

MORROW COUNTY BOARD OF COMMISSIONERS MEETING AGENDA

Wednesday, July 21, 2021 at 9:00 a.m.

Bartholomew Building Upper Conference Room

110 N. Court St., Heppner, Oregon

See Zoom Meeting Information on Page 2

AMENDED

1. **Call to Order and Pledge of Allegiance: 9:00 a.m.**
2. **City/Citizen Comments:** Individuals may address the Board on issues not on the agenda
3. **Open Agenda:** The Board may introduce subjects not already on the agenda
4. **Consent Calendar**
 - a. Approve Accounts Payable & Payroll Payables
 - b. Minutes: June 23rd
 - ~~c. Equity Fund Loan Documents from Morrow County Health District~~
 - d. Request to Issue Credit Card to Emergency Manager
 - e. Oregon Liquor Control Commission (OLCC) Liquor License Renewals for Love's Travel Stop #650 and Marker 40 Golf Club
 - f. Oregon Department of Transportation, Public Transportation Division Agreement #35077, Statewide Transportation Improvement Fund (STIF) Vehicle Expansion
 - g. ~~STIF Advisory Committee Reappointment Request~~
 - h. ~~Request to Surplus Two Sheriff's Office Vehicles~~
 - i. ~~OLCC Temporary Sales License Application from Oregon Trail Pro Rodeo~~
5. **Business Items**
 - a. ~~Umatilla National Forest Lands Temporary Closure (Darrell Green, Administrator & Doug McKay, Heppner District Ranger)~~
 - b. PGE Strategic Investment Program (SIP) Community Service Fee (Mike Gorman, Assessor/Tax Collector)
 - c. Revised June 2nd Minutes
 - d. Building Project Updates
6. **Department Reports**
 - a. Juvenile Department Quarterly Report (Christy Kenny, Director)
 - b. The Loop Quarterly Report (Katie Imes, Coordinator)
 - c. Emergency Management Quarterly Report (Undersheriff John Bowles)
 - d. Parole & Probation Semi-Annual Report (Lt. Dan Robbins)
7. **Correspondence**
8. **Commissioner Reports**
9. **Executive Session:** Pursuant to ORS 192.660(2)(d) – To conduct deliberations with persons designated by the governing body to carry on labor negotiations
10. **Signing of documents**
11. **Adjournment**

Agendas are available every Friday on our website (www.co.morrow.or.us/boc under "Upcoming Events"). Meeting Packets are also available the following Monday.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Roberta Lutchter at (541) 676-5613.

Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be considered at the meeting; however, the Board may consider additional subjects as well. This meeting is open to the public and interested citizens are invited to attend. Executive sessions are closed to the public; however, with few exceptions and under specific guidelines, are open to the media. The Board may recess for lunch depending on the anticipated length of the meeting and the topics on the agenda. If you have anything that needs to be on the agenda, please notify the Board office before noon of the preceding Friday. If something urgent comes up after this publication deadline, please notify the office as soon as possible. If you have any questions about items listed on the agenda, please contact Darrell J. Green, County Administrator at (541) 676-2529.

Zoom Meeting Information

Join Zoom Meeting:

<https://zoom.us/j/5416762546>

PASSWORD: 97836

Meeting ID: 541-676-2546

Zoom Call-In Numbers for Audio Only:

- 1-346-248-7799, Meeting ID: 541 676 2546#
- 1-669-900-6833, Meeting ID: 541 676 2546#
- 1-312-626-6799, Meeting ID: 541-676-2546#
- 1-929-436-2866, Meeting ID: 541-676-2546#
- 1-253-215-8782, Meeting ID: 541-676-2546#
- 1-301-715-8592, Meeting ID: 541-676-2546#

Morrow County Board of Commissioners Meeting Minutes
June 23, 2021
Bartholomew Building Upper Conference Room
Heppner, Oregon

Present In-Person

Chair Don Russell, Commissioner Jim Doherty, Commissioner Melissa Lindsay, Darrell J. Green, Katie Imes, Kate Knop, Roberta Lutcher, Justin Nelson

Present Via Zoom

Staff: SaBrina Bailey Cave, Bobbi Childers, Mike Gorman, Lindsay Grogan, Christy Kenny, Tamra Mabbott, Ian Murray, Linda Skendzel, Vickie Turrell; Non-Staff: Sheryll Bates, Torrie Griggs, JoAnna Lamb, Karen Pettigrew, David Sykes

Call to Order, Pledge of Allegiance & Roll Call: 9:00 a.m.

City & Citizen Comments: None

Open Agenda: No items

Consent Calendar

Commissioner Doherty moved to approve the following items in the Consent Calendar:

1. *Accounts Payable and Payroll Payables*
2. *Minutes: May 12th & 19th*
3. *OpenGov Budgeting and Planning Software Services Agreement and Order Form; five-year contract, July 1, 2021 through June 30, 2026; amount \$220,782; and authorize Chair Russell to sign on behalf of the County*
4. *Barnett & Moro, Certified Public Accountants, Audit Engagement Letter for Fiscal Year 2020-2021; \$36,400*
5. *Third Amendment to Oregon Health Authority (OHA) 2021 Intergovernmental Agreement (IGA) #166052 for the Financing of Mental Health, Addiction Treatment, Recovery & Prevention, and Problem Gambling Services; and authorize Administrator Darrell Green to sign on behalf of the County*
6. *Department of Revenue Intergovernmental Services Agreement #DOR-305-21 for Map Maintenance and Cartographic Activities; effective July 1, 2021 to June 30, 2022; total cost \$22,000*
7. *Kayak Public Transit Purchase Service Agreement; effective July 1, 2021 through June 30, 2023; \$12,000 per year*
8. *Oregon Records Management Solution (ORMS) Subscription Services Contract #ORMS - 371 with Chaves Consulting, Inc.; effective June 4, 2021; \$370.20 per month for 10 users; and authorize the Administrator to sign on behalf of the County*
9. *Comment Letter to the Department of Energy on the Amended Notice of Intent submitted by Wheatridge East Wind, LLC for the Wagon Trail Solar Project*

Commissioner Lindsay seconded. Unanimous approval.

Legislative Updates

Planning Director Tamra Mabbott provided a recap of land use related bills.

Business Items

Interlocal Agreement between Valley Transit and The Loop

Katie Imes, Coordinator, The Loop

Ms. Imes requested approval of the agreement to purchase a real-time passenger information system for the 14 passenger buses in The Loop's vehicle fleet. The system will allow users to access bus routes, times, locations, and connections, as well as assist employees in The Loop with a variety of tasks, including dispatching.

Commissioner Lindsay moved to approve the Interlocal Agreement with Valley Transit, and the quote from Connexionz in the amount of \$14,380. Commissioner Doherty seconded. Unanimous approval.

Oregon Department of Transportation (ODOT), Public Transit Division, Agreement #35133, FTA Section 5310

Katie Imes, Coordinator, The Loop

Ms. Imes explained the requirement of the federal grant funds to update the Coordinated Human Services Plan every five years. This agreement will assist with the expenses for a professional planning service to update that Plan (\$20,000 plus a \$5,000 match from the County).

Commissioner Doherty moved to sign ODOT Agreement #35133; effective July 1, 2021-June 30, 2023; not-to-exceed \$20,000 for the project. Commissioner Lindsay seconded. Discussion took place on information coming back to the Board, especially from a policy perspective. Unanimous approval.

OHA 2021-2023 IGA #169524 for the Financing of Public Health Services

Nazario Rivera, Public Health Director

Mr. Rivera said this IGA helps fund the costs to implement the programs in the Public Health Department during normal operations (non-COVID). Brief discussion by the Commissioners on bringing back the tobacco education program.

Commissioner Lindsay moved to approve the OHA 2021-2023 IGA #169524 for the Financing of Public Health Services; effective July 1, 2021 to June 30, 2023; and authorize Chair Russell to sign on behalf of the County. Commissioner Doherty seconded. Unanimous approval.

Resolution No. R-2021-16: Adopting the Fiscal Year 2021-2022 Budget

Kate Knop, Finance Director

Ms. Knop requested approval of the Resolution to adopt the Morrow County Budget for FY 2021-22, in the amount of \$60,760,485. She said the minor changes after the April Budget Committee Meetings were for changes to the Sheriff's salary and two capital projects in Public Works, General Maintenance. She said Contingency dollars were used to make the adjustments and the net total remained the same.

Commissioner Doherty moved to approve Resolution No. R-2021-16: "In the Matter of Adopting the Budget, Making Appropriations, Imposing and Categorizing the Taxes..." Commissioner Lindsay seconded. Unanimous approval.

Caithness Energy, L.L.C. – Shepherds Flat Strategic Investment Program (SIP) Agreement Exemption Correction

Mike Gorman, Assessor/Tax Collector

Mr. Gorman explained Caithness sold the Shepherds Flat Wind project to Brookfield Renewables earlier this year. Following the transition, Mr. Gorman became aware of a calculation error that resulted in an over-billing to Caithness of \$172,000. He reviewed the calculations and timeframes in greater detail for the Commissioners. He apologized for the error and explained the new procedures implemented in his office to avoid a similar situation from occurring in the future.

Commissioner Doherty moved to refund \$172,000 to Caithness Energy, L.L.C. Commissioner Lindsay seconded. Discussion: Commissioner Doherty asked about impacts to the just-approved budget. Ms. Knop said she included this request in next week's Supplemental Budget Resolution and the check will have to go out before June 30th. She added the Shepherds Flat Fund will have the dollars to cover the refund if the \$200,000 transfer from the Shepherds Flat Fund to the General Fund for the Grants to Cities program is pulled back. Unanimous approval.

Surveyor Position Discussion

Darrell Green, Administrator

Mr. Green said the current Surveyor, Matt Kenny, resigned effective July 1st but offered to work part-time under contract to fulfill the minimum statutory requirements of the County Surveyor. The Commissioners agreed by consensus to contract with Mr. Kenny and advertise for a full-time Surveyor. The Commissioners also agreed to have Chair Russell be part of the interview team.

Host Agreement, Lead for America Fellowship Program

Darrell Green, Administrator

Mr. Green said the Fellow would provide assistance and support to the Morrow County Broadband Task Force. He said the scope of work was yet to be finalized but asked for authorization to sign the agreement. Interviews for the position will take place June 28th, he said.

Commissioner Lindsay thanked Boardman Chamber of Commerce Executive Director, Torrie Griggs, for bringing the information about this opportunity to the County.

Commissioner Lindsay moved to authorize the County Administrator to sign the Host Agreement, Lead for America Fellowship Program, once the Fellowship Project Scope has been approved. Commissioner Doherty seconded. Discussion: Commissioner Lindsay said if it brings the comfort level up on this to move expeditiously, there has been a policy person involved from the beginning. Chair Russell said if infrastructure passes at the federal level, there will be funds available for broadband and those with shovel-ready projects will be the beneficiary. There need to be shovel-ready projects in Morrow County, he added. Commissioner Lindsay said every single person on the Broadband Task Force was in favor of this Fellowship idea. Ms. Griggs added this was a great opportunity for Morrow County to achieve the goal of conquering the digital divide. It will give Windwave Communications time to catch up and be ready to go when funds come, adding she was excited to be part of the program. Vote: Unanimous approval.

Building Project Updates

Darrell Green, Administrator

Mr. Green said he would bring the Add Alternates list back for review soon, but there were several items to consider for the North Morrow Government Center Building:

1. Generator/back-up power to the Sheriff's area - \$11,565.
2. Upgrade three street lights - \$25,293. Mr. Green said this was required by the City of Irriagon's Development Code.
3. Electric vehicle charging stations – run conduit for installation at a later date or do everything now? The Board opted to run conduit and continue to explore funding opportunities for completion of the charging station at a later date.

Mr. Green also reviewed the newly developed audio/visual ideas for the courtroom and large conference room in the new building.

Department Reports

- The written Road Department Monthly Report was reviewed.

Correspondence

- Mercer Advisors/McGee Wealth Management Quarterly Review Prepared for Morrow County

Commissioner Reports

Brief reports were provided by the Commissioners.

Signing of documents

Adjourned: 10:35 a.m.



AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 1 of 2)

(For BOC Use)
Item #
4d

Please complete for each agenda item submitted for consideration by the Board of Commissioners
(See notations at bottom of form)

Presenter at BOC: Kate Knop
Department: Finance
Short Title of Agenda Item:
(No acronyms please)

Phone Number (Ext): x5302
Requested Agenda Date: 07/21/2021

Request to issue bank credit card to Emergency Manager.

This Item Involves: (Check all that apply for this meeting.)
Order or Resolution
Ordinance/Public Hearing:
1st Reading 2nd Reading
Public Comment Anticipated:
Estimated Time:
Document Recording Required
Contract/Agreement
Appointments
Update on Project/Committee
Consent Agenda Eligible
Discussion & Action
Estimated Time:
Purchase Pre-Authorization
Other

N/A
Purchase Pre-Authorizations, Contracts & Agreements
Contractor/Entity:
Contractor/Entity Address:
Effective Dates - From: Through:
Total Contract Amount: Budget Line:
Does the contract amount exceed \$5,000? Yes No

Reviewed By:

Department Director Required for all BOC meetings
Administrator Required for all BOC meetings
County Counsel *Required for all legal documents
Finance Office *Required for all contracts; other items as appropriate.
Human Resources *If appropriate
*Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

Note: All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Counsel, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.

AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 2 of 2)

1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):

A new credit card is being requested for the Emergency Manager with a limit of \$1,500. The limit is equivalent to several other Directors in the County. Historically, credit cards are used for gas, meals outside of the county, and incidentals. It could be used in case of an emergency.

This would be a new card, issued to Paul Gray, Emergency Manager.

2. FISCAL IMPACT:

County credit issued to the Emergency Manager with a limit up to \$1,500.

3. SUGGESTED ACTION(S)/MOTION(S):

Motion to approve the issuance of the Bank of Eastern Oregon credit card to the Emergency Manager with a credit limit of \$1,500.

Attach additional background documentation as needed.



MORROW COUNTY SHERIFF ^{4e}

325 Willow View Drive :- P.O. Box 159
Heppner, Oregon 97836
Phone: (541) 676-5317
Fax: (541) 676-5577

Kenneth W. Matlack, Sheriff
John A. Bowles, Undersheriff

July 14, 2021

Roberta Lutcher
Morrow County Board of Commissioners

RE: Oregon Liquor Control Commission (OLCC) Renewal Notification for liquor licenses.

OLCC has requested information from the Morrow County Sheriff's Office (MCSO) regarding liquor license renewals in Morrow County. Specifically, for Love's Travel Stop and Marker 40 Golf Club, both businesses are outside of the Boardman City Limits.

OLCC has instructed MCSO, that if we recommend or have no objections to renewal, to do nothing and they will process the application as a favorable recommendation.

Sheriff Matlack has reviewed activity at both of these locations for the last year and he does not have any concerns with the businesses or applicants renewing their liquor licenses.

A handwritten signature in blue ink that reads "Melissa A. Ross".

Melissa A. Ross
Administrative Lieutenant

Morrow County
MORROW COUNTY
PO Box 788
Heppner, OR 97836

RENEWAL NOTIFICATION PROCESS

It's time again for liquor license renewals in your area. Liquor licenses are due to expire **9/30/2021**. Attached is the list of licensees who are required to submit their renewal application to local government for comment. According to our records you charge:

\$0.00 Renewal Fee for ON-PREMISES \$0.00 Renewal Fee for OFF-PREMISES

We told applicants to mail your local government fees to the address on this letter.
PLEASE NOTIFY US IMMEDIATELY IF THE FEE(S) OR ADDRESS ARE INCORRECT

HOW TO MAKE A RECOMMENDATION

You have until 9/10/2021 to make your recommendation. Below are your options for renewals:

RECOMMEND APPROVAL

1. DO NOTHING. If you do not submit a recommendation by **9/10/2021**, the OLCC will process the renewal application as a favorable recommendation.

RECOMMEND DENIAL (see additional information on page 2)

1. File an unfavorable recommendation, stating the grounds for the unfavorable (must meet the denial criteria on back of form); **OR**
2. Make a written request for additional time to complete an investigation. The request must state: 1) you are considering making an unfavorable recommendation; 2) the specific grounds being considered. **The grounds must be one referenced in Oregon Administrative Rule 845-005-0308(3).** If your request is granted you will be given a 45-day extension to file your unfavorable recommendation. Unfavorable means recommending denial of a license or requesting restrictions be placed on a license.

If you need assistance or would like to discuss a specific application, please contact your local OLCC office for help. Please send renewal recommendation correspondence to OLCC.Renewals@oregon.gov or OLCC License Renewals, P.O. Box 22297, Portland, OR 97269-2297. If you have questions, contact our license renewal section at 503.872.5138 or toll free at 1.800.452.6522 ext 25138.

REASONS WE MAY DENY OR RESTRICT A LICENSE
ORS 471.313(4)(5), OAR 845-005-0320, 845-005-0321, 845-005-0322
845-005-0325, 845-005-0326(4)(5) or 845-005-0355

The following is a list of problems relating to the **APPLICANT** or **BUSINESS** that OLCC can consider to refuse or restrict a license:

1. Applicant has a habit of using alcohol or drugs to excess
2. Applicant makes a false statement to OLCC (must be related to a refusal basis)
3. Applicant has been convicted of local, state or federal laws that are substantially related to the fitness of holding a liquor license
4. Applicant has demonstrated poor moral character
5. Applicant has a poor record of compliance when previously licensed by OLCC
6. Applicant is not the legitimate owner of the business
7. The business has a history of serious and persistent problems at this location. The problems can include:

obtrusive or excessive noise, music or sound vibrations
public drunkenness
fights or altercations
harassment
unlawful drug sales
alcohol or related litter

OLCC is not able to consider the following issues when deciding to renew a liquor license:

lack of parking
increase in traffic
too many licenses in a specific area (saturation)
entertainment type - nude dancing, gambling, live bands, etc.
increased noise
zoning issues

Visit www.oregon.gov/olcc/ to see the full text of ORS and OAR referenced above. In order for an unfavorable recommendation from a local government to be valid, the grounds must be found in the license refusal bases of ORS 471.313(4), 471.313(5), OAR 845-005-0320, 845-005-0321, 845-005-0322, 845-005-0325 or 845-005-0326(4)(5) or the license restriction bases of OAR 845-005-0355, and must be supported by reliable factual information.

<u>License No./ Premises No.</u>	<u>Tradenname/Licensee/License Type</u>	<u>Premises Address & Phone</u>	<u>Premises Mailing Address</u>
Lic. 317861 Prem. 55714	LOVE'S TRAVEL STOP #650 LOVE'S TRAVEL STOPS & COUNTRY S O - OFF-PREMISES SALES	78665 TOWER RD BOARDMAN, OR 97818	PO BOX 26210 OKLAHOMA CITY, OK 73126
Lic. 320534 Prem. 39092	MARKER 40 GOLF CLUB PORT OF MORROW L - LIMITED ON-PREMISES SALES	78873 TOMS CAMP RD BOARDMAN, OR 97818 541-481-4381	PO BOX 200 BOARDMAN, OR 97818
Lic. 320535 Prem. 39092	MARKER 40 GOLF CLUB PORT OF MORROW O - OFF-PREMISES SALES	78873 TOMS CAMP RD BOARDMAN, OR 97818 541-481-4381	PO BOX 200 BOARDMAN, OR 97818

Count for MORROW COUNTY

3

AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

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1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):

Project Title: STIF Disc. Morrow County 35077 Vehicle Expansion

This agreement provides funding to purchase passenger transportation vehicles to be used to provide public transportation service to the general public or special populations such as seniors and individuals with disabilities. Funding under this agreement is for the purchase of five transit vehicles as follows:

One Category C bus - up to 24 passengers

Three Category D buses - up to 14 passengers

One Category E3 minivan - up to 5 passengers

Request for Quote has been prepared and is pending ODOT approval. Delivery of vehicles is unknown at this time.

2. FISCAL IMPACT:

\$371,899 State Share to fund #225

\$92,975 local match #216

3. SUGGESTED ACTION(S)/MOTION(S):

Motion to sign agreement 35077 with the Oregon Department of Transportation Public Transportation Division.

Attach additional background documentation as needed.

PUBLIC TRANSPORTATION DIVISION OREGON DEPARTMENT OF TRANSPORTATION

This Agreement is made and entered into by and between the **State of Oregon**, acting by and through its Department of Transportation, Public Transportation Division, hereinafter referred to as "State," and **Morrow County**, hereinafter referred to as "Recipient," and collectively referred to as the "Parties."

AGREEMENT

1. **Effective Date.** This Agreement shall become effective on the later of **July 1, 2021** or the date when this Agreement is fully executed and approved as required by applicable law. Unless otherwise terminated or extended, grant funds under this Agreement shall be available for project costs incurred on or before **June 30, 2023** (the "Expiration Date"). No grant funds are available for any expenditures after the Expiration Date. State's obligation to disburse grant funds under this Agreement shall end as provided in Section 10 of this Agreement.
2. **Agreement Documents.** This Agreement consists of this document and the following documents, all of which are attached hereto and incorporated herein by reference:

Exhibit A: Project Description and Budget

Exhibit B: Financial Information

Exhibit C: Subagreement Insurance Requirements and Recipient Insurance Requirements

In the event of a conflict between two or more of the documents comprising this Agreement, the language in the document with the highest precedence shall control. The precedence of each of the documents comprising this Agreement is as follows, listed from highest precedence to lowest precedence: this Agreement without Exhibits; Exhibit A; Exhibit B; Exhibit C.

3. **Project Cost; Grant Funds.** State shall provide Recipient an amount not to exceed **\$371,899.00** (the "Grant Funds"). Recipient acknowledges and agrees that State may change the amount of funds available under this Agreement, based on availability of funds and other factors as determined by State, upon notification to Recipient in accordance with Section 11.g of this agreement. Recipient will be responsible for all Project costs not covered by the Grant Funds.
4. **Project.** The Grant Funds shall be used solely for the project described in Exhibit A (the "Project") and shall not be used for any other purpose. No Grant Funds will be disbursed for any changes to the Project unless such changes are approved by State by amendment pursuant to Section 11.d hereof.
5. **Progress Reports.** Recipient shall submit quarterly progress reports to State no later than 45 days after the close of each quarterly reporting period. Reporting periods are July through September, October through December, January through March, and April through June. Reports must be in a format acceptable to State and must be entered into the Oregon Public Transit Information System (OPTIS), which may be accessed at <https://www.oregon.gov/odot/RPTD/Pages/index.aspx>. If Recipient is unable to access OPTIS, reports must be sent to ODOTPTDReporting@odot.state.or.us. Reports shall include a statement of revenues and expenditures for each quarter, including documentation of local match contributions and expenditures. State reserves the right to request such additional information as may be necessary to comply with federal or state reporting requirements.
6. **Disbursement and Recovery of Grant Funds.**
 - a. **Disbursement Generally.** State shall reimburse eligible costs incurred in carrying out the Project, up to the Grant Funds amount provided in Section 3. Reimbursements shall be made by State within 30 days of State's approval of a request for reimbursement from Recipient using a format that is acceptable to State. Requests for reimbursement must be entered into OPTIS or sent to ODOTPTDReporting@odot.state.or.us. Eligible costs are the reasonable and necessary costs incurred by Recipient, or under a subagreement

described in Section 9 of this Agreement, in performance of the Project and that are not excluded from reimbursement by State, either by this Agreement or by exclusion as a result of financial review or audit.

b. **Conditions Precedent to Disbursement.** State's obligation to disburse Grant Funds to Recipient is subject to satisfaction, with respect to each disbursement, of each of the following conditions precedent:

- i. State has received funding, appropriations, limitations, allotments or other expenditure authority sufficient to allow State, in the exercise of its reasonable administrative discretion, to make the disbursement.
- ii. Recipient is in compliance with the terms of this Agreement.
- iii. Recipient's representations and warranties set forth in Section 7 hereof are true and correct on the date of disbursement with the same effect as though made on the date of disbursement.
- iv. Recipient has provided to State a request for reimbursement using a format that is acceptable to and approved by State. Recipient must submit its final request for reimbursement following completion of the Project and no later than 60 days after the Expiration Date. Failure to submit the final request for reimbursement within 60 days after the Expiration Date could result in non-payment.
- v. Any audit findings relating to Recipient's use of funds under this Agreement or any other agreement with State have been resolved.

c. **Recovery of Funds.**

- i. Recovery of Misexpended Funds or Nonexpended Funds. Any funds disbursed to Recipient under this Agreement that are either (i) disbursed but unexpended as of the Expiration Date ("Unexpended Funds") or (ii) expended in violation or contravention of one or more of the provisions of this Agreement ("Misexpended Funds") must be returned to State. Recipient shall return all Misexpended Funds to State no later than 15 days after State's written demand. Recipient shall return all Unexpended Funds to State within 15 days after the earlier of expiration or termination of this Agreement.
- ii. Recovery of Funds upon Termination. If this Agreement is terminated under either Section 10(a)(i) or Section 10(a)(v) below, Recipient shall return to State all funds disbursed to Recipient within 15 days after State's written demand for the same.

7. **Representations and Warranties of Recipient.** Recipient represents and warrants to State as follows:

- a. **Organization and Authority.** Recipient is duly organized and validly existing under the laws of the State of Oregon and is eligible to receive the funds. Recipient has full power, authority, and legal right to make this Agreement and to incur and perform its obligations hereunder, and the making and performance by Recipient of this Agreement (1) have been duly authorized by all necessary action of Recipient and (2) do not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency or any provision of Recipient's Articles of Incorporation or Bylaws, if applicable, (3) do not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which Recipient is a party or by which Recipient or any of its properties may be bound or affected. No authorization, consent, license, approval of, filing or registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by Recipient of this Agreement.
- b. **Binding Obligation.** This Agreement has been duly executed and delivered by Recipient and constitutes a legal, valid and binding obligation of Recipient, enforceable in accordance with its terms subject to the laws of bankruptcy, insolvency, or other similar laws affecting the enforcement of creditors' rights generally.
- c. **No Solicitation.** Recipient's officers, employees, and agents shall neither solicit nor accept gratuities, favors, or any item of monetary value from contractors, potential contractors, or parties to subagreements, except as permitted by applicable law. No

member or delegate to the Congress of the United States or State of Oregon employee shall be admitted to any share or part of this Agreement or any benefit arising therefrom.

- d. **No Debarment.** Neither Recipient nor its principals is presently debarred, suspended, or voluntarily excluded from any federally-assisted transaction, or proposed for debarment, declared ineligible or voluntarily excluded from participating in this Agreement by any state or federal agency. Recipient agrees to notify State immediately if it is debarred, suspended or otherwise excluded by any state or federal agency or if circumstances change that may affect this status, including without limitation upon any relevant indictments or convictions of crimes.

The warranties set in this section are in addition to, and not in lieu of, any other warranties set forth in this Agreement or implied by law.

8. **Records Maintenance and Access; Audit.**

- a. **Records, Access to Records and Facilities.** Recipient shall make and retain proper and complete books of record and account and maintain all fiscal records related to this Agreement and the Project in accordance with all applicable generally accepted accounting principles, generally accepted governmental auditing standards and state minimum standards for audits of municipal corporations. Recipient shall require that each of its subrecipients and subcontractors complies with these requirements. State, the Secretary of State of the State of Oregon (Secretary), the United States Department of Transportation (USDOT), the Federal Transit Administration (FTA) and their duly authorized representatives shall have access to the books, documents, papers and records of Recipient that are directly related to this Agreement, the funds provided hereunder, or the Project for the purpose of making audits and examinations. In addition, State, the Secretary, USDOT, FTA and their duly authorized representatives may make and retain excerpts, copies, and transcriptions of the foregoing books, documents, papers, and records. Recipient shall permit authorized representatives of State, the Secretary, USDOT and FTA to perform site reviews of the Project, and to inspect all vehicles, real property, facilities and equipment purchased by Recipient as part of the Project, and any transportation services rendered by Recipient.
- b. **Retention of Records.** Recipient shall retain and keep accessible all books, documents, papers, and records that are directly related to this Agreement, including, without limitation, records relating to capital assets funded by this Agreement, the funds or the Project for a minimum of six (6) years, or such longer period as may be required by other provisions of this Agreement or applicable law, following the Expiration Date. If there are unresolved audit questions at the end of the six-year period, Recipient shall retain the records until the questions are resolved.
- c. **Expenditure Records.** Recipient shall document the expenditure of all Grant Funds disbursed by State under this Agreement. Recipient shall create and maintain all expenditure records in accordance with generally accepted accounting principles and in sufficient detail to permit State to verify how the funds were expended.
- d. **Audit Requirements.**
 - i. Recipient shall, at Recipient's own expense, submit to State, Public Transportation Division, 555 13th Street NE, Suite 3, Salem, Oregon, 97301-4179 or to ODOTPTDreporting@odot.state.or.us, a copy of, or electronic link to, any annual audit covering the funds expended under this Agreement by Recipient or a party to any subagreement with Recipient, as well as the annual audit of any subrecipient(s), contractor(s), or subcontractor(s) of Recipient responsible for the financial management of funds received under this Agreement.
 - ii. Recipient shall save, protect and hold harmless State from the cost of any audits or special investigations performed by the Secretary with respect to the funds expended under this Agreement. Recipient acknowledges and agrees that any audit costs incurred by Recipient as a result of allegations of fraud, waste or abuse are ineligible for reimbursement under this or any other agreement between Recipient and State.

This section 8 shall survive any expiration or termination of this Agreement.

9. Recipient Subagreements and Procurements

- a. **Subagreements.** Recipient may enter into agreements with sub-recipients, contractors or subcontractors (collectively, "subagreements") for performance of the Project.
- i. All subagreements must be in writing executed by Recipient and must incorporate and pass through all of the applicable requirements of this Agreement to the other party or parties to the subagreement(s). Use of a subagreement does not relieve Recipient of its responsibilities under this Agreement.
 - ii. Recipient shall require all of its contractors performing work under this Agreement to name State as a third-party beneficiary of Recipient's subagreement with the contractor and to name State as an additional or "dual" obligee on contractors' payment and performance bonds.
 - iii. Recipient shall provide State with a copy of any signed subagreement, as well as any other purchasing or contracting documentation, upon request by State. This Paragraph 9.a.iii. shall survive expiration or termination of this Agreement.
 - iv. Recipient must report to State any material breach of a term or condition of a subagreement within ten (10) days of Recipient discovering the breach.
- b. **Subagreement indemnity; insurance.**
- i. **Recipient's subagreement(s) shall require the other party to such subagreements(s) that is not a unit of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless State and its officers, employees and agents from and against any and all claims, actions, liabilities, damages, losses, or expenses, including attorneys' fees, arising from a tort, as now or hereafter defined in ORS 30.260, caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of the other party to Recipient's subagreement or any of such party's officers, agents, employees or subcontractors ("Claims"). It is the specific intention of the Parties that the State shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the State, be indemnified by the other party to Recipient's subagreement(s) from and against any and all Claims.**
 - ii. Any such indemnification shall also provide that neither Recipient's subrecipient(s), contractor(s) nor subcontractor(s) (collectively "Subrecipients"), nor any attorney engaged by Recipient's Subrecipient(s), shall defend any claim in the name of the State or any agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without the prior written consent of the Oregon Attorney General. The State may, at any time at its election, assume its own defense and settlement in the event that it determines that Recipient's Subrecipient is prohibited from defending State or that Recipient's Subrecipient is not adequately defending State's interests, or that an important governmental principle is at issue or that it is in the best interests of State to do so. State reserves all rights to pursue claims it may have against Recipient's Subrecipient if State elects to assume its own defense.
 - iii. Recipient shall require the other party, or parties, to each of its subagreements that are not units of local government as defined in ORS 190.003 to obtain and maintain insurance of the types and in the amounts provided in Exhibit C to this Agreement. Recipient may specify insurance requirements of its contractor(s) above the minimum insurance requirements specified in Exhibit C. Recipient shall verify its contractor(s) meet the insurance requirements in Exhibit C.
- c. **Procurements.** Recipient shall make purchases of any equipment, materials, or services for the Project under procedures that comply with Oregon law, as applicable, including all applicable provisions of the Oregon Public Contracting Code (Oregon Revised Statutes (ORS) Chapters 279 A, B and C) and rules, ensuring that:
- i. Recipient shall make purchases of any equipment, materials, or services for the Project under procedures that comply with Oregon law, as applicable,

including all applicable provisions of the Oregon Public Contracting Code and rules. Procurements of rolling stock, facilities and personal services for any amount, and all procurements for an amount greater than \$100,000 must be approved by State prior to solicitation.

- ii. Recipient shall complete all purchases, including installation, and all construction of capital assets funded under this Agreement prior to the Expiration Date of this Agreement. If local circumstances prevent purchase, installation, or construction by the specified date, Recipient will notify State in writing of the circumstances regarding the delay. Such notification must be received at least forty-five (45) days prior to the expiration of the Agreement. Agreement amendment for time will be considered in extenuating circumstances.

d. **STIF Procurements**

Pursuant to Oregon Administrative Rule (OAR) 732-044-0050(6)
Recipient shall:

- i. Establish useful life standards for capital assets acquired pursuant to STIF Discretionary grant agreements which meet or exceed the duration of those established by State.
- ii. Use State's published procedures or substantially similar procedures and ensure that Sub-Recipients use the same procedures for the disposition of capital assets acquired with STIF funds.
- iii. Retain the net proceeds from a sale or other disposition of a capital asset to reinvest in a future STIF capital project or return the net proceeds to State. Net proceeds are the disposal proceeds less original value, depreciation, and disposal costs. If non-STIF funds were used in the original purchase, only the proportion representing the STIF contribution to the purchase is subject to this rule.
- iv. Establish written procedures to ensure that a capital asset is maintained in safe operating condition.
- v. Maintain insurance coverage, or require Sub-Recipients to maintain insurance coverage that meets or exceeds the standards in Oregon Revised Statutes (ORS) 806.070.
- vi. Ensure that vehicles purchased in whole or in part with STIF funds are titled with the Oregon Department of Transportation Driver and Motor Vehicle Service Division pursuant to ORS 803.045 and supporting rules, with ODOT Public Transportation Division listed as a security interest holder, subject to the following additional requirements:
 - a. If the vehicle is registered in the name of a Sub-Recipient receiving the vehicle, and the Sub-Recipient is not a Qualified Entity (OAR 732-040-005(26)) or Public Transportation Service Provider (OAR 732-040-005(25)), then the Qualified Entity or Public Transportation Service Provider must be listed on the vehicle title as the primary security interest holder.
 - b. If the vehicle was purchased with federal funds in addition to STIF funds, and the federal funding source requires the vehicle to be titled otherwise than provided in this rule, then the federal titling requirements prevail.
- e. **Conflicts of Interest.** Recipient's public officials shall comply with Oregon's government ethics laws, ORS 244.010 et seq., as those laws may be subsequently amended.

10. **Termination**

- a. **Termination by State.** State may terminate this Agreement effective upon delivery of written notice of termination to Recipient, or at such later date as may be established by State in such written notice, if:
 - i. Recipient fails to perform the Project within the time specified herein or any extension thereof or commencement, continuation or timely completion of the

- Project by Recipient is, for any reason, rendered improbable, impossible, or illegal; or
- ii. State fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow State, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement; or
 - iii. Federal or state laws, rules, regulations or guidelines are modified or interpreted in such a way that the Project is no longer allowable or no longer eligible for funding under this Agreement; or
 - iv. The Project would not produce results commensurate with the further expenditure of funds; or
 - v. Recipient takes any action pertaining to this Agreement without the approval of State and which under the provisions of this Agreement would have required the approval of State.
- b. **Termination by Recipient.** Recipient may terminate this Agreement effective upon delivery of written notice of termination to State, or at such later date as may be established by Recipient in such written notice, if:
- i. Upon notification to State of its desire to withdraw from eligibility to receive the funds and providing to State a reason acceptable to State for the withdrawal; or
 - ii. If federal or state laws, rules, regulations or guidelines are modified or interpreted in such a way that the Project is no longer allowable or no longer eligible for funding under this Agreement.
- c. **Termination by Either Party.** Either Party may terminate this Agreement upon at least ten days' notice to the other Party and failure of the other Party to cure within the period provided in the notice, if the other Party fails to comply with any of the terms of this Agreement.

11. General Provisions

- a. **Contribution.** If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against State or Recipient with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.

With respect to a Third Party Claim for which State is jointly liable with Recipient (or would be if joined in the Third Party Claim), State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Recipient in such proportion as is appropriate to reflect the relative fault of the State on the one hand and of the Recipient on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of State on the one hand and of Recipient on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if State had sole liability in the proceeding.

With respect to a Third Party Claim for which Recipient is jointly liable with State (or would be if joined in the Third Party Claim), Recipient shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement

actually and reasonably incurred and paid or payable by State in such proportion as is appropriate to reflect the relative fault of Recipient on the one hand and of State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Recipient on the one hand and of State on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Recipient's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

- b. **Dispute Resolution.** The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.
- c. **Insurance.** Recipient shall meet the insurance requirements within Exhibit C.
- d. **Amendments.** This Agreement may be amended or extended only by a written instrument signed by both Parties and approved as required by applicable law.
- e. **Duplicate Payment.** Recipient is not entitled to compensation or any other form of duplicate, overlapping or multiple payments for the same work performed under this Agreement from any agency of the State of Oregon or the United States of America or any other party, organization or individual.
- f. **No Third Party Beneficiaries.** State and Recipient are the only Parties to this Agreement and are the only Parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly or indirectly, to a third person unless such a third person is individually identified by name herein and expressly described as an intended beneficiary of the terms of this Agreement.

Recipient acknowledges and agrees that the Federal Government, absent express written consent by the Federal Government, is not a party to this Agreement and shall not be subject to any obligations or liabilities to the Recipient, contractor or any other party (whether or not a party to the Agreement) pertaining to any matter resulting from this Agreement.

- g. **Notices.** Except as otherwise expressly provided in this Agreement, any communications between the Parties hereto or notices to be given hereunder shall be given in writing by personal delivery, facsimile, email, or mailing the same, postage prepaid, to Recipient Contact or State Contact at the address or number set forth on the signature page of this Agreement, or to such other addresses or numbers as either Party may hereafter indicate pursuant to this Section 11.i. Any communication or notice personally delivered shall be deemed to be given when actually delivered. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine, and to be effective against State, such facsimile transmission must be confirmed by telephone notice to State Contact. Any communication by email shall be deemed to be given when the recipient of the email acknowledges receipt of the email. Any communication or notice mailed shall be deemed to be given when received.
- h. **Governing Law, Consent to Jurisdiction.** This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between State (or any other agency or department of the State of Oregon) and Recipient that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County in the State of Oregon. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, from any Claim or from the jurisdiction of any court. EACH PARTY HEREBY CONSENTS TO THE EXCLUSIVE JURISDICTION OF SUCH COURT, WAIVES ANY OBJECTION TO VENUE, AND

WAIVES ANY CLAIM THAT SUCH FORUM IS AN INCONVENIENT FORUM.

- i. **Compliance with Law.** Recipient shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the Agreement or to the implementation of the Project, as applicable to Recipient. Without limiting the generality of the foregoing, Recipient expressly agrees to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.
- j. **Independent Contractor.** Recipient shall perform the Project as an independent contractor and not as an agent or employee of State. Recipient has no right or authority to incur or create any obligation for or legally bind State in any way. State cannot and will not control the means or manner by which Recipient performs the Project, except as specifically set forth in this Agreement. Recipient is responsible for determining the appropriate means and manner of performing the Project. Recipient acknowledges and agrees that Recipient is not an "officer", "employee", or "agent" of State, as those terms are used in ORS 30.265, and shall not make representations to third parties to the contrary.
- k. **Severability.** If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if this Agreement did not contain the particular term or provision held to be invalid.
- l. **Counterparts.** This Agreement may be executed in two or more counterparts (by facsimile or otherwise), each of which is an original and all of which together are deemed one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart.
- m. **Integration and Waiver.** This Agreement, including all Exhibits, constitutes the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. The delay or failure of either Party to enforce any provision of this Agreement shall not constitute a waiver by that Party of that or any other provision. Recipient, by the signature below of its authorized representative, hereby acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions.
- n. **Survival.** The following provisions survive termination of this Agreement: Sections 6.c., 8 and 11.

The Parties, by execution of this Agreement, hereby acknowledge that each Party has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

The Oregon Transportation Commission on October 20, 2010, approved Delegation Order Number OTC-01, which authorizes the Director of the Oregon Department of Transportation to administer programs related to public transit.

On March 1, 2012, the Director approved Delegation Order Number DIR-04, which delegates the authority to approve this Agreement to the Rail and Public Transit Division Administrator.

SIGNATURE PAGE TO FOLLOW

Morrow County, by and through its

By _____
(Legally designated representative)

Name Don Russell, Chair, Board of Commissioners
(printed)

Date July 21, 2021

By _____

Name Jim Doherty, Commissioner
(printed)

Date July 21, 2021

By _____

Name Melissa Lindsay, Commissioner
(printed)

Date July 21, 2021

APPROVED AS TO LEGAL SUFFICIENCY

(If required in local process)

By _____

Recipient's Legal Counsel

Date July 21, 2021

Recipient Contact:

Katie Imes
PO Box 495
Heppner, OR 97836
1 (541) 676-5667
kimes@co.morrow.or.us

State Contact:

Arla Miller
555 13th Street NE
Salem, OR 97301-4179
1 (503) 949-5415
Arla.MILLER@odot.state.or.us

Signed Agreement Return Address: ODOTPTDReporting@odot.state.or.us

State of Oregon, by and through its
Department of Transportation

By _____
Karyn Criswell
Public Transportation Division Administrator

Date _____

APPROVAL RECOMMENDED

By _____ Arla Miller

Date 06/28/2021

APPROVED AS TO LEGAL SUFFICIENCY

(For funding over \$150,000)

By _____
Assistant Attorney General

Name Sam Zeigler by email
(printed)

Date 05/21/2021

EXHIBIT A
Project Description and Budget

Project Description/Statement of Work

Project Title: STIF Disc Morrow County 35077				
<i>Vehicle Expansion.</i>				
Item #1: Bus < 30ft				
	Total	Grant Amount	Local Match	Match Type(s)
	\$187,830.00	\$150,264.00	\$37,566.00	Local
Item #2: Bus 30ft				
	\$134,029.00	\$107,223.00	\$26,806.00	Local
Item #3: Bus < 30ft				
	\$93,915.00	\$75,132.00	\$18,783.00	Local
Item #4: Vans				
	\$49,100.00	\$39,280.00	\$9,820.00	Local
Sub Total	\$464,874.00	\$371,899.00	\$92,975.00	
Grand Total	\$464,874.00	\$371,899.00	\$92,975.00	

1. BACKGROUND

In the 2017 legislative session, the Oregon Legislature passed House Bill 2017, the Statewide Transportation Improvement Fund (STIF). The bill designated nine percent of the total funds appropriated to be awarded to eligible Public Transportation Service Providers (PTSPs) based on a competitive grant process. This nine percent is divided into a five-percent share for STIF Discretionary projects and a four-percent share for STIF Intercommunity Discretionary projects.

The STIF Discretionary fund is a flexible fund source that aims to expand or improve public transportation services by supporting projects that create new service routes, adopt enhanced forms of technology and data collection, maintain transit fleets in a state of good repair, and advance the equity and sustainability of transportation in the state.

The STIF Intercommunity Discretionary fund is housed with FTA Section 5311(f) funds under the "Statewide Transit Network Program." The purpose of the Statewide Transit Network Program is to support projects that enhance Oregon's statewide fixed route transit network by investing in key transit hubs, closing gaps between two or more communities, improving access to and from transit for pedestrians and bicyclists, improving collaboration and coordination between agencies that results in functional benefits, or other activities that improve the function of the overall transit network and serve the interests of more than one transit agency.

This Agreement describes the duties and responsibilities of State and Recipient in the management and proper use of STIF funds or 5311(f) funds and the associated reporting requirements.

2. PROJECT DESCRIPTION

This Agreement provides funding to purchase passenger transportation vehicles to be used to provide public transportation service. Public transportation service is defined as service to the general public or special populations such as seniors and individuals with disabilities. Recipient may use the vehicles to coordinate public and human service transportation services with other agencies. Recipient will not lease the vehicles to another agency without the permission of State.

Funding under this Agreement is for the purchase of five transit vehicles as follows:

One Category C

Useful life - 7 years or 200,000 miles; approximate length - up to 34 feet; estimated number of

seats - 28; estimated number of ADA securement stations - 2; fuel type - Gasoline.

Three Category Ds

Useful life - 5 years or 150,000 miles; approximate length - up to 27 feet; estimated number of seats - 12; estimated number of ADA securement stations - 2; fuel type - Gasoline.

One Category E3

Useful life - 4 years or 100,000 miles; approximate length - up to 24 feet; estimated number of seats - 4; estimated number of ADA securement stations - 1; fuel type - Gasoline.

Purchase includes all equipment and supplies necessary to put the vehicles into service.

The following vehicles have been approved for replacement in this Agreement:

- a. V0001916; 2002 Ford Starcraft; 1FDXE45S12HB37580*
- b. V0001917; 2002 Ford Crown Victoria; 2FAFP71W92X129852*

STIF discretionary program reimbursements for this project shall not exceed \$371,900.

3. PROJECT DELIVERABLES, TASKS and SCHEDULE

Recipient, in the performance of this Project, shall document steps taken to improve accessibility of public transportation for vulnerable populations and/or historically marginalized communities. Vulnerable populations include low-income individuals or households, veterans, Tribal communities or groups, individuals of age 65 and older, individuals with disabilities, and individuals with limited English proficiency. Information on this topic shall be provided to State through reporting.

Recipient, in the performance of this Project, shall document steps taken to improve accessibility of public transportation for vulnerable populations and/or historically marginalized communities. Vulnerable populations include low-income individuals or households, veterans, Tribal communities or groups, individuals of age 65 and older, individuals with disabilities, and individuals with limited English proficiency. Information on this topic shall be provided to State through reporting.

Recipient, shall create and maintain current GTFS data describing the funded services. GTFS data should be updated in advance of system changes to allow trip planners to stay current. Recipient, if operating demand response service, is strongly encouraged to create and maintain GTFS-flex data for their service. GTFS creation and maintenance services may be supported by State's GTFS contractor.

Competitive purchases of systems that can count passengers [e.g., Automated Passenger Counters (APC), Automated Fare Collection (AFC) systems] shall include an explicit scoring preference for systems that support the GTFS-Ride and GTFS-RealTime data standards and shall include support for GTFS data access to State and interested third parties.

STIF Discretionary-supported service providers are encouraged to serve key transit hubs and stops operated or used by for-profit/national transit providers where practical.

All purchases and installations must be completed prior to the expiration date of this Agreement.

*Expected order date: October 15, 2021.
Expected delivery date: June 30, 2023.*

Vehicles procured using State Price Agreement contracts managed by the Oregon Department of Administrative Services, all vehicle orders will be reviewed and approved by State prior to submission to vendors. State is responsible for submitting vehicle purchase orders to selected vendor. If Recipient does not purchase from the State Price Agreement contracts managed by

the Oregon Department of Administrative Services, requests for quotes to procure the vehicles must be reviewed by State prior to submitting for bid.

State will retain title to the vehicles as primary security interest holder for as long as the vehicles remain in public transportation service. Recipient must request permission from State to release title for disposal when planning to sell or transfer a vehicle, and must notify State when actual disposal has been completed. Vehicles must exceed the minimum useful standard for age or mileage before State will release title. Recipient must request permission from State in advance to transfer or otherwise dispose of a vehicle prior to its meeting federal useful life standards. Recipient must request permission from State to release title for changes.

Recipient will create and maintain a vehicle maintenance plan that utilizes the original equipment manufacturer maintenance requirements for each vehicle and meets Federal Transit Administration transit asset management requirements in 49 CFR Part 625. Recipient will follow the plan to ensure each vehicle is maintained in a state of good repair. Recipient will provide State a copy of the maintenance plan upon request.

4. PROJECT ACCOUNTING and MATCHING FUNDING

Recipient retains authority over costs and allocations of STIF funds within the guidelines established by Oregon Revised Statutes (ORS) 184.751 through 184.758 and Oregon Administrative Rules (OAR) Chapter 732.

Eligible expenses that may be charged to this Agreement include grant administration, the cost of the procurement process, delivery charges and post-delivery inspections. Aftermarket equipment, graphics and other items directly associated with these vehicles and required to put the vehicles into service are eligible. Purchase of an extended warranty is an eligible expense; however, the eligible warranty shall not exceed the defined useful life of the vehicles. Licensing and other post-delivery expenses are not eligible for reimbursement.

Sources of funding that may be used as matching funding for this Agreement include Special Transportation Formula Fund, Statewide Transportation Improvement Fund, local funds, service contract revenue, advertisement income, other earned income, cash donations, and other verifiable in-kind contributions that are integral to the project budget. Recipient may not use passenger fares as matching funding.

Recipient will subtract income from fares, tickets, and passes whether pre-paid or post-paid, from the gross operating expenses of the service. State's obligation to reimburse Project costs is contingent upon Recipient first paying or otherwise contributing its minimum match amount set forth in this Exhibit A. Recipient may not count the same costs twice if they have multiple agreements for which these costs may be eligible.

5. REPORTING AND INVOICING REQUIREMENTS

Recipient shall confirm the eligibility of any Sub-Recipient prior to distributing STIF moneys and entering into an agreement with the Sub-Recipient. Recipient shall ensure that Sub-Recipients maintain eligibility throughout the project period. Recipient shall provide State with copies of agreement(s) made with Sub-Recipients within 30 days of execution of those agreements.

Per OAR 732-044-0040(1)(a), Recipient shall report on Project progress, outcomes achieved, and expenditures of discretionary STIF funds by itself and its Sub-Recipients. Failure to use STIF funds towards achievement of identified project deliverables may result in the cessation of funding to Recipient for the remainder of the Agreement period.

Project Progress Reporting

Recipient shall report Project progress quarterly through the Oregon Public Transit Information System (OPTIS) Agency Periodic Report (APR) and shall include a brief status update for each deliverable. Project reporting should align with project deliverables identified in this Agreement. State will use reporting information to assess Recipient's progress by comparing task-based

expenditures to progress on deliverables.

Outcomes Achieved Reporting

Recipient shall report outcomes achieved through project performance. Continued funding under this Agreement is contingent upon reporting of outcomes achieved.

On a quarterly basis, in addition to continuing required elements in the APR, Recipient shall complete a short narrative describing outcomes achieved in performance of the Project. For the final quarter of the biennium, Recipient shall report on quarterly outcomes achieved as well as summarize outcomes achieved over the duration of the Agreement. Recipient shall provide additional information on outcomes achieved when and where directed to do so by State in reporting guidance.

Outcomes achieved are defined in State's program guidance and that guidance provides State's expectations surrounding all reporting requirements. For detailed instructions on quarterly, annual, and biennial reporting, refer to State's STIF Discretionary/STN Reporting Guidance document.

Expenditures

Expenditures of STIF Discretionary funds will be tracked in OPTIS. Recipient must submit reimbursement requests in OPTIS to receive reimbursement for Project expenditures.

FOR CAPITAL ASSET AGREEMENTS:

Recipient shall ensure Satisfactory Continuing Control of capital assets, including real property, purchased in whole or part under this Agreement while the capital assets are being used for public transportation purposes. Satisfactory Continuing Control means the legal assurance that a capital asset will remain available to be used for its originally-authorized purpose throughout its useful life or until disposition.

An inventory of capital assets purchased in whole or in part with STIF funds will be created by State in the OPTIS asset register. The inventory will include a description of the capital asset, the date of purchase, the date put into public transportation service, the purchase price, the amount of STIF funds contributed to the purchase, the source of other funds, the authorized use per this agreement, the Recipient or Sub-Recipient using the capital asset (Owner/Operator), and the condition of the asset. Recipient shall report quarterly on all capital assets through the OPTIS APR, providing information relevant to purchased capital assets, including but not limited to, asset condition, and vehicle mileage.

Recipient shall request authorization from State for the sale, transfer, or other disposition of any Capital Asset purchased under this Agreement and shall report the amount of proceeds, if any, from the sale to State. Capital asset useful life standards shall be the same as those outlined by the Federal Transit Administration.

Recipient will provide reporting information as prescribed by State on the capital asset purchases under this Agreement as long as the capital asset remain in public transportation service.

Reimbursement requests for capital assets must include the following: a cover letter and copies of all invoices associated with expenses identified for reimbursement. Where a vehicle asset will be partially funded with federal funds, Recipient shall submit pre-award and post-delivery certification forms documenting compliance to Altoona bus testing, Federal Motor Vehicle Safety Standards, Buy America, and Disadvantaged Business enterprise requirements.

Reporting on Mitigation of Tax Impacts to Low-income Populations

Per OAR 732-040-0025(1), Qualified Entities receiving STIF funds shall submit a report on any actions taken by any PTSP located within the area of the Qualified Entity to mitigate the impact of the STIF tax on passengers who reside in low-income communities. This report must be submitted no later than 60 days after the end of each fiscal year in which the Qualified Entity receives STIF funds.

Recipient shall submit this report as instructed separately from this Agreement and shall attach all responses submitted to Recipient by PTSPs receiving STIF discretionary funds that detail actions taken by those PTSPs.

EXHIBIT B
FINANCIAL INFORMATION

This Agreement is financed by the funding source indicated below:

State Program STF: ORS 391.800 through ORS 391.830 and OAR Chapter 732, Divisions 5, 10, and 30 And/Or STIF: ORS 184.758 through ORS 184.766 and OAR Chapter 732, Divisions 040, 042, and 044.	State Funding Agency Oregon Department of Transportation 355 Capitol St. N.E. Salem, OR 97301-3871		Total State Funding \$371,899.00
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Administered By Public Transportation Division 555 13th Street NE Salem, OR 97301-4179
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EXHIBIT C

Insurance Requirements

Subagreement Insurance Requirements

GENERAL.

Recipient shall require in its first tier subagreements with entities that are not units of local government as defined in ORS 190.003, if any, to: i) obtain insurance specified under TYPES AND AMOUNTS and meeting the requirements under ADDITIONAL INSURED, "TAIL" COVERAGE, NOTICE OF CANCELLATION OR CHANGE, and CERTIFICATES OF INSURANCE before performance under the subagreement commences, and ii) maintain the insurance in full force throughout the duration of the subagreement. The insurance must be provided by insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the State of Oregon and that are acceptable to State. Recipient shall not authorize work to begin under subagreements until the insurance is in full force. Thereafter, Recipient shall monitor continued compliance with the insurance requirements on an annual or more frequent basis. Recipient shall incorporate appropriate provisions in the subagreement permitting it to enforce compliance with the insurance requirements and shall take all reasonable steps to enforce such compliance. In no event shall Recipient permit work under a subagreement when Recipient is aware that the contractor is not in compliance with the insurance requirements. As used in this section, "first tier" means a subagreement in which the Recipient is a Party.

TYPES AND AMOUNTS.

WORKERS COMPENSATION.

All employers, including Contractor, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and shall provide **Workers' Compensation Insurance** coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). The coverage shall include Employer's Liability Insurance with limits not less than \$500,000 each accident. **Contractor shall require compliance with these requirements in each of its subcontractor contracts.**

COMMERCIAL GENERAL LIABILITY.

Commercial General Liability Insurance shall be issued on an occurrence basis covering bodily injury and property damage and shall include personal and advertising injury liability, products and completed operations, and contractual liability coverage. When work to be performed includes operations or activity within 50 feet of any railroad property, bridge, trestle, track, roadbed, tunnel, underpass or crossing, the Contractor shall provide the Contractual Liability - Railroads CG 24 17 endorsement, or equivalent, on the Commercial General Liability policy. Amounts below are a minimum requirement as determined by State:

Coverage shall be written on an occurrence basis in an amount of not less than **\$1,000,000** per occurrence. Annual aggregate limit shall not be less than **\$2,000,000**.

AUTOMOBILE LIABILITY.

Automobile Liability Insurance covering Contractor's business-related automobile use covering all owned, non-owned, or hired vehicles for bodily injury and property. Amount below is a minimum requirement as determined by State:

Coverage shall be written with a combined single limit of not less than **\$1,000,000**.

This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits for Commercial General Liability and Automobile Liability).

EXCESS/UMBRELLA LIABILITY.

A combination of primary and Excess/Umbrella Liability Insurance may be used to meet the required

limits of insurance.

ADDITIONAL INSURED.

The liability insurance coverages, except Professional Liability or Workers' Compensation/ Employer's Liability, if included, must include the "**State of Oregon, the Oregon Transportation Commission and the Department of Transportation, and their respective officers, members, agents and employees**" as an **endorsed** Additional Insured but only with respect to the contractor's activities to be performed under the Subagreement. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

Additional Insured Endorsements on the Commercial General Liability shall be written on ISO Form CG 20 10 07 04, or equivalent, with respect to liability arising out of ongoing operations and ISO Form CG 20 37 07 04, or equivalent, with respect to liability arising out of completed operations. Additional Insured Endorsements shall be submitted with the Certificate(s) of Insurance and must be acceptable to the Recipient.

"TAIL" COVERAGE.

If any of the required insurance policies is on a "claims made" basis, such as professional liability insurance or pollution liability insurance, the contractor shall maintain either "tail" coverage or continuous "claims made" liability coverage, provided the effective date of the continuous "claims made" coverage is on or before the effective date of the Subagreement, for a minimum of twenty-four (24) months following the later of : (i) the contractor's completion and Recipient's acceptance of all Services required under the Subagreement or, (ii) the expiration of all warranty periods provided under the Subagreement. Notwithstanding the foregoing twenty-four (24) month requirement, if the contractor elects to maintain "tail" coverage and if the maximum time period "tail" coverage reasonably available in the marketplace is less than the twenty-four (24) month period described above, then the contractor may request and State may grant approval of the maximum "tail " coverage period reasonably available in the marketplace. If State approval is granted, the contractor shall maintain "tail" coverage for the maximum time period that "tail" coverage is reasonably available in the marketplace.

NOTICE OF CANCELLATION OR CHANGE.

The contractor or its insurer must provide thirty (30) days' written notice to Recipient before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s). **Recipient shall immediately notify State of any change in insurance coverage.**

CERTIFICATE(S) OF INSURANCE.

Recipient shall obtain from the contractor a certificate(s) of insurance for all required insurance before the contractor performs under the Subcontract. The certificate(s) or an attached endorsement must specify: i) all entities and individuals who are endorsed on the policy as Additional Insured and ii) for insurance on a "claims made" basis, the extended reporting period applicable to "tail" or continuous "claims made" coverage.

Recipient Insurance Requirements

GENERAL.

Recipient shall: i) obtain at the Recipient's expense the insurance specified under TYPES AND AMOUNTS and meeting the requirements under ADDITIONAL INSURED, "TAIL" COVERAGE, NOTICE OF CANCELLATION OR CHANGE, and CERTIFICATES OF INSURANCE before performance under this Agreement commences, and ii) maintain the insurance in full force and at its own expense throughout the duration of this Agreement. Recipient shall obtain the following insurance from insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the State of Oregon and that are acceptable to State. Coverage shall be primary and non-contributory with any other insurance and self-insurance with the exception of Professional Liability and Workers' Compensation. Recipient shall pay for all deductibles, self-insurance retention and self-insurance, if any.

INSURANCE REQUIREMENT REVIEW.

Recipient agrees to periodic review of insurance requirements by State under this Agreement and to provide updated requirements as mutually agreed upon by Recipient and State.

TYPES AND AMOUNTS.

WORKERS COMPENSATION.

All employers, including Recipient, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and shall provide **Workers' Compensation Insurance** coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). The coverage shall include Employers liability insurance with coverage limits of not less than \$500,000 must be included.

COMMERCIAL GENERAL LIABILITY.

Commercial General Liability Insurance shall be issued on an occurrence basis covering bodily injury, death, and property damage and shall include personal and advertising injury liability, products and completed operations and contractual liability coverage. When work to be performed includes operations or activity within 50 feet of any railroad property, bridge, trestle, track, roadbed, tunnel, underpass or crossing, the Contractor shall provide the Contractual Liability - Railroads CG 24 17 endorsement, or equivalent, on the Commercial General Liability policy. Commercial General Liability Insurance shall not be less than the following amounts as determined by State:

Coverage shall be written on an occurrence basis in an amount of not less than **\$1,000,000** per occurrence.

Annual aggregate limit shall not be less than **\$2,000,000**.

AUTOMOBILE LIABILITY.

Automobile Liability Insurance covering business-related automobile use on all owned, non-owned or hired vehicles for bodily injury and property. Automobile Liability Insurance shall not be less than the following amount as determined by State:

Coverage shall be written with a combined single limit of not less than **\$1,000,000**.

This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits for Commercial General Liability and Automobile Liability).

EXCESS/UMBRELLA LIABILITY.

A combination of primary and Excess/Umbrella Liability Insurance may be used to meet the required limits of insurance.

ADDITIONAL INSURED.

The liability insurance coverages, except Professional Liability or Workers' Compensation/ Employer's Liability, if included, must include the **"State of Oregon, the Oregon Transportation Commission and the Department of Transportation, and their respective officers, members, agents and employees"** as an **endorsed** Additional Insured but only with respect to the Recipient's activities to be performed under this Agreement. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

Additional Insured Endorsements on the Commercial General Liability shall be written on ISO Form CG 20 10 07 04, or equivalent, with respect to liability arising out of ongoing operations and ISO Form CG 20 37 07 04, or equivalent, with respect to liability arising out of completed operations. Additional Insured Endorsements shall be submitted with the Certificate(s) of Insurance and must be acceptable to the Recipient.

"TAIL" COVERAGE.

If any of the required insurance policies is on a "claims made" basis, such as professional liability insurance, Recipient shall maintain either "tail" coverage or continuous "claims made" liability coverage, provided the effective date of the continuous "claims made" coverage is on or before the effective date of this Agreement, for a minimum of 24 months following the later of: (i) Recipient's completion and State's acceptance of all Services required under this Agreement or,

(ii) the expiration of all warranty periods provided under this Agreement. Notwithstanding the foregoing 24-month requirement, if Recipient elects to maintain "tail" coverage and if the maximum time period "tail" coverage reasonably available in the marketplace is less than the 24-month period described above, then Recipient may request and State may grant approval of the maximum "tail" coverage period reasonably available in the marketplace. If State approval is granted, Recipient shall maintain "tail" coverage for the maximum time period that "tail" coverage is reasonably available in the marketplace.

NOTICE OF CANCELLATION OR CHANGE.

Recipient or its insurer must provide 30 days' written notice to State before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s).

CERTIFICATE(S) OF INSURANCE.

State shall obtain from Recipient a certificate(s) of insurance for all required insurance before the effective date of this Agreement . The certificate(s) or an attached endorsement must specify: i) all entities and individuals who are endorsed on the policy as Additional Insured and ii) for insurance on a "claims made" basis, the extended reporting period applicable to "tail" or continuous "claims made" coverage.

STATE ACCEPTANCE.

All insurance providers are subject to State acceptance. If requested by State, Recipient shall provide complete copies of insurance policies, endorsements, self-insurance documents and related insurance documents to State's representatives responsible for verification of the insurance coverages required under this **Exhibit C**.

AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 2 of 2)

1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):

Attached is the Statewide Transportation Improvement Fund (STIF) Advisory Committee Member list that defines the geographic area and populations they represent in Morrow County. Mr. Palmquist has requested reappointment to this committee. See attached letter.

2. FISCAL IMPACT:

N/A

3. SUGGESTED ACTION(S)/MOTION(S):

Motion to approve Mr. Palmquist to the Statewide Transportation Improvement Fund Advisory Committee, term beginning July 1st, 2021 through June 30th, 2024.

Attach additional background documentation as needed.



THE LOOP - MORROW CO. TRANSPORTATION

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

Date: 6-1-2021

To Whom It May Concern,

I would like to be considered for the following committee(s).

- Statewide Transportation Improvement Fund (STIF) Reappointment
- Special Transportation Fund (STF) Reappointment

I would like to see this program thrive in Morrow County because of the following interest that I have in transportation:

I am currently serving and desire to continue to see our county's transportation
plan of services continue to move forward.

I feel like I can contribute to this committee by representing the following areas:

I have served on this committee for several years and we continue to make great
strides in offering public transportation as well our our dial a share type rides.

Thank you,

Name: Aaron Palmquist

Address: 500 NE Main Ave., Irrigon, OR 97844

Phone Number: 541-922-3047

Email: aaron.palmquist@ci.irrigon.or.us

**The Loop - Morrow County Public Transportation
Statewide Transportation Improvement Fund Advisory Committee
2021**

Members Minimum Members: 5 Maximum Members: 9 Term allowance: 3 years

NAMES	REPRESENTING	TERM EXPIRATION
Betty Gray	Ione Seniors/Low Income	6/30/2021
Aaron Palmquist Chair	Irrigon/Low Income	6/30/2021
Mike Jones	Heppner/Seniors	12/31/2022
Katie Imes	County Staff Transportation	12/31/2022
Vacancy	County Staff/Community	12/31/2022
Karen Pettigrew	Boardman/Low Income	12/31/2023
Sheryll Bates	Heppner/Seniors	10/30/2024
Debbie Radie Vice Chair	Boardman Employers/Employees	12/31/2024
Scott Green	Boardman/Transit Destinations	4/7/2024



AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 1 of 2)

(For BOC Use)
Item #
4h

Please complete for each agenda item submitted for consideration by the Board of Commissioners
(See notations at bottom of form)

Presenter at BOC: John A. Bowles
Department: Sheriff's Office
Short Title of Agenda Item: Surplus Vehicles
(No acronyms please)

Date submitted to reviewers: 5102
Requested Agenda Date: 07-16-2021
21

This Item Involves: (Check all that apply for this meeting.)
Order or Resolution
Ordinance/Public Hearing:
1st Reading 2nd Reading
Public Comment Anticipated:
Estimated Time:
Document Recording Required
Contract/Agreement
Appointments
Update on Project/Committee
Consent Agenda Eligible
Discussion & Action
Estimated Time:
Purchase Pre-Authorization
Other

N/A
Purchase Pre-Authorizations, Contracts & Agreements
Contractor/Entity:
Contractor/Entity Address:
Effective Dates - From: Through:
Total Contract Amount: Budget Line:
Does the contract amount exceed \$5,000? Yes No

Reviewed By:
John A. Bowles 07-08-2021 Department Director Required for all BOC meetings
[Signature] 7/19/21 Administrator Required for all BOC meetings
County Counsel *Required for all legal documents
Finance Office *Required for all contracts; other items as appropriate.
Human Resources *If appropriate

*Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

Note: All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Counsel, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.

AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 2 of 2)

1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):

VEH#	VIN#	LIC	YEAR	MAKE	MODEL	COLOR	MILES
700	1C6RR7KT4ES381190	E270700	2014	Dodge	Ram 1500	Black	136,000

This vehicle is over 7 years old and has had a lot of use. My recommendation is to sale this vehicle at State Surplus.

291	1FTFW1EV2AFB14146	E246291	2010	Dodge	F150	White	134,064
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This vehicle is over 11 years old and has a lot of use. My recommendation is to sale this vehicle at State Surplus.

2. FISCAL IMPACT:

The funds from the sale of these vehicles will go into the Sheriff's Office budget, to go back into the general fund.

3. SUGGESTED ACTION(S)/MOTION(S):

County Manager authorize Undersheriff Bowles to surplus these vehicles and transport them to Salem to be sold at State Surplus.

Attach additional background documentation as needed.



TEMPORARY SALES LICENSE – NONPROFIT (TSL-NP) APPLICATION

TEMPORARY SALES LICENSE – NONPROFIT (TSL-NP) PRIVILEGES. The TSL-NP allows you to:

- Sell at retail distilled spirits, malt beverages, wine, and cider by the drink for consumption in the special event licensed area (provided you meet the food requirements).
- Sell at retail manufacturer-sealed containers of malt beverage, wine, and cider meant for drinking off of the special event licensed area. Note: you may not sell bottles of distilled spirits.
- Sell at retail malt beverages, wine, or cider in a securely covered container (growlers) meant for drinking off of the special event licensed area. The container may not hold more than two gallons.
- Auction (but not raffle) at retail factory-sealed containers of malt beverage, wine, and cider (but not distilled liquor) for consumption off the premises.
- Auction (but not raffle) at retail open containers of alcohol for consumption on the premises.

- **Process Time:** Please read the instructions. OLCC needs your completed application in sufficient time to approve it. Sufficient time is typically 2 to 4 weeks before the first event date listed in #8 below (some events may need extra processing time). OLCC may refuse to process your application if it is not submitted in sufficient time for the OLCC to investigate it.
- **OLCC License Fee:** \$50 per license day or any part of a license day. **Make payment by check or money order, payable to OLCC.** A license day is from 7:00 am to 2:30 am on the succeeding calendar day.
- **License Days:** In #8 below, you may apply for a maximum of **seven** license days per application form.

1. **ELIGIBILITY:** Please read the instructions to determine eligibility for a TSL-NP.

Is your organization a nonprofit or charitable organization with an issued Oregon Registry Number?

No

Yes. Please list the organization's Oregon Registry Number (not EIN): 1346170-91

2. Applicant Name: Oregon Trail Pro Rodeo

3. Email: mico rodeo@hotmail.com

4. Fax: n/a

5. Contact Person: Meghan Golden

6. Contact Phone: 541 379 3130

7. Event Name: Oregon Trail Pro Rodeo

8. Date(s) of event (no more than seven days):

August 19-22, 2021

9. Start/end hours of alcohol service: 11 am pm to 2 am pm

10. Address of Special Event:

August 19 20 21 22

City

Heppner

Zip

97836

11. Is the event outdoors? Yes No

11a. If the event is only indoors, in what area(s) of the building is the event located?

11b. If any part of the event is outdoors, submit a drawing showing the licensed area and how the boundaries of the licensed area will be identified.

12. Describe the primary activities within the licensed area:

Rodeo, music

13. Will minors be allowed at the event? Yes No

14. If yes, will minors and alcohol be allowed together in the same area? Yes No

15. What is the expected attendance per day in the licensed area (where alcohol will be sold or consumed)? 800

PLAN TO MANAGE THE SPECIAL EVENT LICENSED AREA

If your answer to #15 is 501 or more, **IN ADDITION TO** your answers to questions 16, 17, and 18, you will need to complete the OLCC's Plan to Manage Special Events form, unless the OLCC exempts you from this requirement.

16. Describe your plan to prevent problems and violations:
All persons under 30 will be required to show ID. We have alcohol monitors present as well as Morrow County Sheriff's office on patrol.

17. Describe your plan to prevent minors from gaining access to alcoholic beverages and from gaining access to any portion of the licensed premises prohibited to minors:
Alcohol is served in designated enclosed beer garden where everyone under age of 30 is required to show ID and police patrol the entire area.

18. Describe your plan to manage alcohol consumption by adults:
Servers are required to read and sign the brochure "What every volunteer alcohol server needs to know" published by OLCC and we also have alcohol monitors and police help manage all customers.

ALCOHOL MANAGERS

19. All applicants must list the name(s) of alcohol manager(s) on-duty and in the licensed area.
Meghan Golden
Colby Golden

LIQUOR LIABILITY INSURANCE

If the licensed area is open to the public and expected attendance is 301 or more per day in the licensed area, the event must have at least \$300,000 of liquor liability insurance coverage (ORS 471.168).

20. Insurance Company: Wheatland Insurance
21. Policy #: 6711697290 | 22. Expiration Date: 08/10/2022

MARIJUANA

23. Will marijuana (such as use, consumption, samples, give-away, sale, etc.) be allowed on the special event licensed premises or be part of the event or an adjacent event? Yes No

FOOD REQUIREMENTS

Please read the instructions to determine the food requirements.

24. Will you serve distilled spirits by the drink? Yes No

24a. If yes, list at least three different substantial food items that will be provided:

1. Corn Dogs	2. Hamburgers	3. Chicken Strips
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24b. If no, list at least two different substantial food items that will be provided:

1.	2.
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GOVERNMENT RECOMMENDATION

Please read the instructions. You must obtain a recommendation from the local city or county named in #25 before submitting this application to the OLCC.

25. Name the city if the event address is within a city's limits, or the county if the event address is outside the city's limits:
Morrow County

SIGNATURE I affirm that I am authorized to sign this application on behalf of the applicant.	
26. Name (please print): <i>Meghan Golden</i>	
27. Signature: <i>Meghan Golden</i>	28. Date: <i>7/20/2021</i>

CITY OR COUNTY USE ONLY The city/county named in #25 above recommends:	
<input type="checkbox"/> Grant <input type="checkbox"/> Acknowledge <input type="checkbox"/> Deny (attach written explanation of deny recommendation)	
(Optional) City/County Contact Person:	
(Optional) Phone Number or Email:	
City/County Signature:	Date:

FORM TO OLCC This license is valid only when signed by an OLCC representative. Submit this form to the OLCC office regulating the county in which your special event will happen.		
OLCC USE ONLY Fee Paid:	Date:	Receipt #:
License is: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		
OLCC Signature:	Date:	

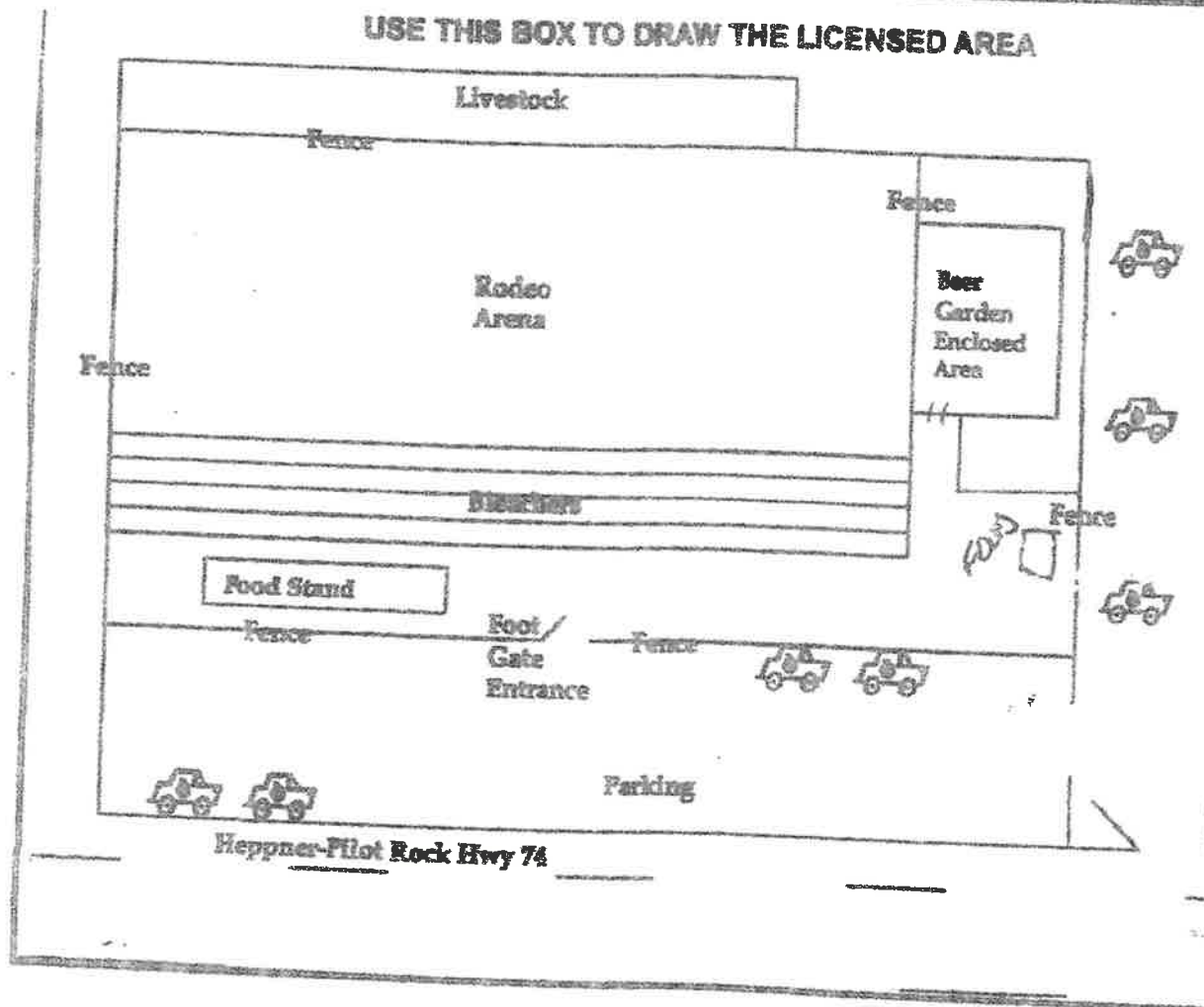


OREGON LIQUOR CONTROL COMMISSION
IDENTIFYING A SPECIAL EVENT LICENSED AREA

The OLCC is prohibited from licensing an area that does not have defined boundaries.
 Please complete items 1 - 5 and then use the box below to draw the licensed area.

1. Applicant Name (please print): OREGON TRAIL PRO RODEO ASSN.
2. Event Street Address: HEPPNER-PILOT ROCK HWY 74
3. City/County: HEPPNER / MORROW
4. Date(s) of Event: AUGUST 19-22 2021
5. Please list and describe what barrier(s) will be used to define the boundaries of the licensed area
 example: "A 6 foot high wooden fence." A 6' HIGH FENCE SURROUNDING ENTIRE AREA

USE THIS BOX TO DRAW THE LICENSED AREA





PLAN TO MANAGE SPECIAL EVENTS

When the expected attendance per day in the area where alcohol will be sold or consumed is 501 or more, any applicant for a Temporary Sales License (TSL-NP and TSL-FP), Special Event Winery (SEW), Special Event Grower (SEG), Special Event Brewery-Public House (SEBPH), Special Event Brewery (SEB), Special Event Distillery (SED), or a Temporary Use of an Annual License (TUAL) event must complete this form (unless exempted from this requirement by the OLCC) and submit it with the application to the OLCC.

Other applicants (those expecting 500 or fewer attendees per day in the licensed area) may choose to use this form. In some cases, even if the expected daily attendance is 500 or fewer, the OLCC may require this form.

Examples of times when the OLCC may require more detailed information, even if the expected daily attendance in the area where alcohol will be sold or consumed is 500 or fewer, include a licensed area projecting an emphasis on alcohol consumption, projecting an emphasis on entertainment, or proposing to allow minors and alcohol together in the same area.

Please note that for some licensed areas, in order to convince the OLCC that you will adequately manage the licensed area, the OLCC may require more details in addition to your completed PLAN TO MANAGE SPECIAL EVENTS form or any other information you submitted regarding how you will control the licensed area.

If there will be more than one of the above licensees making alcohol available in the same area(s) of the same event, all licensees may agree to submit and follow one plan.

1. Applicant Name: Meghan Golden		
2. Email:		
3. Event Name: Oregon Trail Pro Rodeo		
4. Date(s) of event: August 19-20-21		
5. Start/end hours of alcohol service: 11 <input checked="" type="checkbox"/> am <input type="checkbox"/> pm to 2 <input checked="" type="checkbox"/> am <input type="checkbox"/> pm		
6. Event Street Address Heppner Pilot Rock Highway Fri -Sat 6-2am Sun 12-5pm		
7. City: Heppner	8. County: Morrow	9. Zip: 97836
10. Will minors be allowed at the event? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
11. If yes, will minors and alcohol be allowed together in the same area? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
12. Will any portion of the licensed premises be prohibited to minor patrons? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe your plan to prevent minor patrons from gaining access to the prohibited area: Minors are not allowed in the enclosed beer garden where alcohol is served		
13. Expected total attendance <u>per day</u> in the area(s) where alcohol will be sold or consumed)? 800		
14. List name(s) and contact phone(s) of alcohol manager(s) on-duty and in the licensed area: Meghan Golden 541 379 3130		
15. Describe the primary activities within the licensed area: Watch rodeo and after its over we have music		
16. Do you estimate that 30 percent or more of the people attending the event will be between 15-20 years of age? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

<p>17. Do you estimate the <u>number</u> of patrons in the licensed area will be about the same during the entire time that alcohol is sold or consumed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If no, what are the estimated times that a greater number of patrons will attend? 10-2 am</p>
<p>18. At any one time, what is the average range of the number of staff (such as managers, servers, security, alcohol monitors, ID checkers, etc.) on-duty, at the event, and whose job includes monitoring patron behavior? 12 Meghan Golden, Koby Golden</p>
<p>19. Will Alcohol Monitors work in the licensed area? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(An Alcohol Monitor is a person in addition to alcohol servers and security staff who monitors the sale, service, and consumption of alcoholic beverages to help ensure that unlawful sales, service, and consumption of alcoholic beverages do not occur.)</i></p>
<p>20. If yes to #19, list the <u>minimum</u> number of Alcohol Monitors you estimate will work during the estimated times when a greater number of patrons will attend and the estimated times when a regular number of patrons will attend:</p> <p>3 _____ Minimum number during estimated times of greater patron attendance</p> <p>3 _____ Minimum number during estimated times of regular patron attendance</p>
<p>21. If yes to #19, describe how Alcohol Monitors will be readily identifiable as such to patrons: Teal wrist bands</p>
<p>22. Will all Alcohol Monitors be required to have a service permit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>23. If no to #22, those Alcohol Monitors without a service permit must be uncompensated volunteers who are directly supervised in the licensed area by an individual who has successfully completed an Alcohol Server Education course within the last five years. Please list the name(s) of the supervisor(s) and their server education completion date(s): Meghan Golden, don't have completion date</p>
<p>24. Is the applicant a nonprofit or charitable organization with an Oregon Registry Number issued by the Oregon Secretary of State's office? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, list Oregon Registry Number (OLCC does not accept a federal registry number or an EIN number): 1346170-91</p>
<p>24a. If yes to #24, will the applicant use servers who don't hold a service permit? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>25b. If yes to 24a, describe the plan to train these people in at least the following: recognizing minors; properly checking identification; and how to recognize and respond appropriately to visibly intoxicated persons: They read and sign "What every Volunteer Alcohol Server Needs to Know"</p>

26. Will servers, security, or ID checkers wear clothing or other designation which readily identifies them as such to patrons? Yes No

If yes, please describe:

ID checkers and security have uniforms, they are from the sheriffs office, servers don't

27. Describe for alcoholic beverages meant for consumption in the licensed area:

	Size of Container (in which the Alcohol will be Served)	Maximum Amount of Alcohol in the Container
Malt Beverages	beer 12oz	7%
Wine	5oz	15%
Cider		
Distilled Spirits	1oz	40%

28. Describe how containers used to serve alcoholic beverages for consumption in the licensed area will be of a different color and type when compared to containers used to serve nonalcoholic beverages:

Beer plastic clear Coors cups, Whiskey clear plastic cup, Wine clear plastic cup, seltzer in cans, soda, in plastic bottle and water in plastic bottles

29. What is the maximum number of containers of alcoholic beverages meant for consumption in the licensed area that a patron may possess at any one time? 2

30. Describe the level of lighting the licensed area will have to ensure the proper monitoring of patrons:

A level of lighting sufficient to read common newspaper print; or

A level of lighting that will be (please describe):

31. If other methods for adequately managing the licensed area will be used, describe them here (or submit a separate written, dated, and signed plan):

After customers have ID checked a wrist band is place on their left wrist, color changes daily

32. Applicant Name (please print):

Meghan Golden

33. Applicant Signature:

Meghan Golden

34. Date

7/13/2021



OREGON LIQUOR CONTROL COMMISSION

TEMPORARY SALES LICENSE – NONPROFIT (TSL-NP) APPLICATION

2019

Item #4c

TEMPORARY SALES LICENSE – NONPROFIT (TSL-NP) PRIVILEGES. The TSL-NP allows you to:

- Sell at retail distilled spirits, malt beverages, wine, and cider by the drink for consumption in the special event licensed area (provided you meet the food requirements).
- Sell at retail manufacturer-sealed containers of malt beverage, wine, and cider meant for drinking off of the special event licensed area. Note: you may not sell bottles of distilled spirits.
- Sell at retail malt beverages, wine, or cider in a securely covered container (growlers) meant for drinking off of the special event licensed area. The container may not hold more than two gallons.
- Auction (but not raffle) at retail factory-sealed containers of malt beverage, wine, and cider (but not distilled liquor) for consumption off the premises.
- Auction (but not raffle) at retail open containers of alcohol for consumption on the premises.

- **Process Time:** Please read the instructions. OLCC needs your completed application in sufficient time to approve it. Sufficient time is typically 2 to 4 weeks before the first event date listed in #8 below (some events may need extra processing time). OLCC may refuse to process your application if it is not submitted in sufficient time for the OLCC to investigate it.
- **OLCC License Fee:** \$50 per license day or any part of a license day. Make payment by check or money order, payable to OLCC. A license day is from 7:00 am to 2:30 am on the succeeding calendar day.
- **License Days:** In #8 below, you may apply for a maximum of seven license days per application form.

1. ELIGIBILITY: Please read the instructions to determine eligibility for a TSL-NP.

Is your organization a nonprofit or charitable organization with an issued Oregon Registry Number?

No

Yes. Please list the organization's Oregon Registry Number (not EIN): 1346170-91

2. Applicant Name: Oregon Trail Pro Rodeo

3. Email: mpranch4@hotmail.com

4. Fax: n/a

5. Contact Person: Camille Peck

6. Contact Phone: 541-989-8351

7. Event Name: Oregon Trail Pro Rodeo

8. Date(s) of event (no more than seven days):
August 16-17-18

9. Start/end hours of alcohol service: 11 am pm to 2 am pm

10. Address of Special Event:
Heppner Pilot Rock Highway 74

City

Heppner

Zip

97836

11. Is the event outdoors? Yes No

11a. If the event is only indoors, in what area(s) of the building is the event located?

11b. If any part of the event is outdoors, submit a drawing showing the licensed area and how the boundaries of the licensed area will be identified.

12. Describe the primary activities within the licensed area:
Rodeo Music

13. Will minors be allowed at the event? Yes No

14. If yes, will minors and alcohol be allowed together in the same area? Yes No

15. What is the expected attendance per day in the licensed area (where alcohol will be sold or consumed)? 800

PLAN TO MANAGE THE SPECIAL EVENT LICENSED AREA

If your answer to #15 is 501 or more, **IN ADDITION TO** your answers to questions 16, 17, and 18, you will need to complete the OLCC's Plan to Manage Special Events form, unless the OLCC exempts you from this requirement.

16. Describe your plan to prevent problems and violations:

All persons under 30 will be required to show ID. We have alcohol monitors present as well as Morrow County Sheriff's office on patrol.

17. Describe your plan to prevent minors from gaining access to alcoholic beverages and from gaining access to any portion of the licensed premises prohibited to minors:

Alcohol is served in designated enclosed beer garden where everyone under age 30 is required to show ID and police patrol the entire area.

18. Describe your plan to manage alcohol consumption by adults:

Servers are required to read and sign the brochure "What every volunteer alcohol server needs to know" published by OLCC and we also have alcohol monitors and police help manage all customers.

ALCOHOL MANAGERS**19. All applicants must list the name(s) of alcohol manager(s) on-duty and in the licensed area.**

Meghan Golden
Colby Golden
Camille Peck

LIQUOR LIABILITY INSURANCE

If the licensed area is open to the public and expected attendance is 301 or more per day in the licensed area, the event must have at least \$300,000 of liquor liability insurance coverage (ORS 471.168).

20. Insurance Company: Wheatland Insurance**21. Policy #:****22. Expiration Date:****MARIJUANA**

23. Will marijuana (such as use, consumption, samples, give-away, sale, etc.) be allowed on the special event licensed premises or be part of the event or an adjacent event? Yes No

FOOD REQUIREMENTS

Please read the instructions to determine the food requirements.

24. Will you serve distilled spirits by the drink? Yes No

24a. If yes, list at least three different substantial food items that will be provided:

1. Corn Dogs

2. Hamburgers

3. Chicken Strips

24b. If no, list at least two different substantial food items that will be provided:

1.

2.

GOVERNMENT RECOMMENDATION

Please read the instructions. You must obtain a recommendation from the local city or county named in #25 before submitting this application to the OLCC.

25. Name the city if the event address is within a city's limits, or the county if the event address is outside the city's limits:

SIGNATURE

I affirm that I am authorized to sign this application on behalf of the applicant.

26. Name (please print): CAMILLE PECK

27. Signature: *Camille Peck*

28. Date: 9 July 2019

CITY OR COUNTY USE ONLY

The city/county named in #25 above recommends:

Grant Acknowledge Deny (attach written explanation of deny recommendation)

(Optional) City/County Contact Person: Melissa Lindsay
Vice Chair, Board of Commissioners, Morrow County

(Optional) Phone Number or Email: 541-676-5613

City/County Signature: *Melissa Lindsay*

Date: 7-17-19

FORM TO OLCC

This license is valid only when signed by an OLCC representative. Submit this form to the OLCC office regulating the county in which your special event will happen.

OLCC USE ONLY

Fee Paid:

Date:

Receipt #:

License Is: Approved Denied

OLCC Signature:

Date:

SIGNATURE	
I affirm that I am authorized to sign this application on behalf of the applicant.	
26. Name (please print): OREGON TRAIL PRO RODEO	
27. Signature: <i>Camille Peck</i>	28. Date: 1 July 2019

CITY OR COUNTY USE ONLY	
The city/county named in #25 above recommends:	
<input type="checkbox"/> Grant <input type="checkbox"/> Acknowledge <input type="checkbox"/> Deny (attach written explanation of deny recommendation)	
(Optional) City/County Contact Person:	
(Optional) Phone Number or Email:	
City/County Signature:	Date:

FORM TO OLCC		
This license is valid only when signed by an OLCC representative. Submit this form to the OLCC office regulating the county in which your special event will happen.		
OLCC USE ONLY	Date:	Receipt #:
Fee Paid:		
License is: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		
OLCC Signature:	Date:	

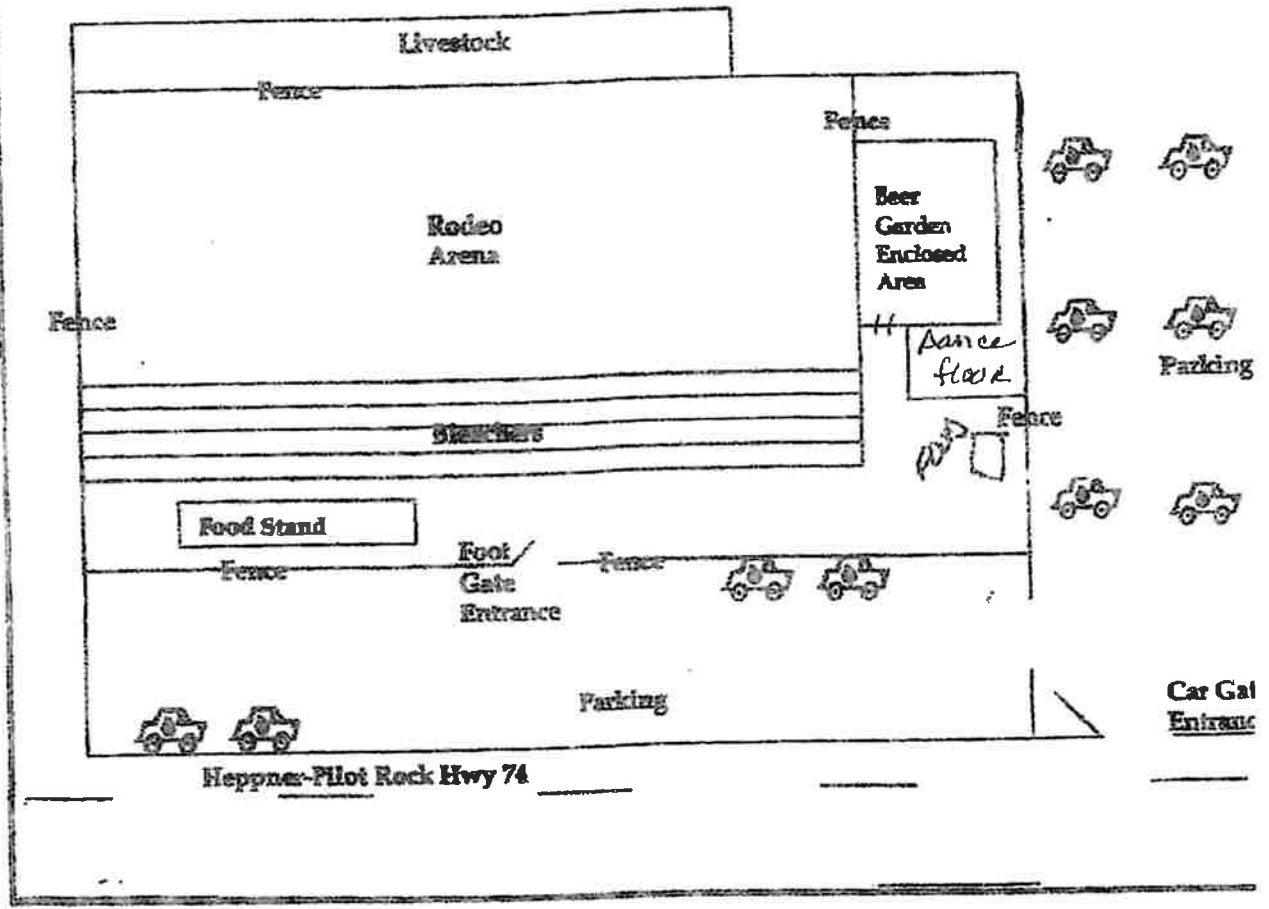


**OREGON LIQUOR CONTROL COMMISSION
IDENTIFYING A SPECIAL EVENT LICENSED AREA**

The OLCC is prohibited from licensing an area that does not have defined boundaries.
Please complete items 1 - 5 and then use the box below to draw the licensed area.

1. Applicant Name (please print): OREGON TRAIL PRO RODEO ASSN.
2. Event Street Address: HEPPNER-PILOT ROCK HWY 74
3. City/County: HEPPNER / MORROW
4. Date(s) of Event: AUGUST 11-18 2014.
5. Please list and describe what barrier(s) will be used to define the boundaries of the licensed area. For example: "A 6 foot high wooden fence." A 6' HIGH FENCE SURROUNDING ENTIRE AREA.

USE THIS BOX TO DRAW THE LICENSED AREA





OREGON LIQUOR CONTROL COMMISSION

PLAN TO MANAGE SPECIAL EVENTS

When the expected attendance per day in the area where alcohol will be sold or consumed is 501 or more, any applicant for a Temporary Sales License (TSL-NP and TSL-FP), Special Event Winery (SEW), Special Event Grower (SEG), Special Event Brewery-Public House (SEBPH), Special Event Brewery (SEB), Special Event Distillery (SED), or a Temporary Use of an Annual License (TUAL) event must complete this form (unless exempted from this requirement by the OLCC) and submit it with the application to the OLCC.

Other applicants (those expecting 500 or fewer attendees per day in the licensed area) may choose to use this form. In some cases, even if the expected daily attendance is 500 or fewer, the OLCC may require this form.

Examples of times when the OLCC may require more detailed information, even if the expected daily attendance in the area where alcohol will be sold or consumed is 500 or fewer, include a licensed area projecting an emphasis on alcohol consumption, projecting an emphasis on entertainment, or proposing to allow minors and alcohol together in the same area.

Please note that for some licensed areas, in order to convince the OLCC that you will adequately manage the licensed area, the OLCC may require more details in addition to your completed PLAN TO MANAGE SPECIAL EVENTS form or any other information you submitted regarding how you will control the licensed area.

If there will be more than one of the above licensees making alcohol available in the same area(s) of the same event, all licensees may agree to submit and follow one plan.

1. Applicant Name: Camille Peck		
2. Email: mpranch4@hotmail.com		
3. Event Name: Oregon Trail Pro Rodeo		
4. Date(s) of event: August 16-17-18 2019		
5. Start/end hours of alcohol service: 11 <input checked="" type="checkbox"/> am <input type="checkbox"/> pm to 2 <input checked="" type="checkbox"/> am <input type="checkbox"/> pm		
6. Event Street Address Heppner-Pilot Rock Highway 74		
7. City: Heppner	8. County: Morrow	9. Zip: 97836
10. Will minors be allowed at the event? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
11. If yes, will minors and alcohol be allowed together in the same area? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
12. Will any portion of the licensed premises be prohibited to minor patrons? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe your plan to prevent minor patrons from gaining access to the prohibited area: Minors are not allowed in the enclosed beer garden where alcohol is served.		
13. Expected total attendance <u>per day</u> in the area(s) where alcohol will be sold or consumed)? 800		
14. List name(s) and contact phone(s) of alcohol manager(s) on-duty and in the licensed area: Camille Peck 541-379-8989 Meghan Golden 541-379-3130		
15. Describe the primary activities within the licensed area: Watch rodeo and after rodeo is over we have music		
16. Do you estimate that 30 percent or more of the people attending the event will be between 15-20 years of age? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

17. Do you estimate the number of patrons in the licensed area will be about the same during the entire time that alcohol is sold or consumed? Yes No

If no, what are the estimated times that a greater number of patrons will attend?
10pm to 2am

18. At any one time, what is the average range of the number of staff (such as managers, servers, security, alcohol monitors, ID checkers, etc.) on-duty, at the event, and whose job includes monitoring patron behavior?

12 Kolby Golden, Meghan Golden, Camille Peck

19. Will Alcohol Monitors work in the licensed area? Yes No

(An Alcohol Monitor is a person in addition to alcohol servers and security staff who monitors the sale, service, and consumption of alcoholic beverages to help ensure that unlawful sales, service, and consumption of alcoholic beverages do not occur.)

20. If yes to #19, list the minimum number of Alcohol Monitors you estimate will work during the estimated times when a greater number of patrons will attend and the estimated times when a regular number of patrons will attend:

3 Minimum number during estimated times of greater patron attendance

3 Minimum number during estimated times of regular patron attendance

21. If yes to #19, describe how Alcohol Monitors will be readily identifiable as such to patrons:

Teal wrist Bands

22. Will all Alcohol Monitors be required to have a service permit? Yes No

23. If no to #22, those Alcohol Monitors without a service permit must be uncompensated volunteers who are directly supervised in the licensed area by an individual who has successfully completed an Alcohol Server Education course within the last five years. Please list the name(s) of the supervisor(s) and their server education completion date(s):

Camille Peck, Meghan Golden I don't have completion dates.

24. Is the applicant a nonprofit or charitable organization with an Oregon Registry Number issued by the Oregon Secretary of State's office? Yes No

If yes, list Oregon Registry Number (OLCC does not accept a federal registry number or an EIN number):
1346170-91

24a. If yes to #24, will the applicant use servers who don't hold a service permit? Yes No

25b. If yes to 24a, describe the plan to train these people in at least the following: recognizing minors; properly checking identification; and how to recognize and respond appropriately to visibly intoxicated persons:

They read and sign "What every Volunteer Alcohol Server Needs to Know"

26. Will servers, security, or ID checkers wear clothing or other designation which readily identifies them as such to patrons? Yes No

If yes, please describe:

ID checkers and security have uniforms, they are from the sheriffs office, servers don't

27. Describe for alcoholic beverages meant for consumption in the licensed area:

	Size of Container (in which the Alcohol will be Served)	Maximum Amount of Alcohol in the Container
Malt Beverages	beer 12oz	7%
Wine	5oz	15%
Cider		
Distilled Spirits	1oz	40%

28. Describe how containers used to serve alcoholic beverages for consumption in the licensed area will be of a different color and type when compared to containers used to serve nonalcoholic beverages:
Beer plastic clear Coors cups, Whiskey clear plastic cup, wine clear plastic cup, Palm Breeze and Mikes in cans, soda in plastic bottles, and water in plastic bottles

29. What is the maximum number of containers of alcoholic beverages meant for consumption in the licensed area that a patron may possess at any one time? 2

30. Describe the level of lighting the licensed area will have to ensure the proper monitoring of patrons:

- A level of lighting sufficient to read common newspaper print; or
 A level of lighting that will be (please describe):

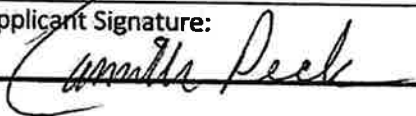
31. If other methods for adequately managing the licensed area will be used, describe them here (or submit a separate written, dated, and signed plan):

After customers have ID checked a wrist band is place on their left wrist, color changes daily

32. Applicant Name (please print):

Camille Peck CA

33. Applicant Signature:



34. Date

9 July 2019



RODEO COMMITTEE

P.O. Box 113

Heppner, OR 97836

mocorodeo@hotmail.com

The Oregon Trail Pro Rodeo will be holding a BRN4D Barrel Race on August 24, 2019. The Barrel Race will be called the Janice Healy Davis Memorial Barrel Race. Janice was raised on the Healy Buttercreek Family Ranch. Janice and her 5 sisters were very involved in the Morrow County Fair and Rodeo for years. This race had been hosted in the past by the Britt Family on Buttercreek until they sold their ranch and moved.

The OTRP Committee has been looking at different events to bring to the Morrow County Fairgrounds. Not only will we be honoring Janice, this will be a fund raiser for the Oregon Trail Pro Rodeo. We are hoping to make this an annual event.

Our rodeo arena is known for good ground for barrel racing and has won awards in the past. A lot of these girls have run here in the past and also have held barrel races in the Wilkinson Arena. As a committee our goal is to promote the Morrow County Fairgrounds as a multiuse facility and hope to be able to bring other events to Heppner in the future.

We will have a food vendor and have the beer garden open. The beer garden will be very low key, it will be a shady place for the contestants over 21 family members to enjoy a day of barrel racing.



OREGON LIQUOR CONTROL COMMISSION

TEMPORARY SALES LICENSE – NONPROFIT (TSL-NP) APPLICATION

- TEMPORARY SALES LICENSE – NONPROFIT (TSL-NP) PRIVILEGES.** The TSL-NP allows you to:
- Sell at retail distilled spirits, malt beverages, wine, and cider by the drink for consumption in the special event licensed area (provided you meet the food requirements).
 - Sell at retail manufacturer-sealed containers of malt beverage, wine, and cider meant for drinking off of the special event licensed area. Note: you may not sell bottles of distilled spirits.
 - Sell at retail malt beverages, wine, or cider in a securely covered container (growlers) meant for drinking off of the special event licensed area. The container may not hold more than two gallons.
 - Auction (but not raffle) at retail factory-sealed containers of malt beverage, wine, and cider (but not distilled liquor) for consumption off the premises.
 - Auction (but not raffle) at retail open containers of alcohol for consumption on the premises.

- **Process Time:** Please read the instructions. OLCC needs your completed application in sufficient time to approve it. Sufficient time is typically 2 to 4 weeks before the first event date listed in #8 below (some events may need extra processing time). OLCC may refuse to process your application if it is not submitted in sufficient time for the OLCC to investigate it.
- **OLCC License Fee:** \$50 per license day or any part of a license day. Make payment by check or money order, payable to OLCC. A license day is from 7:00 am to 2:30 am on the succeeding calendar day.
- **License Days:** In #8 below, you may apply for a maximum of seven license days per application form.

1. ELIGIBILITY: Please read the instructions to determine eligibility for a TSL-NP.
 Is your organization a nonprofit or charitable organization with an issued Oregon Registry Number?
 No
 Yes. Please list the organization's Oregon Registry Number (not EIN): 1346170-91

2. Applicant Name: OREGON TRAIL PRO RODEO

3. Email: mpranch4@hotmail.com **4. Fax:** n/a

5. Contact Person: Camille Peck **6. Contact Phone:** 541-989-8351

7. Event Name: Janice Healy Memorial Barrel Race

8. Date(s) of event (no more than seven days):
 AUGUST 24, 2019

9. Start/end hours of alcohol service: 12 am pm to 7 am pm

10. Address of Special Event:
 HEPPNER PILOT ROCK HIGHWAY
 City: HEPPNER Zip: 97836

11. Is the event outdoors? Yes No

11a. If the event is only indoors, in what area(s) of the building is the event located?

11b. If any part of the event is outdoors, submit a drawing showing the licensed area and how the boundaries of the licensed area will be identified.

12. Describe the primary activities within the licensed area:
 BARREL RACE

13. Will minors be allowed at the event? Yes No

14. If yes, will minors and alcohol be allowed together in the same area? Yes No

15. What is the expected attendance per day in the licensed area (where alcohol will be sold or consumed)? 200

PLAN TO MANAGE THE SPECIAL EVENT LICENSED AREA

If your answer to #15 is 501 or more, IN ADDITION TO your answers to questions 16, 17, and 18, you will need to complete the OLCC's Plan to Manage Special Events form, unless the OLCC exempts you from this requirement.

16. Describe your plan to prevent problems and violations:

ALL PERSONS UNDER 30 WILL BE REQUIRED TO SHOW ID. WE WILL HAVE ALCOHOL MONITORS PRESENT.

17. Describe your plan to prevent minors from gaining access to alcoholic beverages and from gaining access to any portion of the licensed premises prohibited to minors:

ALCOHOL IS SERVED IN DESIGNATED ENCLOSED BEER GARDEN WHERE EVERYONE UNDER AGE 30 IS REQUIRED TO SHOW ID.

18. Describe your plan to manage alcohol consumption by adults:

SERVERS ARE REQUIRED TO READ AND SIGN THE BROCHURE "WHAT EVERY VOLUNTEER ALCOHOL SERVER NEEDS TO KNOW" PUBLISHED BY OLCC AND WE HAVE ALCOHOL MONITORS.

ALCOHOL MANAGERS

19. All applicants must list the name(s) of alcohol manager(s) on-duty and in the licensed area.

MEGHAN GOLDEN
COLBY GOLDEN
CAMILLE PECK

LIQUOR LIABILITY INSURANCE

If the licensed area is open to the public and expected attendance is 301 or more per day in the licensed area, the event must have at least \$300,000 of liquor liability insurance coverage (ORS 471.168).

20. Insurance Company: **WHEATLAND INSURANCE**

21. Policy #:

22. Expiration Date:

MARIJUANA

23. Will marijuana (such as use, consumption, samples, give-away, sale, etc.) be allowed on the special event licensed premises or be part of the event or an adjacent event? Yes No

FOOD REQUIREMENTS

Please read the instructions to determine the food requirements.

24. Will you serve distilled spirits by the drink? Yes No

24a. If yes, list at least three different substantial food items that will be provided:

1. 2. 3.

24b. If no, list at least two different substantial food items that will be provided:

1. **HAMBERGERS** 2. **HOTDOGS**

GOVERNMENT RECOMMENDATION

Please read the instructions. You must obtain a recommendation from the local city or county named in #25 before submitting this application to the OLCC.

25. Name the city if the event address is within a city's limits, or the county if the event address is outside the city's limits:

SIGNATURE	
I affirm that I am authorized to sign this application on behalf of the applicant.	
26. Name (please print): <i>CAMILLE PECK</i>	
27. Signature: <i>Camille Peck</i>	28. Date: <i>9 July 2019</i>

CITY OR COUNTY USE ONLY	
The city/county named in #25 above recommends:	
<input type="checkbox"/> Grant <input type="checkbox"/> Acknowledge <input type="checkbox"/> Deny (attach written explanation of deny recommendation)	
(Optional) City/County Contact Person:	
(Optional) Phone Number or Email:	
City/County Signature:	Date:

FORM TO OLCC		
This license is valid only when signed by an OLCC representative. Submit this form to the OLCC office regulating the county in which your special event will happen.		
OLCC USE ONLY	Date:	Receipt #:
Fee Paid:		
License is: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		
OLCC Signature:	Date:	



**OREGON LIQUOR CONTROL COMMISSION
IDENTIFYING A SPECIAL EVENT LICENSED AREA**

The OLCC is prohibited from licensing an area that does not have defined boundaries.
Please complete items 1 - 5 and then use the box below to draw the licensed area.

1. Applicant Name (please print): OREGON TRAIL PRO RODEO ASSN.

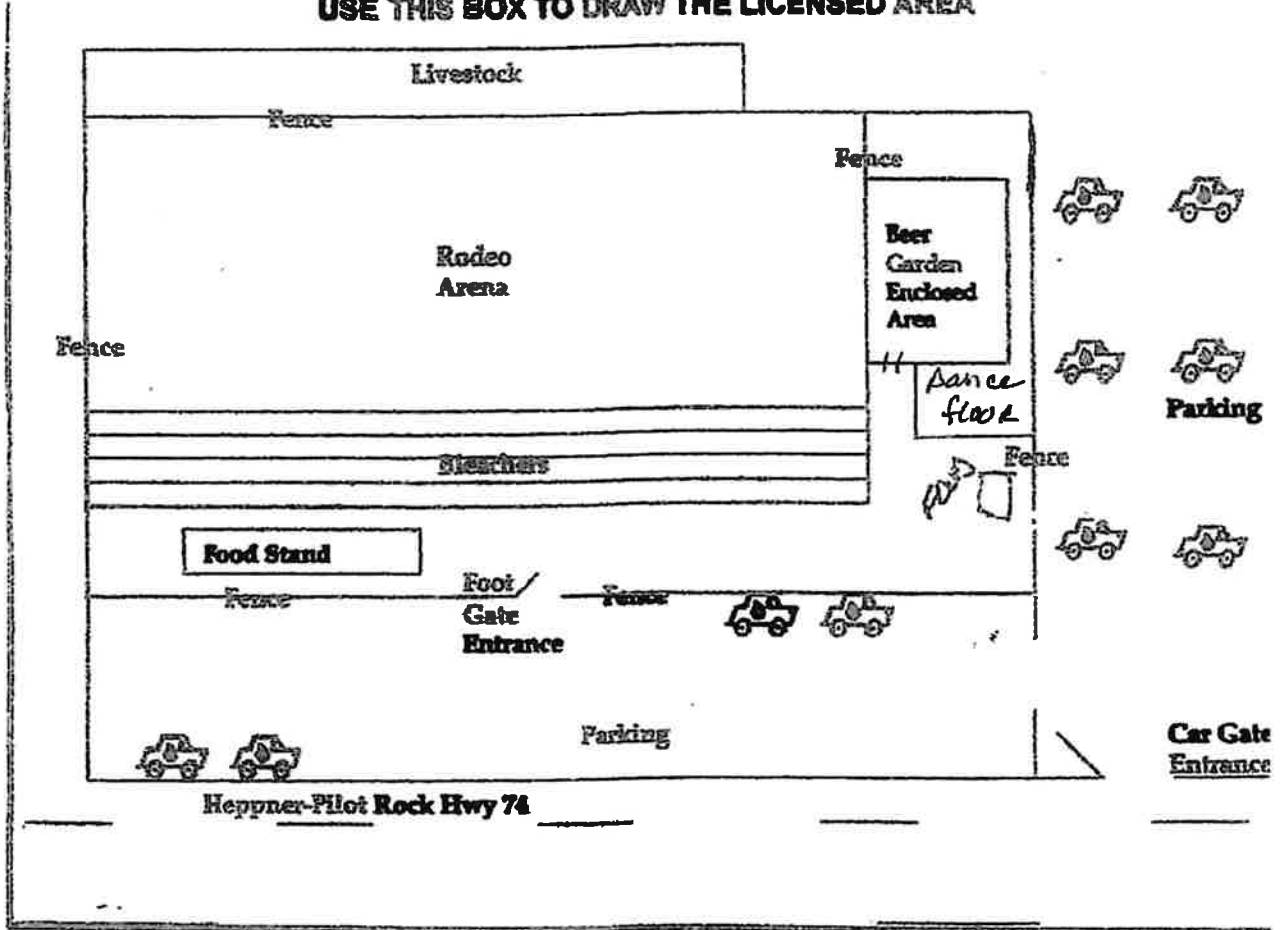
2. Event Street Address: HEPPNER-PILOT ROCK HWY 74

3. City/County: HEPPNER / MORROW

4. Date(s) of Event: AUGUST 24th 16th 2014 AL per Camille Peck

5. Please list and describe what barrier(s) will be used to define the boundaries of the licensed area. For example: "A 6 foot high wooden fence." A 6' HIGH FENCE SURROUNDING ENTIRE AREA.

USE THIS BOX TO DRAW THE LICENSED AREA



AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 2 of 2)

1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):

On July 16, 2021, Morrow County received an email from the Morrow County Sheriff's Office that all Umatilla National Forest and the Federal Forest Service properties were closed to the public.

What impact does this have on Morrow County forest areas, parks, etc...?

How can Morrow County partner better with the Forest Service on communicating actions similar to this announcement?

2. FISCAL IMPACT:

None

3. SUGGESTED ACTION(S)/MOTION(S):

Attach additional background documentation as needed.



AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 1 of 2)

(For BOC Use)
Item #
5b

Please complete for each agenda item submitted for consideration by the Board of Commissioners
(See notations at bottom of form)

Presenter at BOC: Mike Gorman Phone Number (Ext): 541-676-5607
Department: Assessment & Tax Requested Agenda Date: 7/21/21
Short Title of Agenda Item: Budget Hearing Question on PGE SIP Community Service Fee
(No acronyms please)

This Item Involves: (Check all that apply for this meeting.)
Order or Resolution
Ordinance/Public Hearing:
1st Reading 2nd Reading
Public Comment Anticipated:
Estimated Time:
Document Recording Required
Contract/Agreement
Appointments
Update on Project/Committee
Consent Agenda Eligible
Discussion & Action
Estimated Time:
Purchase Pre-Authorization
Other Informational

N/A
Purchase Pre-Authorizations, Contracts & Agreements
Contractor/Entity:
Contractor/Entity Address:
Effective Dates - From: Through:
Total Contract Amount: Budget Line:
Does the contract amount exceed \$5,000? Yes No

Reviewed By:
Mike Gorman 7/15/21 Department Director Required for all BOC meetings
[Signature] 7/19/21 Administrator Required for all BOC meetings
County Counsel *Required for all legal documents
Finance Office *Required for all contracts; other items as appropriate.
Human Resources *If appropriate

*Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

Note: All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Counsel, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.

AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 2 of 2)

1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):

A question arose during budget hearings regarding the PGE SIP Community Service Fee amount of \$612,626. The confusion was that the CSF should have been capped at \$500,000. After researching this discrepancy with the Treasurer and Finance Dept., it was found that the extra \$112,626.44 comes from an Income Tax Component of the SIP program and is outside of any County involvement and is also to be distributed to the affected districts. (See attached Statute). This situation can affect all SIP exemptions. After receiving these funds, the former Treasurer credited them to the PGE CSF line in the PGE Carty Fund and also distributed them accordingly.

After discussing this with Finance and the Treasurer it was decided to create additional GL Lines in those funds, specifically for this income tax component, for all SIP exemptions. This will provide more transparent information about these funds.

2. FISCAL IMPACT:

3. SUGGESTED ACTION(S)/MOTION(S):

Attach additional background documentation as needed.

521-PGE - CARTY
 PGE - CARTY

(----- 2020-2021 -----) (----- 2021-2022 -----)

	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET

REVENUES

CHARGES FOR SERVICES

521-521-3-40-4441 PGE - CARTY COMM SERV	500,000	500,000	500,000	500,000	500,000	
521-521-3-40-4445 ADDITIONAL MONIES	<u>1,750,756</u>	<u>1,724,294</u>	<u>1,806,877</u>	<u>1,919,503</u>	<u>1,895,330</u>	
TOTAL CHARGES FOR SERVICES	2,250,756	2,224,294	2,306,877	2,419,503	2,395,330	

INVESTMENT EARNINGS

521-521-3-65-0105 INVESTMENT EARNINGS	<u>14,906</u>	<u>2,796</u>	<u>2,000</u>	<u>3,616</u>	<u>3,500</u>	
TOTAL INVESTMENT EARNINGS	14,906	2,796	2,000	3,616	3,500	

TOTAL REVENUES	2,265,661	2,227,090	2,308,877	2,423,120	2,398,830	
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EXPENDITURES

CAPITAL OUTLAY

521-521-5-40-4404 NORTH END CAPITAL PROJ	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL CAPITAL OUTLAY	0	0	0	0	0	

OTHER REQUIREMENTS

521-521-5-50-5221 PGE - CSF	0	603,562	500,000	612,626	500,000	
521-521-5-50-5241 C.R.E.A.	50,000	0	0	0	0	
521-521-5-50-5242 LONG TERM GOALS	500,000	0	50,000	0	126,017	
521-521-5-50-5350 TRANSFER TO ROAD	1,597,594	1,676,294	1,824,677	912,339	1,824,677	
521-521-5-50-5355 TRANSFER TO GEN FUND	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL OTHER REQUIREMENTS	2,147,594	2,279,856	2,374,677	1,524,965	2,450,694	

TOTAL EXPENDITURES	2,147,594	2,279,856	2,374,677	1,524,965	2,450,694	
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REVENUE OVER/(UNDER) EXPENDITURES	118,067	(52,765)	(65,800)	898,155	(51,864)	
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285C.635 Determination of personal income tax revenue; distributions to counties; annual limit; rules.(1)

(a) Upon receipt of information compiled under ORS 285C.615, the Oregon Department of Administrative Services shall determine the annual amount of personal income tax revenue attributable to retained jobs and newly created jobs for each eligible project for which an eligible business firm received a property tax exemption under ORS 307.123.

(b) The amount of personal income tax revenue attributable to each eligible project under this subsection may not include personal income tax revenue attributable to the estimated incremental income tax revenues generated by an eligible employer in connection with a tax reimbursement arrangement or loan agreement that has been entered into under the Oregon Industrial Site Readiness Program established by ORS 285B.627.

(c) In determining the amount of personal income tax revenue attributable to each eligible project, the Oregon Department of Administrative Services may rely on reasonable techniques of estimation, if appropriate.

(2) Not later than May 15 of each fiscal year, the Oregon Department of Administrative Services shall certify to the Department of Revenue, the Legislative Revenue Officer and the Legislative Fiscal Officer the amounts determined under subsection (1) of this section and the amounts described in subsection (3) of this section to be distributed by the Department of Revenue.

(3)(a) Not sooner than July 10 and not later than July 15 of the fiscal year immediately following the fiscal year in which the certification under subsection (2) of this section is made, the Department of Revenue shall distribute to each county in which an eligible project is located an amount equal to the total of:

(A) Twenty percent of the total annual amount of personal income tax revenue attributable to retained jobs for all eligible projects in the county as determined under subsection (1) of this section; and

(B) Fifty percent of the total annual amount of personal income tax revenue attributable to newly created jobs for all eligible projects in the county as determined under subsection (1) of this section.

(b) Notwithstanding paragraph (a) of this subsection, a county may not receive a distribution under this section in an amount greater than \$16 million for any year.

(c) The county shall distribute the amounts received under paragraphs (a) and (b) of this subsection to the taxing districts in the county in which an eligible project is located in a manner consistent with the distribution of the community services fee under ORS 285C.609 for the project.

(4) The Department of Revenue shall retain unreceipted revenue from the tax imposed under ORS chapter 316 in an amount necessary to make the distributions required under subsection (3) of this section. The department shall make the distributions out of the unreceipted revenue in lieu of paying the revenue over to the State Treasurer for deposit in the General Fund.

(5) The Oregon Department of Administrative Services shall adopt rules necessary to administer this section. [2007 c.905 §3; 2013 c.722 §50; 2013 c.763 §6; 2015 c.757 §3]

Morrow County Board of Commissioners Meeting Minutes

June 2, 2021

Bartholomew Building Upper Conference Room

Heppner, Oregon

(Revisions in red, page 1 only)

Present In-Person

Chair Don Russell, Commissioner Jim Doherty, Commissioner Melissa Lindsay, Darrell J. Green, Roberta Lutcher, Tamra Mabbott, Justin Nelson, Melissa Ross

Present Via Zoom

Staff: Stephanie Case, SaBrina Bailey Cave, Mike Gorman, Eric Imes, Crystal Jaeger, Matt Kenny, Sandi Pointer, Matt Scrivner, Linda Skendzel, Heidi Turrell; Non-Staff: Sheryll Bates, Debbie Pedro, Karen Pettigrew, David Sykes

Call to Order, Pledge of Allegiance & Roll Call: 9:00 a.m.

City & Citizen Comments:

Joe McElligott

Jim Kirkpatrick

Mr. Kirkpatrick said he and Mr. McElligott needed a cattle guard moved on the 21 Road near the OHV Park, but Public Works can't do so until after the paving season in the fall. In the interim, they were requesting a 30' temporary fence in the County right-of-way (ROW). He explained they already installed the fence but the neighbor removed it.

Mr. McElligott said Public Works Director Matt Scrivner and Commissioner Doherty looked at the area last week and it was suggested they ask the Board for a permit to build a temporary fence in the County ROW. He said he wanted confirmation of a permit to put a temporary fence in the ROW and wanted to know what the back-up plan would be if the neighbor removed the fence again and who would support keeping the fence there.

During the discussion, County Counsel Justin Nelson asked if there had been any communication to the neighboring landowner prior to Mr. Kirkpatrick and Mr. McElligott installing the fence. After hearing there hadn't been, he said that should be the first step and, in the meantime, he would review the easements there.

Commissioner Lindsay expressed some concerns about the County permitting a fence in the ROW and the future consequences of doing so. She stressed the need to go through the appropriate notification process to landowners when fencing off their property. In addition, she asked Mr. Nelson to verify if the installation of a fence in the County's ROW was the proper use of a ROW.

As the discussion concluded, Chair Russell summarized by saying the Board was giving the Public Works Director permission to consider issuing the permit today and if he does so, he has the support of the Commissioners with communication to the landowner that it's a temporary fence until the cattle guard can be relocated to a more suitable position.

Open Agenda

Administrator Darrell Green said he just received an amendment to the contract between the County and the State that passes funds to Community Counseling Solutions. The State changed

to a “DocuSign” process and listed the Administrator as the signer. He asked the Board if they approved of the change and if the amendment could be added to the agenda since he would be away from the office for a week. It was agreed to add it as the last Business Item and in the future to list amendments in the Consent Calendar as a way to keep the Board informed.

Consent Calendar

Commissioner Doherty moved to approve the following items in the Consent Calendar:

1. *Accounts Payable and Payroll Payables*
2. *Minutes: April 28th*
3. *Revised Purchase of Supplies Contracts with Granite Construction and American Rock for Hot Mix Asphalt; and authorize the Public Works Director to sign on behalf of the County*
4. *Amendment to the Contract with Community Counseling Solution, Inc. for Community Developmental Disabilities Services; extending the contract 90 days from June 30, 2021*

Commissioner Lindsay seconded. Unanimous approval.

Legislative Updates

Planning Director Tamra Mabbott said House Bill 2520 was on its way to being approved. She said it directs the Department of Land Conservation and Development to promulgate Administrative Rules to allow a county to justify an exception to Land Use Planning Goals for siting a renewable energy project on farmland. She said it gives counties the first position, rather than another agency.

Business Items

Second Reading & Adoption: Ordinance No. ORD-2021-4 – Code Enforcement Update

Stephanie Case, Planner II

Ms. Case provided the Second Reading by title: “An Ordinance Adopting an Update to the Morrow County Code Enforcement Ordinance, Adding Compliance with Zoning and Subdivision Ordinances and Addressing Vehicle Nuisance Storage. This Action Repeals and Replaces Ordinance ORD-2019-4.”

Commissioner Doherty moved to adopt Ordinance No. ORD-2021-4: An Ordinance Adopting an Update to the Morrow County Code Enforcement Ordinance, Adding Compliance with Zoning and Subdivision Ordinances and Addressing Vehicle Nuisance Storage. This Action Repeals and Replaces Ordinance ORD-2019-4, with the emergency clause to make it effective July 5, 2021. Commissioner Lindsay seconded. Unanimous approval.

Contract with Community Counseling Solutions, Inc. to Provide Community Mental Health, Alcohol, Drug Abuse and Gambling Services

Darrell Green, Administrator

Mr. Green said the contract with CCS reflects the language and terms in the intergovernmental agreement between the County and Oregon Health Authority (#166052).

Commissioner Doherty moved to approve the contract between Morrow County and Community Counseling Solutions, Inc. for Mental Health and Addiction Services; effective July 1, 2021 to December 31, 2021. Commissioner Lindsay seconded. Unanimous approval.

Memorandum of Understanding (MOU) between the Boardman Senior Center and The Loop
Darrell Green, Administrator

Mr. Green said the MOU clarifies how the Boardman bus barn facility can be used. Brief discussion.

Commissioner Doherty moved to approve the Memorandum of Understanding, Boardman Bus Barn, between the Boardman Senior Center and Morrow County/The Loop. Commissioner Lindsay seconded. Discussion: Commissioner Doherty asked what was being done to “get our arms around” the County’s numerous contracts, agreements, MOUs, etc. Mr. Green said meetings with staff are continuing on the process for the 400+ contracts to ensure they’re reviewed and come through the County. Unanimous approval.

Order No. OR-2021-10: Extending Order Declaring a Local State of Emergency – COVID-19
Justin Nelson, County Counsel

Mr. Nelson asked the Commissioners what end date they preferred.

Commissioner Lindsay said from last week’s meeting with the Governor’s Office, she learned Gov. Brown was leaning toward removing the Executive Orders at the end of June but continuing the Emergency Order for another 60 days. Commissioner Lindsay suggested the County extend until July 9th to allow time to know what the Governor’s Office will do. She added there was concern that July 4th celebrations might become super-spreader events that could potentially impact schools.

Commissioner Lindsay moved to approve Order No. OR-2021-10: An Order Declaring a Local State of Emergency, Extending Order No. OR-2020-6; and extend the Order to July 9, 2021. Commissioner Doherty seconded. Discussion: Commissioner Doherty said he would be a “no” vote and wanted the Order to expire. Commissioner Lindsay said she was concerned about the dollars. The County learned that by not declaring a disaster following the Boardman wind event, that it impacted the ability to receive disaster funding, she stated. Vote: Aye: Chair Russell and Commissioner Lindsay. Nay: Commissioner Doherty. Motion carried.

Emergency Operations Center Update

- Some COVID funds have to be expended by June 30th so the members of the EOC Team have been looking into options but purchases have to be related to contact tracing.

Building Project Updates

- Sheriff Station 2 – Roof is going on, inside walls are being built. Scheduled to be completed in six weeks.
- Morrow County Government Center – Things are going according to schedule and there aren’t any concerns about major delays. A lot of the interior work is being done, including plumbing and electrical work. Project remains on time and on budget.

Break: 10:05-10:22 a.m.

Business Items, continued

Second Amendment to OHA 2021 IGA #166052 for the Financing of Mental Health, Addiction Treatment, Recovery & Prevention, and Problem Gambling Services

Commissioner Lindsay moved to approve the Second Amendment to OHA IGA #166052 and authorize the Administrator to DocuSign the agreement. Commissioner Doherty seconded. Unanimous approval.

Department Reports

- The Administrator's Monthly Report was reviewed by Mr. Green
- The Sheriff's Office Monthly Report was reviewed by Administrative Lieutenant Melissa Ross

Correspondence

- Information from Mr. Nelson regarding face coverings in Circuit Court facilities

Commissioner Reports

Brief comments were made by the Commissioners.

10:39 a.m. Executive Session: Pursuant to ORS 192.660(2)(e) – To conduct deliberations with persons designated by the governing body to negotiate real property transactions

11:16 a.m. Closed Executive Session

Signing of documents

Adjourned: 11:25 a.m.

Juvenile Department Quarterly Report to the Board of County Commissioners

Director: Christy Kenny

Report Date: July 15, 2021

Updates/Notes

Sherry completed the 3-day virtual Girls Circle training in June. Girls Circle is a structured support group for girls 9-18 years of age designed to increase positive connection, strengths and competence in girls. The model is an evidence-based principle using motivational interviewing strategies and a strong focus on positive youth development. We also were able to purchase the whole Girls Circle and Boys Council curriculums with some additional grant money we had left.

We were able to make an amendment to our current Juvenile Crime Prevention (JCP) plan which initially was budgeted towards the Made to Thrive program. Instead, we were able to divvy up a large remaining amount of that money between CARE, OSU Extension Services 4-H, and Parks and Recreation. These funds were spent on items, e.g. clothing, pool passes, supplies, and summer camps. In speaking with the CARE program, they were able to serve over 150 youth throughout the county with these additional dollars.

The diversion program that has been worked on through LPSCC is pretty much finalized. The program will consist of a panel involving law enforcement, district attorney, school, CCS, justice court judge and youth/parent and will divert these low-level offenders from the justice system but also allow for them to have accountability for their actions. This will hopefully give those first-time offenders a chance to not have a juvenile record.

Project Leap has begun and unfortunately, Morrow County was not selected in the first round of the study. Wallowa County was the only Oregon county selected in the first round, with the remaining four counties being out of Idaho. Sherry is still working with the Oregon Social Learning Center on mock sessions and completing necessary checklists while we wait to be picked to begin our participation in the study.

This quarter we saw a few more driving related cases such as failure to perform the duties of a driver as well as seeing trends of substance use and mental health issues in the youth we are working with.

Respectfully submitted by:


Christy Kenny, Juvenile Department Director

Referral Report by Referral Received Date

Referrals grouped by Crime Group, ORS Chapter Rollup and Offense Category Rollup based on highest severity allegation on the referral

Original Referral County: Morrow
Start Date: 4/1/2021
End Date: 6/30/2021

Crime Group	Total		Gender			Age at Referral			Race/Ethnicity					
	#	% of Grand	F	M	U	< 13	13 to 15	> 15	Afr Amer	Asian	Hisp	Native Amer	Other	White
Criminal Person														
Assault	2		2	0	0	0	1	1	0	0	2	0	0	0
Total Person	2		2	0	0	0	1	1	0	0	2	0	0	0
Property														
Criminal Mischief	1		0	1	0	0	0	1	0	0	1	0	0	0
Total Property	1		0	1	0	0	0	1	0	0	1	0	0	0
Public Order														
Disorderly Conduct	2		0	2	0	0	2	0	0	0	0	0	0	2
Harassment	1		1	0	0	0	0	1	0	0	0	0	0	1
Public Order Other	1		0	1	0	0	0	1	0	0	1	0	0	0
Total Public Order	4		1	3	0	0	2	2	0	0	1	0	0	3
Criminal Other														
Criminal Other	1		0	1	0	0	1	0	0	0	1	0	0	0
Total Criminal Other	1		0	1	0	0	1	0	0	0	1	0	0	0
Marijuana Offenses														
Marijuana Offenses	1		1	0	0	0	1	0	0	0	1	0	0	0
Total Marijuana Offenses	1		1	0	0	0	1	0	0	0	1	0	0	0
Total Criminal	9	69.2%	4	5	0	0	5	4	0	0	6	0	0	3
% of Demographic	100%		44.4%	55.6%	0.0%	0.0%	55.6%	44.4%	0.0%	0.0%	66.7%	0.0%	0.0%	33.3%
Non-Criminal														
Marijuana Offenses														
Marijuana Offenses	1		0	1	0	0	0	1	0	0	0	0	0	1
Total Marijuana Offenses	1		0	1	0	0	0	1	0	0	0	0	0	1
Tobacco														
Tobacco	3		3	0	0	0	1	2	0	0	0	0	0	3
Total Tobacco	3		3	0	0	0	1	2	0	0	0	0	0	3
Total Non-Criminal	4	30.8%	3	1	0	0	1	3	0	0	0	0	0	4
% of Demographic	100%		75.0%	25.0%	0.0%	0.0%	25.0%	75.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
Total Referrals	13	100%	7	6	0	0	6	7	0	0	6	0	0	7
% of Demographic	100%		53.8%	46.2%	0.0%	0.0%	46.2%	53.8%	0.0%	0.0%	46.2%	0.0%	0.0%	53.8%

Unduplicated Count of Youth: 12



AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners
(Page 1 of 2)

(For BOC Use)
Item #
6b

**Please complete for each agenda item submitted for consideration by the Board of Commissioners
(See notations at bottom of form)**

Presenter at BOC: The Loop
 Department: The Loop
 Short Title of Agenda Item:
 (No acronyms please) **The Loop Quarterly Report**

Date submitted to reviewers: July 15th, 2021
 Requested Agenda Date: July 20th, 2021

This Item Involves: (Check all that apply for this meeting.)	
<input type="checkbox"/> Order or Resolution <input type="checkbox"/> Ordinance/Public Hearing: <input type="checkbox"/> 1st Reading <input type="checkbox"/> 2nd Reading <input type="checkbox"/> Public Comment Anticipated: Estimated Time: <input type="checkbox"/> Document Recording Required <input type="checkbox"/> Contract/Agreement	<input type="checkbox"/> Appointments <input checked="" type="checkbox"/> Update on Project/Committee <input type="checkbox"/> Consent Agenda Eligible <input type="checkbox"/> Discussion & Action Estimated Time: <input type="checkbox"/> Purchase Pre-Authorization <input type="checkbox"/> Other

<input checked="" type="checkbox"/> N/A	<u>Purchase Pre-Authorizations, Contracts & Agreements</u>
Contractor/Entity:	
Contractor/Entity Address:	
Effective Dates – From:	Through:
Total Contract Amount:	Budget Line:
Does the contract amount exceed \$5,000? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Reviewed By:

_____ <small style="margin-left: 300px;">DATE</small>	Department Director	Required for all BOC meetings
_____ <small style="margin-left: 300px;">DATE</small>	Administrator	Required for all BOC meetings
_____ <small style="margin-left: 300px;">DATE</small>	County Counsel	*Required for all legal documents
_____ <small style="margin-left: 300px;">DATE</small>	Finance Office	*Required for all contracts; other items as appropriate.
_____ <small style="margin-left: 300px;">DATE</small>	Human Resources	*If appropriate

*Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

Note: All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Counsel, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.

AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 2 of 2)

1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):

See attached report.

2. FISCAL IMPACT:

N/A

3. SUGGESTED ACTION(S)/MOTION(S):

N/A

Attach additional background documentation as needed.



THE LOOP - MORROW CO. TRANSPORTATION

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

The Loop
 Quarterly Update
 July 20th, 2021

Current Driver Status and Ridership

TOTAL QUARTERLY RIDES	
April - June 2021	
The Loop Rides - April 2021	
City	Rides
Boardman	73
Irrigon	139
Heppner	88
Total	300
The Loop Rides - May 2021	
City	Rides
Boardman	70
Irrigon	88
Heppner	134
Total	292
The Loop Rides - June 2021	
City	Rides
Boardman	73
Irrigon	96
Heppner	86
Total	255
Quarterly Total	847

Current Drivers
HEPPNER
Jesse Husband
IRRIGON
Dixie Earle
Brenda Aliangan
Ron Aliangan
BOARDMAN
Phyllis Gilbertson
John Blazer
Kayak -Irrigon Riders -182 Service Days - 77
Good Shepard CareVan Trips - 334

- Human Resources – Part-time Driver Positions
The Loop has been working with HR since March 2021 to hire at least two new drivers. We have been advertising weekly with area news publishers, chambers, and the unemployment department. We have received one application to date, that applicant, unfortunately, did not qualify. The Loop will not be able to expand any new services such as a weekly shopping trip until we can fill these positions.
- Executed Funding Agreements for Biennium 2021-2023
#34958 – STF Formula
#35133 – Section 5304
#35185 – Section 5310 Formula
#35074 – STIF Discretionary
#35075 – STIF Discretionary
#35076 – STIF Discretionary
- Executed Contract Service Agreements for Biennium 2021-2023
Kayak Service Agreement – Service to Irrigon Monday thru Saturday, providing two pickup/drop-off times.
CareVan Service Agreement – Service to Irrigon and Boardman for Good Shepherd Medical Facilities patients.
- Morrow, Umatilla, and CTUIR planning for expanding services transit services.
Kittelson and Associates have concluded its Strategic Plan for the Port of Morrow/Boardman Circular and the Hermiston to Boardman Connector. I have provided the final document for your review.
- New Video Surveillance Equipment
All of the Loop Vehicles have new video surveillance equipment installed, we are very pleased with the equipment and have had no problems since implementation.
- Current Projects
Vehicle Procurement - Three requests for quotes have been released for one 22 passenger bus, three 14 passenger buses, and one handicap minivan.
Planning – In process of bus maintenance/storage facility research and development.



Hermiston – Boardman Connector/ Boardman – Port of Morrow Circular

Confederated Tribes of the Umatilla Indian Reservation,
Morrow County, and Umatilla County

June 2021

Confederated Tribes of the Umatilla Indian Reservation,
Morrow County, and Umatilla County

Hermiston – Boardman Connector/ Boardman – Port of Morrow Circular

Prepared for:

Confederated Tribes of the Umatilla Indian Reservation, Morrow County, and
Umatilla County

Prepared by:

Kittelsohn & Associates, Inc.
851 SW 6th Avenue, Suite 600
(503) 228-5230

June 2021

ACKNOWLEDGEMENTS

The development of the Hermiston – Boardman Connector and Boardman – Port of Morrow Circular plans was guided by the Project Management Team (PMT) and Stakeholder Group participants. Each individual devoted their time and effort to provide valuable input and feedback and their participation was instrumental in the development of the plan.

Project Management Team

- J.D. Tovey, Confederated Tribes of the Umatilla Indian Reservation
- Susan Johnson, Confederated Tribes of the Umatilla Indian Reservation
- Staci Kunz, Umatilla County
- Katie Imes, Morrow County
- Darrell Green, Morrow County
- Tamra Mabbott, Morrow County
- Kalie Davis, Port of Morrow
- Frank Thomas, Oregon Department of Transportation

Stakeholder Group

The Stakeholder Group included over 50 representations of local cities and other government bodies, employers within the Port of Morrow and across the region, and representatives from health, education, and community organizations. Stakeholders provided insight throughout the project and dedicated personal time to the commitment.

Consultant Team – Kittelson & Associates, Inc.

- Paul Ryus, PE
- Krista Purser, PE
- Bincy Koshy
- Matt Hughart, AICP
- Susan Wright, PE, PMP

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SAGE Center – Boardman
Potential Transit Stop

1. INTRODUCTION

INTRODUCTION

Project Purpose

The Hermiston–Boardman Connector and Boardman–Port of Morrow Circular aim to make connections that will enable people to travel regionally and locally for employment, education, healthcare, and more. These transit services will help improve accessibility to major employment clusters in the area — in particular, the I-84/I-82/Westland Road area and the Port of Morrow — and will enable critical last-mile connections from regional transit services. This project is developing a strategic plan for service to meet these needs, identifying travel needs, a preferred service model, and routing alternatives.

This project is being led by the Confederated Tribes of the Umatilla Indian Reservation's (CTUIR's) public transportation branch, Kayak Public Transit, and Morrow County's transit service The Loop, in partnership with Morrow County, Umatilla County, and the Port of Morrow. This document details the project's process, findings, and recommendations for a realistic, implementable service offering opportunities for the region's residents, employees, and visitors.

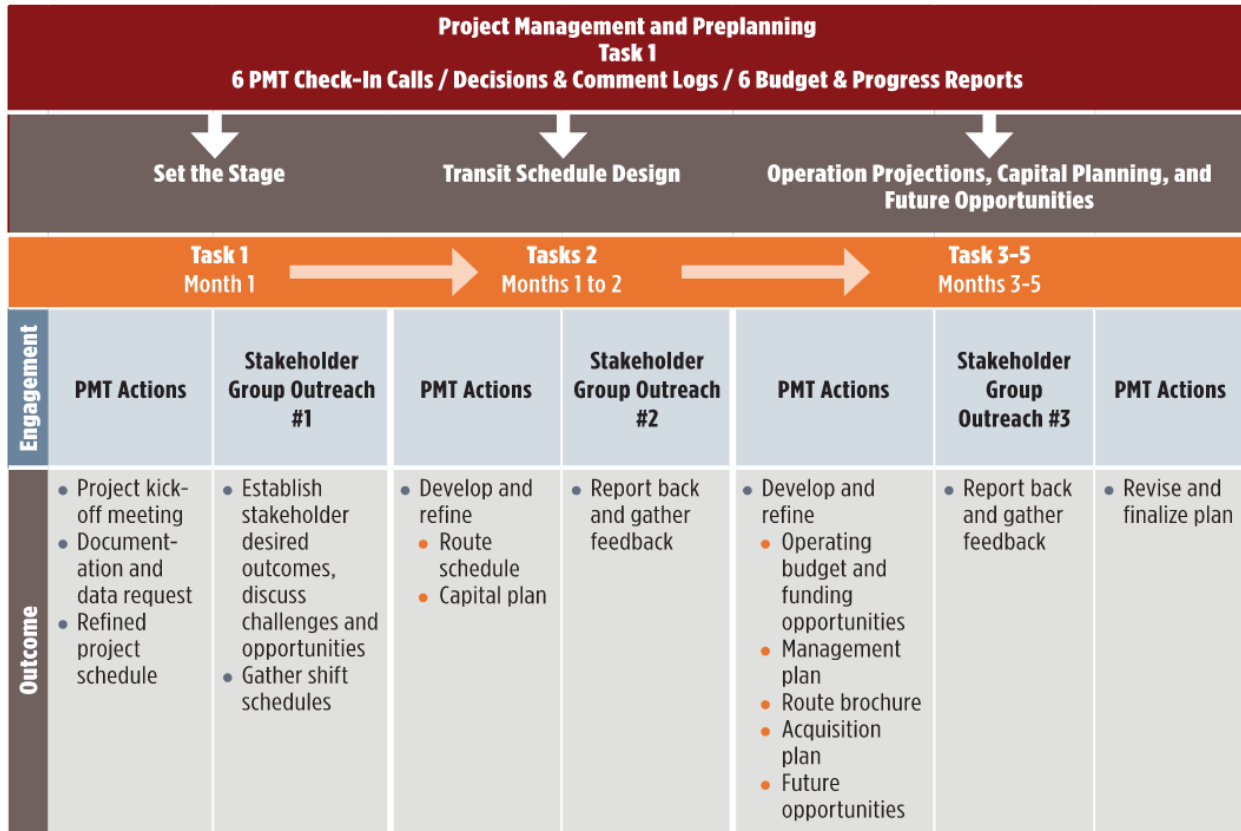
Project and Public Involvement Process

This project followed a process that gained consensus among CTUIR, Morrow County, Umatilla County, the Port of Morrow, and various stakeholders and community members. Table 1 and Figure 1 summarize the project process and public involvement activities. Regular checkpoints between the project management team and public ensured interim and end products that were achievable and fit the needs of the community.

Table 1. Public Involvement Process

Type of Activity	Activity Details and Purpose
Stakeholder Outreach #1 February 9th, 2021 February 11th, 2021 February 17th, 2021	Discuss and collect information by conducting three listening sessions with stakeholders, including a dedicated Port of Morrow employer session to understand operations, shift times and days, and employee needs. Understand opportunities identified by respondents in their community for bus connections and issues or concerns related to the development of the services.
Stakeholder Outreach #2 March 30th, 2021	Present the draft routes and schedules developed for the Hermiston – Boardman Connector and Boardman – Port of Morrow Circular and solicit feedback from stakeholders.
Stakeholder Outreach #3 June 22 nd , 2021	Present the Draft Report to the stakeholders and conduct a 1-hour listening session

Figure 1. Project Process



Project Background

The need to increase the areas and connections served by transit within Morrow and Umatilla counties, particularly major rural employment clusters in the region, has been identified in several previous planning efforts. The potential transit solutions in the 2018 *Morrow County/Umatilla County Transit Development Strategy* include a solution to “significantly improve the accessibility to a major employment cluster.” No fixed-route transit service is currently provided to Boardman and the Port of Morrow, although Morrow County does operate a demand-response service, The Loop, on weekdays.

Two high priority near-term transit service projects are identified in the transit development strategy:

- The **Hermiston – Boardman Connector** would directly link Umatilla County to Morrow County and the major employment clusters along portions of the US 730, US 395, and I-84 corridors. This service would provide better connectivity between the cities of Irrigon, Umatilla, Hermiston, Stanfield, and Echo and the regional employment base. Kayak Public Transit was identified as the potential implementation agency.
- The **Boardman – Port of Morrow Circular** would provide localized service within the Port of Morrow and would connect to the Hermiston – Boardman Connector. This service would improve access to businesses that are not centrally located within the Port of Morrow.

Port of Morrow, The Loop (Morrow County), or another service provider (unidentified, open to others) were identified as potential implementation agencies.

The transit development strategy also identified future connections between Heppner and Boardman, which would connect to both the Hermiston – Boardman Connector and the Boardman – Port of Morrow Circular, as well as long-term service needs connecting Arlington to Boardman and Pendleton to Kennewick.

Other local plans also identify the need for these services. The *City of Boardman Transportation System Plan (TSP)* identifies commute demands, in particular to Hermiston and the Tri-Cities area (Kennewick, Pasco, Richland) in Washington. The *City of Umatilla TSP* supports development of transit districts and increased transit services and facilities. The *City of Hermiston TSP* also supports increased transit services and highlights the need for regional travel. The *Morrow County, Umatilla County, and CTUIR Coordinated Human Services – Public Transportation Plans* also include project goals to increase job access for commuters between Boardman, Hermiston, Stanfield, and Tri-Cities. Data from Hermiston's employment taxi program shows high demands for low-income employees, in particular to grocery, retail, and restaurant employment in Hermiston.

Service Area Demographics

This section summarizes the existing general population characteristics, employment characteristics, and underrepresented populations of the cities of Boardman, Echo, Hermiston, Irrigon, Stanfield, and Umatilla.

Table 2 summarizes the current populations of cities in northern Morrow County and western Umatilla County that potentially could be served by one of the new transit services, based on the American Community Survey's 2019 5-year estimates. The 2017 *Port of Morrow Economic Impact Analysis* identified 8,452 permanent jobs at the Port of Morrow and Port-related businesses, which encompasses all Port sites (not just Boardman and the unincorporated areas nearby).

Table 2. City Population and Employment

City	Existing Population	Existing Employment
Boardman	3,439	1,673
Echo	735	339
Hermiston	17,423	7,735
Irrigon	2,053	865
Stanfield	2,722	1,215
Umatilla	7,162	2,137

The 2018 *Morrow County/Umatilla County Transit Development Strategy* provides pre-COVID-19 pandemic commute data. Table 3 illustrates the top three home cities of workers employed in northern Morrow and western Umatilla counties. Most workers who work in Boardman and Irrigon live in Boardman, followed by Hermiston and Irrigon. Most

workers who work in Hermiston and Umatilla live in Hermiston, followed by Umatilla and Pendleton. These data suggest that the Hermiston – Boardman Connector should prioritize connections between Boardman, Irrigon, and Hermiston. The Hermiston Hopper (Hopper) route currently provides a direct connection between Pendleton and Umatilla.

Approximately 63% of Morrow County's employees live outside the county, with the highest proportion in Umatilla County. In comparison, only 34% of Umatilla County's employees live outside the county. Most workers who work in Morrow County live in the City of Hermiston (11.5%) and most workers who work in Umatilla County live in the City of Pendleton (18%).

Table 3. Top Three Cities Where Workers Live Who are Employed in Morrow County and Umatilla County

Workers in:	Live in:
Boardman	1. Boardman
	2. Hermiston
	3. Irrigon
Irrigon	1. Boardman
	2. Hermiston
	3. Irrigon
Hermiston	1. Hermiston
	2. Umatilla
	3. Pendleton
Umatilla	1. Hermiston
	2. Umatilla
	3. Pendleton

Title VI and Underrepresented Populations

Title VI of the Civil Rights Act of 1964 prohibits discrimination in the provision of federally supported benefits and services, including public transportation service. The Title VI analysis presents information about the study area population's poverty status, age, racial/ethnic composition, English proficiency, and proportion of people with disabilities. Table 4 breaks down these Title VI metrics for each study area city and both counties and provides the state's average for comparison. This analysis provides information regarding populations who are typically more reliant on transit or have been historically underrepresented in planning processes.

Compared to Oregon as a whole, all study area cities have a higher percentage of households with incomes below 100% and 200% of the poverty level and a higher percentage of youth. The City of Umatilla ranks highest in all three metrics. All cities except Echo have a higher number of Hispanic/Latino residents than the State of Oregon as a whole. The cities of Boardman, Irrigon, and Stanfield have a higher number of American Indians or Alaskan Natives, and some other race alone, compared to the state

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average. The percentage of people with limited English proficiency is higher than the state average in all cities except Echo, with the City of Umatilla having the highest percentage. Echo and Irrigon have a higher percentage of people with disabilities compared to Oregon as a whole.

Table 4. Title VI and Underrepresented Populations

		Oregon	Morrow County	Umatilla County	Boardman	Echo	Hermiston	Irrigon	Stanfield	Umatilla
Total Surveyed Population Estimate		4,052,019	11,273	72,376	3,439	729	17,229	2,042	2,702	4,979
Total Households		1,611,982	4,108	26,908	1,157	286	6,207	709	924	1,748
Income	Below 100% Poverty	13.2%	14.5%	17.9%	16.2%	19.6%	19.3%	16.1%	15.5%	26.1%
	Below 200% Poverty	30.8%	41.4%	41.0%	44.1%	41.3%	42.9%	45.5%	34.8%	62.7%
Age	Youth	21.0%	27.4%	26.6%	30.9%	24.4%	30.5%	29.0%	23.3%	35.4%
	Older Adults	17.2%	15.6%	15.6%	6.2%	11.0%	11.6%	14.2%	14.2%	7.3%
Race or Ethnicity	White	84.4%	89.6%	86.7%	87.7%	89.7%	87.9%	75.9%	82.6%	92.4%
	Black	1.9%	0.3%	0.6%	0.0%	1.0%	0.3%	0.8%	0.0%	2.9%
	American Indian or Alaskan Native	1.1%	1.4%	3.2%	1.7%	0.0%	0.8%	3.1%	1.3%	0.0%
	Asian	4.4%	0.6%	1.1%	1.0%	2.1%	0.4%	1.6%	0.0%	0.0%
	Hawaiian or Pacific Islander	0.4%	0.5%	0.3%	0.0%	0.4%	0.3%	1.4%	0.3%	0.0%
	Some other race alone	3.1%	4.5%	4.6%	7.6%	2.2%	7.4%	9.4%	10.5%	2.7%
	Two or more races	4.7%	3.1%	3.6%	2.0%	4.7%	3.0%	7.9%	5.3%	2.0%
Hispanic or Latino of any race	13.0%	36.5%	27.2%	65.5%	5.6%	47.0%	45.3%	37.8%	50.6%	
Persons with Limited English Proficiency		2.5%	6.2%	4.1%	13.1%	0.0%	6.3%	7.9%	7.6%	17.7%
Persons with Disability		14.4%	15.8%	16.2%	9.3%	15.0%	13.3%	16.1%	12.2%	12.9%

American Community Survey 2014–2019 5-Year Estimates; Tables S1602, S1810, S1701. Note that the City of Umatilla's census survey estimates are substantially lower than its estimated population.



SW 3rd/Orchard in Hermiston –
Current Transit Stop

2. OPERATIONS PLAN

OPERATIONS PLAN

The operations plan section summarizes travel needs to be served, service model and routing alternatives, service span and frequency, and ridership estimates.

Travel Needs

This section presents the process used to develop alternatives for transit service for the Hermiston – Boardman Connector and Boardman – Port of Morrow Circular, considering locations of employment centers, commute demands, connecting transit services, and health-supporting, education, and other community resources that riders may access via transit.

Employment Centers

In general, key employment centers in the region are concentrated in or near the cities of Hermiston, Boardman, and Umatilla and in small areas near Irrigon, Stanfield, and Echo. Employment centers, as well as other community resources, are mapped in Figure 2, Figure 3, and Figure 4.

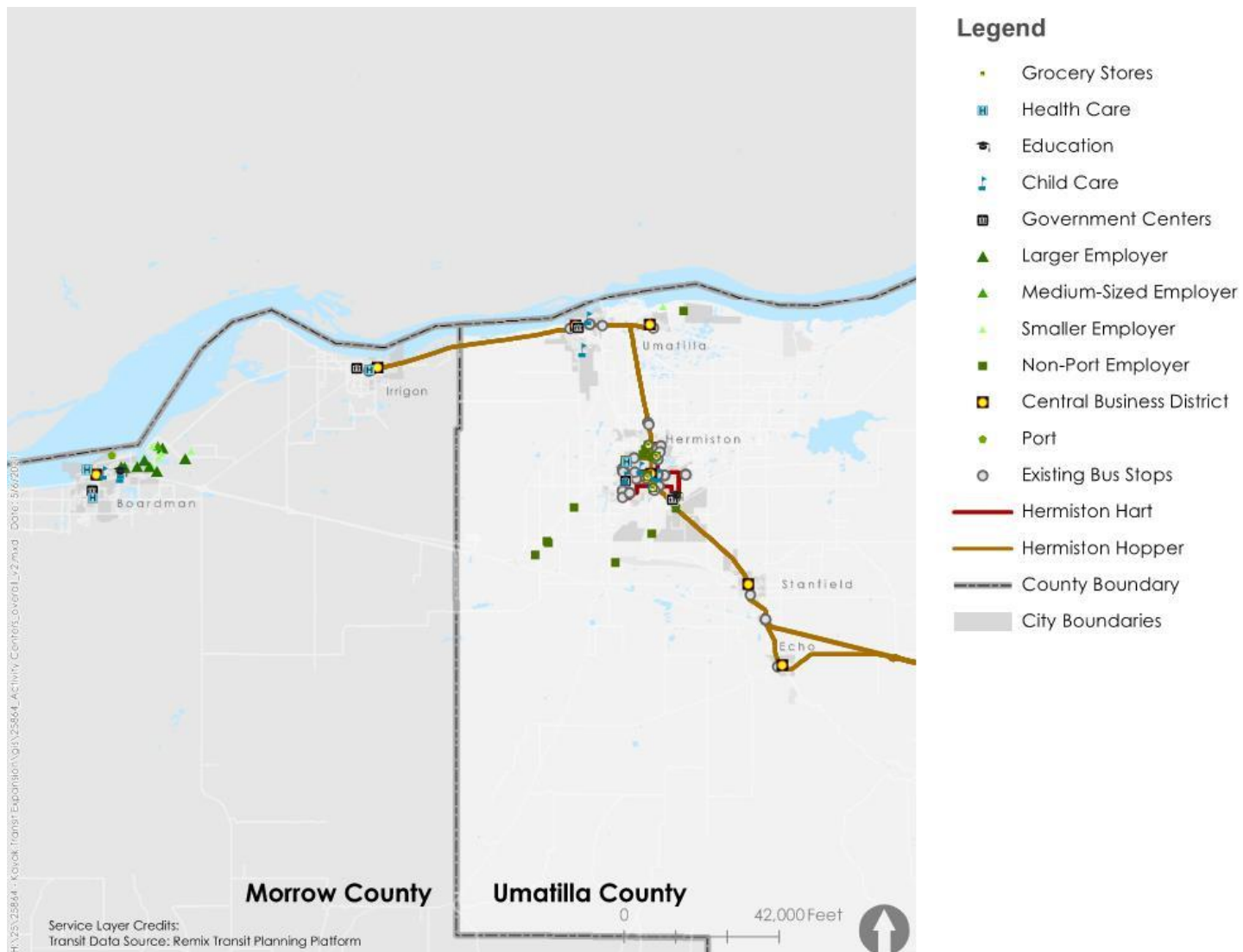
Hermiston – Boardman Connector

The Hermiston – Boardman Connector aims to bring people to jobs and employment opportunities near the Port of Morrow, but also provide opportunities to serve the South Hermiston Industrial area, I-84/I-82/Westland Road, and other employers in the region. Note that the City of Hermiston WORC program provides employees with service between Hermiston, Stanfield, Echo, and the Westland Road employment areas. Major employers that the Connector could serve include:

- Central Business Districts of the cities
- Port of Morrow (Connect to the Circular)
- Lamb Weston (Westland Road)
- Two Rivers Correctional Institution
- Columbia Basin Onion
- Home Depot
- Lamb Weston (Hermiston)
- Marlette Homes
- McDonalds
- MJs Labor Services
- Pacific Ag
- River Point Farms
- Shearer's Food
- Blue Mountain Community College
- Columbia River Health
- Good Shepherd Health Care System
- Hermiston BiMart
- Hermiston Grocery Outlet
- Hermiston Plaza (Safeway, DMV, Rite Aid)
- Walmart Distribution Center

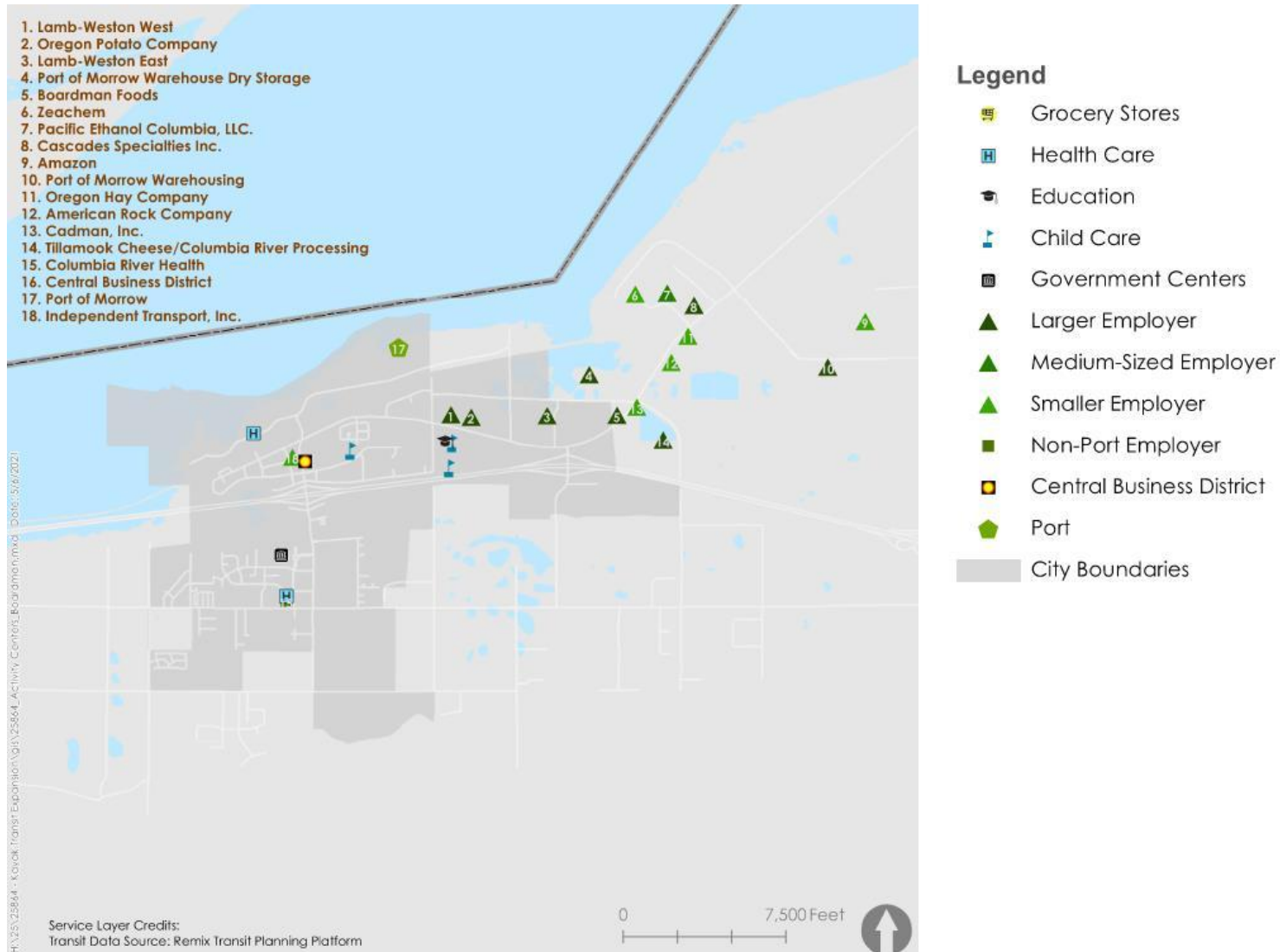
HERMISTON – BOARDMAN CONNECTOR/ BOARDMAN – PORT OF MORROW CIRCULAR

Figure 2. Activity Centers and Employers – Overall



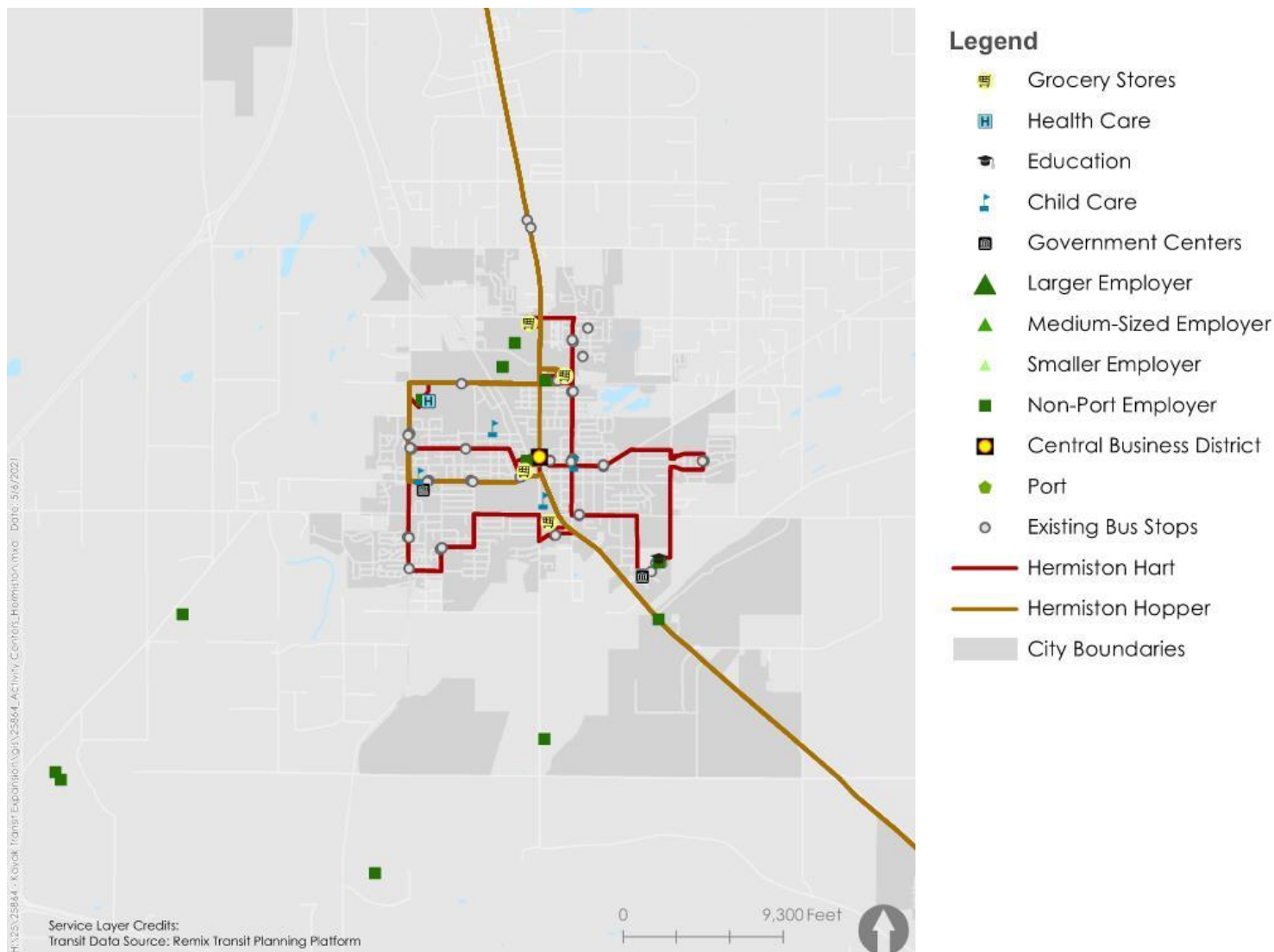
HERMISTON – BOARDMAN CONNECTOR/ BOARDMAN – PORT OF MORROW CIRCULAR

Figure 3. Activity Centers and Employers – Boardman



HERMISTON – BOARDMAN CONNECTOR/ BOARDMAN – PORT OF MORROW CIRCULAR

Figure 4. Activity Centers and Employers – Hermiston



Boardman – Port of Morrow Circular

The Boardman – Port of Morrow Circular aims to provide service within Boardman and the Port to facilitate transit connectivity and access during peak employer shift times. The Circular will also connect with the Hermiston – Boardman Connector to facilitate easy transfer opportunities to other cities. Large employers (bolded) and smaller employers that the Circular could serve include:

- Amazon
- American Rock
- Barenbrug USA
- Boardman Chip Company
- **Boardman Foods**
- Cadman Sand
- **Cascade Specialties, Inc.**
- **Columbia River Dairy***
- Independent Transport
- **Lamb-Weston**
- LTI, Inc.
- Morrow County Grain Growers
- **Oregon Potato Company**
- Oregon Hay Company
- Pacific Ethanol
- **Port of Morrow Warehouse**
- Tidewater
- **Tillamook – Columbia River Processing**
- **Threemile Canyon Farms***
- Zeachem

**Far from Boardman and Port of Morrow, off-map.*

Commute Demands

This section summarizes the commute patterns for the Hermiston – Boardman Connector and details the Port of Morrow shift data collected as part of Stakeholder Outreach #1.

Hermiston – Boardman Connector

As noted in the review of the 2018 Morrow County/Umatilla County Transit Development Strategy in the Project Background section, connections between Boardman, Hermiston, and Irrigon should be prioritized for the Hermiston – Boardman Connector. In considering impacts to the Hopper, the service should consider impacts of a transfer or direct connection to Umatilla, given the commute demand to Pendleton. Umatilla could also potentially serve as a transfer point for the return of transit service to the Tri-Cities, serving bi-directional commute demands between Oregon and Washington. The Tri-Cities connection to Umatilla and Hermiston was discontinued in 2014 due to budgetary limitations and is a highly requested route from the public.

Boardman – Port of Morrow Circular

Several employers provided information about where their employees live and what shift times they operated. Confirming census data, key home locations of employees were Boardman, Hermiston, Umatilla/McNary, Irrigon, Stanfield, and Kennewick, listed in order of the highest number of employees to lowest. Major shift times generally begin in the 5 AM to 8 AM range and end in the 4 PM to 7 PM range, though most employers

operate overnight shifts. Shifts are generally all days of the week. *More details on this information are included in Appendix A.*

Connecting Transit Services

Kayak Public Transit

Kayak Public Transit currently operates two routes within the service area.

The **HART** loops forwards and backwards on a fixed route through Hermiston five times in each direction every weekday. Demand-responsive ADA paratransit service is provided between locations within ¼ mile of the fixed route for persons with disabilities that prevent them from accessing the fixed route.

The **Hopper** is a commuter bus connecting the Umatilla Indian Reservation and Pendleton with Umatilla via Stanfield, Hermiston, and McNary. The Hopper operates four weekday round trips per day in the early morning, mid-morning, mid-afternoon, and early evening, with the two midday trips also serving Echo and Irrigon. Two round trips are provided on Saturday in the mid-morning and late afternoon. Timed connections to the HART are provided in Hermiston. Connections to other Kayak Public Transit routes can be made in Pendleton, Mission, the Wildhorse Resort & Casino, and the Arrowhead Travel Plaza.

Figure 5 shows the Hopper and HART's major stops, scheduled stop times, and travel times between stops.

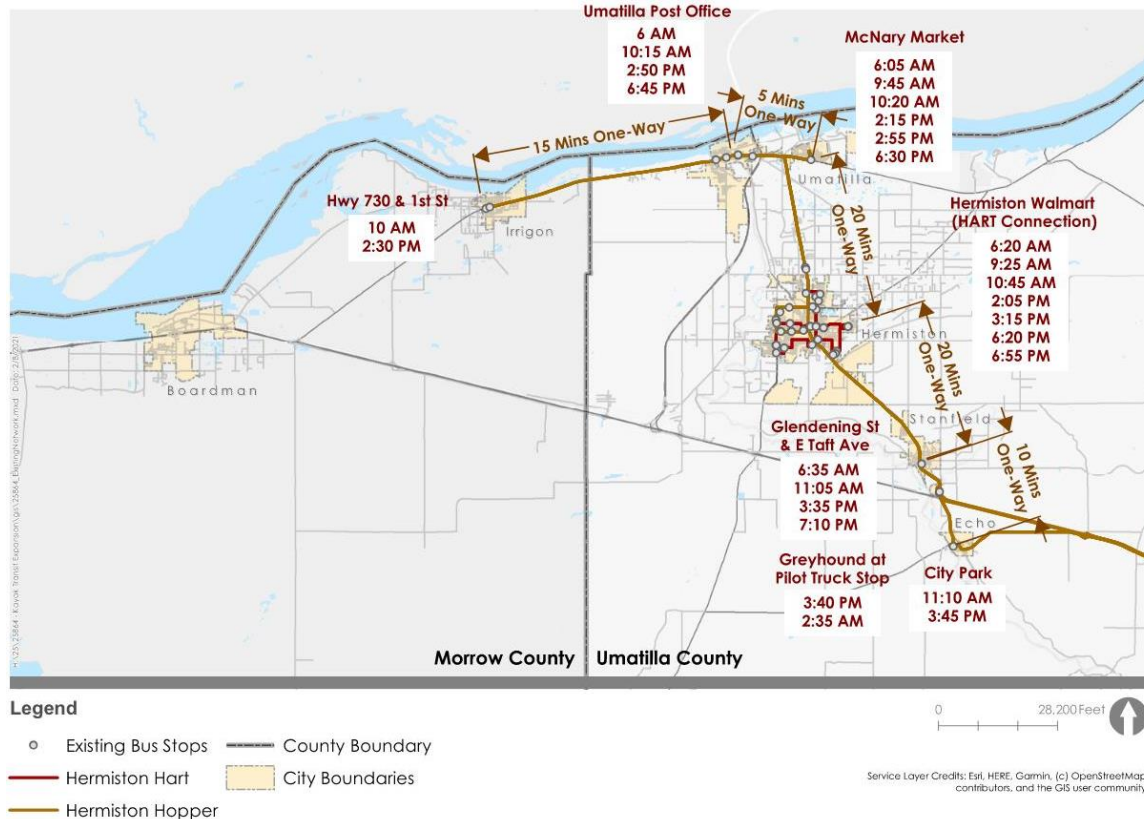
The Loop

Morrow County operates The Loop, demand-response service for residents of and visitors to Morrow County. Service is provided on weekdays between 8 a.m. and noon and between 1 and 5 p.m. At present, due to the COVID-19 pandemic, service is limited to serving medical appointments and grocery shopping trips.

Greyhound

Greyhound intercity buses stop at the Pilot Travel Center south of Stanfield. The stop is served by a Greyhound route connecting Portland and Denver via Boise and Salt Lake City. The stop is also the end point of a connecting route to Pasco, Yakima, and Seattle.

Figure 5. Transit Routes, Major Stops, Schedules, and Travel Time between Stops



Health Supporting, Education and Other Community Resources

Entities to be considered for routing of the Hermiston – Boardman Connector and the Boardman – Port of Morrow Circular also include health-supporting destinations, education and community resources. Although employment destinations are a focus of both services, these resources are common draws to intercity and local bus services. In the region, these include:

- Blue Mountain Community College*
- Columbia River Health
- Community Health Improvement Partnership of Morrow County (CHIPOMC)
- Desert Sage Manor
- Good Shepherd Health Care System*
- Hermiston BiMart
- Hermiston Grocery Outlet
- Hermiston Plaza (Safeway, DMV)*
- Irrigon Medical Clinic
- Morrow County VA Clinic
- Morrow County School District
- Morrow County Planning Department
- Neal Early Learning Center
- SAGE Center
- Umatilla County Court
- Walmart Store*
- WIC Hermiston – Umatilla/Morrow Head Start

*Also a substantial employment center

Service Model and Routing

This section introduces the service model and presents the process used to develop recommended alternatives for the Hermiston – Boardman Connector and the Port of Morrow Circular considering potential key stops, and routing. The development of the recommended alternatives for both services was informed by key employment centers and shift times, routing information, other existing and planned transit services, and stakeholder engagement.

Hermiston – Boardman Connector

Given the long distances between cities, employment centers, and other developed areas, the Hermiston – Boardman Connector is likely to be classified as an intercity or commuter bus service. The FTA defines routes that are classified as “commuter bus” routes using one of the definitions provided in 49 CFR §37.3:

- “Commuter bus service means fixed route bus service, characterized by service predominantly in one direction during peak periods, limited stops, use of multi-ride tickets, and routes of extended length, usually between the central business district and outlying suburbs.”
- “Commuter bus service may also include other service, characterized by a limited route structure, limited stops, and a coordinated relationship to another mode of transportation.”

Because the Hermiston – Boardman Connector is likely to serve multiple commute pairs with consistent travel in peak periods, the second definition of commuter bus is most applicable. It is also possible for different portions of a route to be classified in different ways. For example, a long, non-stop portion of a route along a freeway could be considered commuter bus service and not require complementary paratransit service, while a local portion of the route off the freeway that provides stops at regular intervals would require complementary paratransit service. As another example, deviated-route service can be provided for one part of a route, along with fixed-route plus complementary paratransit service for another part of the route. The Hermiston – Boardman Connector is likely to be a traditional fixed-route service, without deviation zones due to funding source classification and the long-distance service focus.

The Hermiston – Boardman Connector will likely have 3 stops or fewer in each community and riders may experience long wait times if the service operates with long headways. As such, stops desirably should have relatively high levels of passenger activity, amenities to make waiting comfortable and to attract ridership, and minimal distance from the main roads to minimize overall travel time. Additionally, these points should connect to other existing or planned transit services. These stops may include:

- Boardman
 - SAGE Center, located along Olson Road. The SAGE Center shares a location with the Boardman Chamber of Commerce and provides well-lit, shaded space to wait. In addition, the SAGE Center is close to many employers, Blue Mountain

Community College, and Boardman Rec Center. The proximity to the Port of Morrow would also make timed transfers for employee shifts easier; with connections to the Boardman – Port of Morrow Circular closer to the ultimate destination. This location has potential for a park-and-ride partnership. In addition, employers identified that many of their employees use a childcare facility at this location, which would make this an ideal transfer point between the services, though it requires coordination for quick drop-off/pick-up time. Additionally, the Hermiston – Boardman Connector may be able to stop at a few large employers on its way to and from the SAGE Center, depending on shift times.

- Boardman City Hall, located at City Center Drive. Boardman City Hall includes community space and resources, proximity to other businesses such as banks, grocery stores, and a DHS office, and proximity to residential areas. However, this destination would increase travel times for intercity commuters to Port of Morrow jobs. This location has potential for a park-and-ride partnership.
- Employers, throughout the Port of Morrow. The Hermiston – Boardman Connector could stop at 1-2 large employers or employers far from the SAGE Center on its way into the Boardman area. Doing so would provide a direct connection for those traveling via the Connector and decrease the demand on the Circular.
- Hermiston
 - Walmart, located along N 1st Avenue. The Walmart stop would provide a connection to both the Hopper and HART routes and access to the shopping center. In addition to grocery trips, the Walmart is a key employer in the region. This location has potential for a park-and-ride partnership.
 - SW 3rd Street & Orchard Avenue. This stop provides a connection to both the Hopper and HART routes and access to the Bi-Mart shopping center. Other nearby resources include the USPS office and Hermiston Municipal Court. This location may be challenging to provide a park-and-ride partnership, as large nearby parking lots are primarily schools with similarly-timed parking needs.
 - Hermiston Plaza, located along the Umatilla-Stanfield Highway. The Hermiston Plaza stop would provide a connection to the HART. Currently, the Hopper does not stop at the Plaza but passes by it. Providing a key stop on the Hopper route at the Hermiston Plaza will provide transfer opportunities as well as access to grocery stores, pharmacies and other activities.
- Other Stops
 - Echo, Irrigon, McNary, Stanfield, and Umatilla – Stops in these communities should be at the existing Hopper stops, both for connection purposes and as these stops are already centrally located to the communities and their resources. These stops include City Park in Echo, Highway 730/First Street in Irrigon, McNary Market in McNary, Glendening & E Taft in Stanfield, and City Hall in Umatilla. The Port of Entry in Umatilla has also been considered for relocation, and its site could be used as a park-and-ride location in the future.
 - Other – Depending on the recommended route, stops could be located in the South Hermiston Industrial area, Westland Road employment area, or elsewhere.

Remix transit planning software was used to develop routing alternatives. The PMT then recommended specific alternatives based on the evaluation of the initial alternatives. Remix provided estimated run times (based on an assumed 35 miles-per-hour average speed) and estimated mileage. A minimum layover buffer of 10% of the runtime was included in the total trip time for each route to account for breaks for the driver, recovery from delays, and/or time to change drivers.

Route and Stops

The following section provides information about the Early AM Route and Regular Route versions of the Preferred Routes. Each Preferred Route will serve the region for 12–18 hours per day, 6 days per week. As some of the first shifts at the Port of Morrow start at 5:00 AM, the Early AM Route would need to start at 4:00 AM in Hermiston to connect to the Boardman–Port of Morrow Circular at the SAGE Center at 4:40 AM. All Early AM and Regular Hermiston–Boardman Connector trips will provide a timed connection with the Early AM and Regular Boardman–Port of Morrow Circular, respectively.

Hermiston – Boardman Connector Early AM Route

Ridership on the Early AM Routes is expected to be driven primarily by Port of Morrow employees. Therefore, Early AM Routes are designed to focus on the shortest and quickest travel paths between Hermiston and Boardman – Port of Morrow. As indicated later in this report, the Hopper route would stay the same in the AM, providing service to McNary.

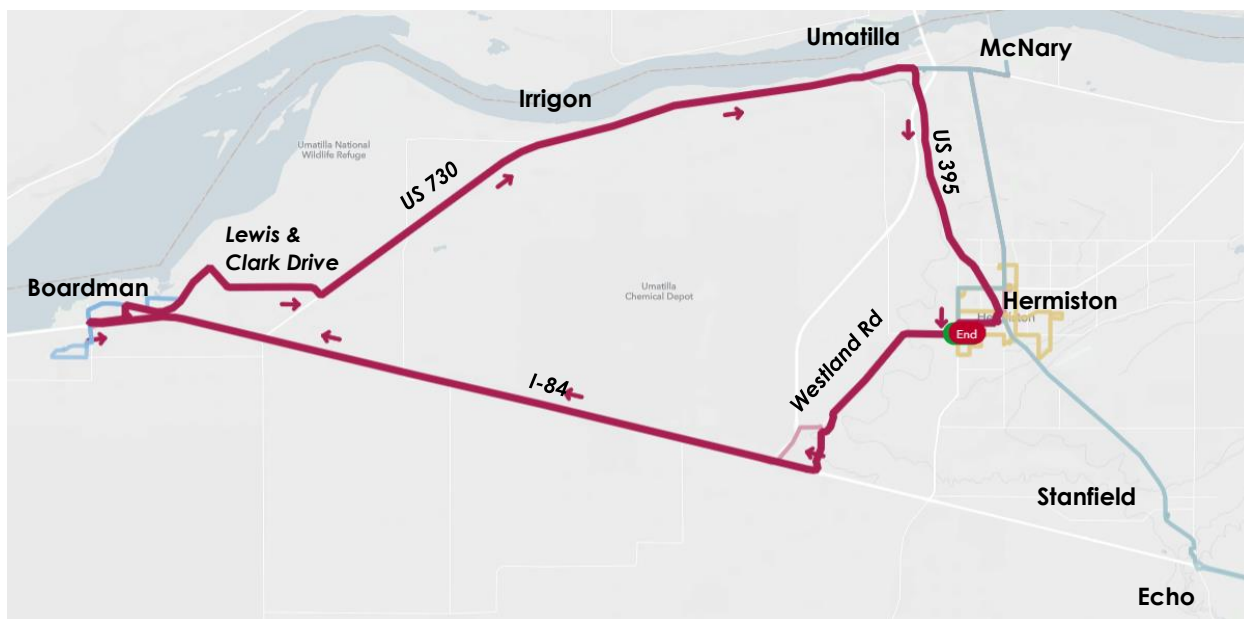
Based on the employment data provided, employer shifts at the Port of Morrow start as early as 5:00 AM and continue through 7:00 AM. Therefore, Clockwise and Counterclockwise routes have been developed to maximize service times during this important morning period. The Counterclockwise route begins in Hermiston and uses Umatilla River Road, US 730, and Lewis and Clark Drive in the Port of Morrow before stopping at the Sage Center. It returns to Hermiston via I-84, County 1232 Road to minimize left-turns at interchanges, Westland Road, and Highland Avenue. The Clockwise route runs nearly the same route, but in the opposite direction. Both the Counterclockwise and Clockwise routes have 90-minute headways, with Counterclockwise runs arriving at the Sage Center at 4:40 AM, 6:10 AM, and 7:40 AM and Clockwise runs arriving at the SAGE Center near 5:25 AM, 6:55 AM, and 8:25 AM. While some of these runs do not provide perfectly timed arrivals with every Port of Morrow shift, coordination with employers may lead to changes in shift times to align with Connector timing. The Preferred Early AM Counterclockwise and Clockwise Routes are shown in Figure 6 and Figure 7. Estimated travel times for both routes are:

- Runtime – 75 minutes
- Recovery/Layover Buffer – 15 minutes
- Total Trip Time – 90 minutes

Figure 6. Hermiston–Boardman Connector Early AM Counterclockwise Route



Figure 7. Hermiston–Boardman Connector Early AM Clockwise Route



Hermiston – Boardman Connector Regular Route

The Regular Route is designed with similar Counterclockwise and Clockwise runs operating after the Early AM Route between 8:30 AM and the end of the service day around 9:20 PM. Both routes travel routings similar to the Early AM routes; however, they travel between Hermiston, McNary, and Umatilla via US 395. The regular Counterclockwise route has a 2-hour headway, with runs arriving at the SAGE Center at 9:22 AM, 11:22 AM, 1:22 PM, 3:22 PM, 5:22 PM, and 7:22 PM. The regular Clockwise route would operate at 2-hour headways with runs arriving at the SAGE Center at 10:20 AM,

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12:20 PM, 2:20 PM, 4:20 PM, 6:20 PM, and 8:20 PM. The Preferred Regular Counterclockwise and Clockwise Routes are shown in Figure 8 and Figure 9. Estimated travel times for this route are:

- Runtime – 88 minutes
- Recovery/Layover Buffer – 32 minutes
- Total Trip Time – 120 minutes

Figure 8. Hermiston – Boardman Connector Regular Counterclockwise Route



Figure 9. Hermiston – Boardman Connector Regular Clockwise Route



Long-Term Route Improvements

If more funding is available in the long term, Sunday trips can be added to the schedule to provide 7-days-a-week service. Kayak Public Transit currently does not provide Sunday service on any route, and would need to obtain additional dispatch, supervisory, maintenance, and other staff to support this service expansion. In addition, Umatilla/McNary and Stanfield/Echo are interested in obtaining local demand-response services. A future version of the Hermiston – Boardman Connector could look to connect to these services and operate the Early AM version of the route throughout the day, improving headways and relying on connections to demand-response for those not directly served by the route. *If funding is limited in the near- or long terms, a reduced funding option is shown in Appendix B.*

Boardman – Port of Morrow Circular

The Boardman – Port of Morrow Circular is intended to provide first/last-mile connections, in particular to Port of Morrow employers. This service will also provide transit options to the wider Boardman community. Given the varying shift needs of employers, and the dispersed and low-density land uses of both the Port of Morrow and Boardman, a deviated fixed-route service is recommended to provide the necessary scheduling and routing flexibility.

Under the requirements of the Americans with Disabilities Act (ADA), transit agencies that provide fixed-route transit service (not including intercity service) must also provide origin-to-destination “complementary paratransit” (demand-response) service for persons with disabilities that prevent them from accessing or using the fixed-route service. Among other conditions, this service must be available within $\frac{3}{4}$ mile of the fixed route during the same hours that fixed-route service operates. The service must either fill the gap from a person's origin or destination to a connecting transit service or provide the full trip of service. As noted previously, Morrow County operates the demand-response service The Loop, which could serve as the complementary demand-response for fixed-route transit during The Loop's hours of operation. However, if the Circular operates early in the morning to provide Port of Morrow shift service, the whole Circular route would need to be deviated fixed-route to satisfy complementary paratransit requirements.

If deviation is implemented, several best practices for service design should be followed. Deviated-route service works best when the typical number of deviation requests is relatively low (e.g., one or two per one-way trip), such that the schedule has time built in to accommodate deviations, but neither provides too much slack time that goes unused on most trips, nor experiences so many requests that buses cannot start their next trip on time. Desirable conditions for deviated-route service include the following:

- **Streamlined route patterns.** Direct and straight routes, as opposed to ones with more turns for coverage, provide extra time in the schedule that can be used to accommodate deviations, without necessarily requiring changes to the route headway

or endpoints. As ridership patterns stabilize, stops that have passenger activity on most trips continue to be served by the fixed route. At the same time, little-used stops that require out-of-direction travel can be eliminated from the fixed route. These former stops can continue to be served on an as-needed basis via a request for a route deviation, as well as by walking a little farther from the next-closest fixed-route stop.

- **Longer distances between stops.** Stops are desirably close enough to each other so as not shrink the area within walking distance of the route by too much, but far enough apart to minimize the amount of out-of-direction travel required when making a deviation. An average ¼-mile spacing provides a reasonable compromise.
- **Reduced/eliminated use of flag stops.** Small-city transit agencies with relatively low ridership demand often allow passengers to board or alight the bus at any safe location along the fixed route as a convenience to shorten walking distances. However, this policy is more difficult to maintain with deviated-route service, as the bus is only required to serve the fixed stops along the route, and may deviate from the fixed route between those stops as needed. As a result, a potential passenger waiting along the route between two designated stops may be bypassed if a deviation occurs along that section of the route. It is possible to avoid this issue by requiring the bus to turn around after deviating to rejoin the fixed route at the point it left it, but this approach is less-efficient time-wise and tends to reduce the number of deviations that can be made per trip. In addition, flag stops eventually become unsustainable as ridership increases, as the extra stops made along the route slow buses down too much.
- **Prioritizing ADA passengers for deviations.** Under the ADA, requests for complementary paratransit must be allowed to be made until the end of the day before the trip. Requiring other passengers to wait until the day of their trip to confirm a deviation request maximizes the capacity of deviated-route service to serve ADA passengers and thus minimizes the need for supplemental dial-a-ride service to avoid service denials to ADA passengers. When general passengers are allowed to request deviations, the agency may set a deadline for when the request can be made (e.g., no later than one hour in advance for pick-ups). Drivers may be allowed to make drop-offs on request, if the schedule permits.

The Boardman – Port of Morrow Circular should provide timed connections to the Hermiston – Boardman Connector.

Remix transit planning software was used to develop routing alternatives. The PMT then recommended specific alternatives based on the evaluation of the initial alternatives. Remix provided estimated run times (based on an assumed 12 miles-per-hour average speed) and estimated mileage. A minimum layover buffer of 10% of the runtime was included in the total trip time for each route to account for breaks for the driver, recovery from delays, and/or time to change drivers. All routes are assumed to deviate within the Port of Morrow.

Route and Stops

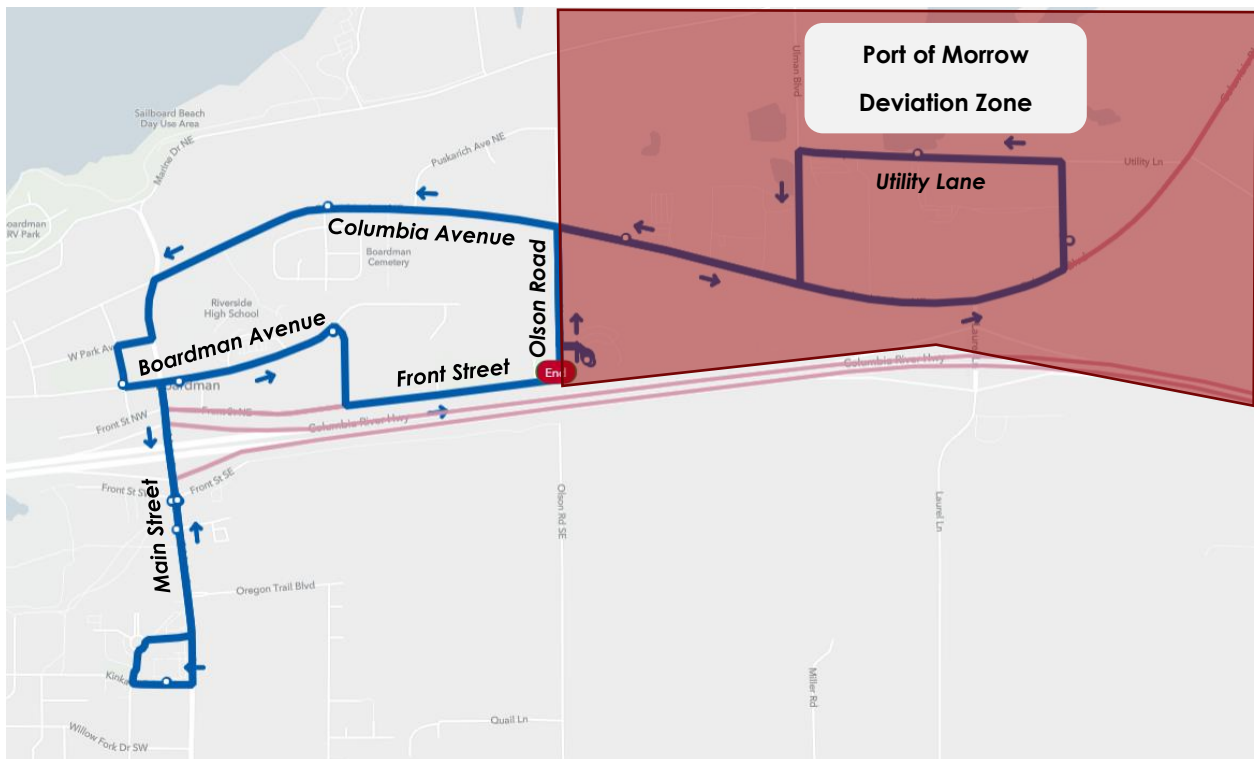
The following section provides information about the Early AM Route and Regular Route versions of the Preferred Circular. The routes will serve the region for 12–18 hours per day. Every trip will connect with the Hermiston–Boardman Connector.

Boardman–Port of Morrow Circular Early AM Route

The route would start at 4:22 AM, travel to south Boardman, and then back to the SAGE Center to connect to the Hermiston–Boardman Connector, allowing riders to either transfer between the Hermiston–Boardman Connector if needed or stay on the Boardman – Port of Morrow Circular to travel to the employment centers in the Port of Morrow for the first shifts of the day. The route's schedule includes time to deviate for 7 minutes in the Port of Morrow. The route deviates up to ¼ mile outside of the Port of Morrow, when The Loop isn't operating, as well. The Early AM Route runs for a total of 45 minutes starting at the SAGE Center arriving at 4:40 AM, 5:25 AM, 6:10 AM, 6:55 AM, 7:40 AM, and 8:25 AM, and departing again 5 minutes after arrival. The exception is the trip at 9:10 AM, which waits 15 minutes and then becomes the Regular Route. The Preferred Early AM Route is shown in Figure 10. Estimates for this alternative include:

- Runtime – 33 minutes
- Layover and Deviation Buffer – 12 minutes
- Total Trip Time – 45 minutes

Figure 10. Boardman – Port of Morrow Circular Early AM Route

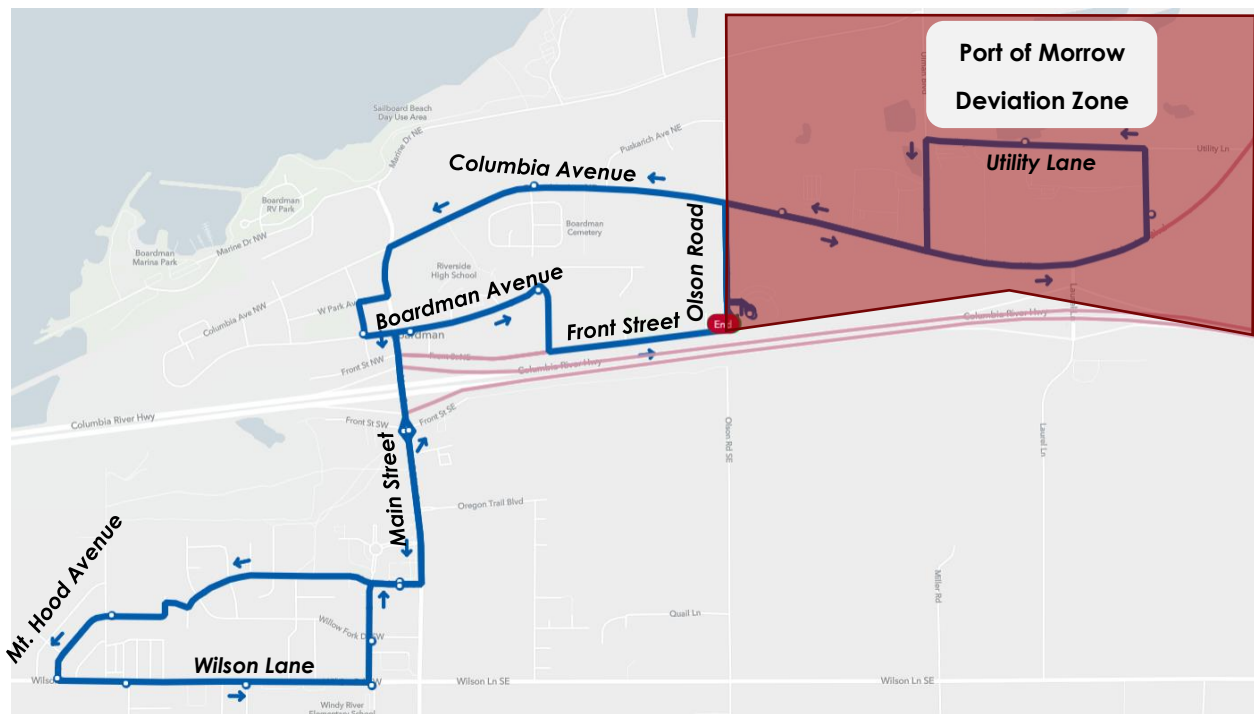


Boardman – Port of Morrow Circular Regular Route

The Regular Route is designed to operate after the early route, from 9:25 AM until the end of the service day around 8:15 PM. This route departs the SAGE Center, serves the Port of Morrow employment area, returns to the SAGE Center, and then continues through parts of the residential areas before returning to the SAGE Center. The route deviates for 12 minutes in the Port of Morrow. The regular route runs for a total of headways of 60 minutes (1 hour). It arrives at the SAGE Center in the end of every trip and departs after 5 minutes from the SAGE Center at the beginning of every trip at 9:25 AM, 10:25 AM, 11:25 AM, 12:25 PM, 1:25 PM, 2:25 PM, 3:25 PM, 4:25 PM, 5:25 PM, 6:25 PM, and 7:25 PM. The Preferred Regular Route is shown in Figure 11. Estimates for this alternative include:

- Runtime – 43 minutes
- Layover and Deviation Buffer – 17 minutes
- Total Trip Time – 60 minutes

Figure 11. Boardman – Port of Morrow Circular Regular Route



Service Span and Frequency

This section presents the service characteristics (e.g., days and hours of service, service frequency, schedule), network characteristics and evaluation of access of the Hermiston – Boardman Connector and Boardman – Port of Morrow Circular.

Hermiston – Boardman Connector

Table 5 and Table 6 show the near-term route schedules for weekday and Saturday service on the Preferred Early AM and Regular Routes. As shown in the table, if funding is limited, the 5:30 AM to 6:05 PM service is higher priority, as it captures both ends of many employers’ shifts and allows connections to other transit services.

Table 5. Hermiston–Boardman Connector Counterclockwise Schedule

Stop		Early AM Route				Regular Route				
		+1.5 hr	Higher Priority Runs – 13 Service Hours			+2.5 hr				
Hermiston	SW 3 rd St. / W Orchard Ave.	4:00	5:30	7:00	8:30	10:30	12:30	2:30	4:30	6:30
	Walmart	–	–	–	8:40	10:40	12:40	2:40	4:40	6:40
	Northwest Farm Supply	–	–	–	8:44	10:44	12:44	2:44	4:44	6:44
N/A	McNary Market	–	–	–	8:51	10:51	12:51	2:51	4:51	6:51
Umatilla	Post Office	–	–	–	8:55	10:55	12:55	2:55	4:55	6:55
	Recycling Depot	–	–	–	8:56	10:56	12:56	2:56	4:56	6:56
	6 th Street/B Street	4:14	5:44	7:14	8:57	10:57	12:57	2:57	4:57	6:57
Irigon	US 730 /First Street	4:22	5:52	7:22	9:06	11:06	1:06	3:06	5:06	7:06
N/A	Cascade Specialties	4:34	6:04	7:34	9:17	11:17	1:17	3:17	5:17	7:17
Boardman	Lamb Weston West or Boardman Foods	4:37	6:08	7:38	9:20	11:20	1:20	3:20	5:20	7:20
	SAGE Center (arrive)	4:40	6:10	7:40	9:22	11:22	1:22	3:22	5:22	7:22
	SAGE Center (depart)	4:47	6:17	7:47	9:30	11:30	1:30	3:30	5:30	7:30
	Boardman Ave/Main St	4:52	6:22	7:52	9:35	11:35	1:35	3:35	5:35	7:35
N/A	Lamb Weston (Westland Road)	5:10	6:40	8:10	9:53	11:53	1:53	3:53	5:53	7:53
Hermiston	SW 3 rd St. / W Orchard Ave.	5:22	6:52	8:22	10:05	12:05	2:05	4:05	6:05	8:05

Bold times indicate PM.

Table 6. Hermiston–Boardman Connector Clockwise Schedule

Stop		Early AM Route			Regular Route					
Priority		+1.5 hr	Higher Priority Runs – 13 Service Hours						+2.5 hr	
Hermiston	SW 3 rd St. / W Orchard Ave.	4:50	6:20	7:50	9:45	11:45	1:45	3:45	5:45	7:45
N/A	Lamb Weston (Westland Road)	5:02	6:32	8:02	9:57	11:57	1:57	3:57	5:57	7:57
Boardman	Boardman Ave/Main St	5:20	6:50	8:20	10:15	12:15	2:15	4:15	6:15	8:15
	SAGE Center (arrive)	5:25	6:55	8:25	10:20	12:20	2:20	4:20	6:20	8:20
	SAGE Center (depart)	5:32	7:02	8:32	10:27	12:27	2:27	4:27	6:27	8:27
	Columbia River Processing	5:35	7:05	8:35	10:30	12:30	2:30	4:30	6:30	8:30
N/A	Port of Morrow Warehouse	5:38	7:08	8:38	10:33	12:33	2:33	4:33	6:33	8:33
Irrigon	US 730 / First Street	5:50	7:20	8:50	10:45	12:45	2:45	4:45	6:45	8:45
Umatilla	City Hall Village Square	5:59	7:29	8:59	10:54	12:54	2:54	4:54	6:54	8:54
	6 th Street/Yrexa Avenue	6:00	7:30	9:00	10:55	12:55	2:55	4:55	6:55	8:55
N/A	McNary Market	–	–	–	11:00	1:00	3:00	5:00	7:00	9:00
N/A	KIE Supply Corporation	–	–	–	11:07	1:07	3:07	5:07	7:07	9:07
Hermiston	Walmart	–	–	–	11:11	1:11	3:11	5:11	7:11	9:11
	SW 3 rd St./ W Orchard Ave.	6:12	7:42	9:12	11:20	1:20	3:20	5:20	7:20	9:20

Bold times indicate PM.

Hopper and HART Recommendations

In order to decrease transfer times and improve connections, Hopper and HART schedule modifications were considered. Table 7 shows the connection opportunities at SW 3rd Street/Orchard Avenue in Hermiston.

Hopper Schedule Modifications

- **AM Trip:** Begin the AM trip 30 minutes later to provide a timed transfer with the Hermiston–Boardman Connector on its way to Pendleton as the Connector goes to Boardman. No modifications to the route alignment are recommended for this trip. Maintaining the Umatilla connection has the additional benefit of reducing the need to transfer between buses, especially as there is a relatively high commute demand between Umatilla and Pendleton. The Hopper would start from SW 3rd Street/Orchard Avenue at 6:16 AM instead of 5:46 to head north (McNary/ Umatilla) and at 6:54 AM instead of 6:24 AM to head south (Pendleton).
- **Mid-AM trip:** Remove service between Umatilla and Irrigon, resulting in 30 minutes of travel time savings. This changes the route's return time to stop by SW 3rd Street/W Orchard

Avenue at 10:21 AM instead of 10:51 AM, allowing for transfers between the Hermiston-Boardman Connector on the Hopper's way to Pendleton. This change to the schedule also allows Boardman-to-Pendleton travelers to have a timed transfer. Alternatively, to avoid having the Hopper and Connector buses follow shortly after each other on the way back from Umatilla, the Hopper could return directly to Hermiston from Umatilla via the Umatilla River Road and have its layover in Hermiston instead of at the McNary Market.

- **Mid-PM trip:** Begin this run 20 minutes later and remove the Hermiston-to-Irrigon segment of the service, making SW 3rd Street/Orchard Avenue the terminus for this Hopper run. This change would schedule the Hopper to arrive at 2:18 PM instead of 1:58 PM to allow transfers between the Hermiston-Boardman Connector (arrives at 2:18 PM and departs at 2:30 PM). The timed transfer also maintains low transfer times for riders.
- **PM trip:** Remove the Hermiston-to-Irrigon segment, making SW 3rd Street/Orchard Avenue the terminus for this Hopper run. If the Hopper continued north from Hermiston, it would duplicate service with the Hermiston-Boardman Connector. The timed transfer also maintains low transfer times for riders.

HART Schedule Modifications

Wait times for transfers in both directions between the Connector and HART are generally 30 minutes or less. The HART schedule could be adjusted to time connections with the Hermiston-Boardman Connector (particularly the 10:16 am HART departure), but the transfer times that would result under the existing HART schedule are reasonable. Therefore, no significant HART schedule changes are recommended at this time.

Network, Travel Times, and Transfers

Figure 12 and Figure 13 show the approximate travel times and transfer times to connecting services of the Early AM and Regular Hermiston–Boardman Connector, respectively. As shown in Figure 12, it takes 14 minutes between Hermiston and Umatilla, 8 minutes between Umatilla and Irrigon, 18 minutes between Irrigon and Boardman (SAGE Center), and 35 minutes between Boardman and Hermiston on the Preferred Early AM Clockwise and Counterclockwise Hermiston – Boardman Connector. As shown in Figure 13, it takes 27 minutes one-way to travel between Hermiston and Umatilla, 9 minutes between Umatilla and Irrigon, 16 minutes between Irrigon and Boardman (SAGE Center), 18 minutes between Boardman (SAGE Center) to Irrigon; and 35 minutes between Boardman and Hermiston on the Preferred Regular Clockwise and Counterclockwise Hermiston – Boardman Connector. Timed connections to the Hopper are provided at SW 3rd Street/Orchard Ave for both versions of the Connector route.

Figure 14 and Figure 15 show the route taken by the Early AM and Regular Hermiston – Boardman Connector, respectively, within Hermiston. A focused view of the Boardman end of the routes is included with the Boardman – Port of Morrow Circular section later in this report.

Confederated Tribes of the Umatilla Indian Reservation – Morrow County – Umatilla County
**HERMISTON – BOARDMAN CONNECTOR/
 BOARDMAN – PORT OF MORROW CIRCULAR**

Table 7. SW 3rd Street/Orchard Avenue Connection Opportunities

SW 3rd Street/W Orchard Ave (Hermiston)																					
Hermiston– Boardman Connector		CC	CW	CC	CW	CC	CW	CC	CW	CC	CW	CC	CW	CC	CW	CC	CW	CC	CW	CC	CW
	Arrive	–	–	5:22	6:12	6:52	7:42	8:22	9:12	10:05	11:20	12:05	1:20	2:05	3:20	4:05	5:20	6:05	7:20	8:05	9:20
	Depart	4:00	4:50	5:30	6:20	7:00	7:50	8:30	9:45	10:30	11:45	12:30	1:45	2:30	3:45	4:30	5:45	6:30	7:45	–	–
Existing Hopper	To Umatilla	–	–	–	5:46	–	–	–	9:26	–	–	–	–	1:58	–	–	–	6:15	–	–	–
	To Pendleton	–	–	–	6:24	–	–	–	10:51	–	–	–	–	3:23	–	–	–	6:59	–	–	–
Proposed Hopper Modification	Depart to McNary/ Umatilla	–	–	–	6:16	–	–	–	9:26	–	–	–	–	–	–	–	–	–	–	–	–
	Arrive from Pendleton	–	–	–	–	–	–	–	–	–	–	–	–	2:18	–	–	–	6:15	–	–	–
	Depart to Pendleton	–	–	–	–	6:54	–	–	–	10:21	–	–	–	2:30	–	–	–	6:29	–	–	–
Existing HART		–	–	–	–	7:14	7:57	8:04 8:47	9:26	10:09 10:16	10:59	12:19 1:02	1:09	1:52 3:09	3:52 3:58	4:42	5:19	6:03 6:08	6:52	–	–

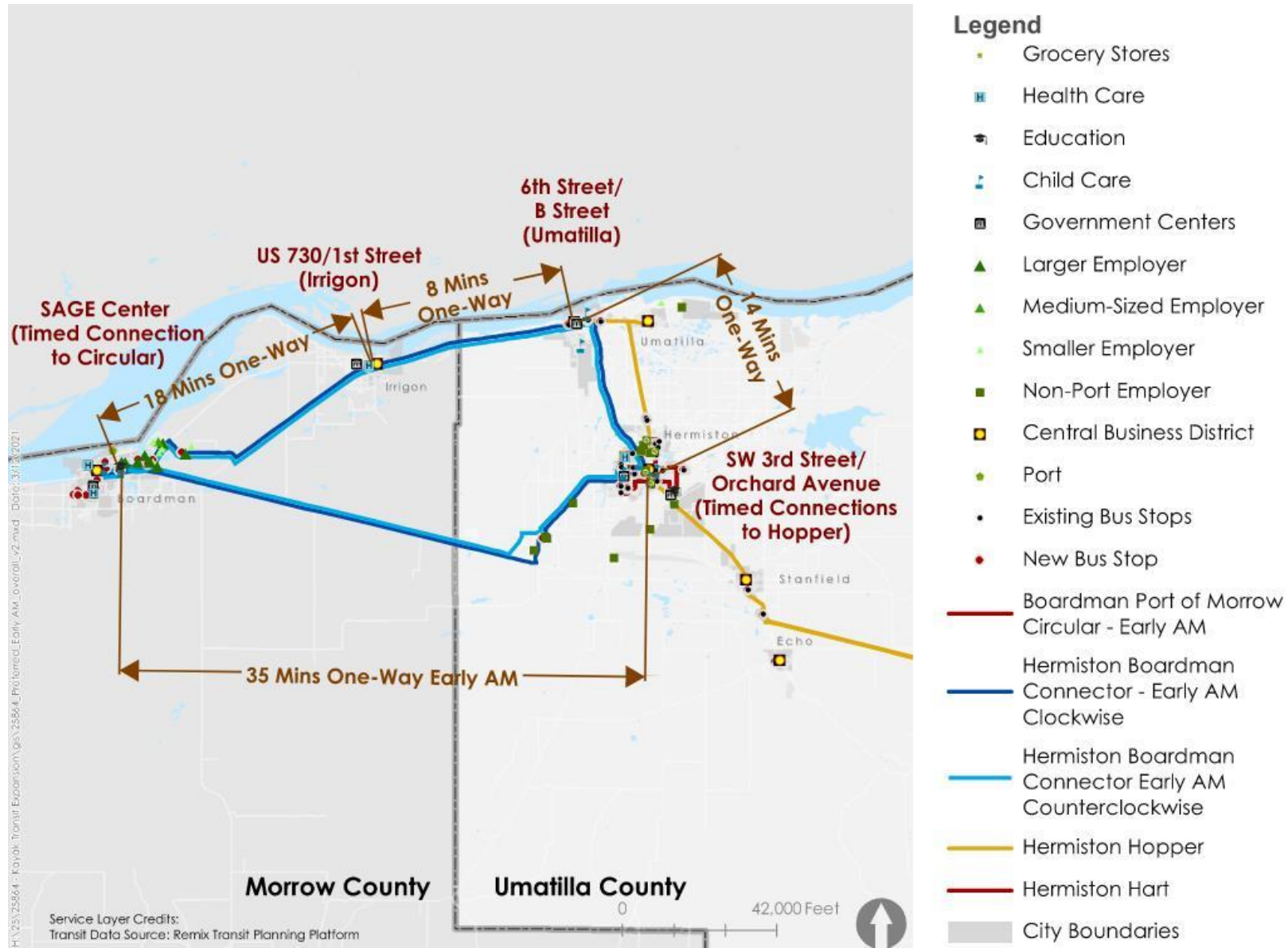
Bold times indicate PM.

Red italic times indicate opportunity for timed transfer to and from the Connector.

CC = counterclockwise, CW = clockwise.

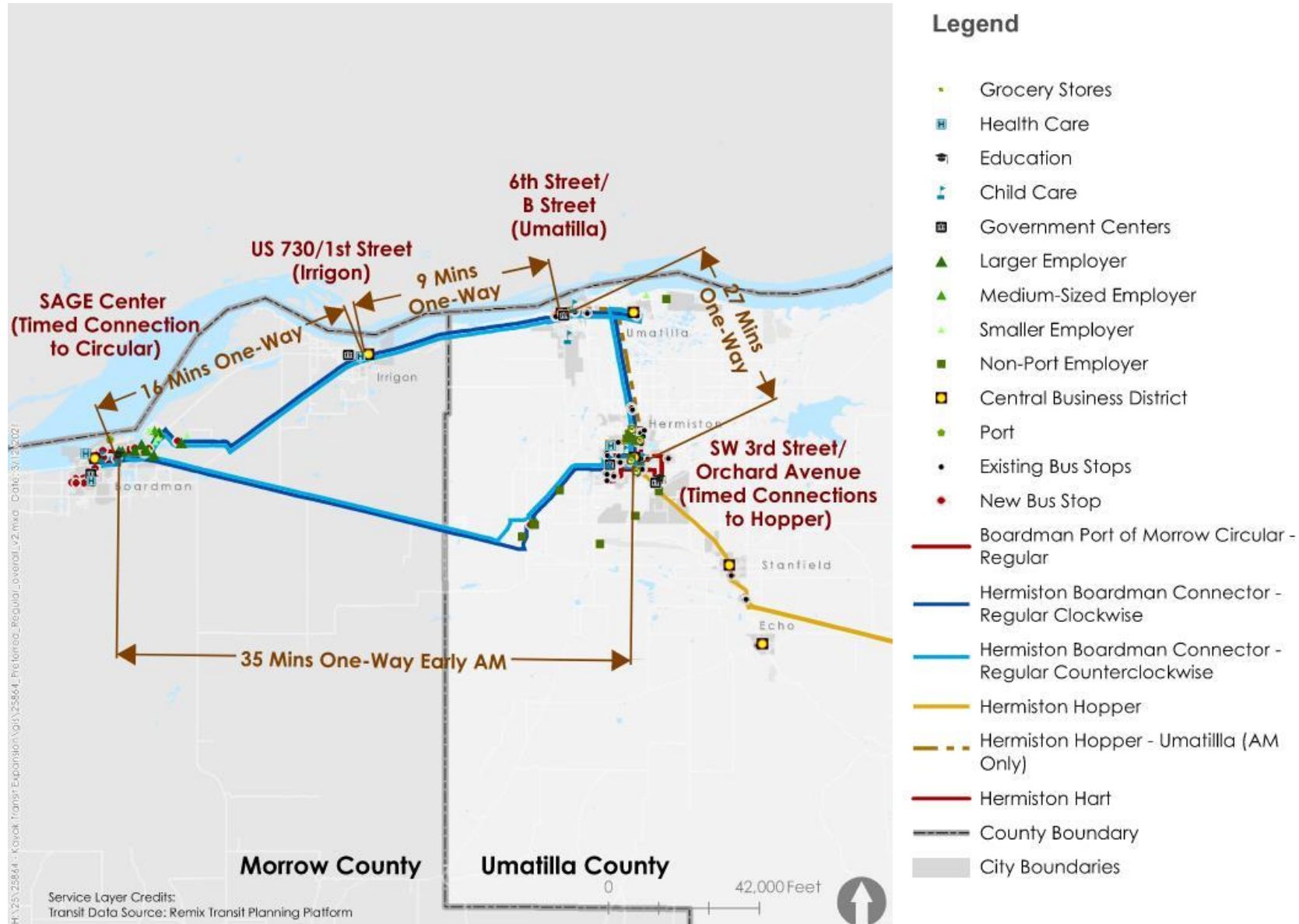
Confederated Tribes of the Umatilla Indian Reservation – Morrow County – Umatilla County
**HERMISTON – BOARDMAN CONNECTOR/
 BOARDMAN – PORT OF MORROW CIRCULAR**

Figure 12. Early AM Hermiston – Boardman Connector Network, Travel Times, and Transfers



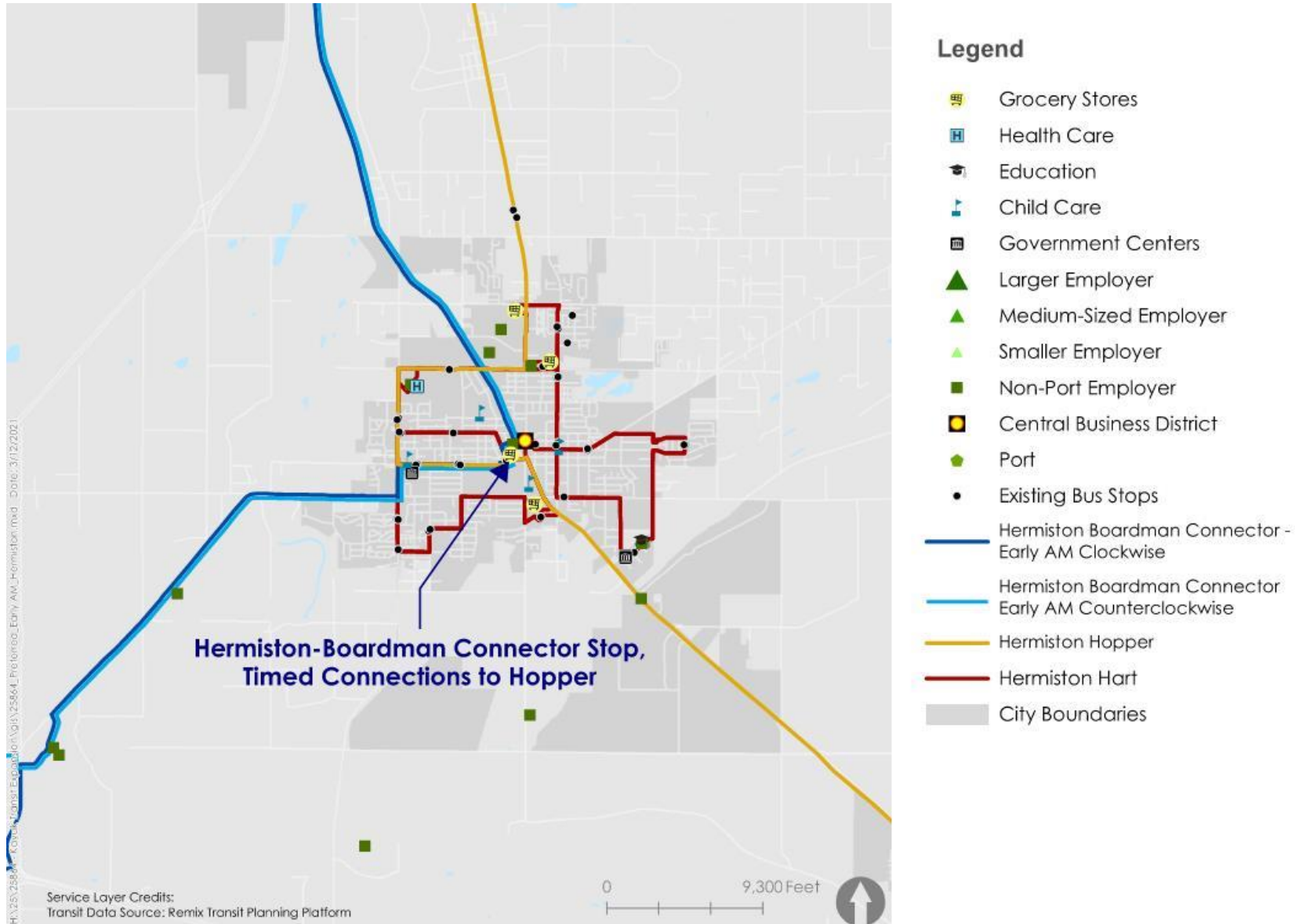
Confederated Tribes of the Umatilla Indian Reservation – Morrow County – Umatilla County
**HERMISTON – BOARDMAN CONNECTOR/
 BOARDMAN – PORT OF MORROW CIRCULAR**

Figure 13. Regular Hermiston – Boardman Connector Network, Travel Times, and Transfers



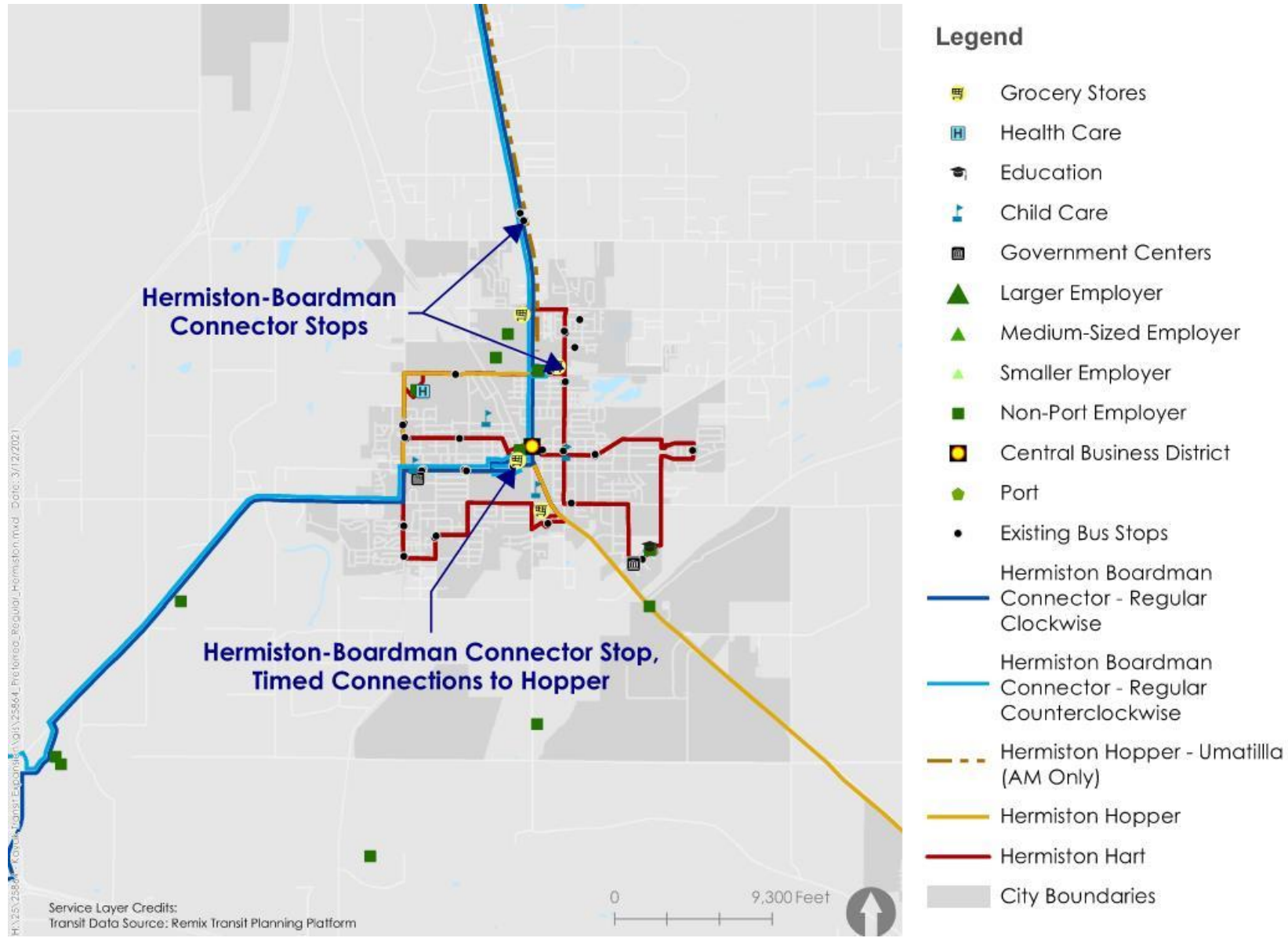
Confederated Tribes of the Umatilla Indian Reservation – Morrow County – Umatilla County
**HERMISTON – BOARDMAN CONNECTOR/
 BOARDMAN – PORT OF MORROW CIRCULAR**

Figure 14. Early AM Hermiston – Boardman Connector: Hermiston Detail



**HERMISTON – BOARDMAN CONNECTOR/
BOARDMAN – PORT OF MORROW CIRCULAR**

Figure 15. Regular Hermiston – Boardman Connector: Hermiston Detail



Evaluation of Access

Table 8 shows the existing amenities and infrastructure, including walking facility availability, biking facility availability, park-and-ride availability, and stop amenities at the proposed stops. As shown, many stops lack biking facilities, park-and-ride feasibility, and stop amenities. Improvements within communities could be prioritized near stops to make accessing transit more comfortable and convenient.

Table 8. Amenities and Infrastructure at Stops

	Stop	Walking Availability	Biking Availability	Park-and-Ride Availability	Stop Amenities
Hermiston	SW 3rd Street/W Orchard Ave	Good	Poor	Potential Future	Shelter; Trash Cans; Seating
	Walmart	Good	Good	Potential Future	Shelter; Restrooms; Trash Cans
	Northwest Farm Supply	Fair	Poor	None	Trash Cans
	KIE Supply Corporation	Fair	Poor	None	None
N/A	Lamb Weston (Westland Road)	Poor	Poor	Potential Future	None
	McNary Market	Fair	Poor	None	Shelter; Trash Cans
Umatilla	Post Office	Fair	Poor	None	None
	Recycling Depot	Good	Poor	None	Trash Cans
	6th Street/B Street	Good	Poor	None	Trash Cans
	City Hall Village Square	Good	Poor	None	Seating
	6th Street/Yrexa Avenue	Good	Poor	None	None
Irrigon	Highway 730 and First Street	Good	Poor	None	None
Boardman	Employment stops	Poor	Poor	Undesirable	None
	SAGE Center	Fair	Poor	None	Shelter; Restrooms; Trash Cans; Bike Racks; Seating
	Boardman Ave/Main St	Good	Fair	Potential Future	Trash Cans

Walking and Biking Rating: Good = sidewalks and crosswalks; bicycle lanes or sharrows; Fair = some sidewalks; adequate shoulder for biking; Poor = no facilities

Boardman – Port of Morrow Circular

Table 9 shows the near-term route schedule for weekday and Saturday service. As identified, the 5:25 AM to 7:15 PM service is higher priority, if funding is limited, to provide first/last-mile connections to the Port of Morrow employers. If more funding is available, additional early and late service could be added to provide more connectivity within the Boardman and Port of Morrow region.

Confederated Tribes of the Umatilla Indian Reservation – Morrow County – Umatilla County
**HERMISTON – BOARDMAN CONNECTOR/
 BOARDMAN – PORT OF MORROW CIRCULAR**

Table 9. Port of Morrow Circular Schedule

Stop	Early AM Route							Regular Route											
	+1 hr		Higher Priority Runs – 13 Service Hours															+2 hr	
SAGE Center (Arrives)	–	4:40	5:25	6:10	6:55	7:40	8:25	9:10	10:20	11:20	12:20	1:20	2:20	3:20	4:20	5:20	6:20	7:20	8:20
SAGE Center (Departs)	–	4:45	5:30	6:15	7:00	7:45	8:30	9:25	10:25	11:25	12:25	1:25	2:25	3:25	4:25	5:25	6:25	7:25	8:25
Boardman Foods EB	–	4:52	5:37	6:22	7:07	7:52	8:37	9:31	10:31	11:31	12:31	1:31	2:31	3:31	4:31	5:31	6:31	7:31	8:31
Lamb-Weston East	–	4:54	5:39	6:24	7:09	7:54	8:39	9:33	10:33	11:33	12:33	1:33	2:33	3:33	4:33	5:33	6:33	7:33	8:33
Lamb Weston West	–	4:58	5:43	6:28	7:13	7:58	8:43	9:37	10:37	11:37	12:37	1:37	2:37	3:37	4:37	5:37	6:37	7:37	8:37
SAGE Center	4:22	5:07	5:52	6:37	7:22	8:07	8:52	9:52	10:52	11:52	12:52	1:52	2:52	3:52	4:52	5:52	6:52	7:52	8:52
Columbia Ave/2nd St	4:26	5:11	5:56	6:41	7:26	8:11	8:56	9:56	10:56	11:56	12:56	1:56	2:56	3:56	4:56	5:56	6:56	7:56	8:56
Boardman Post Office	4:29	5:14	5:59	6:44	7:29	8:14	8:59	9:59	10:59	11:59	12:59	1:59	2:59	3:59	4:59	5:59	6:59	7:59	8:59
Main St/Front St SB	4:30	5:15	6:00	6:45	7:30	8:15	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00
Select Market/DHS	4:32	5:17	6:02	6:47	7:32	8:17	9:02	10:02	11:02	12:02	1:02	2:02	3:02	4:02	5:02	6:02	7:02	8:02	9:02
Faler Rd/Mt. Hood Ave	–	–	–	–	–	–	–	10:06	11:06	12:06	1:06	2:06	3:06	4:06	5:06	6:06	7:06	8:06	9:06
Mt. Hood Ave/Wilson Ln	–	–	–	–	–	–	–	10:07	11:07	12:07	1:07	2:07	3:07	4:07	5:07	6:07	7:07	8:07	9:07
Wilson Rd/River Ridge Dr	–	–	–	–	–	–	–	10:08	11:08	12:08	1:08	2:08	3:08	4:08	5:08	6:08	7:08	8:08	9:08
Wilson Rd/Anthony Rd	–	–	–	–	–	–	–	10:09	11:09	12:09	1:09	2:09	3:09	4:09	5:09	6:09	7:09	8:09	9:09
Tatone St/Wilson Rd	–	–	–	–	–	–	–	10:10	11:10	12:10	1:10	2:10	3:10	4:10	5:10	6:10	7:10	8:10	9:10
Tatone St/Willow Fork Dr	–	–	–	–	–	–	–	10:11	11:11	12:11	1:11	2:11	3:11	4:11	5:11	6:11	7:11	8:11	9:11
Select Market/DHS	4:32	5:17	6:02	6:47	7:32	8:17	9:02	10:12	11:12	12:12	1:12	2:12	3:12	4:12	5:12	6:12	7:12	8:12	9:12
Main St/Front St NB	4:34	5:19	6:04	6:49	7:34	8:19	9:04	10:14	11:14	12:14	1:14	2:14	3:14	4:14	5:14	6:14	7:14	8:14	9:14
C&D Drive-In	4:36	5:21	6:06	6:51	7:36	8:21	9:06	10:15	11:15	12:15	1:15	2:15	3:15	4:15	5:15	6:15	7:15	8:15	9:15
Boardman Ave/2 nd Ave	4:37	5:22	6:07	6:52	7:37	8:22	9:07	10:16	11:16	12:16	1:16	2:16	3:16	4:16	5:16	6:16	7:16	8:16	9:16

Evaluation of Access

Table 10 shows the existing amenities and infrastructure, including walking facility availability, biking facility availability, park-and-ride potential, and stop amenities at the proposed stops. Walking and biking availability at stops are fair along Wilson Road in Boardman and good at Main Street/Boardman Avenue. As shown, many stops lack amenities given they'd be established through this service. Park-and-ride is not as critical of a criterion due to this route's local service purpose, although it could be provided at the SAGE Center for the Connector. Walking and biking improvements could be prioritized near stops and amenities could be improved to make accessing transit comfortable and convenient.

Table 10. Amenities and Infrastructure at Stops

Stop	Walking	Biking	Park-and-Ride	Stop Amenities
SAGE Center	Fair	Poor	Potential Future	Shelter; Restrooms; Trash Cans; Bike Racks; Seating
Employment Stops	Poor	Poor	Undesirable	None
Columbia Ave/2 nd St	Fair	Poor	None	Shelter
Boardman Post Office	Fair	Fair	None	Trash Cans
Main St/Front St	Fair	Fair	None	Restrooms; Trash Cans
Select Market/DHS	Fair	Poor	None	Trash Cans
Faler Rd/Mt. Hood Ave	Poor	Poor	None	None
Mt. Hood Ave/Wilson Ln	Poor	Poor	None	None
Wilson Rd/River Ridge Dr	Fair	Fair	None	None
Wilson Rd/Anthony Rd	Fair	Fair	None	None
Tatone St/Wilson Rd	Fair	Fair	None	None
Tatone St/Willow Fork Dr	Poor	Poor	None	None
C&D Drive-In	Poor	Poor	None	Shelter; Restrooms; Trash Cans; Seating
Boardman Ave/2 nd Ave	Poor	Poor	None	None

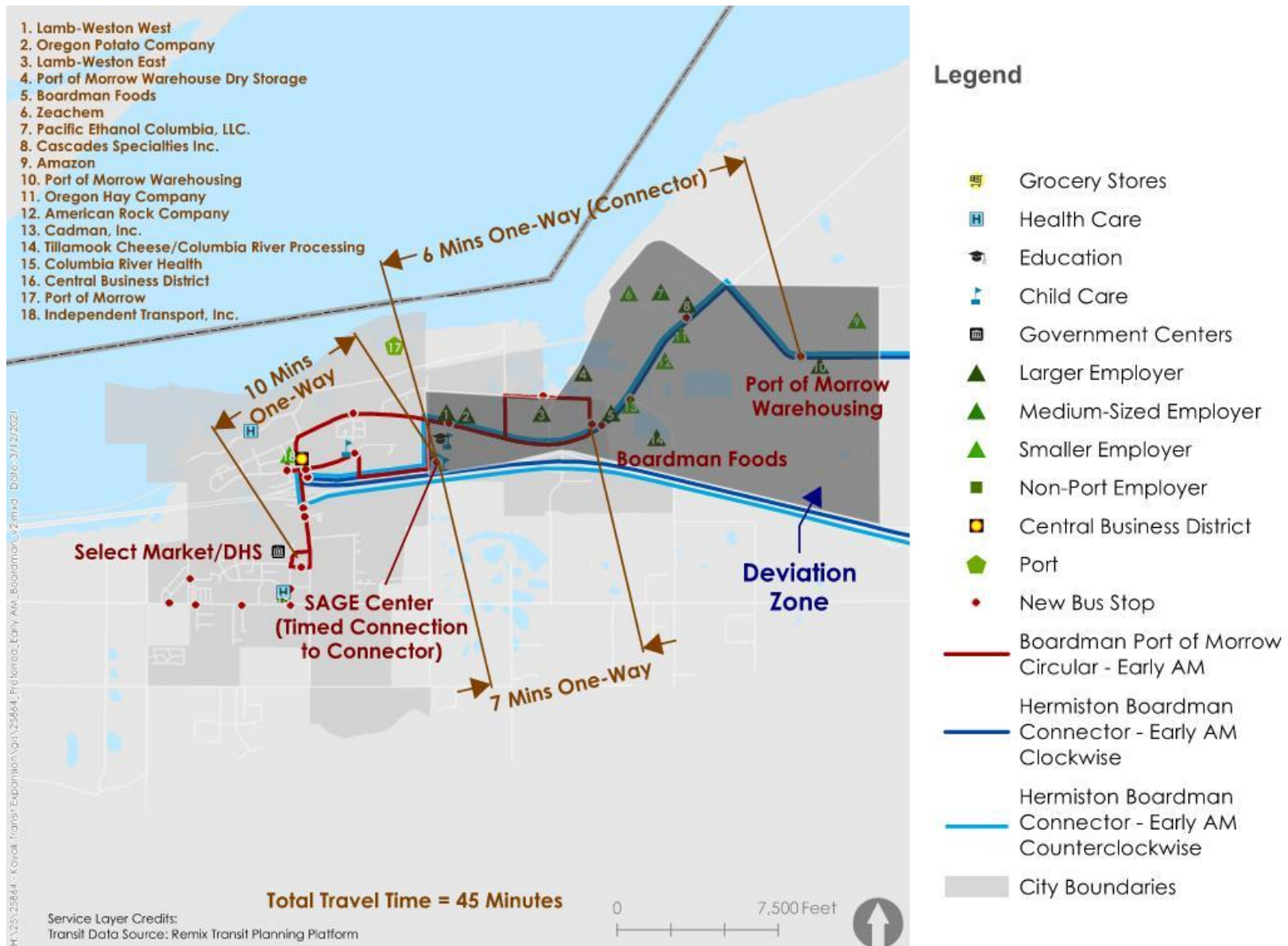
Walking and Biking Rating: Good = sidewalks and crosswalks; bicycle lanes or sharrows; Fair = some sidewalks; adequate shoulder for biking; Poor = no facilities

Network, Travel Times, and Transfers

Figure 16 and Figure 17 show the travel times and transfer times of the Early AM and Regular Boardman – Port of Morrow Circular. As shown, employees can generally travel between SAGE and the Port employers in 10 minutes or less and from SAGE to residential areas in 15 minutes with the Early AM Route and Regular Route. There are timed connections at the SAGE Center to the Connector for both routes, allowing riders to transfer between the services with little wait time.

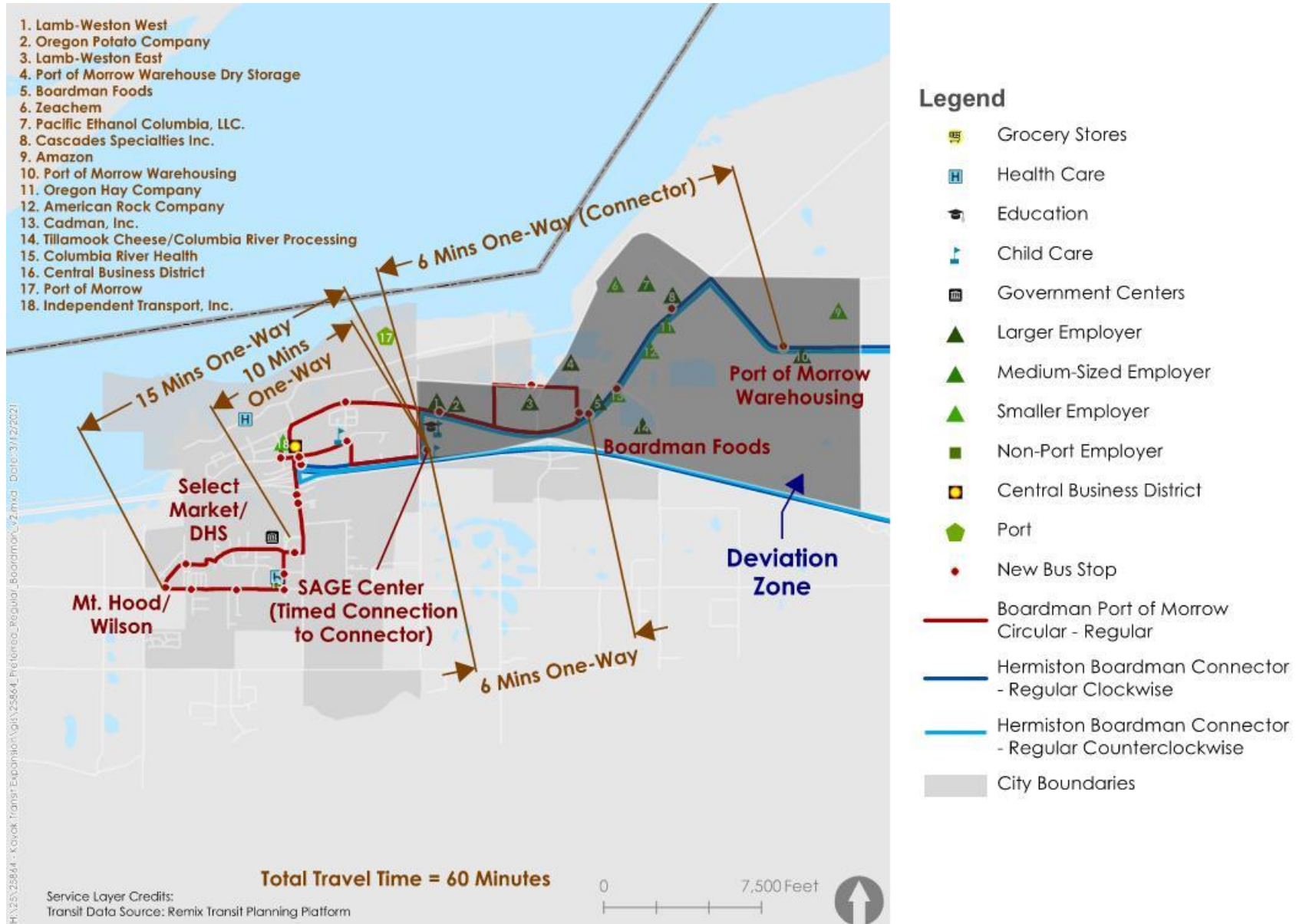
Confederated Tribes of the Umatilla Indian Reservation – Morrow County – Umatilla County
**HERMISTON – BOARDMAN CONNECTOR/
 BOARDMAN – PORT OF MORROW CIRCULAR**

Figure 16. Early AM Port of Morrow Circular



Confederated Tribes of the Umatilla Indian Reservation – Morrow County – Umatilla County
**HERMISTON – BOARDMAN CONNECTOR/
 BOARDMAN – PORT OF MORROW CIRCULAR**

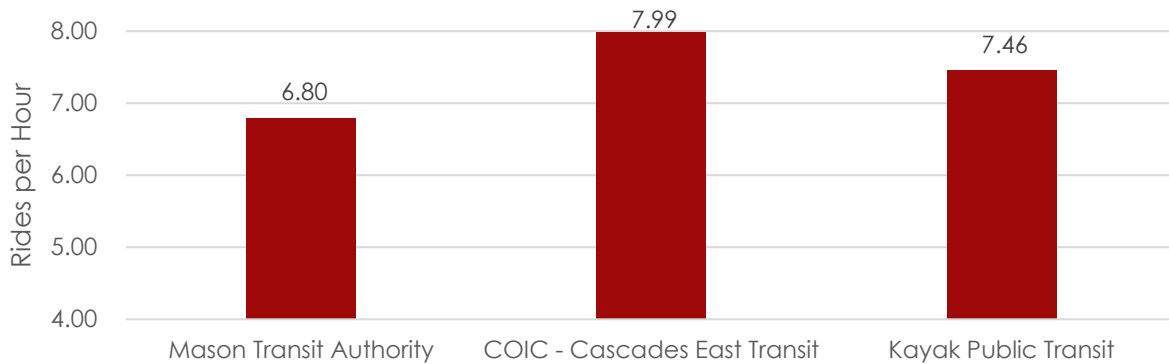
Figure 17. Regular Port of Morrow Circular



Ridership Estimates

To determine estimated ridership, the Hermiston – Boardman Connector characteristics were compared to similar services elsewhere in Oregon and Washington. Figure 18 shows ridership of the following commuter bus services: Mason Transit Authority's intercommunity services (Route 1 - Shelton/Belfair, Route 3 - Belfair/Bremerton and Route 6 - Shelton/Olympia) in Washington, Central Oregon Intergovernmental Council's (COIC's) Cascades East Transit intercommunity service, and Kayak Public Transit's intercommunity service. These routes generally operate during daytime hours (8 AM – 6 PM is typical). Late night and early morning service for Port of Morrow shifts may result in lower ridership, as those riding the service for non-commute purposes will likely be lower. As shown in the figure, rides per hour for COIC is 7.99, Kayak Public Transit is 7.46, and Mason Transit Authority is 6.80. The Hermiston – Boardman Connector will likely attract 6-8 rides per hour, depending on the service alternative and service hours.

Figure 18. Ridership Estimates of Similar Commuter Bus Services



For the Boardman – Port of Morrow Circular, potential transit demand was estimated using TCRP Report 161. In 2012, the Transportation Research Board (TRB) published a methodology to estimate small-city fixed-route transit demand through Transit Cooperative Research Program (TCRP) Web-Only Document 58 and Report 161. TCRP Report 161 is a workbook providing step-by-step procedures for quantifying the need for passenger transportation services and to quantify the demand that is likely to be generated given the service hours provided.

The purpose of this evaluation is to understand expected demand for a fixed-route system. It is important to note that the demand reported by this analysis is only a rough estimate based on the demographic makeup of Boardman. It is a very broad-brush analysis based on typical demographics factors that would indicate a propensity to use transit. It doesn't contain any specific land use variables and is generic for all small cities.

As shown in Table 11, the initial 12 to 18 hours of service is generally predicted to provide 6-6.5 rides per hour. The demand forecast increases non-linearly as more hours of service are provided, and does not take into consideration shift times or the higher employment in Boardman compared to other similarly sized cities.

Table 11. TCRP Report 161 Ridership Estimates

Hours per Day	Annual Revenue Hours¹	TCRP 161 Estimated Ridership	Rides per Hour	Annual Operating Cost
12	4,368	28,900	6.62	\$150,000
15	5,460	35,200	6.45	\$200,000
18	6,552	41,500	6.33	\$250,000

¹ All buses assumed to operate daily.



*Hermiston City Hall Reconstruction
Potential Transit Stop*

3. FINANCIAL PLAN

FINANCIAL PLAN

This section provides an overview of potential funding sources, projected operating budget, and potential funding scenarios to meet the operating budget. This section provides a rough estimate of capital funding for improvements such as bus stops, sidewalk facility, and bicycle facility improvements; an in-depth evaluation is included in the *Capital Plan* section.

Potential Funding Sources

Potential funding sources that CTUIR, Morrow County, and Umatilla County can tap include federal, state, and local sources. Some funding sources have already been identified and secured, such as Statewide Transportation Improvement Fund (STIF) formula funding. Other sources are being actively pursued, such as Morrow County seeking Federal Transit Administration (FTA) Section 5311 qualification and funding. These funding sources, as well as others not currently being pursued, can be used to support initial services and expand future service.

Federal Funding Opportunities

This section describes several federal funding opportunities. The primary federal operating funding sources are the Enhanced Mobility of Seniors & Individuals with Disabilities Formula Grant (Section 5310) and the Rural Area Formula Grant (Section 5311).

Section 5304/5305 – Statewide Planning and Planning Programs Grants

The 5304 and 5305 grant programs provides funding and procedural requirements for the following types of projects:

- Studies related to management, planning, operations, capital requirements, and economic feasibility of new services;
- Evaluation of previously financed projects;
- Peer reviews and exchanges of technical data in support of planning analyses;
- Planning activities preliminary to and in preparation for constructing, acquiring, or improving the operation of facilities and equipment.

The FTA apportions funds to states using a formula that considers the state's urbanized area population. ODOT expects to receive approximately \$1,000,000 through this program during the FY21–23 biennium. ODOT accepts applications for these funds from eligible providers, which can include counties, cities, rural transit districts, and tribal governments, among others. A 20% local match is required, which can include the value of staff time devoted to the project. These funds could be used, for example, to evaluate the outcomes of the initial service; to plan future service changes or expansions; and to evaluate pedestrian access needs to bus stops.

Section 5310 – Enhanced Mobility of Seniors & Individuals with Disabilities Formula Grant

The 5310 operating grant provides formula funding to states and metropolitan areas for the purpose of meeting the transportation needs of seniors and people with disabilities. Funds are apportioned based on each state's share of the population for these two groups and funds. ODOT receives the portion of the funds set aside for small urban and rural areas and distributes these funds to transit providers through a competitive grant process. For FY20–22, ODOT received approximately \$2.25 million. Morrow County received \$13,500 to support operations, while the City of Pendleton received \$23,200 for preventative maintenance and mobility management.

The purpose of the Section 5310 program is to improve mobility for seniors and people with disabilities by removing barriers to transportation service and expanding transportation mobility options. Eligible projects include both “traditional” capital investment and “nontraditional” investment beyond the requirements for Americans with Disabilities Act (ADA) complementary paratransit services. From the FTA, eligible activities include:

“Traditional Section 5310 project examples include:

- buses and vans
- wheelchair lifts, ramps, and securement devices
- transit-related information technology systems, including scheduling/routing/one-call systems
- mobility management programs
- acquisition of transportation services under a contract, lease, or other arrangement

Nontraditional Section 5310 project examples include:

- travel training
- volunteer driver programs
- building an accessible path to a bus stop, including curb-cuts, sidewalks, accessible pedestrian signals or other accessible features
- improving signage, or way-finding technology
- incremental cost of providing same day service or door-to-door service
- purchasing vehicles to support new accessible taxi, rides sharing and/or vanpooling programs
- mobility management programs”

Operations projects require a 50% local match, while other types of projects require a 20% local match.

Section 5311 – Rural Area Formula Grant

The Section 5311 grant program provides funding to small cities and rural areas with populations of less than 50,000 for transit capital, planning, and operations, including job access and reverse commute projects. Funds are apportioned to states based on a formula that includes land area, population, revenue vehicle miles, and low-income individuals in rural areas. ODOT receives the funds and distributes them to prequalified providers, which can include local and tribal governments and non-profit organizations. To be prequalified, providers must have a Drug and Alcohol Policy compliant with FTA 49CFR Part 655 and seek qualification through an application to the Public Transportation Advisory Committee (PTAC). Providers receive a \$100,000 base allocation, which is then increased using a formula based on miles of rural service operated (60%) and number of rides provided (40%). For FY21–23, ODOT expects to distribute approximately \$20.1 million statewide, with CTUIR receiving \$674,369. Morrow County is currently pursuing general 5311 qualification and funding. The required local match is 43.92% for operations projects and 10.27% for all other project types.

In addition to the formula grant program, Section 5311 includes, among others, an Intercity Bus Program under Section 5311(f) and a Tribal Transit Program under Section 5311(c)(1)(b). ODOT combines FTA's intercity funding with Oregon's Statewide Transit Network Program, discussed in the State Funding Opportunities section below. The Tribal Transit Program is discussed in the next section.

Section 5311(c)(1)(b) – Tribal Transit Program

As a federally recognized tribe, CTUIR is eligible for formula funding under the Tribal Transit Program. The formula component of the program is funded nationally at \$30 million annually; CTUIR's share in FY2019 was \$455,203. Formula funds can be used for "capital, operating, planning, and administrative expenses for public transit projects that meet the growing needs of rural tribal communities," along with any other activity eligible under the main Section 5311 program, including purchasing transit services from other providers. No local match is required for formula funds.

The Tribal Transit Program also includes a competitive grant program funded at \$5 million annually, which can be used for the same types of projects eligible for tribal formula funds. A 10% local match is required for competitive grants. In FY2019, CTUIR received a \$36,593 competitive grant to purchase and install security infrastructure at several facilities.

Section 5339 – Bus and Bus Facilities

The 5339 grant provides funding for small city and rural transit providers to replace vehicles, expand the vehicle fleet, purchase bus-related equipment, construct or modify bus-related facilities, and install signs and shelters. This program provides funding for major capital improvements to rural transit systems that would not be achievable through formula allocations. Each state receives a base \$1.75 million allocation per year, which is then increased based on population and service factors. ODOT then distributes its share of the funds to transit providers through a competitive grant process;

a total of \$10.3 million was available during the FY20–22 biennium. The required local match is 15% for vehicles and 20% for all other types of eligible projects.

Surface Transportation Block Grant (STBG)

The STBG program provides flexible federal funding to best address state and local transportation needs, including Federal-aid highways, bridge and tunnel projects on public roads, pedestrian and bicycle infrastructure, and transit capital projects, such as fleet replacement. ODOT provides a STBG Fund Exchange program in which cities with populations between 5,000 and 200,000, and all counties, can exchange their federal funds for state funds at a rate of 90 cents in state funds for each dollar of federal funds (this rate applies to FY22 and beyond). Recipients can then use the state funds they receive to (1) provide local match for other federal grants or (2) implement their projects without being constrained by federal requirements that would accompany the use of federal funds. ODOT also transfers funds it receives from the STBG program into the state's STP Discretionary Bus Replacement Program, described in the State Funding Opportunities section below.

Other Federal Funding

The FTA periodically releases additional funding opportunities. In 2019, the FTA released the Integrated Mobility Innovation opportunity, providing \$15 million for demonstration projects focused on Mobility on Demand, Strategic Transit Automation Research, and Mobility Payment Integration. For FY20, the FTA also announced the Mobility for All Pilot Program to invest in mobility options for older adults, individuals with disabilities, and people with low incomes, aimed to enable connections to jobs, education, and health services. The FTA also provides Section 5314 Technical Assistance and Workforce Development grants, which support technical assistance and educational activities that enable more effective and efficient delivery of transportation services, foster compliance with federal laws (including the ADA). These types of funding opportunities can help providers invest in innovative and effective practices and partnerships.

State Funding Opportunities

This section describes the various funding opportunities provided by the state of Oregon.

Special Transportation Fund (STF)

The STF was created in 1985 by the Oregon Legislature. Funds are allocated to 42 jurisdictions around the state based on population. The STF is funded by cigarette tax revenue, excess revenue earned from sales of photo ID cards, and other funds from ODOT. The STF Program provides a flexible, coordinated, reliable, and continuing source of revenue to support transportation services for seniors and people with disabilities of any age. The Oregon Legislature intended that STF funds be used to provide transportation services needed to access health, education, work, and social/recreational opportunities so that seniors and people with disabilities may live as independently and productively as possible. The funds may be used for any purpose directly related to transportation services, including transit operations, capital

equipment, planning, travel training, and other transit-related purposes. No local match is required.

In the 2019–2021 biennium, CTUIR and Morrow County received \$135,400 each and Umatilla County received \$384,991. The awards for the 2021–2023 biennium will be the final separate STF distribution, as the Oregon Legislature has directed that the STF be merged into the Statewide Transportation Improvement Fund (STIF) by July 1, 2023.

Statewide Transportation Improvement Fund (STIF)

Section 122 of Keep Oregon Moving (Oregon House Bill 2017) established the STIF, a new dedicated funding source for expanding public transportation service, funded through an 0.1 percent employee payroll tax in Oregon. HB 2017's goals included expanding access to jobs, improving mobility, relieving congestion, and reducing greenhouse gas emissions, while providing a special focus on low-income populations. STIF funds may be used for public transportation purposes that support the operations, planning, and administration of public transportation programs and may also be used as the local match for state and federal grants for public transportation service.

Most (90%) of STIF funds are distributed to Qualified Entities based on a formula, with CTUIR, Morrow County, and Umatilla County all receiving direct formula funds. Five percent of STIF funds are available via discretionary grants for flexible funding, while four percent are available via discretionary grants for projects enhancing intercommunity service and the statewide transit network. One percent of the funds are allocated for program administration and a technical resource center.

Table 12 shows the projected growth of STIF formula funding for CTUIR, Morrow County and Umatilla County. As shown, STIF funding for CTUIR is a fixed amount and is not projected to grow through 2023, whereas STIF funding for Morrow County and Umatilla County are projected to grow by 5.38% per year through 2023. These amounts do not include discretionary and intercommunity funds.

Table 12. STIF Formula Fund Projections for CTUIR, Morrow County and Umatilla County

STIF	2020	2021	2022	2023	Projected Growth 2022–2023
CTUIR	\$100,000	\$100,000	\$100,000	\$100,000	0.00%
Morrow County	\$252,176	\$282,687	\$269,786	\$284,300	5.38%
Umatilla County	\$1,007,761	\$1,153,532	\$1,114,300	\$1,174,250	5.38%

Source: <https://www.oregon.gov/odot/RPTD/RPTD%20Committee%20Meeting%20Documents/STIF-Allocation-Estimates-Oct2020.pdf>

The discretionary element of the STIF awarded over \$10.5 million in grants during the 2019–2021 biennium. Eligible recipients include “Qualified Entities” as defined in OAR 732-040-0005(26) that provide public transportation services, as well as other “Public Transportation Service Providers” as defined in OAR 732-040-0005(24). CTUIR, Morrow County, and Umatilla County are Qualified Entities that provide public transportation services. The local match is typically a minimum of 20%, although certain projects may qualify for a 10% local match (e.g., providing access to rural communities, providing

service outside a provider's geographic jurisdiction, filling significant gaps in the Statewide Transit Network, benefitting multiple providers). Eligible projects include capital, planning, management, and transit-adjacent projects (e.g., infrastructure projects to improve transit user safety). Pilot operations projects are also eligible, but discretionary funds are not intended to be a source of ongoing operations funding, and applicants must provide a feasible financial plan for continued operations as part of their application for a pilot project.

STP Discretionary Bus Replacement Program

Oregon transfers federal STBG funds into Section 5310, Section 5311, and Section 5307 (Mass Transit Vehicle Program, used by large urban areas) and allocates funds to transit providers throughout Oregon through a competitive grant process. Funds must be used to replace existing vehicles that were purchased through ODOT and that have ODOT on the vehicle title as the first security interest holder. A local match of 10.27% is required. In the 2020–2022 biennium, ODOT allocated \$5 million to the program; CTUIR received \$236,761 to replace two vehicles. The Oregon Transportation Commission has committed to continuing this program for one more grant cycle.

Statewide Transit Network Program

This program is designed to support intercommunity and intercity transit services. It is funded partially by the STIF Intercommunity Discretionary Fund (\$7.3 million in the 2019–2021 biennium) and partially by federal Section 5311(f) intercity funds (\$1.3 million).

All entities that are eligible for STIF funding and provide intercommunity/intercity service are eligible to apply to the STIF Intercommunity Discretionary Fund. The required local match is the same as for STIF Discretionary grants: 20%, or 10% for specified project types; intercity service typically has characteristics that qualify for the 10% local match. CTUIR received \$1,035,268 in the 2019–2021 biennium for its various intercity services.

Eligibility for 5311(f) funds is broader than for STIF funds, as eligible entities also include non-profit and private for-profit providers of intercity service. However, these funds also require a greater local match: 50% for operations projects and 20% for capital projects and project administration.

Local Funding Opportunities

This section describes several local funding opportunities. CTUIR, Morrow County, and Umatilla County should consider these funding sources as well as continue to work with employers, local organizations, communities, and stakeholders in the region to identify their travel needs and form partnerships that could aid in securing local funds to develop solutions for services.

Partnership Programs

Potential partnerships include cities prioritizing sidewalk and bicycle improvements near bus stops, incorporating the transit providers in development review to ensure bus facilities are planned for, and partnering with Port employers to facilitate connections from bus stops to building entrances. Such connections could include on-site sidewalks,

bikeshare or scootershare programs, or company vans picking up and dropping off at the SAGE Center or near the driveways. The Funding Scenarios section of this memorandum focuses primarily on these partnerships for local support. These partnerships would also count toward local match, which can be leveraged for state and federal funding programs. Partnerships with private companies are also referred to as Public-Private Partnerships.

Local Taxes and Fees

Many operators, particularly districts providing transit service, generate local funding through dedicated taxes for transit service. Cities and counties can also support transit through dedicated fees and taxes, or through general fund revenue. The following is a list of typical funding sources used throughout the state of Oregon:

- Property Taxes: Most municipalities collect property taxes assessed on the value of an owned property, a portion of which may be used to fund transit. Providers such as Basin Transit Service and Lincoln County Transportation Service District implement these taxes. The counties could consider pursuing a property tax.
- Business Taxes: These tax the net income of nearby businesses. Businesses benefit from their employees receiving consistent and reliable transportation and their customers receiving viable means to travel to the establishment.
- Tax Increment Financing: This method is used to capture additional property taxes generated in the vicinity of transit-specific improvements or areas. This type of funding can also be used to capture a portion of the increase in property value created by a particular transit investment.
- Tax Incentive Zones: Provide an indirect avenue for transit funding by potentially increasing sponsorship revenue by providing tax incentives for businesses and residents residing near transit oriented or transit friendly developments.
- Multimodal Impact Fees: These fees are similar to auto-focused Transportation Impact Fees (TIFs) but are dedicated to improvements to multimodal transportation options. Transit providers can also benefit from projects funded by auto-focused TIFs that improve roadway operations for all roadway users.
- Parking Fees/Fines: Provide incentives for users to use transit to reach desirable areas, such as downtown areas. The implementation of a parking strategy can increase transit ridership, as well as increase parking revenue.

Other Transit Provider Revenue

Other, usually relatively minor, funding sources include advertising/sponsorships and investment income. Advertising typically provides a consistent, small stream of revenue. Some transit providers sell sponsorships for facility names, individual transit vehicles, etc. Many transit providers receive small amounts of investment income from the Local Government Investment Pool (LGIP) on some of their long-term savings.

Operating Budget

The operating budget for the Hermiston – Boardman Connector includes driver costs, fuel, vehicle maintenance and insurance, and administrative and management staff that are typically rolled into a per-hour operating cost. The Boardman – Port of Morrow Circular includes hourly driver costs, fuel, vehicle maintenance and insurance, but not administrative costs. In addition, vehicles typically need to be replaced every several years, depending on the amount of mileage the vehicle accrues each year. This section presents operating cost projections at different levels of service.

Table 13 lists the cost assumptions factored into the operating budget. These costs include an hourly operating cost for regional (Connector) and local (Circular) services; estimated costs for non-fleet capital improvements; expected useful life (EUL) of the fleet vehicles; fleet local match estimate; the number of weekdays, Saturdays, and Sundays operated per year; and an annual growth rate for service operating and capital costs, per year. These assumptions were derived from CTUIR's and Morrow County's existing costs when available and estimated from similar systems otherwise.

Table 13. Cost Assumptions

Costs	2023
Regional Operating	\$100
Local Operating	\$35
Other Capital	\$50,000
Regional Vehicle EUL (miles)	450,000
Regional Vehicle Match	\$17,000
Local Vehicle EUL (miles)	200,000
Local Vehicle Match	\$28,000
Weekdays	255
Saturdays	55
Sundays	55

Ordering vehicles for the new services will take several years. For planning purposes, 2023 is assumed to be the first feasible year of service. Table 14 shows the Year 2023 operating and fleet replacement cost based on different levels of service. The *Revised Draft Route Schedules* identified higher-priority service hours as 5:30 AM to 7:30 PM, with additional service that could be provided as early as 4 AM and late as 9:30 PM. In the longer term, Sunday service could be added. Generally, the Hermiston – Boardman Connector and Boardman – Port of Morrow Circular should operate the same hours.

As shown, weekday and Saturday, 5:30 AM to 7:00 PM service, would cost about \$868,000 annually to operate for the Hermiston – Boardman Connector and \$141,000 for the Boardman – Port of Morrow Circular. The Hermiston – Boardman Connector would operate about 228,000 annual service miles, or just over a vehicle's EUL if all miles were on the same vehicle. Therefore, the service would need to replace an average of one

Confederated Tribes of the Umatilla Indian Reservation, Umatilla County, and Morrow County
**HERMISTON – BOARDMAN CONNECTOR/
 BOARDMAN – PORT OF MORROW CIRCULAR**

vehicle per year, although these vehicles would typically be purchased in multiples every 2–3 years. CTUIR would need to save about \$9,000 and Morrow County about \$6,000 on average, annually, to meet the local match for fleet replacement. Vehicle replacement costs are assumed to increase in proportion to the increasing service hours and costs of other scenarios.

Table 14. Year 2023 Operating and Fleet Replacement Costs

Service	Operating Hours Scenario	Annual Service Hours	Operating Costs	Annual Service Miles	Annual Vehicle Local Match	Total 2023 Costs
Hermiston-Boardman Connector	Weekdays + Saturday; 5:30 AM to 7:30 PM	8,680	\$868,000	228,656	\$9,000	\$877,000
	Weekdays + Saturday; 4:00 AM to 9:30 PM	10,850	\$1,085,000	292,392	\$11,000	\$1,096,000
	All Days; 4:00 AM to 9:30 PM	12,775	\$1,278,000	344,268	\$13,000	\$1,291,000
Boardman-Port of Morrow Circular	Weekdays + Saturday; 5:30 AM to 7:30 PM	4,030	\$141,000	39,525	\$6,000	\$147,000
	Weekdays + Saturday; 4:20 AM to 9:20 PM	4,650	\$163,000	49,631	\$7,000	\$170,000
	All Days; 4:20 AM to 9:20 PM	5,475	\$192,000	58,437	\$8,000	\$200,000
Other Capital			\$50,000	-	-	\$50,000

Costs for operating services are anticipated to increase over time. Table 15 shows the projected five-year operating costs and Table 16 shows the long-term operating costs, with future years projected using a 3.5% annual cost increase.

Table 15. Projected Five-Year Operating and Fleet Replacement Costs

Service	Scenario	2023	2024	2025	2026	2027
Hermiston-Boardman Connector	Weekdays + Saturday; 5:30 AM to 7:30 PM	\$877,000	\$908,000	\$941,000	\$974,000	\$1,009,000
	Weekdays + Saturday; 4:00 AM to 9:30 PM	\$1,096,000	\$1,135,000	\$1,175,000	\$1,217,000	\$1,260,000
	All Days; 4:00 AM to 9:30 PM	\$1,291,000	\$1,336,000	\$1,383,000	\$1,432,000	\$1,483,000
Boardman-Port of Morrow Circular	Weekdays + Saturday; 5:30 AM to 7:30 PM	\$147,000	\$153,000	\$159,000	\$165,000	\$172,000
	Weekdays + Saturday; 4:20 AM to 9:20 PM	\$170,000	\$176,000	\$183,000	\$190,000	\$198,000
	All Days; 4:20 AM to 9:20 PM	\$200,000	\$207,000	\$215,000	\$223,000	\$232,000
Other Capital		\$50,000	\$50,000	\$52,000	\$54,000	\$56,000
Weekdays + Saturday; Shorter Service Hours		\$706,000	\$1,074,000	\$1,113,000	\$1,154,000	\$1,195,000
Weekdays + Saturday; Longer Service Hours		\$858,000	\$1,316,000	\$1,363,000	\$1,412,000	\$1,463,000
All Days; Longer Service Hours		\$1,001,000	\$1,541,000	\$1,595,000	\$1,652,000	\$1,711,000

Table 16. Projected Long-Term Operating and Fleet Replacement Costs

Service	Scenario	2023	2028	2033	2038	2043
Hermiston-Boardman Connector	Weekdays + Saturday; 5:30 AM to 7:30 PM	\$877,000	\$1,045,000	\$1,243,000	\$1,478,000	\$1,756,000
	Weekdays + Saturday; 4:00 AM to 9:30 PM	\$1,096,000	\$1,305,000	\$1,551,000	\$1,844,000	\$2,192,000
	All Days; 4:00 AM to 9:30 PM	\$1,291,000	\$1,535,000	\$1,825,000	\$2,168,000	\$2,579,000
Boardman-Port of Morrow Circular	Weekdays + Saturday; 5:30 AM to 7:30 PM	\$147,000	\$179,000	\$215,000	\$257,000	\$307,000
	Weekdays + Saturday; 4:20 AM to 9:20 PM	\$170,000	\$205,000	\$247,000	\$295,000	\$351,000
	All Days; 4:20 AM to 9:20 PM	\$200,000	\$241,000	\$288,000	\$344,000	\$409,000
Other Capital		\$50,000	\$50,000	\$61,000	\$76,000	\$92,000
Weekdays + Saturday; Shorter Service Hours		\$706,000	\$1,074,000	\$1,285,000	\$1,534,000	\$1,827,000
Weekdays + Saturday; Longer Service Hours		\$858,000	\$1,316,000	\$1,571,000	\$1,874,000	\$2,231,000
All Days; Longer Service Hours		\$1,001,000	\$1,541,000	\$1,837,000	\$2,189,000	\$2,604,000

Funding Scenarios

Primary funding sources for the first several years of service include FTA Section 5311 funding; STIF formula, discretionary, and intercommunity funds; and local and employer support. The following section describes the amounts and scenarios from the different funding sources and compares these to the operating budgets.

Table 17 shows the funding growth assumptions that factored into the operating budget. As shown in the *Potential Funding Sources* section, STIF Formula Funds are projected to grow over the next several years at a 5.38% annual rate. A conservative 4% growth rate was assumed for STIF funding sources. CTUIR currently receives FTA Section 5311 funds, and Morrow County is pursuing FTA Section 5311 qualification and funding, which is projected to grow nearly 2% annually, the historic growth rate for Section 5311 rural program funding. Per Oregon's formula for 5311 distribution, the increase in amount of service provided and ridership from the initial start of these services would also provide an upfront funding increase for CTUIR's 5311 distribution.

Local and employer contribution growth is estimated to grow near 3.5%. These contributions can include sidewalk and bicycle improvements near bus stops, improvements to bus stops themselves, or partnership rideshare, carpool, and vanpool programs. Cities, the counties, and employers implement many of these improvements and programs already and are not expected to contribute funding directly to the transit service providers. *Additional information on cooperative programs is included in Appendix C.*

Table 17. Funding Growth Assumptions

Growth Rates	
STIF Employment/Wage Growth	4.00%
5311 Growth	2.00%
Local and Employer Growth	3.50%

Table 18 shows the projected five-year revenue and Table 19 shows projected long-term revenue by source, as well as the sums by funding scenario. CTUIR, Morrow County, and Umatilla County provided their estimated 2023 contributions, which were increased based on the funding growth assumptions.

Funding Scenario 1 includes STIF Formula and local and employer support. These funding sources are considered highly stable and serve as a minimum level of funding that could be dedicated. Funding Scenario 2 adds 5311 funds from Morrow County, which is likely but not finalized as a funding source. Funding Scenario 3 adds STIF Discretionary Funding, including Intercommunity funds. The intercommunity funding can be granted continuously through the STIF program. However, the discretionary grants are likely in the short-term to get services started, but generally are not intended to provide long-term funding support.

Table 18. Projected Five-Year Revenues

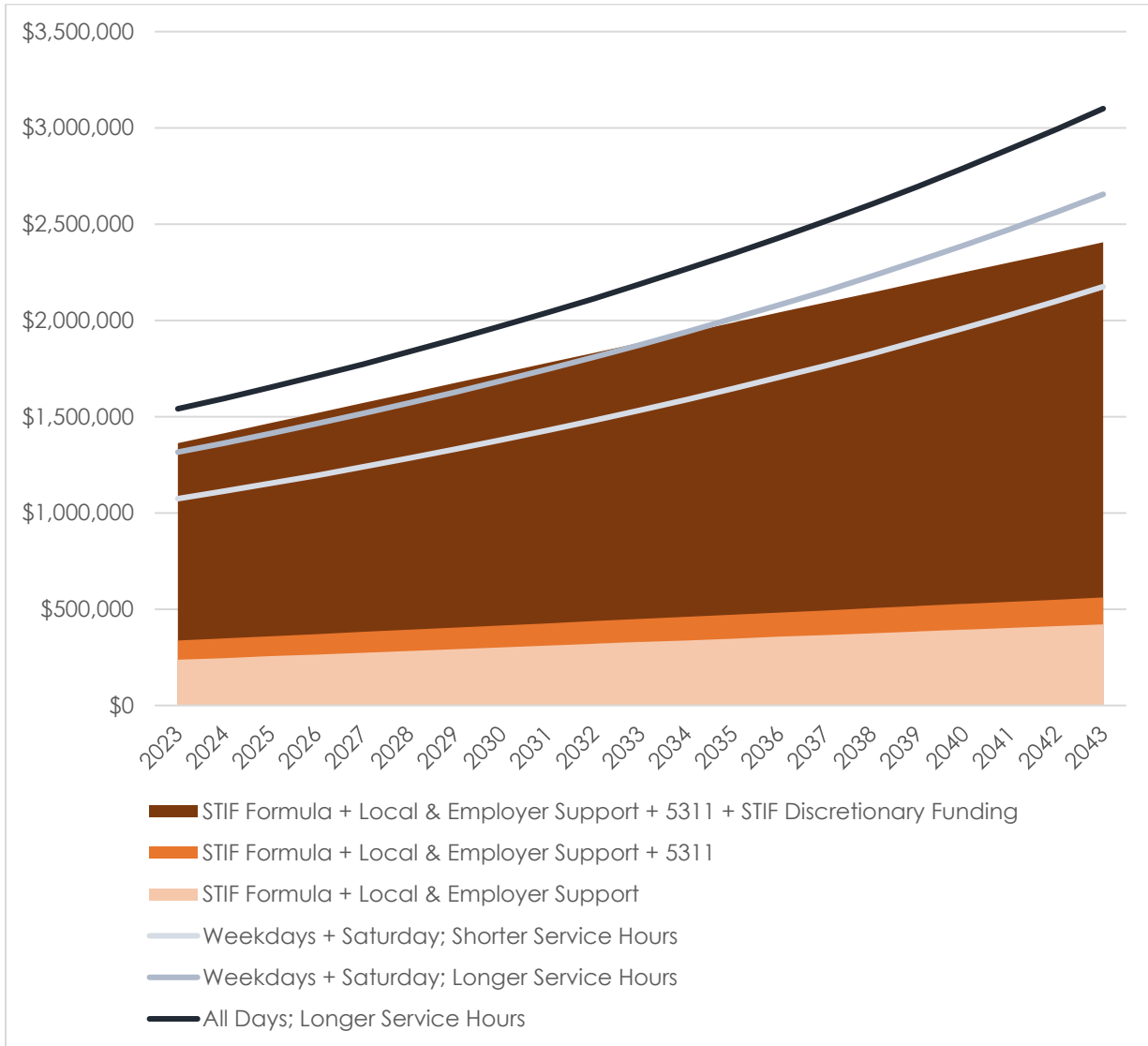
Year		2023	2024	2025	2026	2027
Local & Employer Support		\$50,000	\$52,000	\$54,000	\$55,000	\$57,000
5311 Funds - Morrow - Circular		\$100,000	\$102,000	\$104,000	\$106,000	\$108,000
STIF Formula - Morrow - Circular		\$50,000	\$60,000	\$70,000	\$80,000	\$90,000
STIF Formula - Morrow - Connector		\$50,000	\$52,000	\$54,000	\$56,000	\$58,000
STIF Formula - Umatilla - Connector		\$86,755	\$90,000	\$94,000	\$97,000	\$101,000
STIF Discretionary - Morrow - Circular		\$75,000	\$78,000	\$81,000	\$84,000	\$87,000
STIF Discretionary/Intercommunity Fund		\$950,000	\$988,000	\$1,026,000	\$1,064,000	\$1,102,000
Scenario 1	STIF Formula + Local & Employer Support	\$237,000	\$246,000	\$256,000	\$264,000	\$274,000
Scenario 2	STIF Formula + Local & Employer Support + 5311	\$337,000	\$348,000	\$360,000	\$370,000	\$382,000
Scenario 3	STIF Formula + Local & Employer Support + 5311 + STIF Discretionary Funding	\$1,362,000	\$1,414,000	\$1,467,000	\$1,518,000	\$1,571,000

Table 19. Projected Long-Term Revenues

Source		2023	2028	2033	2038	2043
Local & Employer Support		\$50,000	\$59,000	\$68,000	\$76,000	\$85,000
5311 Funds - Morrow - Circular		\$100,000	\$110,000	\$120,000	\$130,000	\$140,000
STIF Formula - Morrow - Circular		\$50,000	\$60,000	\$70,000	\$80,000	\$90,000
STIF Formula - Morrow - Connector		\$50,000	\$60,000	\$70,000	\$80,000	\$90,000
STIF Formula - Umatilla - Connector		\$86,755	\$104,000	\$121,000	\$139,000	\$156,000
STIF Discretionary - Morrow - Circular		\$950,000	\$1,140,000	\$1,330,000	\$1,520,000	\$1,710,000
STIF Discretionary/Intercommunity Fund		\$50,000	\$60,000	\$70,000	\$80,000	\$90,000
Scenario 1	STIF Formula + Local & Employer Support	\$237,000	\$283,000	\$329,000	\$375,000	\$421,000
Scenario 2	STIF Formula + Local & Employer Support + 5311	\$337,000	\$393,000	\$449,000	\$505,000	\$561,000
Scenario 3	STIF Formula + Local & Employer Support + 5311 + STIF Discretionary Funding	\$1,362,000	\$1,623,000	\$1,884,000	\$2,145,000	\$2,406,000

Figure 19 shows the projected operating budgets (lines) and funding scenarios (shaded areas) over time. As shown, the weekday and Saturday service options with both shorter and longer service hours could be supported by Funding Scenario 3 initially, but the costs of the longer service hours are expected to outpace available funding near 2034. Expanding service to Sunday would require additional funding in any year, especially as additional dispatch, supervisory, maintenance, and other staff would be needed to expand CTUIR and Morrow County service to days they do not currently operate on.

Figure 19. Projected Operating Budget and Funding Scenarios





Stafford Hansell Government Center
Potential Transit Center Area

4. MANAGEMENT PLAN

MANAGEMENT PLAN

A coordinated, targeted, and effective public information and marketing campaign would help publicize and encourage people to use transit. The following sections describe management, marketing, and customer information strategies for successful shuttle implementation.

Management Strategies

Management strategies are those that CTUIR and the counties can conduct behind-the-scenes for effective implementation.

- **Partner with Employers.** Continue to work with employers to identify shift times for employee travel needs to develop solutions for services. Market existing services through employers to encourage information sharing not only to employees but feedback from transit users as well.
- **Explore Creating a Transportation Management Association (TMA) and/or Regional Transit Association (RTA).** A TMA is a public-private partnership between government entities and businesses and organizations within a location to establish transportation-related policies and programs for the location. An RTA is a partnership primarily comprised of public entities such as neighboring transit service providers and local jurisdictions, such as cities and counties. Entities use TMAs and RTAs to better coordinate and manage their transportation challenges.
- **Collaborate with Community-Based Organizations (CBOs) and health and human services organizations.** Collaborate with stakeholders and CBOs, including but not limited to Columbia River Health, Community Health Improvement Partnership of Morrow County (CHIPOMC), Good Shepherd Health Care System, SAGE Center, VA Clinics, DHS locations, WIC and Head Start programs, and Desert Sage Manor, to identify changing travel needs and develop solutions for services.
- **Promote Coordination between CTUIR, Morrow County, Umatilla County, Local and Regional Partners, and other Transit Providers.** Coordination between local partners, including adjacent transit districts, local and regional transportation providers, and local jurisdictions, will lead to a comprehensive and efficient system in which users can travel seamlessly inter- and intra-regionally.
- **Create Measurable Outcomes for Services to Promote Effective Monitoring and Increase Customer Satisfaction.** The *Monitoring System Performance* section of this memo identifies ways to monitor performance over time to better evaluate service outcomes. Engage community members to improve customer satisfaction, retain existing riders, and attract new riders.

Monitoring System Performance

The following section provides a program to track transit service performance and the success of the plan's recommendations. The program is data-driven and is founded on performance measures that can be tracked on a regular basis through set benchmarks. In most cases, these performance measures are already tracked as part of Federal Transit Administration (FTA) reporting requirements. This program enables a dynamic system where service adjustments can be implemented and justified following performance evaluations.

Performance measures are divided into monitoring on an annual and a less-frequent (e.g., biennial) basis. Most of the recommended performance measures should be reviewed each year; the performance measures identified for less-frequent review are less likely to fluctuate meaningfully on an annual basis. As these performance measures are applied in the future, Morrow County, Umatilla County, and CTUIR may adjust how often specific performance measures are examined. Benchmarks also consider existing and future data availability.

Annual Review of Performance Measures

The following performance measures are recommended to be evaluated at least annually to understand how the new services are being used. All but one of these measures are typically already monitored for National Transit Database (NTD) reporting purposes.

- **Capital costs:** Examine annual capital costs directly to the service operator (CTUIR, Morrow County) and improvements by facility owners (Umatilla County, Morrow County, local cities, employers, other property owners). This information is useful for budgeting for vehicle replacements and additional transit-supportive infrastructure such as shelters, based on actual agency cost experience.
- **Operating costs:** Tracks annual operating costs for the services, tracked separately for the Connector and Circular. This information is useful for evaluating cost trends for future budgeting purposes, and for calculating other performance measures, such as cost per hour, that can be compared with other CTUIR routes and with peer agencies.
- **Annual rides:** Tracks total number of rides per year, tracked separately for the Connector and Circular. This information is useful for evaluating ridership trends, and for calculating other performance measures, such as rides per hour or cost per ride, that can be compared with other CTUIR routes and with peer agencies. Transit providers typically also track ridership more frequently (e.g., by month, by day of week) to help identify ridership patterns and trends.

- **Revenue service hours:** Tracks total number of hours of revenue service provided, tracked separately for the Connector and Circular. This measure is used to calculate rides and cost per hour.
- **Rides per hour:** Tracks average annual rides per hour (productivity), tracked separately for the Connector and Circular. Staff resources permitting, tracking annual productivity by scheduled trip is useful for identifying and supporting the need for schedule changes (e.g., addressing consistently over- or under-utilized trips), for identifying the need to purchase higher-capacity vehicles, and for targeting marketing efforts to increase ridership, among other uses.
- **Cost per hour:** Tracks average annual operating cost per revenue hour, tracked separately for the Connector and Circular. Cost per hour is a useful measure to compare to peer agencies, to check whether one's costs and cost trends are in line with, greater than, or less than one's peers.
- **Number of Deviation Request Denials (Circular Only):** Tracks the total number of deviation requests denied on the Boardman – Port of Morrow Circular, to help identify the need for schedule and/or route changes to maintain service reliability and attractiveness. In addition, although more labor-intensive, tracking where and how frequently deviation requests are made can be useful for making route adjustments to serve high-demand trip origins and destinations.

Less-Frequent Review of Performance Measures

The following performance measures are either (1) less likely to change in a significant way on an annual basis and do not need to be tracked each year, or (2) are time-intensive to evaluate on an annual basis.

- **System ease of use:** Tracks improvements made to travel between communities or transit providers, such as technology improvements (trip-planning, real-time tracking apps) and timed transfers between different transit providers.
- **Walking and bicycling access:** Tracks the percentage of stops having a sidewalk/path, bicycle lane/path, and/or crossings connecting to the stop.

Peer Comparison

While every transit provider has unique service area and operating characteristics, comparing a provider's performance to that of similar providers can help managers and decision-makers gauge whether changes in performance match the experience of similar agencies, or may be due to actions on the provider's part (either something to correct or something to continue, depending on how performance changed). Transit agencies that receive federal funding are required to report information about service miles, service hours, and ridership, among others, to the NTD. Peer comparisons were conducted for CTUIR and Morrow County to understand existing and potential

performance using the most-recent year of available data, 2018. Peers were primarily identified using the process described in *TCRP Report 141: A Guidebook on Performance Measurement and Peer Comparison in the Transit Industry*, which uses factors such as type of service provided, amount of service provided, geographic characteristics, and more.

Hermiston – Boardman Connector (CTUIR)

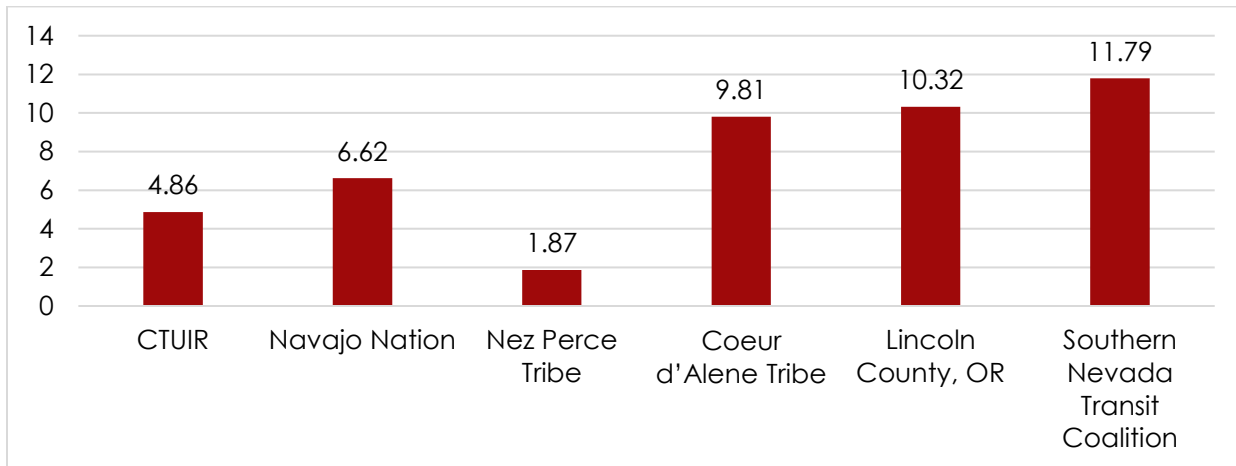
Peers for CTUIR were identified using the rural transit peer-identification method developed by the National Rural Transit Assistance Program and implemented in the online Rural Integrated NTD tool. This tool applies a peer-matching process similar to that described for urban systems in *TCRP Report 141: A Guidebook on Performance Measurement and Peer Comparison in the Transit Industry*. It considers such factors as provider type (e.g., tribal, county, transit district), annual vehicle miles operated, percent local funding, and more. The tool was used to identify three similar tribal operators (neglecting the factor that considers the population of the provider's headquarters, as Pendleton is considerably larger than most tribal provider headquarter cities). The tool was also used to identify two similar non-tribal operators.

The selected tribal providers are the Navajo Nation, the Nez Perce Tribe, and the Coeur d'Alene Tribe. The selected non-tribal providers are the Lincoln County Transportation Service District (Newport, OR) and the Southern Nevada Transit Coalition (Laughlin, NV). Table 20 provides the peer comparison evaluation and Figure 20 shows rides per hour for the peer providers. As shown, CTUIR serves fewer rides per hour than all of its peers except for the Nez Perce Tribe.

Table 20. Transit Provider Comparison (2018) for CTUIR

Data	CTUIR	Navajo Nation	Nez Perce Tribe	Coeur d'Alene Tribe	Lincoln County, OR	Southern Nevada Transit Coalition
Operates Commuter Bus?	Yes	Yes	No	No	Yes	Yes
% Local Funding	23.4%	24.7%	15.1%	30.6%	32.4%	21.7%
% Fixed Route	100%	100%	93.1%	92.5%	77.9%	79.4%
Annual Vehicle Miles	418,955	690,252	300,488	675,469	504,181	409,997
Annual Revenue Hours	15,018	19,486	8,679	25,861	31,198	24,917
Annual Rides	72,971	129,000	16,230	253,721	321,833	293,783
Rides per Hour	4.86	6.62	1.87	9.81	10.32	11.79
Cost per Hour	\$94.24	\$118.36	\$118.85	\$51.91	\$60.09	\$88.99

Figure 20. Rides per hour for CTUIR and comparable systems



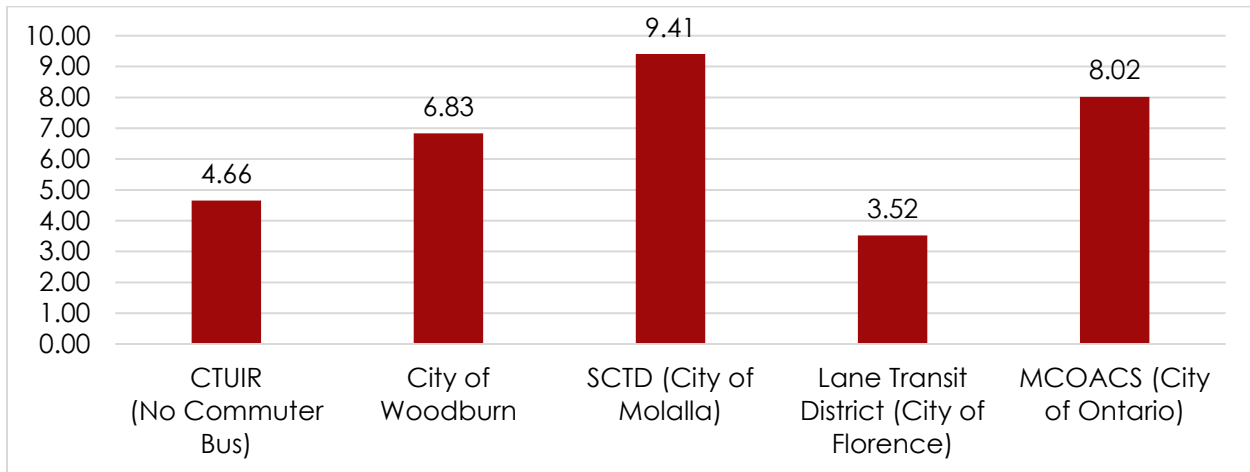
Boardman – Port of Morrow Circular (Morrow County)

Morrow County does not currently report data to NTD, given that it has not historically received federal funding that requires NTD reporting. Therefore, several providers who provide service similar to the proposed service were selected. These peers were matched based on an estimated 5,000 service hours and about 50,000 annual service miles for the Port of Morrow Circular. This analysis only looked at local bus service (i.e., not commuter bus or demand-response as reported to NTD). Similar providers include CTUIR's local services, the City of Woodburn, South Clackamas Transportation District's (SCTD's) Molalla service, Lane Transit District's Florence service, and Malheur Council on Aging and Community Service's (MCOACS's) Ontario service. All of these services connect to regional transit service. Table 21 provides the peer comparison evaluation and Figure 21 shows rides per hour for the peer providers. Table 21 also shows city populations and employments for each jurisdiction, with the Boardman numbers not including unincorporated Port of Morrow employment. As shown, similar-sized providers typically generate 4-10 rides per hour. Ridership is generally higher in communities with high employment such as Boardman.

Table 21. Transit Provider Comparison (2018) for Boardman – Port of Morrow Circular

Data	Boardman/Port of Morrow	CTUIR (No Commuter Bus)	City of Woodburn	SCTD (City of Molalla)	Lane Transit District (City of Florence)	MCOACS (City of Ontario)
Population	3,439	Hermiston - 17,423 Mission - 850	25,738	9,155	8,921	10,966
Employment	6,283+	Hermiston - 7,305 Mission - 2,101	9,517	2,570	3,112	8,542
Annual Service Miles	50,000	92,832	45,023	17,104	27,177	65,023
Annual Service Hours	5,000	5,256	3,048	2,547	2,173	3,012
Annual Rides	—	24,485	20,831	23,968	7,651	24,150
Rides per Hour	—	4.66	6.83	9.41	3.52	8.02

Figure 21. Rides per Hour for Boardman – Port of Morrow Circular Comparable Services



Marketing, Information, and Customer Feedback Strategy

The following describes actions to improve customer service and information that can be implemented in the short term and that should be maintained on a long-term basis:

- **Develop Transit Service Branding.** Branding is the foundation of the marketing strategy and provides an identity and image to potential customers. It helps create immediate recognition of all aspects of the service. Key elements of visible marketing tools include the name, logo, vehicle colors and graphics, and bus stop signage and facilities. For maximum effort, it is important to consistently use colors and graphics. A distinctive base color used consistently on transit vehicles and facilities becomes the “color of the bus” in the community. Vehicle graphics, bus stop signage, shelters, and benches create visibility throughout the community and their style, color, and quality should be consistent. Bus stops and shelters are a convenient place to provide additional information about routes, schedules, and deviation zones. While CTUIR and Morrow County have existing branding for some of their services, highlighting these services at new bus stops and facilities will be helpful in marketing services.
- **Provide Maps and Brochures in a Single User-Friendly Brochure.** Printed brochures and pamphlets can be designed and distributed to various target audiences to promote the transit services. The main element of this kind of promotion is the different style of communication depending on distinct target groups while encouraging all to use the same transit service. A printed brochure or pamphlet should include a route map or maps showing all routes with deviation zones, bus stop locations, landmarks, and key destinations clearly depicted. How-to-ride information, including how to request a deviation, should be included. Contact information, including website, telephone number, and reference to a trip planning app (if available) should be provided. Providing information in other

languages spoken in the community (e.g., Spanish) helps reach members of the community who speak English as a second language.

- **Provide Real-Time Information, Trip-Planning Technologies, and Support Mobile Application Technologies.** Real-time information, including real-time bus arrival and route information, helps improve the ridership experience by reducing passenger wait times at the stop (passengers know when they should leave for the stop) and provides confidence that a bus has not been missed. With the introduction of deviated-route service, bus arrival times at stops become more approximate, depending on whether or not a deviation was made earlier in the trip. With 45-60 minute headways creating long waits if a bus is missed, real-time information helps reassure riders that their bus is on the way. A mobile/smartphone presence has become increasingly important. As automatic vehicle location (AVL) technology is installed on buses, providing real-time AVL data feeds could make real-time bus locations available on applications such as Google Maps and Transit, and could potentially be integrated into Morrow County, Umatilla County, and CTUIR's websites. Information on all routes can be provided via the websites or smartphones through "push" technologies such as text messages and through telephone support. Oregon Department of Transportation (ODOT) provides support in converting real-time bus arrival information for compatibility with applications such as Google Maps and Transit.
- **Invest in Training Programs.** The faces of the transit operator are the bus operators and customer service staff. Ongoing investment in training resources will help staff continue to contribute to the region's positive image.
- **Advertise.** Advertising via different medias can help attract a range of riders. Newspaper display advertising of the services is a great tool to introduce and promote the service that can lead to high ridership. Securing a Transportation Options Innovation Grant from ODOT could help with advertising efforts. Other ways of promoting the service includes radio communication, television advertising, social media like Facebook and Next Door, and email blasts.



5. CAPITAL PLAN

CAPITAL PLAN

This section provides an overview of the capital needs for the Hermiston – Boardman Connector and Boardman – Port of Morrow Circular, including bus stop improvements and fleet considerations. Safe and comfortable facilities can improve the rider experience and increase ridership by improving stop visibility, providing protection from poor weather, and improving access to transit.

The information in this section also considers other future transit services. The 2018 Morrow County/Umatilla County Transit Development Strategy includes Heppner–Boardman and Pendleton–Kennewick (potentially via I-82 and/or US 395) as high-priority transit needs and Arlington–Boardman as a medium priority. These other services may increase demands at transit stops established through the Hermiston – Boardman Connector and Boardman – Port of Morrow Circular and/or trigger the need for major transit centers, park-and-rides, and vehicle storage and maintenance facilities.

Capital Needs Plan

This section provides the short-term and long-term capital needs, with a detailed breakdown for the first 3 years of operation in the *Capital Acquisitions Plan* section.

Bus Stops

Waiting at a bus stop is generally the first part of a rider's journey on a transit system, and a visible, safe, and comfortable stop is critical. Bus stops can be as large as transit centers and as small as a stop with signage. Bicycle and pedestrian access needs can include facilities along roadways, crossings, and bicycle storage. Park-and-rides can provide a useful location for riders to transfer to regional services. The following describes the types of facilities that may be applicable for the Hermiston – Boardman Connector and Boardman – Port of Morrow Circular.

Bus Stops Amenities

The following summarizes potential bus stop amenities, cost ranges¹, and uses:

- **Signage:** The cost for new bus stop signage and a pole, installed, can range from \$300 to \$1,000, depending on the material and the installation conditions. Generally, every stop should have signage identifying it.
- **Benches:** Benches should be considered for stops with at least three boardings per day, although other factors, such as the proximity to senior housing and nearby businesses willing to contribute to the costs, should be factored into the decision as well. Installed benches vary in price from \$500 to \$1,500.

¹Cost estimates are sourced from *Transit in Small Cities: A Primer for Planning, Siting, and Designing Transit Facilities in Oregon* <https://digital.osl.state.or.us/islandora/object/osl:10551>

- **Trash Cans:** The cost for a trash can averages about \$750 in materials, not including installation. Trash cans are often installed alongside shelters, providing cost savings. Installation should also consider maintenance and the need to regularly empty cans.
- **Bike Racks:** Bike racks are typically most beneficial at regional transfer locations, such as the Hermiston – Boardman Connector. Bike racks typically cost \$1,000 in materials. Bicycle accommodation should also consider the demand to load bicycles onto transit vehicles for first/last-mile connections.
- **Shelters:** Passenger shelters add to the comfort of using transit and are generally popular with riders. An “off the shelf” passenger shelter costs about \$6,000 plus installation. In addition to initial capital costs, passenger shelters will incur maintenance costs for cleaning, repair, and replacement. The cost estimate does not include the concrete pad, if needed. Given their higher cost, shelters may be less feasible to implement, and may be reserved for stops with ten or more boardings per day.
- **Transit Centers and Major Transit Stops:** Transit centers provide a transfer point for bus routes, while major transit stops are typically provided at major activity centers. In addition to providing greater passenger amenities that improve rider comfort, transit centers and major transit stops provide visibility for the transit service, reminding residents and visitors of the availability of the service within their community. They can include higher-level amenities such as restrooms and indoor waiting areas, large covered waiting zones, and more. While no transit centers are present in the study areas, the 3rd/Orchard Stop and Walmart Stop, served by both the existing Hopper and HART services, could be considered major transit stops.

Table 22 summarizes existing, recommended short-term (within the first 3 years), long-term (beyond 3 years), and not recommended (N/A) improvements at identified stops. The recommendations seek to establish at least one stop with higher levels of amenities in each community, often at an existing public facility or major activity center. As services and ridership patterns stabilize, the service providers and local jurisdictions can further refine and prioritize the long-term improvements. Shelters are considered existing if they are immediately adjacent to the stop; restrooms are considered existing if they are publicly available, or in the case of employment stops, available to the employees. Some amenities, such as restrooms at the Recycling Depot and 6th Street/B Street stops, are intended to be one restroom servicing both stops, which are across the street from each other.

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Table 22. Amenities at Stops

Stop	Benches	Shelters	Trash Cans	Bike Racks	Restrooms
SW 3rd Street/W Orchard Ave	Ex	Ex	Ex	Short-Term	Short-Term
Walmart	Short-Term	Short-Term	Ex	Short-Term	Long-Term
Northwest Farm Supply	Long-Term	Long-Term	Ex	Long-Term	N/A
KIE Supply Corporation	Long-Term	Long-Term	Long-Term	Long-Term	N/A
Lamb Weston (Westland Road)	Short-Term	Long-Term	Long-Term	Long-Term	N/A
McNary Market	Short-Term	Ex	Ex	Short-Term	Long-Term
Post Office	Long-Term	Long-Term	Long-Term	Long-Term	N/A
Recycling Depot	Short-Term	Short-Term	Ex	Short-Term	Long-Term
6th Street/B Street	Short-Term	Short-Term	Ex	Short-Term	Long-Term
City Hall Village Square	Ex	Long-Term	Long-Term	Long-Term	N/A
6th Street/Yrexa Avenue	Short-Term	Long-Term	Long-Term	Long-Term	N/A
Highway 730 and First Street	Short-Term	Short-Term	Short-Term	Short-Term	Long-Term
Employment stops	Short-Term	Long-Term	Long-Term	Long-Term	Ex
SAGE Center	Ex	Ex	Ex	Ex	Ex
Boardman Ave/Main St	Short-Term	Short-Term	Ex	Short-Term	N/A
Columbia Ave/2nd St	Short-Term	Ex	Short-Term	Short-Term	N/A
Boardman Post Office	Short-Term	Short-Term	Ex	Short-Term	Long-Term
Main St/Front St	Short-Term	Short-Term	Ex	Short-Term	N/A
Select Market/DHS	Short-Term	Short-Term	Ex	Short-Term	Long-Term
Faler Rd/Mt. Hood Ave	Long-Term	Long-Term	Long-Term	Long-Term	N/A
Mt. Hood Ave/Wilson Ln	Short-Term	Short-Term	Short-Term	Short-Term	N/A
Wilson Rd/River Ridge Dr	Long-Term	Long-Term	Long-Term	Long-Term	N/A
Wilson Rd/Anthony Rd	Short-Term	Long-Term	Long-Term	Long-Term	N/A
Tatone St/Wilson Rd	Short-Term	Long-Term	Long-Term	Long-Term	N/A
Tatone St/Willow Fork Dr	Long-Term	Long-Term	Long-Term	Long-Term	N/A
C&D Drive-In	Ex	Ex	Ex	Short-Term	N/A
Boardman Ave/2nd Ave	Short-Term	Long-Term	Long-Term	Long-Term	N/A

Ex: Existing amenity

Short-Term: Within the next 3 years

Long-Term: Beyond 3 years, preferably within 20 years, dependent on demand as transit service stabilizes.

N/A: Not recommended for future improvement.

These stops represent general locations and can shift based on service needs and discussions with property and business owners. For example, the 3rd/Orchard stop represents a major activity center in Hermiston, and ongoing conversations with City of Hermiston staff may identify a different location for a future transit center in Hermiston. For example, a future option may include Hermiston City Hall, which is planned for reconstruction and has the potential to include elements such as bus bays and sheltered waiting areas. A transit center could also be developed in the open areas near Port Drive and SE 9th Street, providing a connection to Blue Mountain Community College, DHS, and Umatilla County Circuit Court – Hermiston Branch, with a smaller stop still providing service to central Hermiston. Other vacant land, such as near Good

Shepherd Health Care System and Walmart, could also be developed as a transit center. The Umatilla Port of Entry has also been discussed as a potential future transit center and/or vehicle storage and maintenance location, if the Port of Entry is relocated in the future. Morrow County is actively seeking a location for a new maintenance facility, which could potentially serve as a transit center as well. This site is to be determined in partnership with the City of Boardman and businesses.

Bicycle and Pedestrian Access

Virtually every bus rider is also a pedestrian, and bicycles provide an important "last mile" option for transit, particularly for regional riders who may be fairly dispersed. CTUIR and Morrow County can work with local public works authorities to prioritize pedestrian and bicycle improvements that serve transit stops and encourage cities to modify their plans, if-needed.

It is of particular importance and a legal requirement to provide for access by persons with disabilities. Transit centers, shelters, and new or relocated bus stops should be designed to meet the requirements of the Americans with Disabilities Act (ADA). It is recommended that cities, the County, and Oregon Department of Transportation (ODOT) prioritize street corners near transit centers and shelters for ADA ramps.

Locations identified for improvements near recommended bus stops in previous planning efforts include:

- Morrow County TSP – calls for an overpass over I-84 at Olson Road, which could include pedestrian and bicycle facilities.
- City of Irrigon TSP – recommends sidewalks and/or paths on US 730 between First Street and 11th Street, and along First Street, Division Road, 7th Street, and 11th Street.
- City of Boardman TSP – recommends extending NE Boardman Avenue to Olson Road, and extending Third Street, Second Street, Chaperell Drive, Kinkade Road, and Anderson Road, which could include pedestrian and bicycle facilities. The City of Boardman is also planning a footbridge crossing the railroad near the Port Offices.
- City of Boardman Multi-Use Path Plans – recommends a new multi-use path on Columbia Avenue between Main Street and Olson Road and to the south of Wilson Lane, as an extension of Faler Road.
- Heritage Trail Map – The Heritage Trail includes existing and proposed trails extending east-west from Boardman to Irrigon and Umatilla, primarily along the river. The existing path follows the riverfront in Boardman and then continues on the north side of Marine Drive about to Olson Road (on the north side of the railroad). The proposed alignment would continue along Marine Drive, to Ullman Boulevard, Columbia Avenue, US 730, and River Lane, then along a riverfront path leading to the north end of Pleasant View Road and on into Umatilla County.
- Umatilla County TSP – identifies sidewalk improvements for Bensel Road, Bud Draper Road, Roxury Lane, Beach Access Road, Powerline Road, Umatilla River Road, Ford Road, 3rd Street, Scapelhorn Road, and Power City Road in the City of Umatilla. Identifies bicycle pathways for Bud Draper, McNary Beach Recreation Area, Powerline Road to "F" Street, and Powerline Road.

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- City of Umatilla TSP – recommends that US 730’s cross-section include 6’ sidewalks, 5’ planter strips, and 6’ bike lanes with 8’ parking lanes throughout the corridor. Collector street cross-sections also include sidewalks and bicycle lanes; intersecting collector streets include Powerline Drive, B Street, F Street, Switzler Drive, County 1275 Road, Brownell Boulevard, Power City Road, Devore Road, Wildwood Lane, Pomoro Drive, and Willamette Street.
- City of Hermiston TSP – identifies the need for sidewalks on all urban streets, bikeways on urban major collectors and arterials, and wide shoulders on rural collectors and arterials.

Table 23 summarizes local planning efforts and recommends stop-by-stop improvements for pedestrian and bicycle access. Stops are categorized by short-term priorities, consistent with the stops identified for higher-level amenities, and long-term priorities.

Table 23. Pedestrian and Bicycle Infrastructure at Stops

Stop	Walking Availability	Biking Availability	Priority	Recommended Improvements
SW 3rd Street/ W Orchard Ave	Good	Poor	Short-Term	Provide bicycle facilities, such as bike lanes, along local and arterial roadways.
Walmart	Good	Good	Short-Term	None
Northwest Farm Supply	Fair	Poor	Long-Term	Widen US 395 shoulders for bicycle use and/or provide parallel path.
KIE Supply Corporation	Fair	Poor	Long-Term	Widen US 395 shoulders for bicycle use and/or provide parallel path. Improve sidewalks on west side of US 395.
Lamb Weston (Westland Road)	Poor	Poor	Long-Term	Provide pedestrian and bicycle facilities between designated stops and other employment in the area.
McNary Market	Fair	Poor	Short-Term	Provide sidewalks and bicycle lanes along Willamette Avenue, extending to such connecting roadways as Walla Walla Street and Lewis Street.
Post Office	Fair	Poor	Long-Term	Widen US 730 shoulders for bicycle use and/or provide parallel path.
6th Street/ Yrexa Avenue	Good	Poor	Short-Term	Widen US 730 shoulders for bicycle use and/or provide parallel path. Provide sidewalks along Yrexa Avenue, connecting to nearby residential and commercial properties.
Recycling Depot	Good	Poor	Short-Term	
City Hall Village Square	Good	Poor	Long-Term	Widen US 730 shoulders for bicycle use and/or provide parallel path.
6th Street/ B Street	Good	Poor	Short-Term	Widen US 730 shoulders for bicycle use and/or provide parallel path. Provide sidewalks along cross streets, connecting to nearby residential and commercial properties, Nugent Park Trails.

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Stop	Walking Availability	Biking Availability	Priority	Recommended Improvements
Highway 730 and First Street	Good	Poor	Short-Term	Widen US 730 shoulders for bicycle use and/or provide parallel path to the west, connect to existing bicycle lane off Columbia Lane to the east. Provide sidewalks along US 730.
Employment stops	Poor	Poor	Long-Term	Provide improved connections from driveways to building entries.
SAGE Center	Fair	Poor	Short-Term	Extend sidewalk and bicycle facilities to Columbia Avenue, along Columbia Avenue.
Boardman Ave/ Main St	Good	Fair	Short-Term	Extend sidewalks along Boardman Avenue, improve bicycle facilities as-needed.
C&D Drive-In	Good	Fair	Short-Term	
Columbia Ave/ 2nd St	Fair	Poor	Long-Term	Extend sidewalks along Columbia Avenue and 2nd Street, improve bicycle facilities along Columbia Avenue.
Boardman Post Office	Fair	Fair	Short-Term	Extend sidewalks along Boardman Avenue and NW 1st Street, improve bicycle facilities as-needed.
Main St/ Front St	Fair	Fair	Short-Term	Extend sidewalks along Front Street.
Select Market/ DHS	Fair	Poor	Short-Term	Extend sidewalks along Kinkade Road, sidewalks and bicycle lanes along Tatone Street.
Faler Rd/ Mt. Hood Ave	Poor	Poor	Long-Term	Construct sidewalks and crosswalks, starting at the intersection and extending to residential properties.
Mt. Hood Ave/ Wilson Ln	Poor	Poor	Short-Term	Construct sidewalks and crosswalks, starting at the intersection and extending to residential properties.
Wilson Rd/ River Ridge Dr	Fair	Fair	Long-Term	Construct sidewalks and crosswalks, starting at the intersection and extending to residential properties.
Wilson Rd/ Anthony Rd	Fair	Fair	Long-Term	Construct crosswalks.
Tatone St/ Wilson Rd	Fair	Fair	Long-Term	Install curb ramps on northeast intersection corner.
Tatone St/ Willow Fork Dr	Poor	Poor	Long-Term	Construct sidewalks along Tatone Street.
Boardman Ave/ 2nd Ave	Good	Poor	Long-Term	Improve bicycle facilities along Boardman Avenue.

Walking and Biking Rating: Good = sidewalks and crosswalks; bicycle lanes or sharrows; Fair = some sidewalks; adequate shoulder for biking; Poor = no facilities

Park-and-Ride Lots

Park-and-ride lots are typically feasible in situations where there is either a parking charge or parking shortages at the rider's destination, or if there is a substantial savings in travel cost or time by using transit. As parking is typically free throughout the area, an interest in using all-day parking to save cost or time, or for short-term parking for pick-up/drop-off, are the more likely drivers for park-and-ride demands. Park-and-ride locations could include:

- **Hermiston** – New park-and-ride locations could include a new facility near Port Drive and SE 9th Street, Good Shepherd Health Care System, Walmart, and/or another location as identified in partnership with the City of Hermiston. Existing parking lots could be used as pick-up/drop-off locations, while partnerships with businesses with underused weekday parking has potential to support all-day parking. These locations could also serve as park-and-ride(s) for future Pendleton – Kennewick service. Port Drive and SE 9th Street are particularly opportunistic, already zoned for light industrial/outlying commercial and positioned near the Gettman Road/Railway Alternative Transportation Enhancement (GRATE) Project, improving access and efficiency for buses in the area. Additionally, the new Hermiston City Hall will have public amenities available and can be considered for a pick-up/drop-off transit center.
- **Umatilla** – In the short-term, parking occupancy near City Hall could be evaluated for potential use for park-and-ride. The Umatilla Port of Entry potentially could be modified to provide pick-up/drop-off or all-day parking space. This location could also serve as park-and-ride for future Pendleton – Kennewick service.
- **Irrigon** – The properties near US 730 and First Avenue have large, undefined paved and gravel areas. Repaving and striping these lots could make them feasible park-and-ride or pick-up/drop-off areas. Parking could also be coordinated outside of city limits for all-day parking.
- **Boardman** – The SAGE Center or other nearby properties are recommended as the transfer point for the Hermiston – Boardman Connector and Boardman – Port of Morrow Circular, and could also be promising park-and-ride sites for these and future Heppner – Boardman and Arlington – Boardman services. Within central Boardman, space near Boardman Avenue/1st Street or City Center Drive/Main Street could be developed for transit facilities.

Vehicle Fleet

Maintaining an operational fleet with the amenities and sizing to meet the area's needs will help to improve ridership and the existing rider experience, improve system performance, and maintain service reliability. This section describes the vehicle types, fleet size and replacement rate, and storage and maintenance needs for the services.

Vehicle Types

The types of vehicles operated for service should consider the passenger load, amenities such as bike racks, fueling types, and low-floor/kneeling models. All vehicles should be ADA accessible. Considerations include:

- **Passenger Load** – The vehicle fleet will need to provide capacity for peak ridership times and consider the fuel cost savings of a smaller vehicle. The *Strategic Plan* estimated Hermiston – Boardman Connector ridership near 6–8 rides per hour and the Boardman – Port of Morrow Circular at 6-7 rides per hour. These estimates were averages, and the services are likely to see periods of higher ridership, such as those that may occur during shift changes. The service providers could monitor time-of-day ridership to assess future vehicle sizing needs.
- **Bike Racks** – Riders will need bike racks on vehicles if they need to bike on both the first- and last-mile of their journey or if secure bicycle storage is not available at bus stops. It is recommended that buses be equipped with front racks accommodating 2 bicycles to start, with rack usage monitored to assess future needs.
- **Fuel Type** – A bus with hybrid-electric propulsion costs \$150,000 to \$200,000 more than a similar bus with diesel propulsion but will generally reduce fuel costs by approximately 25 to 30 percent. A bus with compressed natural gas (CNG) costs \$25,000 to \$50,000 more than a similar bus with diesel propulsion but will generally reduce fuel costs by approximately 25 to 45 percent. Challenges in using hybrid-electric and CNG are the additional cost of purchasing new vehicles relative to diesel vehicles and the need for charging/dual fueling facilities.
- **Low Floor** – Low-floor buses eliminate the steps in the vehicle, provide easier access for riders, speed boarding and alighting, and are much easier for drivers to operate than traditional lifts. Eventually, as part of the normal bus replacement schedule and as sidewalk infrastructure improves, CTUIR and Morrow County can replace high-floor buses with low-floor models.

Fleet Size and Replacement

Properly-maintained and replaced vehicles reduce the likelihood of vehicle breakdowns and/or disruptions to service.

For determining fleet size, a 20 percent spare ratio is recommended. CTUIR will have three vehicles for the Hermiston – Boardman Connector. The Hermiston – Boardman Connector will only require two vehicles at a time to operate, and thus the third provides a spare for CTUIR. Additionally, as CTUIR already operates a fleet, vehicles could be shared across these services. Morrow County will need to consider its spare ratio needs and how vehicles could or could not be shared with existing The Loop services. As the services expand, CTUIR and Morrow County should obtain additional vehicles as needed to maintain this spare ratio.

Table 24 shows the fleet replacement needs based on the annual service miles. The Hermiston – Boardman Connector operates vehicles with an expected useful life (EUL) of 450,000 miles. Depending on the amounts of service, CTUIR will need to replace 2–3 vehicles every several years. For example, CTUIR will need to replace 2 vehicles in 2026 if operating fewer hours of service or 3 vehicles in 2026 if operating more hours of service. The Boardman – Port of Morrow Circular operated vehicles with an EUL of 200,000 miles and will need to replace a vehicle about every 4 years, depending on the amount of service provided.

Table 24. Fleet Replacement

Service	Operating Hours Scenarios	Annual Service Miles	2023	2024	2025	2026	2027
Hermiston-Boardman Connector	Weekdays + Saturday; 5:30 AM to 7:30 PM	228,656	0.51	1.02	1.52	2.03	2.54
	Weekdays + Saturday; 4:00 AM to 9:30 PM	292,392	0.65	1.30	1.95	2.60	3.25
	All Days; 4:00 AM to 9:30 PM	344,268	0.77	1.53	2.30	3.06	3.83
Boardman-Port of Morrow Circular	Weekdays + Saturday; 5:30 AM to 7:30 PM	39,525	0.20	0.40	0.59	0.79	0.99
	Weekdays + Saturday; 4:20 AM to 9:20 PM	49,631	0.25	0.50	0.74	0.99	1.24
	All Days; 4:20 AM to 9:20 PM	58,437	0.29	0.58	0.88	1.17	1.46

Note: Values represent the equivalent useful life of one vehicle accumulated in a given year. For example, for the “all days” scenario for the Hermiston–Boardman Connector, all 3 vehicles would need be replaced in 2026 if used equally.

Storage and Maintenance Needs

Locating vehicle storage and maintenance facilities near the area(s) where vehicles are used can help reduce “deadhead” miles and hours. Deadheading occurs when a vehicle travels without passengers between its storage location and the start/end of its route. Reducing deadheading reduces costs due to vehicle wear and tear, fuel, and driver time. Locating maintenance facilities near service areas also helps reduce response time if a vehicle breaks down. CTUIR currently conducts their vehicle maintenance and storage in Mission, while Morrow County stores their vehicles at the Boardman Senior Center and Irrigon Senior Center, which are both at capacity. Constructing new storage and maintenance facilities, or partnering with local jurisdictions to share existing space, such as at the Hermiston Public Works yard, would help reduce deadheading. Routine planned vehicle maintenance at CTUIR’s facility can also be accommodated by swapping vehicles between the Hermiston – Boardman Connector and Hopper routes, allowing the vehicle undergoing maintenance to travel in service to and from Mission, rather than deadheading. Given the amount of future service planned, a future vehicle storage and possible vehicle maintenance location in Boardman with partnership between Morrow County and CTUIR would serve the area well. This partnership could also include the ports, cities, or other partners that would benefit from these facilities.

Capital Acquisitions Plan

This section provides the detailed capital acquisitions breakdown for the first 3 years of operation.

Bus Stop and Access Improvements

This section summarizes the timing for stop and pedestrian and bicycle recommendations. Table 25 summarizes the other recommended stop improvements by year and improvement type, in addition to signage at all stops. Table 26 summarizes stop-by-stop improvements for pedestrian and bicycle access, consistent in priority with Table 25 recommendations. Stops were prioritized based on anticipated ridership, with at least one stop prioritized in each community. In the case of 3rd/Orchard, the

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improvements are anticipated to occur when the stop is relocated and a new major stop is identified in Hermiston. Overall, these stops represent general locations and can shift based on service needs and discussions with nearby property and business owners.

Table 25. Improvement Timeline within 3 Years

Stop	Benches	Shelters	Trash Cans	Bike Racks	Restrooms
SW 3rd Street/W Orchard Ave	Ex	Ex	Ex	3	3
Walmart	1	1	Ex	1	-
Lamb Weston (Westland Road)	2	-	-	-	-
McNary Market	2	Ex	Ex	2	-
Recycling Depot	1	1	Ex	1	-
6th Street/B Street	1	1	Ex	1	-
6th Street/Yrexa Avenue	3	-	-	-	-
Highway 730 and First Street	1	1	3	1	-
Employment Stops	2	-	-	-	-
Boardman Ave/Main St	1	1	Ex	1	-
Columbia Ave/2 nd St	3	Ex	3	3	-
Boardman Post Office	2	2	Ex	2	-
Main St/Front St	3	3	Ex	3	-
Select Market/DHS	1	1	Ex	1	-
Mt. Hood Ave/Wilson Ln	2	2	3	2	-
Wilson Rd/Anthony Rd	3	-	-	-	-
Tatone St/Wilson Rd	2	-	-	-	-
C&D Drive-In	Ex	Ex	Ex	1	-
Boardman Ave/2 nd Ave	2	-	-	-	-

Ex: Existing amenity

Table 26. Pedestrian and Bicycle Infrastructure at Stops

Stop	Year	Recommended Improvements
SW 3rd Street/ W Orchard Ave	3	Provide bicycle facilities, such as bike lanes, along local and arterial roadways.
Walmart	1	None
McNary Market	2	Provide sidewalks and bicycle lanes along Willamette Avenue, extending to connecting roadways such as Walla Walla Street and Lewis Street.
6th Street/ Yrexa Avenue	1	Widen US 730 shoulders for bicycle use and/or provide parallel path. Provide sidewalks along Yrexa Avenue, connecting to nearby residential and commercial properties.
Recycling Depot		
6th Street/ B Street	1	Widen US 730 shoulders for bicycle use and/or provide parallel path. Provide sidewalks along cross streets, connecting to nearby residential and commercial properties, Nugent Park Trails.
Highway 730 and First Street	1	Widen US 730 shoulders for bicycle use and/or provide parallel path to the west, connect to existing bicycle lane off Columbia Lane to the east. Provide sidewalks along US 730.

Stop	Year	Recommended Improvements
SAGE Center	1	Extend sidewalk and bicycle facilities to Columbia Avenue, and provide along Columbia Avenue.
Boardman Ave/ Main St C&D Drive-In	1	Extend sidewalks along Boardman Avenue, improve bicycle facilities as-needed.
Boardman Post Office	2	Extend sidewalks along Boardman Avenue and NW 1 st Street, improve bicycle facilities as-needed.
Main St/ Front St	3	Extend sidewalks along Front Street.
Select Market/ DHS	1	Extend sidewalks along Kinkade Road, sidewalks and bicycle lanes along Tatone Street.
Mt. Hood Ave/ Wilson Ln	2	Construct sidewalks and crosswalks, starting at the intersection and extending to residential properties.

Transit Centers and Park-and-Rides

Major infrastructure changes, beyond a potential new Hermiston transit center, are not anticipated to occur in the first three years. However, CTUIR and Morrow County can partner with jurisdictions to identify locations for future facilities and begin planning, property acquisition, and partnership agreements. As noted in the *Capital Needs Plan* section, existing parking occupancy near SW 3rd Street/ Orchard Avenue, Walmart, Umatilla City Hall, US 730 and First Street, and SAGE Center can be evaluated for consideration for pick-up/drop-off and all-day parking availability. Morrow County is planning for major transit infrastructure investment projects in the Boardman area. Morrow County will be applying for Section 5339 funding and other sources to fund the construction of the facility.

Vehicle Fleet

The *Capital Needs Plan* section identified that batch vehicle replacement is likely not needed in the first 3 years of service for both the Hermiston – Boardman Connector and Boardman – Port of Morrow Circular. However, the agencies should still plan to save funds for local match for vehicle replacement near year 4. Similar to transit centers and park-and-rides, new vehicle maintenance and storage facilities are not anticipated in the first 3 years, but partnerships to use existing facilities could be established.

Capital Financial Plan

This section provides cost estimates for smaller bus stop improvements and identifies funding sources for all improvements identified in this memorandum. The costs for larger improvements, such as transit centers and storage and maintenance facilities, can vary depending on land needs, existing utilities, and desired facility size, and thus were not estimated. Pedestrian and bicycle improvements would typically be completed by local jurisdictions; these were prioritized, but costs are not quantified in this report.

Cost Estimates

Table 27 shows itemized bus stop improvement costs, the number of units recommended in the short-term (less than 3 years) and the number of units recommended in the long-term (beyond 3 years), as identified in the *Bus Stop Amenities* section. As shown, costs are estimated to be near \$120,000 in the short term and \$125,500 in the long term. These costs are for initial installation and do not include maintenance and replacement. Costs include materials and installation estimates. Cost savings can be found by coordinating the installation of these improvements alongside other public works projects, such as sidewalk repairs.

Table 27. Bus Stop Improvement Costs

Hermiston – Boardman Connector	Unit Cost	Short-Term Units	Short-Term Cost	Long-Term Units	Long-Term Cost
Signage	\$750	14	\$10,500	0	\$0
Bench	\$1,000	8	\$8,000	3	\$3,000
Shelter	\$7,500	4	\$30,000	7	\$52,500
Trash Can	\$750	1	\$750	6	\$4,500
Bike Racks (at Stops)	\$1,000	6	\$6,000	7	\$7,000
		Total	\$55,250	Total	\$67,000
Boardman – Port of Morrow Circular	Unit Cost	Short-Term Units	Short-Term Cost	Long-Term Units	Long-Term Cost
Signage	\$750	13	\$9,750	0	\$0
Bench	\$1,000	9	\$9,000	3	\$3,000
Shelter	\$7,500	5	\$37,500	6	\$45,000
Trash Can	\$750	2	\$1,500	6	\$4,500
Bike Racks (at Stops)	\$1,000	7	\$7,000	6	\$6,000
		Total	\$64,750	Total	\$58,500

Table 28 shows itemized bus stop improvement costs for the first 3 years of service. As shown, costs are highest in the first year in order to establish attractive and comfortable bus stops. These costs are for initial installation and do not include maintenance and replacement. Costs include materials and installation estimates. Cost savings can be found by coordinating the installation of these improvements alongside other public works projects, such as sidewalk repairs.

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Table 28. Bus Stop Improvement Costs – First 3 Years

Hermiston – Boardman Connector	Unit Cost	Year 1 Units	Year 1 Cost	Year 2 Units	Year 2 Cost	Year 3 Units	Year 3 Cost
Signage	\$750	27	\$12,750	0	\$0	0	\$0
Bench	\$1,000	4	\$4,000	3	\$3,000	1	\$1,000
Shelter	\$7,500	4	\$30,000	0	\$0	0	\$0
Trash Can	\$750	0	\$0	0	\$0	1	\$750
Bike Racks (at Stops)	\$1,000	4	\$4,000	1	\$1,000	1	\$1,000
		Total	\$50,750	-	\$4,000	-	\$2,750

Boardman – Port of Morrow Circular	Unit Cost	Year 1 Units	Year 1 Cost	Year 2 Units	Year 2 Cost	Year 3 Units	Year 3 Cost
Signage	\$750	10	\$7,500	0	\$0	0	\$0
Bench	\$1,000	2	\$2,000	4	\$4,000	3	\$3,000
Shelter	\$7,500	2	\$15,000	2	\$15,000	1	\$7,500
Trash Can	\$750	0	\$0	0	\$0	2	\$1,500
Bike Racks (at Stops)	\$1,000	3	\$3,000	2	\$2,000	2	\$2,000
		Total	\$27,500	-	\$21,000	-	\$14,000

Potential Funding Sources

As described in the *Financial Plan* section, several federal, state, and local funding sources are available for capital improvements. Table 29 summarizes which funding sources are applicable to which improvements.

Table 29. Funding Eligibility for Improvements

Item	5310	5311	5339	STBG	STF/ STIF	STP	Statewide Transit Network	Local Jurisdictions/ Partnerships	Public- Private Partnerships
Signage	X	X	X	X	X			X	X
Bench	X	X	X	X	X			X	X
Shelter	X	X	X	X	X			X	X
Trash Can		X		X	X			X	X
Bike Racks (at Stops)		X		X	X			X	X
Transit Centers		X	X	X	X		X	X	X
Pedestrian Facilities	X	X		X	X			X	X
Bicycle Facilities		X		X	X			X	X
Park-and-Ride Lots		X		X	X		X	X	X
Fleet Replacement		X	X		X	X			
Vehicle Maintenance and Storage		X	X		X		X	X	X



Columbia Avenue South Side
Pedestrian Path

6. NEXT STEPS AND REFERENCES

NEXT STEPS AND REFERENCES

This Draft Report will be reviewed with the Project Management Team, revised, and presented to the Stakeholder Group for feedback. Their feedback will inform the Final Report, which will guide the process to establish and monitor service. Immediate implementation steps for service include:

- **Pursue** funding through the identified funding sources or others that arise to support operating and capital costs.
- **Coordinate** with local jurisdictions, businesses, and property owners to establish stops and seek bus stop and access improvements.
- **Develop** marketing and advertising materials in conjunction with partners.
- **Improve** local coordination, potentially through dedicated staff at transit agencies and/or designated liaisons at the local agencies.
- **Plan** for property acquisitions and/or capital improvement of existing properties for regional facilities such as transit centers, park-and-rides, and vehicle maintenance and storage facilities as described in this Report.
- **Refine** the transit schedules through ground-truthing prior to implementation.
- **Monitor** system performance and demand over time and consider adjustments to service.

Content developed in this report was based on the following interim deliverables:

- Reference A – Strategic Plan
- Reference B – Detailed Route Schedules
- Reference C – Operating Budget and Funding Opportunities
- Reference D – Management Plan
- Reference E – Capital Needs Plan
- Reference F – Capital Acquisitions Plan

Appendix A. Employee Data

Table 30. Employer Shift Times

Employer	Shift Start	Shift End	Days of Week	Number of Employees	Comments
ALTO Columbia (Pacific Ethanol)	6-7 AM	6-7 PM	All Days	30-35	This site runs 24/7
Lamb Weston	7:00 AM	7:00 PM			East and West Plants
	7:00 PM	7:00 AM			
	5:45 AM	4:00 PM			Lamb Weston Center Packaging
	3:45 PM	2:00 AM			
	6:00 AM	6:00 PM			
	7:45 PM	6:00 AM			Lamb Weston Center Warehouse
	6:30 AM	4:30 PM			
	3:00 PM	1:30 AM			
11:00 PM	9:30 AM				
Port of Morrow Warehousing	5:00 AM	3:30 PM			
	7:00 AM	5:30 PM			
	2:00 PM	12:30 AM			
	3:00 PM	1:30 AM			
	9:00 PM	7:30 AM			
	10:00 PM	8:30 AM			
Oregon Potato	8:00 AM	4:00 PM	All Days	160-185	Most employees in day shift, least in grave shift.
	4:00 PM	12:00 AM			
	12:00 AM	8:00 AM			
Threemile Canyon Farm	4:00 AM	4:00 PM	All Days	350	Dairy Farm
	5:00 AM	4:00 PM		250	Calf Farm
	7:00 AM	5:00 PM		600	Other Farm – Winter
	5:00 AM	7:00 PM			Other Farm – Other Seasons
Tillamook – Columbia River Processing	5:00 AM	5:30 PM	All Days	25-75	
	5:30 AM	6:00 PM		10-20	
	6:00 AM	6:00 PM			
	5:00 PM	5:30 AM		25-75	
	5:30 PM	5:00 AM		10-20	
	6:00 PM	6:00 AM			

Table 31. Employer Home Locations

Zip Code	General Location	Boardman Foods	Threemile Canyon Farms
35244		1	
90277		1	
97006		1	
97035		1	
97301		1	
97741		1	
97756		1	
97801	Pendleton	1	5
97818	Boardman	132	300
97836	Heppner	2	3
97838	Hermiston	48	150
97843		1	
97844	Irrigon	27	50
97875	Stanfield	5	20
97882	Umatilla, McNary	20	75
98944		1	
99301		1	
99336	Kennewick	2	10
99337	Kennewick, Finley	2	
99352		1	
Totals		250	Approx. 600

Appendix B. Limited Funding Alternative

The following section provides information about a reduced-funding Early AM Route and Regular Route.

Hermiston-Boardman Connector Limited Early AM Route

If service is provided early in the morning, ridership is expected to be driven by Port of Morrow employees. Therefore, Early AM Routes skips KIE Supply/NW Farm Supply, Walmart, McNary Market, and Umatilla-Stanfield Highway, instead using Umatilla River Road between Hermiston and Umatilla. As indicated later in this report, the Hopper route would stay the same in the AM, providing service to McNary.

Based on the employment data provided, some of the first employer shifts at the Port of Morrow start at 5:00 AM. This route would start at 4:00 AM and connect to the Boardman–Port of Morrow Circular at the SAGE Center at 4:40 AM, allowing riders to get off at the employment stops or transfer to the Circular in time for a 5:00 AM shift. The early route has a 90-minute headway, arriving at the SAGE Center at 4:40 AM, 6:10 AM, and 7:40 AM. Some of these times do not provide a perfectly-timed arrival to Port shifts, but coordination with employers may lead to changes in shift times to align with Connector timing. The Limited Early AM Route is shown in Figure 22 and its schedule is shown in Table 32. Estimated travel times for this route are:

- Runtime – 80 minutes
- Recovery/Layover Buffer – 10 minutes
- Total Trip Time – 90 minutes

Figure 22. Hermiston–Boardman Connector Route Limited Early AM Route



Hermiston-Boardman Connector Limited Route

The Regular Route is designed to operate between 8:30 AM, after the Early AM Route until the end of the service day around 8:15 PM. This route travels from Hermiston to McNary and Umatilla via US 395 and continues on to Irrigon and Boardman via US 730. The regular route would operate at 2-hour headways and would arrive at the SAGE Center at 9:22 AM, 11:22 AM, 1:22 PM, 3:22 PM, 5:22 PM and 7:22 PM. The Limited Regular Route is shown in Figure 23 and its schedule is shown in Table 32. Estimated travel times for this route are:

- Runtime – 105 minutes
- Recovery/Layover Buffer – 15 minutes
- Total Trip Time – 120 minutes

Figure 23. Hermiston-Boardman Connector Limited Regular Route



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Table 32 shows the near-term route schedule for weekday and Saturday service on the Limited Early AM and Regular Routes. As shown in the table, if funding is limited, the 5:30 AM to 6:15 PM service is higher priority, as it would capture both sides of many employers' shifts and it allows connections to other transit services. If more funding is available, one earlier and later trip could be added to the schedule to provide more shift coverage.

Table 32. Hermiston–Boardman Connector Limited Schedule

Stop		Early AM Route			Regular Route					
		+1.5 hr	Higher Priority Runs – 13 Service Hours							+2.5 hr
Hermiston	Priority									
	SW 3 rd St. / W Orchard Ave.	4:00	5:30	7:00	8:30	10:30	12:30	2:30	4:30	6:30
	Walmart	–	–	–	8:40	10:40	12:40	2:40	4:40	6:40
N/A	Northwest Farm Supply	–	–	–	8:44	10:44	12:44	2:44	4:44	6:44
N/A	McNary Market	–	–	–	8:51	10:51	12:51	2:51	4:51	6:51
Umatilla	Post Office	–	–	–	8:55	10:55	12:55	2:55	4:55	6:55
	Recycling Depot	–	–	–	8:56	10:56	12:56	2:56	4:56	6:56
	6 th Street/B Street	4:14	5:44	7:14	8:57	10:57	12:57	2:57	4:57	6:57
Irrigon	US 730 / First Street	4:22	5:52	7:22	9:06	11:06	1:06	3:06	5:06	7:06
N/A	Cascade Specialties	4:34	6:04	7:34	9:17	11:17	1:17	3:17	5:17	7:17
Boardman	Lamb Weston West or Boardman Foods	4:37	6:08	7:38	9:20	11:20	1:20	3:20	5:20	7:20
	SAGE Center (arrive)	4:40	6:10	7:40	9:22	11:22	1:22	3:22	5:22	7:22
	SAGE Center (depart)	4:42	6:12	7:42	9:25	11:25	1:25	3:25	5:25	7:25
	Columbia River Processing	4:45	6:15	7:45	9:28	11:28	1:28	3:28	5:28	7:28
N/A	Port of Morrow Warehouse	4:48	6:18	7:48	9:31	11:31	1:31	3:31	5:31	7:31
Irrigon	US 730 / First Street	5:00	6:30	8:00	9:43	11:43	1:43	3:43	5:43	7:43
Umatilla	City Hall Village Square	5:09	6:39	8:09	9:52	11:52	1:52	3:52	5:52	7:52
	6 th Street/Yrexa Avenue	5:10	6:40	8:10	9:53	11:53	1:53	3:53	5:53	7:53
N/A	McNary Market	–	–	–	9:57	11:57	1:57	3:57	5:57	7:57
N/A	KIE Supply Corporation	–	–	–	10:04	12:04	2:04	4:04	6:04	8:04
Hermiston	Walmart	–	–	–	10:08	12:08	2:08	4:08	6:08	8:08
	SW 3 rd St./ W Orchard Ave.	5:22	6:52	8:22	10:18	12:18	2:18	4:18	6:18	8:18

Bold times indicate PM.

Appendix C. Transportation Options

As part of Umatilla County Coordinated Human Service Plan, the following strategy was identified to promote transportation options in the region:

Table 33. Transportation Options Strategy

Development of rideshare, carpool, and vanpool or workforce on-demand ride cooperative programs			
Target Need			
<p>Due to the geographically size of Morrow and Umatilla Counties, resident workers must travel a substantial distance to reach employment/industry clusters located in Hermiston, Pendleton and the Port of Morrow. In addition, there are industry clusters in isolated locations outside the core industry area at the Port of Morrow. There may be a variety of situations where a fixed route bus is probably not the best way to serve residents workers due to irregular shifts, overtime requirements or family situations. When industry employers identify transportation issues or need from their workers, they can pick a transit option program. A manual with rules and restrictions on utilizing and maintaining the service may need to be developed. The program could provide a sustainable, reliable and cost-effective form of transportation to resident workers throughout the two counties.</p>			
Rideshare, carpool and vanpool program		WORC Program	
<p>Rideshare, carpool and vanpool programs can help ease transit need to Morrow or Umatilla Counties resident workers by working directly with employers to develop the program. A rideshare, carpool and vanpool program can be arranged by the employers to serve resident workers. The program would be arranged between the employer and employees and the rider costs paid through payroll deductions to off-set the cost of the service. Suggest development of manual with rules and restrictions on utilizing the service. Operating hours and service areas may be defined and not serve all shifts.</p>		<p>Workforce On-Demand Ride Cooperative (WORC) program is a transit option to help ease transit needs to Morrow or Umatilla Counties resident workers. The WORC program would be developed as a company program to serve resident workers. The service can be operated by a local taxi company or a hired transportation company. The program would be arranged between the employer and employees and the rider costs paid through payroll deductions to off-set the cost of the service. Suggest development of manual with rules and restrictions on utilizing the service. Operating hours and service areas may be defined and not serve all shifts.</p>	
Suggested Strategy			
<ol style="list-style-type: none"> 1. When industry leaders identify a transit need for resident workers and seek to launch a program to assist with transportation to/from workers home. 2. Develop a transit option program that works in collaboration with employees identifying shifts schedules, costs for the program (capital purchases and maintenance) and cost allocations between the employers/employees. 3. Startup assistance may be needed through county transit funding. 4. Monitor process and repeat throughout the county as needed. 			
Responsible Party		Timeframe	Level of Effort
Morrow or Umatilla Counties Public Transit		1-3 years or on-going	Medium
			Cost
			\$

bc



MORROW COUNTY SHERIFF

325 Willow View Drive -- P.O. Box 159
Heppner, OR 97836
Phone: (541)676-5317
Fax: (541)676-5577

Kenneth W. Matlack, Sheriff
John A. Bowles, Undersheriff

MEMORANDUM

Morrow County Sheriff's Office

Date: 07-01-2021

To: Morrow County Court

From: John A. Bowles, Undersheriff

Re: 4th. Quarter Emergency Management Report (Apr-Jun)

Recent activities regarding Morrow County Emergency Management.

1. I have been sending out Emergency Management Notifications to all County Staff and posting to Facebook (weather, accidents, alerts, warnings, traffic, and preparedness).
2. Every Monday we have an EOC Meeting and County Command Meeting regarding COVID-19. In May we started meeting on the first Monday of the month and scheduling additional meetings as needed.
3. Morrow County continues to work though COVID and the county has had positive cases and 17 deaths related to COVID.
4. The winter season was busy with an increase of Search and Rescue events.
5. The flood season was minimal and we are currently in drought conditions. There were a few incidents where we had some high waters in our creeks due to snow melt off. In those situations, I monitored the creeks and our flood alert system.
6. We are in Fire Season. We have had a few fires in County and we continue to monitor the situation. I have been sending FIRE WISE/ FIRE SAFE information out by email and social media.
7. Our OHV and Marine programs are running and we are seeing an increase of people visiting Morrow County in the Mountains and on the water. We have been holding public safety classes at the OHV park and Marine safety classes to the public, schools and local fire departments.
8. Every Friday for two months I have been working with the state OEM on getting EVEBRIDGE setup for Morrow County. Everbridge is a free Emergency Management notification system that the state has moved to. I have a basic system setup and ready for the new emergency manager to take over.

9. I have recommended some interview questions for the Emergency Manager interviews and will participate in the interview process.
10. I had a meeting with Andy Fletcher with Columbia Basin Electric and we discussed how emergency management could assist with notifications in the event of a potential power outage.
11. The yearly EMPG is complete and all requirements for the year have been met.
12. Sent many messages and safety tips regarding the hot weather by email and Facebook.
13. Sent many messages and safety tips regarding storms, lightning and fires.
14. Checked in with the Lovlett Corral Fire, reported to the Commissioners, and kept up with posts by email and Facebook.
15. Sent out an Alertsense message regarding a power outage in Heppner/ Lexington as a result of a motor vehicle accident.
16. Getting things ready to hand over the EM duties to Paul Gray and Darrell Green.

All MCSO staff have completed ICS 100, 200, 700, 800.

Supervisory staff is working on completing ICS 300, 400.

Having a trained and informed staff has been a big help when working major incidents. Incidents that involve many agencies and jurisdictions.

6d



**Morrow County
Parole and Probation
Director Lt. Dan Robbins
P.O. Box 130
Irrigon, OR 97844
Phone:(541)314-5222
Fax: (541)922-5944**

**Kenneth W. Matlack,
Sheriff
John Bowles,
Undersheriff**

MORROW COUNTY SEMI ANNUAL REPORT

01/01/2021 to 06/30/2021

We have one PO that was injured in training in May. She was off work completely for one month. She is currently back on light duty. Hopefully she will be back to full duty soon.

1. Outcome measure data for Morrow County (High and Medium Risk) P&P caseload including employment, treatment, restitution, community service, positive case closures.
Morrow County currently has **58 %** of our High and Medium employed this is down from our previous **65%** on last report. The State average is **40%**
Morrow County currently has **30%** of our High and Medium referred to Treatment. The State average is **27%**
Morrow County currently has **30%** of our High and Medium that have completed Community service. The state average is **31%** **This has gone down from last report due to COVID 19 and we did not have a work crew running. When we did have it running, we could only have ½ crew**
Morrow County currently has an **44%** on positive case closures with Offenders on Post-Prison State average is **69%**
Morrow County currently has a **58%** on positive case closures for Offenders on Probation. The state average is **64%**.
2. Case load numbers as of 06/30/2021 is **105**
3. Significant visit data to show supervision activity ("significant" refers to actual Face to Face visits rather than mere phone calls, etc.).
Morrow County for the year of January 2021 to June 2021 has had a total of **1086** face to face contacts. We have had **2578** offender contacts by telephone, text, email, or Facetime. These changes in the contacts from the face to face contact to any other contacts is due to the COVID 19.
4. Sanctions and probation violations data. Since there is a lot of flexibility with sanction types, the focus will be on jail or Work Crew sanctions data.
For January 1, 2021 to June 30, 2021, Morrow County has had **46** sanctions with an average of **14** custody units used per sanction.
5. We currently have Five offenders in the Umatilla/Morrow County Treatment Court.

Umatilla County

Board of County Commissioners



George L. Murdock
541-278-6202

John M. Shafer
541-278-6203

Daniel N. Dorran
541-278-6201

Jason Miner, Natural Resource Policy Director
Office of the Governor
900 Court Street, Ste. 254
Salem, OR 97301-4047

Tom Byler, Director
Oregon Water Resources Department
725 Summer Street NE, Ste. A
Salem, OR 97301

RE: ARPA Appropriations to Umatilla County for Water Related Work (LUBGWMA, Ordinance, and CRUST II)

Jason and Tom:

Over the past three years, Umatilla County has become a major partner in our region's water sustainability effort. We are a major funder and partner in the Northeast Oregon Water Association and we are the lead investor and owner of the Ordinance Regional Water Supply and Aquifer Restoration Project (a hybrid of NOWA's original Central Project).

In 2019, Umatilla County received a DAS appropriation of \$1 million to administer the basalt savings and banking testing in our region. In 2022, we plan to begin expending that money on a trial program in three sub-areas of the Umatilla Basin Critical Groundwater Areas. The DAS appropriation was very helpful as it was simple to administer within our existing staff and allowed us to take the time necessary to ensure a smooth roll out of an unprecedented program.

In 2021, we asked for additional appropriations through DAS for three projects we are working with NOWA, our neighbors in Morrow County, and our basin stakeholders on:

1. CRUST II
2. Groundwater Data reconciliation and reporting in the LUBGWMA, including the Ordinance Alluvial Aquifer
3. Ordinance Project funding

While all three of these projects did receive funding, we were surprised that the DAS appropriations are first going through OWRD prior to coming to Umatilla County.

We would like to set up an in-person meeting with you, NOWA, and our finance division to discuss a timeline for receipt of funding and to discuss ensuring a smooth pass through of funding from DAS to OWRD to Umatilla County.

Jason Miner
Tom Byler
July 14, 2021
Pg. 2

We have heard that funding could be available for disbursement within three months from end of session; therefore, time is of the essence. We would like to set up a meeting with you prior to the end of the July. I would recommend July 29th any time after 11:00 am. We would prefer to have the meeting in the Umatilla Basin and in person. I have taken the liberty of reserving a room at the Umatilla County Courthouse in Pendleton. If that date does not work for you, please send us alternate dates, times, and locations that work for you.

Best regards,



John Shafer
Umatilla County Commissioner

JS/m

cc: J.R. Cook
Jake Madison
Morrow County Board of Commissioners



Federal Emergency Management Agency

Washington, D.C. 20472

July 12, 2021

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

Mr. Don Russell
Chair, Morrow County Board of Commissioners
P.O. Box 788
Heppner, OR 97836

IN REPLY REFER TO:

Case No.: 21-10-0432R
Community Name: Morrow County, OR
Community No.: 410173

Dear Mr. Russell:

We are providing our comments with the enclosed Conditional Letter of Map Revision (CLOMR) on a proposed project within your community that, if constructed as proposed, could revise the effective Flood Insurance Study report and Flood Insurance Rate Map for your community.

If you have any questions regarding the floodplain management regulations for your community, the National Flood Insurance Program (NFIP) in general, or technical questions regarding this CLOMR, please contact the Director, Mitigation Division of the Federal Emergency Management Agency (FEMA) Regional Office in Bothell, WA at (425) 487-4543, or the FEMA Mapping and Insurance eXchange (FMIX) toll free at 1-877-336-2627 (1-877-FEMA MAP). Additional information about the NFIP is available on our website at <https://www.fema.gov/flood-insurance>.

Sincerely,

Patrick "Rick" F. Sacbibit, P.E., Branch Chief
Engineering Services Branch
Federal Insurance and Mitigation Administration

List of Enclosures:

Conditional Letter of Map Revision Comment Document

cc: Ms. Tamra Mabbott
Planning Director
Morrow County

Mr. Kraig Cutsforth
City Manager
City of Heppner

Mr. Mark Patton
Chief Operations Officer
Port of Morrow

Mr. Jadon Herron, P.E.
Project Engineer
Anderson Perry & Associates, Inc.

Ms. Celinda Adair, CFM
State NFIP Coordinator
Department of Land Conservation & Development



Federal Emergency Management Agency
Washington, D.C. 20472

**CONDITIONAL LETTER OF MAP REVISION
COMMENT DOCUMENT**

COMMUNITY INFORMATION		PROPOSED PROJECT DESCRIPTION	BASIS OF CONDITIONAL REQUEST
COMMUNITY	Morrow County Oregon (Unincorporated Areas)	CHANNELIZATION BRIDGE	FLOODWAY 1D HYDRAULIC ANALYSIS UPDATED TOPOGRAPHIC DATA
	COMMUNITY NO.: 410173		
IDENTIFIER	Willow Creek Floodplain Improvements	APPROXIMATE LATITUDE & LONGITUDE: 45.375, -119.587 SOURCE: OTHER DATUM: NAD 83	
AFFECTED MAP PANELS			
TYPE: FIRM*	NO.: 41049C0827D	DATE: December 18, 2007	
TYPE: FIRM	NO.: 41049C0640D	DATE: December 18, 2007	* FIRM - Flood Insurance Rate Map

FLOODING SOURCE(S) AND REACH DESCRIPTION

See Page 2 for Additional Flooding Sources

Willow Creek – From approximately 7,300 feet downstream of the confluence with Little Blackhorse Canyon to approximately 900 feet downstream of the confluence with Little Blackhorse Canyon

PROPOSED PROJECT DESCRIPTION

Flooding Source	Proposed Project	Location of Proposed Project
Willow Creek	Bridge Removal	Approximately 7,000 feet downstream of the confluence with Little Blackhorse Canyon
	Channelization	From approximately 7,100 feet downstream of the confluence with Little Blackhorse Canyon to approximately 3,800 feet downstream of the confluence with Little Blackhorse Canyon

SUMMARY OF IMPACTS TO FLOOD HAZARD DATA

Flooding Source	Effective Flooding	Proposed Flooding	Increases	Decreases
Willow Creek	BFES*	BFES	None	Yes
	Floodway	Floodway	Yes	Yes
	Zone AE	Zone AE	Yes	Yes
	Zone X (shaded)	Zone X (shaded)	Yes	Yes

* BFES - Base (1-percent-annual-chance) Flood Elevations

COMMENT

This document provides the Federal Emergency Management Agency's (FEMA's) comment regarding a request for a CLOMR for the project described above. This document is not a final determination; it only provides our comment on the proposed project in relation to the flood hazard information shown on the effective National Flood Insurance Program (NFIP) map. We reviewed the submitted data and the data used to prepare the effective flood hazard information for your community and determined that the proposed project meets the minimum floodplain management criteria of the NFIP. Your community is responsible for approving all floodplain development and for ensuring that all permits required by Federal or State/Commonwealth law have been received. State/Commonwealth, county, and community officials, based on their knowledge of local conditions and in the interest of safety, may set higher standards for construction in the Special Flood Hazard Area (SFHA), the area subject to inundation by the base flood. If the State/Commonwealth, county, or community has adopted more restrictive or comprehensive floodplain management criteria, these criteria take precedence over the minimum NFIP criteria.

This comment is based on the flood data presently available. If you have any questions about this document, please contact the FEMA Mapping and Insurance eXchange (FMIX) toll free at 1-877-336-2627 (1-877-FEMA MAP) or by letter addressed to the LOMC Clearinghouse, 3601 Eisenhower Avenue, Suite 500, Alexandria, VA 22304-6426. Additional Information about the NFIP is available on the FEMA website at <https://www.fema.gov/flood-insurance>.

Patrick "Rick" F. Sacbbit, P.E., Branch Chief
Engineering Services Branch
Federal Insurance and Mitigation Administration



Federal Emergency Management Agency

Washington, D.C. 20472

CONDITIONAL LETTER OF MAP REVISION COMMENT DOCUMENT (CONTINUED)

COMMUNITY INFORMATION

To determine the changes in flood hazards that will be caused by the proposed project, we compared the hydraulic modeling reflecting the proposed project (referred to as the proposed conditions model) to the hydraulic modeling used to prepare the Flood Insurance Study (FIS) (referred to as the effective model). If the effective model does not provide enough detail to evaluate the effects of the proposed project, an existing conditions model must be developed to provide this detail. This existing conditions model is then compared to the effective model and the proposed conditions model to differentiate the increases or decreases in flood hazards caused by more detailed modeling from the increases or decreases in flood hazards that will be caused by the proposed project.

The table below shows the changes in the BFEs:

BFE Comparison Table

Flooding Source: Willow Creek		BFE Change (feet)	Location of maximum change
Existing vs. Effective	Maximum increase	0.5	Approximately 4,800 feet downstream of the confluence with Little Blackhorse Canyon
	Maximum decrease	1.9	Approximately 3,400 feet downstream of the confluence with Little Blackhorse Canyon
Proposed vs. Existing	Maximum increase	0.0	N/A
	Maximum decrease	6.2	Approximately 7,000 feet downstream of the confluence with Little Blackhorse Canyon
Proposed vs. Effective	Maximum increase	0.0	N/A
	Maximum decrease	6.3	Approximately 7,000 feet downstream of the confluence with Little Blackhorse Canyon

NFIP regulations Subparagraph 60.3(b)(7) requires communities to ensure that the flood-carrying capacity within the altered or relocated portion of any watercourse is maintained. This provision is incorporated into your community's existing floodplain management ordinances; therefore, responsibility for maintenance of the altered or relocated watercourse, including any related appurtenances such as bridges, culverts, and other drainage structures, rests with your community. We may request that your community submit a description and schedule of maintenance activities necessary to ensure this requirement.

This comment is based on the flood data presently available. If you have any questions about this document, please contact the FEMA Mapping and Insurance eXchange (FMIX) toll free at 1-877-336-2627 (1-877-FEMA MAP) or by letter addressed to the LOMC Clearinghouse, 3601 Eisenhower Avenue, Suite 500, Alexandria, VA 22304-6426. Additional information about the NFIP is available on the FEMA website at <https://www.fema.gov/flood-insurance>.

Patrick "Rick" F. Sacbibit, P.E., Branch Chief
Engineering Services Branch
Federal Insurance and Mitigation Administration



Federal Emergency Management Agency

Washington, D.C. 20472

CONDITIONAL LETTER OF MAP REVISION COMMENT DOCUMENT (CONTINUED)

COMMUNITY INFORMATION (CONTINUED)

DATA REQUIRED FOR FOLLOW-UP LOMR

Upon completion of the project, your community must submit the data listed below and request that we make a final determination on revising the effective FIRM and FIS report. If the project is built as proposed and the data below are received, a revision to the FIRM and FIS report would be warranted.

- Form 1, entitled "Overview & Concurrence Form". Detailed application and certification forms must be used for requesting final revisions to the maps. Therefore, when the map revision request for the area covered by this letter is submitted, Form 1 must be included. If as-built conditions differ from the proposed plans, please submit new forms, which may be accessed at <https://www.fema.gov/flood-maps/change-your-flood-zone/paper-application-forms/mt-2>, or annotated copies of the previously submitted forms showing the revised information.
- Form 2, entitled "Riverine Hydrology & Hydraulics Form."
- Form 3, entitled "Riverine Structures Form."
- Hydraulic analyses, for as-built conditions, of the base flood; the 10-percent, 2-percent, and 0.2 percent annual chance floods; and the regulatory floodway, together with a topographic work map showing the revised floodplain and floodway boundaries. Please ensure that the revised information ties in with the current effective information at the downstream and upstream ends of the revised reach.
- Annotated copies of the FIRMs, at the scale of the effective FIRMs, that shows the revised floodplain and floodway boundary delineations shown on the submitted work map and how they tie into the floodplain and floodway boundary delineations shown on the current effective FIRMs at the downstream and upstream ends of the revised reach.
- As-built plans, certified by a registered professional engineer, of all proposed project elements.
- A copy of the public notice distributed by your community, stating its intent to revise the regulatory floodway, or a signed statement by your community that it has notified all affected property owners and affected adjacent jurisdictions.
- Documentation of the individual legal notices sent to property owners who will be affected by any widening/shifting of the base floodplain and/or any BFE increases along Willow Creek.

This comment is based on the flood data presently available. If you have any questions about this document, please contact the FEMA Mapping and Insurance eXchange (FMIX) toll free at 1-877-336-2627 (1-877-FEMA MAP) or by letter addressed to the LOMC Clearinghouse, 3601 Eisenhower Avenue, Suite 500, Alexandria, VA 22304-6426. Additional Information about the NFIP is available on the FEMA website at <https://www.fema.gov/flood-insurance>.

A handwritten signature in black ink, appearing to read "Rick F. Sacbbit".

Patrick "Rick" F. Sacbbit, P.E., Branch Chief
Engineering Services Branch
Federal Insurance and Mitigation Administration



Federal Emergency Management Agency

Washington, D.C. 20472

CONDITIONAL LETTER OF MAP REVISION COMMENT DOCUMENT (CONTINUED)

COMMUNITY INFORMATION (CONTINUED)

- A letter stating that your community will adopt and enforce the modified regulatory floodway, OR, if the State/Commonwealth has jurisdiction over either the regulatory floodway or its adoption by your community, a copy of your community's letter to the appropriate State/Commonwealth agency notifying it of the modification to the regulatory floodway and a copy of the letter from that agency stating its approval of the modification.
- FEMA's fee schedule for reviewing and processing requests for conditional and final modifications to published flood information and maps may be accessed at <https://www.fema.gov/flood-maps/change-your-flood-zone/status/flood-map-related-fees>. The fee at the time of the map revision submittal must be received before we can begin processing the request. Payment of this fee can be made through a check or money order, made payable in U.S. funds to the National Flood Insurance Program, or by credit card (Visa or MasterCard only). Please forward the payment, along with the revision application, to the following address:

LOMC Clearinghouse
3601 Eisenhower Avenue, Suite 500
Alexandria, VA 22304-6426

After receiving appropriate documentation to show that the project has been completed, FEMA will initiate a revision to the FIRM and FIS report. Because the flood hazard information (i.e., base flood elevations, base flood depths, SFHAs, zone designations, and/or regulatory floodways) will change as a result of the project, a 90-day appeal period will be initiated for the revision, during which community officials and interested persons may appeal the revised flood hazard information based on scientific or technical data.

This comment is based on the flood data presently available. If you have any questions about this document, please contact the FEMA Mapping and Insurance eXchange (FMIX) toll free at 1-877-336-2627 (1-877-FEMA MAP) or by letter addressed to the LOMC Clearinghouse, 3601 Eisenhower Avenue, Suite 500, Alexandria, VA 22304-6426. Additional Information about the NFIP is available on the FEMA website at <https://www.fema.gov/flood-insurance>.

A handwritten signature in black ink, appearing to read "Rick F. Sacbbit".

Patrick "Rick" F. Sacbbit, P.E., Branch Chief
Engineering Services Branch
Federal Insurance and Mitigation Administration



Federal Emergency Management Agency
Washington, D.C. 20472

**CONDITIONAL LETTER OF MAP REVISION
COMMENT DOCUMENT (CONTINUED)**

COMMUNITY INFORMATION (CONTINUED)

COMMUNITY REMINDERS

We have designated a Consultation Coordination Officer (CCO) to assist your community. The CCO will be the primary liaison between your community and FEMA. For information regarding your CCO, please contact:

Ms. Kristen Meyers
Director, Mitigation Division
Federal Emergency Management Agency, Region X
Federal Regional Center
130 228th Street, Southwest
Bothell, WA 98021-8627
(425) 487-4543

This comment is based on the flood data presently available. If you have any questions about this document, please contact the FEMA Mapping and Insurance eXchange (FMIX) toll free at 1-877-336-2627 (1-877-FEMA MAP) or by letter addressed to the LOMC Clearinghouse, 3601 Eisenhower Avenue, Suite 500, Alexandria, VA 22304-6426. Additional Information about the NFIP is available on the FEMA website at <https://www.fema.gov/flood-insurance>.

A handwritten signature in black ink, appearing to read "Rick Sacbbit".

Patrick "Rick" F. Sacbbit, P.E., Branch Chief
Engineering Services Branch
Federal Insurance and Mitigation Administration

MORROW COUNTY 4-H

<https://extension.oregonstate.edu/4h/morrow>



July 021, Volume
21-6

Sunday, August 15th:

3:00pm-6:00pm Static/Foods Exhibits Received at Annex. This will include Cloverbuds and 4-H exhibits.

Monday, August 16th:

9:00am-2:00pm Judged Style Revue, Gilliam-Bigsby Building, Heppner

Tuesday, August 17th:

8:00am-5:00pm 4-H Live Foods Contests—Annex Closed to Judging
Table Setting/Button Sewing/Floral Design

9:00AM 4-H Dog Show

5:30PM Public Fashion Revue, Fairgrounds

Wednesday, August 18th:

6:00am-10:00am Receive Large Animals
WEIGH IN'S

6:00-8:00am Swine

7:00-9:00am Sheep/Goats

8:00-10:00am Beef

10:00-4:00pm Small Animal Show

1:00pm Livestock Exhibitors Meeting

1:30pm Livestock Judging Contest

Thursday, August 19th:

8:15am Exhibitor Meeting

9:00am-1:00pm Goat and Sheep Confirmation (*Goat followed by Sheep*)

9:00am-1:00pm Swine Confirmation

11:30am-1:00pm Dairy Confirmation

1:00pm-3:00pm Beef Confirmation

4:00pm Grand Champion Market Animal Drive
ORDER: *Beef-Goat-Sheep-Swine-Dairy*

Friday, August 20th:

8:15am Exhibitor Meeting

9:00am-1:00pm Sheep and Goat Showmanship (*4-H then FFA*)

9:00am-1:00pm Swine Showmanship (*FFA then 4-H*)

11:30am-1:00pm Dairy Showmanship (*4-H then FFA*)

1:00pm-3:00pm Beef Showmanship (*FFA then 4-H*)

4:00pm Master Showmanship Drive (*4-H then FFA*)
Grand Champion Showman Only

Saturday, August 21st:

2:00pm Youth Livestock Auction
ORDER: *Swine-Beef-Sheep-Goat*

Inside this issue

- Fair Schedule
- 1st EVER Dog Show
- Style Revue
- Horse Show
- Thank You's
- Style Revue!
- Public Fashion Revue
- All 4-H ZOOM
- Snack Shack
- Superintendents

Morrow County 4-H

PO Box 397
Heppner, OR
97836



THE GREEN BARN PROJECT



An opportunity for Morrow County 4-H members to bring their show clothes item(s) and exchange it for another!

Saturday, August 7, 2021

9:00-11:00AM during fair clean up day @ Fairgrounds



Items need to be clean, in good shape and on a hanger. Exchange for an item that fits! Drop off inside the Annex before clean up starts and drop in after pens are set up to browse and select.



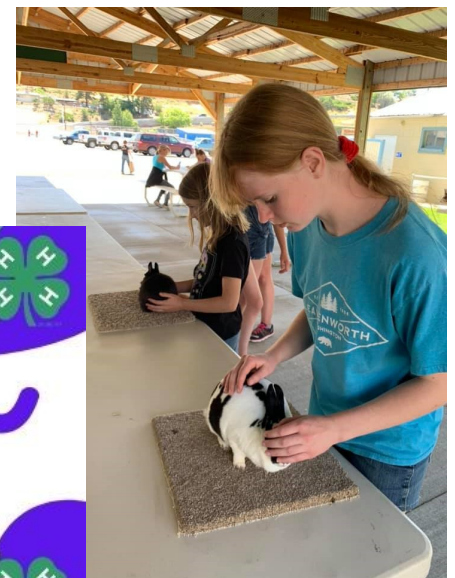
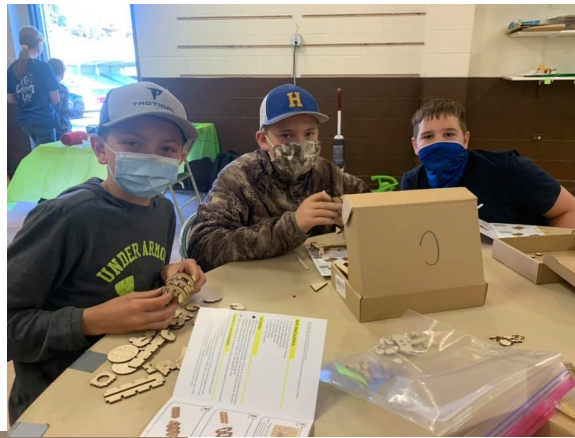
© Designalike

**Our Day Camp Volunteers
were AWESOME!**

Ambassadors: Harley Anderson, Grace Ogden, Isabella Orr and Madison Orem

Helpers: Rachel Archer, KC Anderson, Laura Orr, Julie Baker, Marilee & Olivia Anderson, Meisha & Nyla Bennet and Amy Derby.

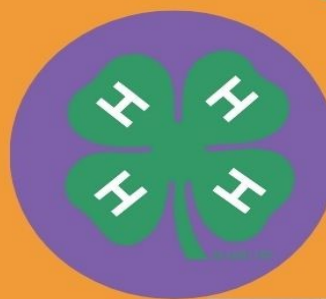
Sponsors: MoCo School District for business and Oregon Department of Education, Youth Development Division.



MoCo 4-H Camp
 June 14-18, 2021
 Morrow County Fairgrounds, Heppner

Morrow County 4-H

PRE-FAIR EVENT!



Presentations



4-H Pledge



**Ground Beef
Contest**



Wednesday, July 28th

8:30AM-2:00PM

Morrow County Fairgrounds Annex

8:30AM-12:30PM

Ground Beef Contest & Measuring Contest

9:30AM-2:00PM

Presentations, Speeches, 4-H Pledge

12:00PM

Family & Consumer Science Contest Begins



**Oregon State
University**

ACCOMMODATIONS FOR DISABILITIES MAY BE MADE;
541-676-9642 OR
ERIN.HEIDEMAN@OREGONSTATE.EDU



MOCO HORSE SHOW



Thursday, August 29th, 2021
Morrow County Fairgrounds

7:45AM Registration
8:00AM Show Start



Oregon State
University

Accommodations for disabilities may be made;
541-676-9642 or erin.heideman@oregonstate.edu



MORROW COUNTY 4-H

1st Ever Dog Show!



Where & When

Morrow County
Fairgrounds
Heppner, OR

Tuesday, August 15
9:00AM



Oregon State
University

A premier event!

Morrow County started a dog program this year and we are inviting you to our first ever event. All members are novice and will show in obedience, showmanship and have an agility class.

**Accommodations for disabilities may be made by contacting
541-676-9642 or erin.heideman@oregonstate.edu**



Morrow County 4-H

Style Revue



Monday, August 16th, 2021

9:00AM-1:00PM

Gilliam Bigsby Building, Heppner



Oregon State
University

This is a opened to the public. Your support of these young, creative exhibitors is appreciated!

Accommodations for disabilities may be made;
541-676-9642 or erin.heideman@oregonstate.edu



4-H PUBLIC FASHION REVUE

MORROW COUNTY
FAIRGROUNDS

TUESDAY, AUGUST 17TH, 2021

5:30 PM

THANK YOU FOR SUPPORTING
OUR 4-H MEMBERS!



Oregon State
University

ACCOMMODATIONS FOR DISABILITIES MAY BE MADE;
541-676-9642 OR
ERIN.HEIDEMAN@OREGONSTATE.EDU



MORROW COUNTY LIVESTOCK GROWERS AND THE MORROW COUNTY FAIRBOARD

• Invite You To •

DINNER AND MUSIC

Thursday, August 19. 2021
Morrow County Fairgrounds

6:00PM Hypnotist, *Justin James*
6:00-7:30PM Dinner
Pendleton Catering Co., \$15/pp
7:00-10:00PM Olivia Harms Band



Olivia Harms Band



COMEDY HYPNOTIST

JUSTIN JAMES



#FlockDefender



Youth are the future of our nation's poultry farming and industry.

The USDA's Animal and Plant Health Inspection Service (APHIS) and the *Defend the Flock* public education campaign is launching *#FlockDefender*, a new outreach effort specifically aimed at helping youth and student poultry owners learn about and practice good biosecurity.

The *#FlockDefender* page provides youth, students and their leaders and teachers with many electronic resources they can use during meetings, classes and when caring for their flocks. APHIS is also encouraging these

SUMMER AT-HOME PROJECTS!

<https://4-h.org/about/4-h-at-home/>



All kinds of guides to download for At-Home Activities. Supplement your summer learning!

**At- Home | Inspire To
Do | Healthy Living |
Home Holiday**



Late Registration Fee's

Starting with 4-H registration this fall, there will be a \$25 late fee per exhibitor. This will also include in fair registration in July.



SNACK SHACK

Snack Shack!

We will start sign up's for Snack Shack shifts starting on August 2nd. Leaders will get an email with a google form to complete. We are contacting businesses presently and will have a final draft of what is available by [August 2.](#)

Pen Requests!

Will also be on [August 2](#) with a google form. If you would rather have a hard copy, or chat over the phone, contact Erin.

Superintendents:

Livestock

Sheep/Goats:	Sandi O'Brien, Pete Szasz
Beef/Dairy:	Jason Schoenfelder
Swine:	Alita Nelson, Kellie Nelson
Small Animal:	Laura Orr
Horse:	Haylee Harper
Expressive Arts:	Cheryl Taylor
Fashion Revue:	Anna Browne
Clothing:	Lisa Mittlesdorf
Food Exhibits:	Brandi Orem
Food Prep:	Norma Barber
Skill-a-Thon:	Anna Browne



All 4-H Pre-Fair ZOOM

Tuesday, July 27, 2021

6:30PM

Join us for some quick updates and plans for fair, have a chance to visit with superintendents and ask questions.

Join Zoom Meeting

[https://oregonstate.zoom.us/j/92835746873?](https://oregonstate.zoom.us/j/92835746873?pwd=Yk1zQnB2TE5jMythMHd4MGJKTWhaZz09)

[pwd=Yk1zQnB2TE5jMythMHd4MGJKTWhaZz09](https://oregonstate.zoom.us/j/92835746873?pwd=Yk1zQnB2TE5jMythMHd4MGJKTWhaZz09)

