

**Morrow County Transportation
The Loop
Statewide Transportation Improvement Fund (STIF)
Advisory Committee
January 21, 2020
Irrigon City Hall
Irrigon, Oregon**

Committee Members Present:

Leann Rea	Anita Pranger	Aaron Palmquist
Mike Jones	Sheryll Bates	Karen Pettigrew

Absent:

Betty Grey	Carla McLane
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Others Present:

Linda Skendzel- Veteran Services
Nichole High – The Loop Dispatcher

Meeting called to order at 4:08 p.m. by Chair Leann Rea.

Everyone introduced themselves and thanks everyone for coming.

Public Comment: None

Minutes: Aaron Palmquist moved to approve the minutes for January 15, 2019, April 16, 2019, July 16, 2019 and October 15, 2019 as presented. Sheryll Bates seconded. Passed with a unanimous decision.

Update- Anita:

Revenue/Expense Report- Anita presented the reports and stated that eventually the STF and STIF will both be in the same fund (216). Kate has started putting in line items for the consolidation on the funds. Leann asked Nichole if she was the person that is hired for Anita's position after she retires, if she would like to have some board member attend the Budget meetings. Nichole stated that she would appreciate it. Leann also stated that if someone else is hired for the position that she would be willing to attend the meetings also and she thinks that both the new coordinator and the dispatcher should attend the meetings.

Aaron asked Anita that if needed, would she be willing to come help the person that took her position with the Budget and she agreed that she would.

Port of Morrow Fixed Route- Anita discussed the fixed route and how it is slowly coming on line. She discussed the turnaround at 3rd and Orchard and have met with Mark Morgan to discuss where a possible new park and ride could be located since the current one will be outgrown quickly. The timing is being worked out for the fixed route. The new start time will be between 3:30 am and 4 am. The bus driver job description needs to still be decided on, whether it be full time or a few part time drivers. The route is going to be put off till closer to Spring, to take the weather out of the equation for the bus being on time.

Aaron stated that he would like to make sure that all the requirements for recording for CDL's are being followed.

Anita stated that the finalized Route should be done by the next meeting (April 21, 2020) and that by then they should have advertised for the driver as well.

There was discussion about the buses that we have, where they are located and what busses will be used for the fixed route as a main bus and a backup bus. There was a continued discussion about the fixed route and how it is going to be put in place.

Aaron asked if there was going to any type of promotion for the fixed route when it is set in place. Anita stated that the Employer could promote it to their own employees but the program cannot. However, the possibility of selling advertising space on the vehicle is an option for each of the companies that the fixed route will be helping serve. Aaron would like to have the press at the initial opening. Anita stated that sending brochures to the employers to put in all the pay stubs that get mailed out would be a way of advertising also.

Leann said that she thinks that it would be best if the companies did the promoting to their employees and our main purpose was to be there with the bus ready to take them to work.

Discussion continued about the fixed route.

Aaron thinks that the program should do something for a promo and suggested to get ahold of the person who did the Morrow County Health districts flyers.

Leann asked for other business. There was none at this time.

Other:

Next meeting April 21, 2020 in South County.

Meeting Adjourned 4:32 p.m.

Respectfully Submitted
Nichole High

**Morrow County Transportation
The Loop
Statewide Transportation Improvement Fund (STIF)
Advisory Committee
April 21, 2020
Bartholomew Building and Zoom
Heppner, Oregon**

Committee Members Present:

Leann Rea	Katie Imes	Aaron Palmquist	Betty Grey
Mike Jones	Sheryll Bates	Karen Pettigrew	

Absent:

Gregg Zody

Others Present:

Nichole High – The Loop Dispatcher
Jim Doherty- Morrow County Commissioner
Phyllis Gilbertson- Public

Meeting called to order at 3:41 p.m. by Chair Leann Rea.

Everyone introduced themselves and thanked everyone for coming.

Public Comment: Public comment was opened and was closed at 3:54 p.m.

Minutes: Aaron Palmquist moved to approve the minutes for January 21, 2020 as presented. Betty seconded. Passed with a unanimous decision.

Appointments: Katie discussed the appointments for herself as the Transportation Coordinator and for Gregg Zody who was replacing Carla McClain as the new Morrow County Community Development Director.

Leann asked Katie if they were taken to the Board of Commissioners meeting before the STIF Committee. She stated yes, she thinks that appointing or reappointing staff positions are different. Leann explained how she was unsure how staff positions work for the board but typically, any other positions the committee gives a recommendation to the Board of Commissioners for appointment.

Update- Katie:

Katie discussed the documents that were given to the board about the drivers' update which was a document that was made for the meeting that she had with the drivers. The COVID-19 update which was a document given to the drivers stating that as of March 20, 2020 the drivers will be required to wear a face mask while transporting riders. Katie then went over the cancellations page that was presented that shows that there had been a high number of cancelled rides from March 13, 2020 to April 15, 2020 due to COVID-19. The yearly ridership totals as well as a break down for Heppner, Boardman, and Irrigon were given. There were no questions.

Budget: Katie presented the budget to the board and stated that she had received Quarterly payments from the Highly Rural Veterans Grant and from ODOT. The budget that was presented had went to Board of Commissioners the week prior to today's meeting and had been approved. Katie stated that she will be working with Gregg Zody, Community Development Director and Kate Knopp the Finance Director to become more knowledgeable of the funds. There were no questions or concerns.

Port of Morrow Fixed Route- Katie stated that she was ready to move forward with the fixed route and has plans to as soon as she can meet in person with the stakeholders. She did state that the bus that Anita Pranger, the past Transportation Coordinator had purchased had arrived on March 19, 2020. Leann stated that she thinks it would be best if we wait till the Governor calls off the "stay home, stay safe" order entirely before the route is started. Aaron asked Katie to look into how to get the bi-laws for the two committee merge while we are waiting to see if or when the STF and STIF consolidation will happen. Leann thinks that it wouldn't take too much work to take both of the bi-laws and merge them into one that would work for a joint committee. Katie is going to reach out to Frank Thomas the Region 5 Coordinator with ODOT and see if he can help the transition.

Other:

No other business

Next meeting July 21, 2020 in North County.

Meeting Adjourned 3:58 p.m.

Respectfully Submitted
Nichole High

**Morrow County Transportation
The Loop STIF Advisory Committee
July 21, 2020
Bartholomew Building and Zoom
Heppner, Oregon**

The Loop Committee Members Present

Katie Imes	Linda Skendzel	Sheryll Bates
Gregg Zody	Leann Wright	Aaron Palmquist

Absent

Betty Gray	Karen Pettigrew	Mike Jones
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Others Present

Frank Thomas - Regional Transit Coordinator

This meeting was called to order by Sheryll Bates at 3:33

July 21st 2020

Started at 3:33

Ended at 3:32

Public Comment: Public comment was opened and was closed at 3:35. Hearing none.

Minutes: Were not approved as there was no quorum.

Welcome/Introductions: Everyone was welcomed and thanked for attending. Everyone introduced themselves.

Agenda Items

Covid-19 Update: No comment presented.

Ridership: Katie Imes presented the numbers, no comments/comments presented.

Budget: New part time drivers are not listed currently. No Questions/Comment

Mission Vision Statement: No Questions/Comment

Katie Imes: Has included a plan of action for the Boardman fixed route. Meeting was located in Pendleton. No tentative start date.

STIF Applications are due November 30th for the next planning meeting.

Frank Thomas: There is a November 1st deadline for the STIF discretionary and intercity fund. Planning a STIF Formula training on November 5th, trying to find an application deadline. Could be November 30th.

Promising news on STIF, going to be a modification to the formula, to allow preservation of programs that existing July 7th of 2019 and forward. Opportunity to use funds to preserve programs such as Boardman connector. Official word is coming. State fiscal projects for July, they largely confirm what we knew in December, no COVID hit yet. Morrow county will probably make out better than say Grant county.

Question: Aaron: fund ramifications/provisions that are not linked to CARES Act? In case ridership goes down due to COVID support dollars.

Answer: Frank: Discretionary fund: will have to apply, STIF Applications due November 30th.

Katie Imes: Propose a work session to work on any applications. Probably in September that will also work for Frank Thomas.

Mission Statement: No additional comments

Other Business

Dispatcher position is still open, and a second review will be July 24th.

New drivers' positions – First review will take place July 24th.

Katie Imes: is working on a new drug and alcohol policy – Eligible for federal 5339, 5311 and CARES Act Need Based Grants. Working with Administration and HR, to get it in order. For safety sensitive positions (employees only) The Loop only.

Legislative Update: STF/STIF consolidation has been pushed out to 2023

Preliminary 21-23 Grant Timeline: No comment

Leann is retiring from STIF committee.

Morrow County website has the committee minutes available.

Meeting ended at 3:54

Next Meeting Date and Time

October 20th, 2020 – Time to be Decided.

The Loop - Morrow County Transportation
Statewide Transportation Improvement Fund (STIF)
Advisory Committee Agenda

October 20th. 2020

3:30 Approximately

Meeting to follow the STF Committee Meeting
Bartholomew Building - Lower Conference Room
110 N. Court St.
Heppner, Or. 97836

1. Call to Order and Roll Call

Start 3:23

No Quorum Today

Brandy Medrano Veterans Affairs Office

Gregg Zody Community Development Director

Heidi Turrell Dispatcher

Betty Gray Community Member

Katie Imes Transportation Coordinator

2. Welcome/Introductions

a. New Dispatcher – Heidi Turrell

Welcome, Heidi. We're glad to have you.

3. Public Comment

No questions/comments

4. Approve Minutes

a. April 21st, 2020 & July 21st, 2020

Unable to approve minutes.

5. Update -Transportation Coordinator, Katie Imes

a. Covid-19

On COVID-19, we are doing the same things that we've been doing for several months now. disinfecting the vehicles after every ride, And we have the plastic barriers up in the vans, we have plenty of supplies and sanitizer, disinfectant, and masks.

All of our riders have been compliant with wearing their masks. We haven't had any issues with that. And our drivers are doing a great job as well.

I think the only other thing I want to share is that we do have a lot of riders that express their gratitude for the service during these times. a lot of people rely on public transportation to get to very important medical appointments.

b. Ridership/Drivers

The quarterly totals for our ridership and you're gonna see the number has gone up from last quarter. Last quarter, we had 253 rides total was the lowest quarterly total probably for years, due to COVID-19. We're getting back up there this quarter with 423 rides.

We have more drivers now too, there's a new driver in Heppner we just hired this week. So we have two drivers in Heppner.

c. Budget

Okay, so on to the budgets. There's two. 216 Special Transportation Budget, the Vehicle Reserve Budget. Does anybody have any questions about the budget?
No questions/comments

d. Mission/Vision Statement

Mission Statement

The Loop Provides All Residents With Safe, Caring, And Reliable Transportation Service To Enhance Their Quality Of Life.

Vision Statement:

The Loop envisions a transit system that can wholeheartedly serve the residents of Morrow County as well as our neighbors.

With our communities being vastly rural, our goal is to provide transportation to services and employment to better the quality of life and economy.

e. Boardman/Port of Morrow Fixed Route Service

there are two other documents in this STIF packet that are not that were not in the prior committee meeting. And that is the memorandum of understanding that the commissioner signed. Involves the Confederated tribes of Umatilla County and Umatilla County and Morrow County. To start planning for a fixed route for the north end of the county. RFP for the planning services.

Any questions?

Have you had any face to face meeting with the three of you?

Just two, but we have had several phone meetings, just sorting through the RFP.

We are still staying in touch, no applicants yet.

6. Other Business

a. Topic Sessions – Calendar Dates? – Topic Item? November 10th 2020 @ 10:30am

b. STIF Committee Membership- One Vacancy to be filled

STIF Membership we have one vacancy and Sheryl Bates has been reappointed to the committee. The vacancy is a Heppner spot but does not have to be filled by a Heppner Resident. Call the Lexington Mayor to recommend someone for the vacancy.

c. Next Meeting January 19th – Election of Chair and Vice-Chair

The next meeting is January 19th, which will have the election of vice-chair.

Next Meeting:

January, 19th 2021 Location: To be announced

Adjourn 3:30