SPEC TRANSPORTATION FUND

SPECIAL TRANSPORTATION

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
216-320-5-10-1321 MANDATED MEDICARE	1,244.00	0.00	932.35	311.65	74.95
TOTAL PERSONNEL SERVICES	364,544.00	0.00	94,316.01	270,227.99	25.87
MATERIALS & SERVICES					
216-320-5-20-2251 FUEL	20,000.00	0.00	7,619.85	12,380.15	38.10
216-320-5-20-2252 TIRES	0.00	0.00	0.00	0.00	0.00
216-320-5-20-2282 OPERATING - OUTREACH S	10,000.00	0.00	306.13	9,693.87	3.06
216-320-5-20-2381 MAINTENANCE	500.00	0.00	1,405.32 (	905.32)	281.06
216-320-5-20-3230 PUBLISHING	0.00	0.00	0.00	0.00	0.00
216-320-5-20-3240 TELEPHONE	3,000.00	0.00	2,536.01	463.99	84.53
216-320-5-20-3311 LODGING AND MEALS	0.00	0.00	0.00	0.00	0.00
216-320-5-20-3314 REGISTRATION & DUES	1,000.00	0.00	1,200.00 (	200.00)	120.00
216-320-5-20-3323 MILEAGE	0.00	0.00	0.00	0.00	0.00
216-320-5-20-3440 CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00
216-320-5-20-3461 CONTRACT SVCS - HLTH &	0.00	0.00	0.00	0.00	0.00
216-320-5-20-3530 BUS LIABILITY INSURANC	13,500.00	0.00	14,223.77 (	723.77)	105.36
216-320-5-20-3531 SOFTWARE	1,800.00	0.00	1,320.34	479.66	73.35
216-320-5-20-3610 ELECTRICITY	500.00	0.00	342.87	157.13	68.57
216-320-5-20-3710 RSVP	0.00	0.00	0.00	0.00	0.00
216-320-5-20-3712 OFFICE EXPENSE	0.00	0.00	681.25 (	681.25)	0.00
216-320-5-20-3713 DRIVER EXPENSE	500.00	0.00	0.00	500.00	0.00
216-320-5-20-3714 TRAINING/MILEAGE	0.00	0.00	0.00	0.00	0.00
216-320-5-20-3715 BUS SHED RENT	1,800.00	0.00	1,350.00	450.00	75.00
216-320-5-20-3716 MAINT - OPERATING	0.00	0.00	0.00	0.00	0.00
216-320-5-20-3717 MAINT - VEHICLE	0.00	0.00	0.00	0.00	0.00
216-320-5-20-3725 MISCELLANEOUS	500.00	0.00	644.88 (	144.88)	128.98
216-320-5-20-3726 TELEPHONE & DATA	0.00	0.00	366.36 (	366.36)	0.00
216-320-5-20-3745 CONTRACT VOL. DRIVERS	26,500.00	0.00	3,125.00	23,375.00	11.79
216-320-5-20-3746 CAREVAN	5,500.00	0.00	2,750.00	2,750.00	50.00
216-320-5-20-3747 FIXED ROUTE	210,000.00	0.00	0.00	210,000.00	0.00
216-320-5-20-3749 MDT'S	25,000.00	0.00	1,294.90	23,705.10	5.18
216-320-5-20-3750 SURVEILLANCE	0.00	0.00	0.00	0.00	0.00
216-320-5-20-3816 DRUG & ALCOHOL TESTING	0.00	0.00	0.00	0.00	0.00
TOTAL MATERIALS & SERVICES	320,100.00	0.00	39,166.68	280,933.32	12.24
CAPITAL OUTLAY					
216-320-5-40-4402 EQUIPMENT	0.00	0.00	0.00	0.00	0.00
216-320-5-40-4404 COPIER/DESK & OTHER	0.00	0.00	0.00	0.00	0.00
216-320-5-40-4405 VEHICLE	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	15,804.00 (	15,804.00)	0.00
216-320-5-50-5355 TRANS. TO 5310-MATCH F	6,282.00	0.00	12,731.00 (	6,449.00)	202.66
216-320-5-50-5999 CONTINGENCY	1,437,134.00	0.00	0.00	1,437,134.00	0.00
TOTAL OTHER REQUIREMENTS	1,443,416.00	0.00	28,535.00	1,414,881.00	1.98
TOTAL EXPENDITURES	2,128,060.00	0.00	162,017.69	1,966,042.31	7.61
REVENUE OVER/(UNDER) EXPENDITURES ( 1,277,524.00)		0.00	170,720.43 (	1,448,244.43)	13.36-
REVENUE OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00	0.00	0.00



MORROW COUNTY, OREGON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 01ST, 2021

216-SPEC TRANSPORTATION FUND  
 SPECIAL TRANSPORTATION

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
BEGINNING FUND EQUITY	1,274,524.00		389,569.29		
FUND TOTAL REVENUES	853,536.00	0.00	335,718.43	517,817.57	39.33
FUND TOTAL EXPENDITURES	2,128,060.00	0.00	162,017.69	1,966,042.31	7.61
REVENUES OVER/(UNDER) EXPENDITURES	( 1,274,524.00)	0.00	173,700.74	( 1,448,224.74)	13.63-
	=====	=====	=====	=====	=====
PROJECTED ENDING FUND EQUITY	0.00		563,270.03		

\*\*\* END OF REPORT \*\*\*

MORROW COUNTY, OREGON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 01ST, 2021

225-STF VEHICLE RESERVE FUND  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
BEGINNING FUND EQUITY	144,250.00		93,574.44		
REVENUE SUMMARY					
NON-DEPARTMENTAL	2,000.00	0.00	425.90	1,574.10	21.30
SPECIAL TRANSPORTATION	0.00	0.00	21,379.00 (	21,379.00)	0.00
TOTAL REVENUES	2,000.00	0.00	21,804.90 (	19,804.90)	1,090.25
	=====	=====	=====	=====	=====
TOTAL REVENUES AND FUND EQUITY	146,250.00		115,379.34		
EXPENDITURE SUMMARY					
SPECIAL TRANSPORTATION	146,250.00	0.00	0.00	146,250.00	0.00
TOTAL EXPENDITURES	146,250.00	0.00	0.00	146,250.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	( 144,250.00)	0.00	21,804.90 (	166,054.90)	15.12-
PROJECTED ENDING FUND EQUITY	0.00		115,379.34		

MORROW COUNTY, OREGON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 01ST, 2021

225-STF VEHICLE RESERVE FUND  
 NON-DEPARTMENTAL

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
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REVENUES					
=====					
INVESTMENT EARNINGS					
225-100-3-65-0105 INVESTMENT EARNINGS	2,000.00	0.00	425.90	1,574.10	21.30
TOTAL INVESTMENT EARNINGS	2,000.00	0.00	425.90	1,574.10	21.30
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TOTAL REVENUES	2,000.00	0.00	425.90	1,574.10	21.30
REVENUE OVER/(UNDER) EXPENDITURES	2,000.00	0.00	425.90	1,574.10	21.30

MORROW COUNTY, OREGON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 01ST, 2021

225-STF VEHICLE RESERVE FUND  
SPECIAL TRANSPORTATION

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
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REVENUES					
=====					
GRANT REVENUE					
225-320-3-30-3145 HRTG - VETS GRANT	0.00	0.00	0.00	0.00	0.00
225-320-3-30-3587 STATE STF GRANT	0.00	0.00	0.00	0.00	0.00
TOTAL GRANT REVENUE	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS REVENUE					
225-320-3-60-4190 SALE OF EQUIPMENT	0.00	0.00	5,575.00 (	5,575.00)	0.00
TOTAL MISCELLANEOUS REVENUE	0.00	0.00	5,575.00 (	5,575.00)	0.00
REIMBURSEMENTS					
225-320-3-80-7075 REIMBURSED ITEMS	0.00	0.00	0.00	0.00	0.00
TOTAL REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
TRANSFER FROM OTHER FUND					
225-320-3-90-3821 TRANSFER FROM STF FUND	0.00	0.00	15,804.00 (	15,804.00)	0.00
225-320-3-90-3822 TRANS FR STF BUS SHED	0.00	0.00	0.00	0.00	0.00
225-320-3-90-3823 TRANS FROM 5311	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFER FROM OTHER FUND	0.00	0.00	15,804.00 (	15,804.00)	0.00
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TOTAL REVENUES	0.00	0.00	21,379.00 (	21,379.00)	0.00
EXPENDITURES					
=====					
CAPITAL OUTLAY					
225-320-5-40-4402 EQUIPMENT	0.00	0.00	0.00	0.00	0.00
225-320-5-40-4403 VEHICLE - CAT C	0.00	0.00	0.00	0.00	0.00
225-320-5-40-4404 VEHICLE - CAT D	0.00	0.00	0.00	0.00	0.00
225-320-5-40-4405 VEHICLE - CAT E	0.00	0.00	0.00	0.00	0.00
225-320-5-40-4407 VEHICLE REPLACEMENT	146,250.00	0.00	0.00	146,250.00	0.00
TOTAL CAPITAL OUTLAY	146,250.00	0.00	0.00	146,250.00	0.00
RESERVED FOR FUTURE EXP.					
225-320-5-80-8102 RESERVE FOR FUTURE EXP	0.00	0.00	0.00	0.00	0.00
TOTAL RESERVED FOR FUTURE EXP.	0.00	0.00	0.00	0.00	0.00
ENDING FUND BALANCE					
225-320-5-90-9001 UNAPPROPRIATED ENDING	0.00	0.00	0.00	0.00	0.00
TOTAL ENDING FUND BALANCE	0.00	0.00	0.00	0.00	0.00
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TOTAL EXPENDITURES	146,250.00	0.00	0.00	146,250.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES (	146,250.00)	0.00	21,379.00 (	167,629.00)	14.62-

MORROW COUNTY, OREGON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 01ST, 2021

225-STF VEHICLE RESERVE FUND  
 SPECIAL TRANSPORTATION

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
BEGINNING FUND EQUITY	144,250.00		93,574.44		
FUND TOTAL REVENUES	2,000.00	0.00	21,804.90 (	19,804.90)	1,090.25
FUND TOTAL EXPENDITURES	146,250.00	0.00	0.00	146,250.00	0.00
REVENUES OVER/(UNDER) EXPENDITURES	( 144,250.00)	0.00	21,804.90 (	166,054.90)	15.12-
	=====	=====	=====	=====	=====
PROJECTED ENDING FUND EQUITY	0.00		115,379.34		

\*\*\* END OF REPORT \*\*\*

MORROW COUNTY, OREGON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 01ST, 2021

504-5310 - FTA GRANT FUND  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
BEGINNING FUND EQUITY	41,302.00		23,207.63		
REVENUE SUMMARY					
5310 FTA GRANT	75,454.00	0.00	40,621.61	34,832.39	53.84
TOTAL REVENUES	75,454.00	0.00	40,621.61	34,832.39	53.84
	=====	=====	=====	=====	=====
TOTAL REVENUES AND FUND EQUITY	116,756.00		63,829.24		
EXPENDITURE SUMMARY					
5310 FTA GRANT	116,756.00	0.00	39,523.05	77,232.95	33.85
TOTAL EXPENDITURES	116,756.00	0.00	39,523.05	77,232.95	33.85
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	( 41,302.00)	0.00	1,098.56	( 42,400.56)	2.66-
PROJECTED ENDING FUND EQUITY	0.00		24,306.19		
REVENUE OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00	0.00	0.00

504-5310 - FTA GRANT FUND

5310 FTA GRANT

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUES					
=====					
GRANT REVENUE					
504-504-3-30-3144 STO OPERATING GRANT	0.00	0.00	0.00	0.00	0.00
504-504-3-30-3145 5310 - FTA GRANT	68,172.00	0.00	27,651.00	40,521.00	40.56
504-504-3-30-3146 5311 - GRANT	0.00	0.00	0.00	0.00	0.00
504-504-3-30-3147 5310 - DISPATCH GRANT	0.00	0.00	0.00	0.00	0.00
504-504-3-30-3148 HB 2017 GRANT	0.00	0.00	0.00	0.00	0.00
504-504-3-30-3149 5304 - GRANT	0.00	0.00	0.00	0.00	0.00
TOTAL GRANT REVENUE	68,172.00	0.00	27,651.00	40,521.00	40.56
CHARGES FOR SERVICES					
504-504-3-40-4139 BUS RECEIPTS	0.00	0.00	0.00	0.00	0.00
TOTAL CHARGES FOR SERVICES	0.00	0.00	0.00	0.00	0.00
INVESTMENT EARNINGS					
504-504-3-65-0105 INVESTMENT EARNINGS	1,000.00	0.00	239.61	760.39	23.96
TOTAL INVESTMENT EARNINGS	1,000.00	0.00	239.61	760.39	23.96
REIMBURSEMENTS					
504-504-3-80-7075 REIMBURSED ITEMS	0.00	0.00	0.00	0.00	0.00
TOTAL REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
TRANSFER FROM OTHER FUND					
504-504-3-90-3828 TRANS. FROM STF-MATCH	6,282.00	0.00	12,731.00 (	6,449.00)	202.66
TOTAL TRANSFER FROM OTHER FUND	6,282.00	0.00	12,731.00 (	6,449.00)	202.66
TOTAL REVENUES	75,454.00	0.00	40,621.61	34,832.39	53.84
EXPENDITURES					
=====					
PERSONNEL SERVICES					
504-504-5-10-1001 COORDINATOR	21,312.00	0.00	16,246.57	5,065.43	76.23
504-504-5-10-1002 DISPATCHER	0.00	0.00	0.00	0.00	0.00
504-504-5-10-1301 FICA	1,321.00	0.00	970.62	350.38	73.48
504-504-5-10-1302 WORKERS COMP	115.00	0.00	8.02	106.98	6.97
504-504-5-10-1303 DB RETIREMENT	5,285.00	0.00	4,068.77	1,216.23	76.99
504-504-5-10-1304 DEFINED CONTRIBUTION	0.00	0.00	0.00	0.00	0.00
504-504-5-10-1305 AOC-MEDICAL	11,592.00	0.00	8,660.46	2,931.54	74.71
504-504-5-10-1306 DENTAL INSURANCE	830.00	0.00	608.02	221.98	73.26
504-504-5-10-1308 HRA DED. CONTRIBUTION	0.00	0.00	0.00	0.00	0.00
504-504-5-10-1309 UNEMPLOYMENT INSURANCE	256.00	0.00	201.78	54.22	78.82
504-504-5-10-1316 DISABILITY INSURANCE	0.00	0.00	23.40 (	23.40)	0.00
504-504-5-10-1317 LIFE INSURANCE	0.00	0.00	19.37 (	19.37)	0.00
504-504-5-10-1320 VACATION ACCRUALS	0.00	0.00	0.00	0.00	0.00
504-504-5-10-1321 MANDATED MEDICARE	309.00	0.00	226.95	82.05	73.45
TOTAL PERSONNEL SERVICES	41,020.00	0.00	31,033.96	9,986.04	75.66

504-5310 - FTA GRANT FUND

5310 FTA GRANT

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
MATERIALS & SERVICES					
504-504-5-20-2251 FUEL	14,668.00	0.00	0.00	14,668.00	0.00
504-504-5-20-2252 TIRES	8,500.00	0.00	3,340.60	5,159.40	39.30
504-504-5-20-2381 MAINTENANCE	7,172.00	0.00	2,148.49	5,023.51	29.96
504-504-5-20-3230 PUBLISHING	0.00	0.00	0.00	0.00	0.00
504-504-5-20-3240 TELEPHONE/DATA	0.00	0.00	0.00	0.00	0.00
504-504-5-20-3311 LODGING AND MEALS	0.00	0.00	0.00	0.00	0.00
504-504-5-20-3314 REGISTRATION & DUES	0.00	0.00	0.00	0.00	0.00
504-504-5-20-3323 MILEAGE	0.00	0.00	0.00	0.00	0.00
504-504-5-20-3440 CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00
504-504-5-20-3530 INSURANCE	0.00	0.00	0.00	0.00	0.00
504-504-5-20-3531 SOFTWARE	0.00	0.00	0.00	0.00	0.00
504-504-5-20-3710 RSVP	0.00	0.00	0.00	0.00	0.00
504-504-5-20-3712 OFFICE EXPENSE	0.00	0.00	0.00	0.00	0.00
504-504-5-20-3713 DRIVER EXPENSE	0.00	0.00	0.00	0.00	0.00
504-504-5-20-3714 TRAINING	0.00	0.00	0.00	0.00	0.00
504-504-5-20-3715 MAINT - OPERATING	0.00	0.00	0.00	0.00	0.00
504-504-5-20-3717 MAINT - VEHICLE	0.00	0.00	0.00	0.00	0.00
504-504-5-20-3725 MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
504-504-5-20-3745 CONTR SERV - VOL DRIVE	0.00	0.00	0.00	0.00	0.00
504-504-5-20-3746 CAREVAN/CTUIR	12,000.00	0.00	3,000.00	9,000.00	25.00
504-504-5-20-3747 5311 GRANT	0.00	0.00	0.00	0.00	0.00
504-504-5-20-3748 OUTREACH SUPPLIES	0.00	0.00	0.00	0.00	0.00
504-504-5-20-3749 MDT'S	0.00	0.00	0.00	0.00	0.00
504-504-5-20-3750 SURVEILLANCE	0.00	0.00	0.00	0.00	0.00
504-504-5-20-3816 DRUG & ALCOHOL TESTING	0.00	0.00	0.00	0.00	0.00
TOTAL MATERIALS & SERVICES	42,340.00	0.00	8,489.09	33,850.91	20.05
CAPITAL OUTLAY					
504-504-5-40-4402 EQUIPMENT	0.00	0.00	0.00	0.00	0.00
504-504-5-40-4404 OFFICE SOFTWARE	0.00	0.00	0.00	0.00	0.00
504-504-5-40-4405 STF VEHICLE	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					
504-504-5-50-5353 TRASNSFER TO GF-IND CO	0.00	0.00	0.00	0.00	0.00
504-504-5-50-5354 TRANSFER TO STF	0.00	0.00	0.00	0.00	0.00
504-504-5-50-5999 CONTINGENCY	33,396.00	0.00	0.00	33,396.00	0.00
TOTAL OTHER REQUIREMENTS	33,396.00	0.00	0.00	33,396.00	0.00
<hr/>					
TOTAL EXPENDITURES	116,756.00	0.00	39,523.05	77,232.95	33.85
REVENUE OVER/(UNDER) EXPENDITURES (	41,302.00)	0.00	1,098.56 (	42,400.56)	2.66-



MORROW COUNTY, OREGON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 01ST, 2021

504-5310 - FTA GRANT FUND  
 5310 FTA GRANT

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
BEGINNING FUND EQUITY	41,302.00		23,207.63		
FUND TOTAL REVENUES	75,454.00	0.00	40,621.61	34,832.39	53.84
FUND TOTAL EXPENDITURES	116,756.00	0.00	39,523.05	77,232.95	33.85
REVENUES OVER/(UNDER) EXPENDITURES	( 41,302.00)	0.00	1,098.56	( 42,400.56)	2.66-
	=====	=====	=====	=====	=====
PROJECTED ENDING FUND EQUITY	0.00		24,306.19		

\*\*\* END OF REPORT \*\*\*

# Oregon Department of Transportation



## Special Transportation Fund Grant Funding Application FY 2021-23

### A. Applicant Information

I am the Special Transportation Fund  
(STF) Agency

☒ Yes ☐ No

#### STF Agency Name

Morrow County

#### STF Agency Mailing Address

P.O. Box 495

Address Line 1

Heppner

City

Oregon

State

97836

Zip Code

#### Application Contact Name

Katie Imes

#### Application Contact Title

Transportation Coordinator

#### Application Contact Email Address

kimes@co.morrow.or.us

#### Application Contact Telephone No.

(541) 676-5667

#### Name of Person Signing Grant Agreement

Don Russell

#### Title of Person Signing Grant Agreement

Morrow County Chair Commissioner

#### Email Address of Person signing Grant Agreement

drussell@co.morrow.or.us

#### Telephone No. of Person signing Grant Agreement

(541) 377-2389

**Agency Type****Urbanized Zone****Service Area**

**Does your STF Agency delegate the administration of the STF program to a separate agency?**

☒ Yes ☐ No

## B. STF Advisory Committee

**Do all of the committee members reside within the boundaries of your STF Agency service area?**

☒ Yes ☐ No

Enter each member's organization in the table below (click to add additional lines).

Pick the category of membership that best describes each member, pursuant to OAR 732-005-0031.

**Minimum requirements: Counties and districts - five members.  
Tribes - three members.**

Member Name	Organization	Member Category
Sheryll Bates	Heppner Community Citizen	Representative of elderly individuals
Cynthia Navarro	Boardman Community Citizen	Representative of disabled individuals
Betty Gray	Ione Community Citizen	Representative of elderly individuals
Aaron Palmquist	City of Irrigon	Representative of elderly individuals
Virginia Nairns	Willow Creek Assisted Living	Representative of elderly individuals
Karen Pettigrew	City of Boardman	Representative of elderly individuals
Mike Jones	Heppner Community Citizen	Representative of elderly individuals
Katie Imes	Morrow County Transportation	Individual engaged in providing transportation services
Gregg Zody	Morrow County Community Development	Individual engaged in providing transportation services

## C. Summary of Distribution Plan

**Total STF Fund Allocation**  
\$135,400.00

**Funds Disbursed Per Year**  
\$67,700.00

**Funds Disbursed Per Quarter**  
\$16,925.00

## STF Allocation Expenditure Plan

**Administrative Allotment (required by OAR 732-005-0021(5)(b) for receiving, disbursing and accounting for funds)**

**Year 1**  
\$2,000.00

**Year 2**  
\$2,000.00

**Contribution to Reserve Account (amount contributed to the reserve account – see Section E)**

**Year 1**  
\$0.00

**Year 2**  
\$0.00

**Additional Funds for Allocation (optional)**

**Year 1**  
\$0.00

**Year 2**  
\$0.00

**Contingency (not to exceed 15% of total program budget)**

**Year 1**  
\$0.00

**Year 2**  
\$0.00

## Planning Projects

List the Agency Receiving Funds	Year 1	Year 2

## Operating Projects

List the Agency Receiving Funds	Year 1	Year 2
Morrow County Transportation - The Loop	\$54,130.00	\$53,130.00
5310 Match	\$6,370.00	\$6,367.00
Good Shepard CareVan	\$6,500.00	\$6,500.00

## Capital Projects

List the Agency Receiving Funds	Year 1	Year 2

## Untitled

## D. STF Formula Remaining From Previous Years

Do NOT include reserve funds in this section - see Section E.

**Will the STF Agency have carryover STF funds from prior years, including funds from the previous biennium that will be applied to the present biennium?**

☒ Yes

☐ No

**If yes, what are the sources of unspent and unobligated carryover funds? Check all that apply:**

☐ Unspent STF funds

☒ Sale of capital assets

☐ Interest earned

☐ Other (describe)

## E. Reserve Fund Summary

STF Agencies may establish a reserve fund to save STF funds for a future purpose.

**Does the STF Agency have a separate reserve funds account for the STF program?**

☒ Yes ☐ No

**If yes, describe the purpose of the reserve fund. If you have more than one reserve fund, itemize them in your description.**

Morrow County has a Vehicle Reserve Fund for replacing our Special Transportation Fund vehicles as needed.

**Estimate the reserve account fund balance carried into this period.**

\$99,000.00

## F. Transit Agency and Project Descriptions

### Project 1

**Recipient Agency Name**

Maintain Morrow County Transportation - The Loop

**Address**

P.O. Box 495

Address Line 1

Heppner

City

Oregon

State

97836

Zip Code

**Recipient Agency Contact Name**

Katie Imes

**Recipient Agency Contact Title**

Transportation Coordinator

**Recipient Agency Contact Email Address**

kimes@co.morrow.or.us

**Recipient Agency Contact Telephone No.**

(541) 676-5667

**Project Title**

Operations

### Project Description

This project is to maintain existing services for the Loop. It will cover our materials and services as follows; fuel, maintenance supplies, telephones, lodging and meals, registration, insurance, electricity, office and driver expenses, bus shed rent, volunteer driver reimbursements and miscellaneous expenses.

### Total STF funds awarded to project

\$109,660.00

### Project Type

Operating

## Project 2

### Recipient Agency Name

Morrow County Transportation - The Loop

### Address

P.O. Box 495

Address Line 1

Heppner

City

Oregon

State

97836

Zip Code

### Recipient Agency Contact Name

Katie Imes

### Recipient Agency Contact Title

Transportation Coordinator

### Recipient Agency Contact Email Address

kimes@co.morrow.or.us

### Recipient Agency Contact Telephone No.

(541) 676-5667

### Project Title

5310 Match

### Project Description

This project covers the match for our 5310 grant.

### Total STF funds awarded to project

\$12,740.00

### Project Type

Operating

## Project 3

### Recipient Agency Name

Morrow County Transportation - The Loop

### Address

P.O. Box 495

Address Line 1

Heppner

City

Oregon

State

97836

Zip Code

**Recipient Agency Contact Name**

Katie Imes

**Recipient Agency Contact Title**

Transportation Coordinator

**Recipient Agency Contact Email Address**

kimes@co.morrow.or.us

**Recipient Agency Contact Telephone No.**

(541) 676-5667

**Project Title**

Good Shepard CareVan

**Project Description**

This project funds purchased service provided by CareVan, a medical transportation service for Good Shepard Medical Services. CareVan will provide transportation to Boardman and Irrigon for medical appointment to the Good Shepard Medical Group.

**Total STF funds awarded to project**

\$13,000.00

**Project Type**

Operating

## Project Totals

\$135,400.00

## Fund Allocation

**Total STF Fund Allocation**

\$135,400.00

**Funds Disbursed Per Year**

\$67,700.00

**Funds Disbursed Per Quarter**

\$16,925.00

## G. Submitting Your Application

- Click the "Save" button to save your work. A link to the application will appear that you can copy for future reference. Or, you can enter your email address to have the link emailed to you.
- Attach any supporting documents using the "Upload" button or by dragging documents from your computer to the "drag files here" area.
- Electronically sign your application by using the pen icon. Type your name in the "Printed Name" section.
- Submit your application by using the "Submit Application" button.
- IF YOU DO NOT RECEIVE AN EMAIL RESPONSE, PLEASE CONTACT US IMMEDIATELY AT 503-986-3300 OR [ODOTPTDREPORTING@ODOT.STATE.OR.US](mailto:ODOTPTDREPORTING@ODOT.STATE.OR.US).

### Supporting Documents (Optional)

The person signing this form must have the legal authority to submit the application on behalf of the applicant.

By electronically signing and submitting this form, the agency representative certifies that the information on the application is true and accurate to the best of their knowledge.

**Signature**

**Printed Name**

Katie Imes



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**Submission Date**

2/24/2021



# Oregon Department of Transportation



## Section 5310 Application FY 2021-23

Enhanced Mobility of Seniors and Individuals with Disabilities

### Applicant Information

I am the Lead (STF) Agency.

☒ Yes ☐ No

Lead (STF) Agency Name

Morrow County

*If you are applying for small urban funds, select that designation from the drop-down.*

Lead Agency (STF) Mailing Address (Street or PO Box)

P.O. Box 495

Address Line 1

Heppner

City

Oregon

State

97836

Zip Code

Application Contact Name

Katie Imes

Application Contact Title

Transportation Coordinator

Application Contact Email Address

kimes@co.morrow.or.us

Application Contact Telephone No.

(541) 676-5667

Name of Person Signing Grant Agreement

Don Russell

Title of Person Signing Grant Agreement

Morrow County Chair Commissioner

Email of Person Signing Grant Agreement

drussell@co.morrow.or.us

Telephone No. of Person Signing Grant Agreement

(541) 377-2389

Lead (STF) Agency Type

Public

Service Area

Non-urbanized or Rural area with population of less than 50,000

**Lead (STF) Agency Federal EIN**

93-6002308

**Lead (STF) Agency Urbanized Zone**

Oregon

**Select the type(s) of service that will be supported by this award. Select all that apply.**

- |   |  |
|---|--|
| <input type="checkbox"/> Open to the general public at all times                | <input type="checkbox"/> Open to the general public on a space-available basis |
| <input type="checkbox"/> Open only to seniors and individuals with disabilities | <input type="checkbox"/> Limited to defined clientele (e.g. residential home)  |
| <input checked="" type="checkbox"/> Demand Response                             | <input type="checkbox"/> Deviated Route  |

**Are any FTA-funded buildings that your transit agency owns located in a flood zone?**[More information on floodplains](#)

- ☐ Yes
- ☒ No

## Risk Assessment Information

**Did your agency have any turnover of management or financial staff in the last two years?**

- ☒ Yes
- ☐ No

**Does your agency have an accounting system that allows you to completely and accurately track the receipt and disbursement of funds related to the award?**

- ☒ Yes
- ☐ No

**What type of accounting system does your agency use?**

- ☐ Manual
- ☐ Automated
- ☒ Combined

**Does your agency have a system in place that will account for 100 percent of each employee's time?**

- ☒ Yes
- ☐ No

**Did your staff members attend required trainings and meetings during prior grant award cycles?**

- ☒ Yes
- ☐ No

**Was your agency audited by the Federal government in the past two years?**

- ☒ Yes
- ☐ No

If yes, did the audit result in one or more audit findings?

☐ Yes

☒ No

Did your agency stay on budget in the past two years?

☒ Yes

☐ No

## Fund Allocation

Allocation Amount

\$124,042.00

## Transit Agency Projects

### Transit Agency Project 1

Project Name

Morrow County Transportation - The Loop

Transit Agency Legal Name

Morrow County

Agency Mailing Address (Street or PO Box)

P.O. Box 495

Address Line 1

Heppner

City

Oregon

State

97836

Zip Code

Transit Agency DBA Name (Optional)

Federal EIN

Urbanized Zone

93-6002308

Oregon

Agency Web Address

<https://www.co.morrow.or.us/theloop>

## Project Details

Select the project types that you wish to include in your application. Select all that apply.

Project Selection

☒ A. Purchased Service

☒ B. Mobility Management

☐ C. Vehicle Purchase

☒ D. Capitalized Vehicle Preventive Maintenance

☐ E. Equipment, Signs and Amenities, Shelters

☐ F. Facilities: Bus Barns and Other Buildings

### A. Purchased Service Project

# 1. Project Title

## Project Title

Kayak Public Transportation

## 2. Explain how your project is planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when general public transit is either insufficient, inappropriate, or not available:

### Project Service Description

This purchased service gives Morrow County seniors and individuals with disabilities another option to public transportation. This service travels from Hermiston to Irrigon allowing riders accessibility to health and public services. The service runs Monday thru Friday by Kayak Public Transportation.

## 3. Estimated number of unduplicated individuals (older adults and individuals with disabilities) this project proposes to support in the biennial grant period:

75

## 4. Estimated number of one-way rides this project proposes to provide in the biennial grant period:

3,200

## 5. Project cost and match information:

### Total Project Cost

12,000

### Match Amount (Total Project Cost x

10.27%)

\$1,232.40

### Grant Amount

\$10,767.60

## 6. Describe the source of your local match funds in the field below (examples: funds from your budget, STF funds). If the matching funds are not available now, describe when they will be (examples: next fiscal year, month/year). Please be specific.

### Local Match Details

The match will be funded through the Special Transportation Fund.

## 7. On what page is project listed in the Adopted Coordinated Plan?

42

## 8. Date Coordinated Plan adopted:

1/1/2016

For multiple pages use this box

**9. Is this project part of a group of activities or projects that are dependant on each other (for example, a new transit service that requires capital and operating funds)?**

☐ Yes ☒ No

**10. Does your transit agency have an existing contract for transit?**

☒ Yes ☐ No

If yes, name the contractor. If no, describe how the transit agency will procure the service and name contractor

Kayak Public Transit

## **B. Mobility Management**

### **1. Project Title**

Project Title

Program Coordination

**2. Explain how your project is planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when general public transit is either insufficient, inappropriate, or not available:**

Project Service Description

This project will coordinate trips in Morrow County to reduce gaps in services between local service providers in neighboring counties. Provide outreach to local businesses and organizations and other activities to help reduce barriers in public transit use in Morrow County - The Loop service area.

### **3. Project Type**

Select Project Type

Travel Mobility Planning

### **4. Project cost and match information:**

Total Project Cost

65,000

Match Amount (Total Project Cost x

10.27%)

\$6,675.50

Grant Amount

\$58,324.50

### **5. Describe the source of your local match funds in the field**

**below (examples: funds from your budget, STF funds). If the matching funds are not available now, describe when they will be (examples: next fiscal year, month/year). Please be specific.**

**Local Match Details**

Matching funds for this project will come from the Special Transportation Fund.

**6. On what page is project listed in the Adopted Coordinated Plan?**

42

**7. Date Coordinated Plan adopted:**

1/1/2016

**For multiple pages use this box**

**8. Identify the estimated number of customer contacts, customers trained, or mobility products/services produced. Describe the method you will use to measure output from the project:**

**Project Performance Goals**

9000 estimated customer contacts or services provided for the two years. Output will be measured in OPTIS by the number of trips provided.

**D. Capitalized Vehicle Preventive Maintenance**

**1. Describe how this project coordinates with other services to provide services to seniors and individuals with disabilities:**

**Project Coordination Description**

This project provides the necessary maintenance needed to keep our vehicles in good running condition, these vehicles provide service to medical appointments and public services for seniors and individuals with disabilities.

**2. Is a Vehicle Preventive Maintenance Plan submitted with your application? A plan reflecting current fleet policies, fleet procedures, and vehicle and lift equipment manufacturer's recommended maintenance schedules is required.**

☒ Yes ☐ No

**3. Number of vehicles included in this preventive maintenance project:**

8

#### 4. Project cost and match information:

Total Project Cost

47,042

Match Amount (Total Project Cost x  
10.27%)

\$4,831.21

Grant Amount

\$42,210.79

**5. Describe the source of your local match funds in the field below (examples: funds from your budget, STF funds). If the matching funds are not available now, describe when they will be (examples: next fiscal year, month/year). Please be specific.**

Local Match Details

The matching funds will come from the Special Transportation Fund.

**6. On what page is project listed in the Adopted Coordinated Plan?**

42

**7. Date Coordinated Plan adopted:**

1/1/2016

For multiple pages use this box

**8. Is this project part of a group of activities or projects that are dependent on each other (for example, bus washing station dependant on facility)?**

☐ Yes ☒ No

#### Application Totals

Total Section 5310 Project Cost

\$124,042.00

Total Section 5310 Match  
Amount

\$12,739.11

Total Section 5310 Grant  
Amount

\$111,302.89

#### Fund Allocation

Allocation Amount

\$124,042.00

#### Submitting Your Application

- Click the "Save" button to save your work. A link to the application will appear that you can copy for future reference. Or, you can enter your email address to have the link emailed to you.

- Attach any supporting documents using the “Upload” button or by dragging documents from your computer to the “drag files here” area.
- Electronically sign your application by using the pen icon. Type your name in the “Printed Name” section.
- Submit your application by using the “Submit Application” button.
- IF YOU DO NOT RECEIVE AN EMAIL RESPONSE, PLEASE CONTACT US IMMEDIATELY AT 503-986-3300 OR [ODOTPTDREPORTING@ODOT.STATE.OR.US](mailto:ODOTPTDREPORTING@ODOT.STATE.OR.US).

### Supporting Documents (Optional)

The person signing this form must have the legal authority to submit the application on behalf of the applicant.

By electronically signing and submitting this form, the agency representative certifies that the information on the application is true and accurate to the best of their knowledge.

**Signature**



---

**Printed Name**

Katie Imes

**Submission Date**

2/24/2021



# Annual Operations Plan

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Fiscal Year 2021 & 2022



THE LOOP – MORROW COUNTY TRANSPORTATION

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## **PURPOSE AND GOALS**

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This Annual Operations Plan describes the scope of work undertaken by The Loop – Morrow County Public Transportation, referred to in this document as The Loop, for the fiscal years of 2021-2022. The Loop is an intra-county and inter-county service for all residents and visitors of Morrow County. The Loop's geographic service area is primarily 2,047 square miles in Morrow County and makes frequent trips outside of the official service area to other requested locations. Our buses and vans are ADA compliant, and our drivers are trained in handling and securing mobile devices and assisting passengers with special needs.

This document captures the anticipated breadth of services and forecasts opportunities and challenges (that reasonably can be anticipated). This document aims to provide a road map for the next year and guide the ongoing discussion about how public transportation is planned, deployed, and managed in Morrow County.

This plan will be broken out into three sections, as follows:

- Existing Services to be delivered (and any potential changes taking place).
- Known project opportunities within the community (historically delivered, and new opportunities available).
- Known opportunities or challenges that may occur in our method, means, or model of delivery.

Appendixes of published support materials will follow these for all standard operating programs in Morrow County.

## **LIVING DOCUMENT**

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This document is our best forecast for the coming fiscal year. It should not be construed as limiting our response to opportunities or our options to resolve challenges. Moreover, it is intended to inform subsequent Annual Operations Plans while creating a historical record for future development.

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## DEFINITIONS

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While every effort has been made to keep this plan user-friendly, it is sometimes necessary to use an industry term to demonstrate compliance with regulations. This subsection is intended to help guide the reader when the following terms appear:

### **ADA:**

Americans with Disabilities Act of 1990 (and the amended 2008 AADA) prohibiting discrimination against individuals with disabilities in all areas.

### **Curb-to-Curb:**

This term often applies to the Demand Response and Route Deviation modes of services. It means the passenger is responsible for getting themselves to and from the vehicle.

### **Demand Response:**

Sometimes called Dial-a-Ride, Demand Response service is when a passenger makes a reservation in advance. A vehicle comes to their location to pick them up and deliver them to their requested location. This service often operates as Curb-to-Curb.

### **Deviated Route:**

Sometimes referred to as Route Deviations, this refers to a Fixed Route delivery strategy that allows the bus to temporarily leave the route to perform a Curb-to-Curb pick-up within  $\frac{3}{4}$  of a mile from the regular line traveled. This service must also be scheduled a day in advance.

### **Dial-a-Ride:**

A passenger calls the transit center to schedule a ride at least a day in advance of their planned outing. See Demand Response for more information.

### **Door-to-Door:**

Door-to-Door indicates that passenger assistance is available from the door of origin to the first door of the planned destination. This service may be requested verbally or in writing, and tailored to the passenger's need.

**Flag Stop:**

Sometimes called a Flex Stop, this term refers to a passenger's ability to access a Fixed Route bus at points between formal stops by waving to the driver to indicate he or she wishes to board.

**Fixed Route:**

A Fixed Route system is a bus that follows a prescribed path on a published schedule. Passengers can access the formal bus stops, and the bus does not deviate from the indicated path unless traffic issues force it to divert from the normal route.

**Origin-to-Destination:**

This term, used in the ADA, is meant to remove barriers for passengers using the Dial-a-Ride service. It purposefully does not define the beginning and end of the trip to allow the terms of service to be designed by the passenger. The only limitations to this model imposed by The Loop are that our drivers will not enter the home of a passenger, and will not proceed beyond the main entryway of any destination.

**Paratransit:**

Sometimes called ADA Paratransit or Complementary Paratransit, this term refers to the obligatory service running alongside a Fixed Route bus line that provides equivalent service to those who are prevented from using the Fixed Route due to a disability. This service operates on a Dial-a-Ride model.

**Title VI:**

The Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in any program or activity that receives Federal funds or other Federal financial assistance.

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## HOLIDAYS AND CLOSURES

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The Loop will observe the following Holidays during Fiscal Years 2021 and 2022.  
The Loop will have two dedicated all-staff training days one in the fall and spring.  
In most cases, services will be closed entirely.

Independence Day .....	July 5th, 2021
Labor Day .....	September 6th, 2021
Veterans Day .....	November 11th, 2021
Thanksgiving .....	November 25th, 2021
Christmas .....	December 24th, 2021
New Year's Day .....	January 1st, 2022
Martin Luther King Jr. Day .....	January 17th, 2022
Presidents' Day.....	February 21st, 2022
Memorial Day .....	May 30th, 2022
Staff Training Day.....	Fall 2021
Staff Training Day.....	Spring 2022

## THE LOOP ADVISORY COMMITTEES

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The Loop has two advisory committees, The Special Transportation Fund (STF) and the Statewide Transportation Improvement Fund (STIF).

The STF Advisory Committee is established in the interest of transit system users (seniors and people with disabilities of any age) in Morrow County. Its purpose is to advise the Morrow County Commissioners/The Loop on matters that pertain to the Special Transportation Fund and all issues regarding the transportation needs of those utilizing the transit system. The Advisory Committee will make recommendations that encourage and promote the accomplishments of those needs that directly affect the welfare of those who desire and/or require such services.

<b>The Loop Morrow County Co Transportation STF Advisory Committee 2021</b>		
Minimum Members: 7	Maximum Members: 11	Term Allowance: 4
<b>NAMES</b>	<b>REPRESENTING</b>	<b>TERM</b>
Sheryll Bates <i>Vice-Chair</i>	Heppner/Community	12/31/2024
Cynthia Navarro	Boardman/Hispanic	12/31/2020
Vacant	Boardman/Hispanic	12/31/2020
Betty Gray	Ione/Senior	12/31/2021
Vacant	Lexington/Community	12/31/2021
Aaron Palmquist <i>Chair</i>	Irrigon/Community	12/31/2021
"George" Virginia Nairns	Heppner/Sr. & Disabled	12/31/2022
Karen Pettigrew	Boardman/Sr.	12/31/2022
Mike Jones	Heppner/Sr.	12/31/2022
Katie Imes	Trans. Coordinator	12/31/2022
Vacant	County Staff/Community	12/31/2022

Committee meetings are held quarterly- July, October, January, and April alternating between Boardman, Irrigon, and Heppner

The STIF Committee shall assist the Commissioners in tasks and duties supporting local and regional transportation services funded through the State Transportation Improvement Fund (STIF) and allocated to Morrow County for distribution to Public Transportation Service Providers within and adjacent to Morrow County.

<b>The Loop - Morrow County Public Transportation Statewide Transportation Improvement Advisory Committee 2021</b>		
Minimum Members: 5	Maximum Members: 9	Term Allowance: 3 years
<b>NAMES</b>	<b>REPRESENTING</b>	<b>TERM EXPIRATION</b>
Sheryll Bates	Heppner/Seniors	10/30/2023
Betty Gray	Ione/Seniors Low Income	6/30/2021
Aaron Palmquist, <i>Chair</i>	Irrigon/Low Income	6/30/2021
Karen Pettigrew	Boardman/Low Income	12/31/2023
Mike Jones	Heppner/Seniors	12/31/2022
Katie Imes	County Staff Trans. Coordinator	12/31/2022
Vacant	County Staff/Community	12/31/2022
Scott Green	Boardman/Transit Destinations	04/07/2024
Debbie Radie, <i>Vice Chair</i>	Employers / Employees	12/31/2023

Committee meetings are held quarterly- July, October, January, and April alternating between Boardman, Irrigon, and Heppner.

Note: STF and STIF plan to consolidate in the fiscal year 2023. For more information, go to <https://www.oregon.gov/odot/RPTD/Pages/STF-STIF-Consolidation.aspx>



## **Section One: Existing Services – The Loop is a no fare service**

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### **Rides to Wellness/ Veteran Rides to Wellness:**

Serving Morrow County Veterans, Seniors, Person with Disabilities, Limited, or no Transportation. Ridership is available to any of Morrow County residents.

Transportation for Veterans to medical facilities can be arranged by calling The Loop Office. Please tell the Dispatcher that you are a Veteran when booking the transportation.

### **Demand Response:**

The Loop is a curb-to-curb service for residents of Morrow County. We operate on a first-call-first-serve basis. Trips for service need to be scheduled in advance. Service is offered Monday through Friday, **8:00 a.m. to 5:00 p.m.** except for holidays or cancellations due to inclement weather. Trip times can be adjusted to meet earlier or later appointments or activities. Weekend trips may also be requested through The Loop Office when the trip meets the program purposes.

### **Medicaid Contract:**

The Loop is contracted with Greater Oregon Behavioral Health, Inc. (GOBHI) to provide curb-to-curb, Non-Emergent Medical Transportation at no cost to riders eligible for transportation services through Oregon Medicaid. (Participants must have prior approval through the Oregon Medicaid Transportation Brokerage).

### **Contracted Services:**

The Loop is contracted with CareVan Transportation providing service to residents in Boardman and Irrigon who have appointments at Good Shepherd Medical Group Facilities. This service is available during normal business hours at no charge.

The Loop is contracted with Kayak Public Transit providing service to Irrigon. This service runs Monday-Saturday making an AM and PM stop. This is a fixed route giving access to Umatilla County at no charge; for more details, go to

<https://ctuir.org/media/4tdfb0ml/hopper.pdf>

The Loop operates its programs and services without regard to race, color, and national origin following Title VI of the Civil Rights Act of 1964. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with The Loop Office.

## **Section Two: Known Opportunities**

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### **Event-Driven Services:**

Including the following, but not limited to the following options:

1) Weekly Shopping Trips vs. Monthly

Historically, The Loop has provided monthly trips to Hermiston for a day of shopping and dining. The Loop is exploring the option to convert to weekly trips that would give riders access to specific locations rather than one or two shopping locations.

As an example:

Week 1 – Safeway & Grocery Outlet

Week 2 – Walmart & Dollar Tree

Week 3 – Safeway & Bi-Mart

Week 4 – Walmart & Dollar Tree

These trips will have a route schedule and timeline.

2) Event-Driven Opportunities

a. Morrow County Fair & Rodeo

b. St. Patrick's Festival

c. Morrow County Harvest Festival

d. Watermelon Festival

e. Pendleton Roundup

f. Umatilla County Fair & Rodeo

These trips will have a route schedule and timeline.

### **Additional Service Opportunities:**

3) Deviated Route Services

a) Port of Morrow/Boardman Circulator

b) Heppner/Boardman Connector

c) Arlington/Boardman/Port of Morrow Connector

The Loop is currently planning for expanding service to offer the Port of Morrow/Boardman Circulator. This route would connect with the Hermiston/Boardman Connector giving Morrow and Umatilla County residents access to employment, health services, and other public services.

### **Emergency Services:**

In the event of a declared emergency, our services may be mobilized by County, State, or Federal emergency management officials. We will comply and prioritize such requests in the event we are called upon.

## Section Three: Known Challenges and Opportunities

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### Challenges:

- Infrastructure – Bus Barns, Fleet Expansion, and Staffing. Currently, The Loop utilizes three bus barns, one County-owned in Heppner, one at the Boardman Senior Center, and one at the Irrigon Senior Center; all these barns are at capacity. With the demand for expanded services, particularly employment opportunities, shopping, and public services, the Loop is perusing many funding streams to enable the program to grow.

### Opportunities: Funding Sources - State and Federal

- STIF Discretionary – State of Oregon
  - Capital Purchases – 5 buses and 1 passenger van
  - Planning Project – Bus Barn construction
  - Operating Expenses- to launch new route services
- STIF Formula – State of Oregon
  - Outline projects to support existing services and expansion
- STF Formula – State of Oregon
  - Operations- Demand Response Service
- Section 5304 – Federal Transportation Administration
  - Planning Project – Update Morrow County Human Services Coordinated Transportation Plan
- Section 5310 - Federal Transportation Administration
  - Administration, Purchased Services, Preventive Maintenance
- Section 5339 FY 22/23 – Federal Transportation Administration
  - Bus Barn/Transit Facility, Capital Purchases
- Highly Rural Transportation Grant – Oregon Department of Veterans Affairs
  - Administration, Operating Expenses

**The Loop Morrow County Co Transportation  
Special Transportation Fund (STF) Advisory Committee  
2021**

**Members**                      **Minimum Members: 7**                      **Maximum Members: 11**                      **Term allowance: 4 years**

NAMES	REPRESENTING	TERM EXPIRATION
Sheryll Bates <i>Vice Chair</i>	Heppner/Community	12/31/2024
Aaron Palmquist <i>Chair</i>	Irrigon/Community	12/31/2021
"George" Virginia Nairns	Heppner/Sr. & Disabled	12/31/2022
Karen Pettigrew	Boardman/Sr.	12/31/2022
Mike Jones	Heppner/Sr.	12/31/2022
Katie Imes	Trans. Coordinator	12/31/2022
Vacancy	Community Development	12/31/2022
Vacancy	Boardman/Hispanic	12/31/2020
Vacancy	Boardman/Hispanic	12/31/2020
Vacancy	Lexington/Community	12/31/2021