

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

Committee Members Present:

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

Absent:

Gregg Zody

Others Present:

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

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

Everyone introduced themselves and thanked everyone for coming.

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

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

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

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

Update- Katie:

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

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

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

Other:

No other business

Next meeting July 21, 2020 in North County.

Meeting Adjourned 3:58 p.m.

Respectfully Submitted
Nichole High

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

The Loop Committee Members Present

Katie Imes
Gregg Zody

Linda Skendzel
Leann Wright

Sheryll Bates
Aaron Palmquist

Absent

Betty Gray

Karen Pettigrew

Mike Jones

Others Present

Frank Thomas - Regional Transit Coordinator

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

July 21st 2020

Started at 3:33

Ended at 3:32

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

Minutes: Were not approved as there was no quorum.

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

Agenda Items

Covid-19 Update: No comment presented.

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

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

Mission Vision Statement: No Questions/Comment

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

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

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

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

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

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

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

Mission Statement: No additional comments

Other Business

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

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

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

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

Preliminary 21-23 Grant Timeline: No comment

Leann is retiring from STIF committee.

Morrow County website has the committee minutes available.

Meeting ended at 3:54

Next Meeting Date and Time

October 20th, 2020 – Time to be Decided.

216-SPEC TRANSPORTATION FUND
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
BEGINNING FUND EQUITY	1,274,524.00		288,251.20		
REVENUE SUMMARY					
NON-DEPARTMENTAL	3,000.00	0.00	928.02	2,071.98	30.93
SPECIAL TRANSPORTATION	850,536.00	0.00	22,646.60	827,889.40	2.66
TOTAL REVENUES	853,536.00	0.00	23,574.62	829,961.38	2.76
TOTAL REVENUES AND FUND EQUITY	2,128,060.00		311,825.82		
EXPENDITURE SUMMARY					
SPECIAL TRANSPORTATION	2,128,060.00	0.00	23,750.57	2,104,309.43	1.12
TOTAL EXPENDITURES	2,128,060.00	0.00	23,750.57	2,104,309.43	1.12
REVENUES OVER/(UNDER) EXPENDITURES	(1,274,524.00)	0.00	175.95	(1,274,348.05)	0.01
PROJECTED ENDING FUND EQUITY	0.00		288,075.25		

MORROW COUNTY, OREGON
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: OCTOBER 1ST, 2020

216-SPEC TRANSPORTATION FUND
 NON-DEPARTMENTAL

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUES					

INVESTMENT EARNINGS					
216-100-3-65-0105 INVESTMENT EARNINGS	3,000.00	0.00	928.02	2,071.98	30.93
TOTAL INVESTMENT EARNINGS	3,000.00	0.00	928.02	2,071.98	30.93

TOTAL REVENUES	3,000.00	0.00	928.02	2,071.98	30.93
REVENUE OVER/(UNDER) EXPENDITURES	3,000.00	0.00	928.02	2,071.98	30.93



216-SPEC TRANSPORTATION FUND
 SPECIAL TRANSPORTATION

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUES					

GRANT REVENUE					
216-320-3-30-3142 STATE STF FUNDS	67,700.00	0.00	16,925.00	50,775.00	25.00
216-320-3-30-3143 MAINTENANCE GRANT	0.00	0.00	0.00	0.00	0.00
216-320-3-30-3144 STF DISCRETIONARY	66,736.00	0.00	0.00	66,736.00	0.00
216-320-3-30-3145 HRTG - VETS	45,000.00	0.00	3,221.99	41,778.01	7.16
216-320-3-30-3146 STIF Funds	670,600.00	0.00	0.00	670,600.00	0.00
TOTAL GRANT REVENUE	850,036.00	0.00	20,146.99	829,889.01	2.37
CHARGES FOR SERVICES					
216-320-3-40-4139 BUS RECEIPTS	500.00	0.00	1,520.00 (1,020.00)	304.00
TOTAL CHARGES FOR SERVICES	500.00	0.00	1,520.00 (1,020.00)	304.00
REIMBURSEMENTS					
216-320-3-80-7075 REIMBURSED ITEMS	0.00	0.00	979.61 (979.61)	0.00
TOTAL REIMBURSEMENTS	0.00	0.00	979.61 (979.61)	0.00
TRANSFER FROM OTHER FUND					
216-320-3-90-3827 TRANS FROM BUS SHED	0.00	0.00	0.00	0.00	0.00
216-320-3-90-3828 TRANSFER FROM STO	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFER FROM OTHER FUND	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES					
	850,536.00	0.00	22,646.60	827,889.40	2.66
EXPENDITURES					

PERSONNEL SERVICES					
216-320-5-10-1001 COORDINATOR	21,312.00	0.00	5,553.72	15,758.28	26.06
216-320-5-10-1002 DISPATCHER	33,795.00	0.00	2,947.40	30,847.60	8.72
216-320-5-10-1005 DRIVER	184,851.00	0.00	1,458.67	183,392.33	0.79
216-320-5-10-1006 DRIVERS 3-PART TIME	0.00	0.00	0.00	0.00	0.00
216-320-5-10-1007 TEMP DISPATCHER	0.00	0.00	0.00	0.00	0.00
216-320-5-10-1169 EXTRA HELP	1,500.00	0.00	0.00	1,500.00	0.00
216-320-5-10-1301 FICA	14,970.00	0.00	604.57	14,365.43	4.04
216-320-5-10-1302 WORKERS COMP	10,857.00	0.00	6.24	10,850.76	0.06
216-320-5-10-1303 PACIFIC MUTUAL	15,921.00	0.00	1,416.99	14,504.01	8.90
216-320-5-10-1305 AOC-MEDICAL	69,554.00	0.00	4,249.83	65,304.17	6.11
216-320-5-10-1306 DENTAL INSURANCE	4,982.00	0.00	298.55	4,683.45	5.99
216-320-5-10-1308 HRA DED. CONTRIBUTION	0.00	0.00	0.00	0.00	0.00
216-320-5-10-1309 UNEMPLOYMENT INSURANCE	2,897.00	0.00	121.44	2,775.56	4.19
216-320-5-10-1316 DISABILITY INSURANCE	186.00	0.00	18.20	167.80	9.78
216-320-5-10-1317 LIFE INSURANCE	156.00	0.00	15.10	140.90	9.68
216-320-5-10-1320 VACATION ACCRUAL	2,319.00	0.00	0.00	2,319.00	0.00
216-320-5-10-1321 MANDATED MEDICARE	1,244.00	0.00	141.39	1,102.61	11.37
TOTAL PERSONNEL SERVICES	364,544.00	0.00	16,832.10	347,711.90	4.62

216-SPEC TRANSPORTATION FUND
 SPECIAL TRANSPORTATION

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
MATERIALS & SERVICES					
216-320-5-20-2251 FUEL	20,000.00	0.00	1,758.49	18,241.51	8.79
216-320-5-20-2252 TIRES	0.00	0.00	0.00	0.00	0.00
216-320-5-20-2282 OPERATING - OUTREACH S	10,000.00	0.00	0.00	10,000.00	0.00
216-320-5-20-2381 MAINTENANCE	500.00	0.00	866.00	366.00	173.20
216-320-5-20-3230 PUBLISHING	0.00	0.00	0.00	0.00	0.00
216-320-5-20-3240 TELEPHONE	3,000.00	0.00	532.25	2,467.75	17.74
216-320-5-20-3311 LODGING AND MEALS	0.00	0.00	0.00	0.00	0.00
216-320-5-20-3314 REGISTRATION & DUES	1,000.00	0.00	0.00	1,000.00	0.00
216-320-5-20-3323 MILEAGE	0.00	0.00	0.00	0.00	0.00
216-320-5-20-3530 BUS LIABILITY INSURANC	13,500.00	0.00	0.00	13,500.00	0.00
216-320-5-20-3531 SOFTWARE	1,800.00	0.00	900.00	900.00	50.00
216-320-5-20-3610 ELECTRICITY	500.00	0.00	84.45	415.55	16.89
216-320-5-20-3710 RSVP	0.00	0.00	0.00	0.00	0.00
216-320-5-20-3712 OFFICE EXPENSE	0.00	0.00	166.48	166.48	0.00
216-320-5-20-3713 DRIVER EXPENSE	500.00	0.00	0.00	500.00	0.00
216-320-5-20-3714 TRAINING/MILEAGE	0.00	0.00	0.00	0.00	0.00
216-320-5-20-3715 BUS SHED RENT	1,800.00	0.00	450.00	1,350.00	25.00
216-320-5-20-3725 MISCELLANEOUS	500.00	0.00	12.00	488.00	2.40
216-320-5-20-3726 TELEPHONE	0.00	0.00	0.00	0.00	0.00
216-320-5-20-3745 CONTRACT VOL. DRIVERS	26,500.00	0.00	1,825.00	24,675.00	6.89
216-320-5-20-3746 CAREVAN	5,500.00	0.00	0.00	5,500.00	0.00
216-320-5-20-3747 FIXED ROUTE	210,000.00	0.00	0.00	210,000.00	0.00
216-320-5-20-3749 MDT'S	25,000.00	0.00	323.80	24,676.20	1.30
TOTAL MATERIALS & SERVICES	320,100.00	0.00	6,918.47	313,181.53	2.16
CAPITAL OUTLAY					
216-320-5-40-4404 COPIER/DESK & OTHER	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
OTHER REQUIREMENTS					
216-320-5-50-5353 TRANS TO GF INDIRECT C	0.00	0.00	0.00	0.00	0.00
216-320-5-50-5354 TRANSFER TO VEHICLE RE	0.00	0.00	0.00	0.00	0.00
216-320-5-50-5355 TRANS. TD 5310-MATCH F	6,282.00	0.00	0.00	6,282.00	0.00
216-320-5-50-5999 CONTINGENCY	1,437,134.00	0.00	0.00	1,437,134.00	0.00
TOTAL OTHER REQUIREMENTS	1,443,416.00	0.00	0.00	1,443,416.00	0.00
TOTAL EXPENDITURES					
TOTAL EXPENDITURES	2,128,060.00	0.00	23,750.57	2,104,309.43	1.12
REVENUE OVER/(UNDER) EXPENDITURES (1,277,524.00)					
REVENUE OVER/(UNDER) EXPENDITURES	0.00	0.00	1,103.97	(1,276,420.03)	0.09
REVENUE OVER/(UNDER) EXPENDITURES					
REVENUE OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES					
REVENUE OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00	0.00	0.00



MORROW COUNTY, OREGON
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: OCTOBER 1ST, 2020

216-SPEC TRANSPORTATION FUND
 SPECIAL TRANSPORTATION

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
BEGINNING FUND EQUITY	1,274,524.00		288,251.20		
FUND TOTAL REVENUES	853,536.00	0.00	23,574.62	829,961.38	2.76
FUND TOTAL EXPENDITURES	2,128,060.00	0.00	23,750.57	2,104,309.43	1.12
REVENUES OVER/(UNDER) EXPENDITURES	(1,274,524.00)	0.00	(175.95)	(1,274,348.05)	0.01
PROJECTED ENDING FUND EQUITY	0.00		288,075.25		

*** END OF REPORT ***

MORROW COUNTY, OREGON
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: OCTOBER 1ST, 2020

504-5310 - PTA GRANT FUND
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
BEGINNING FUND EQUITY	41,302.00		64,814.17		
REVENUE SUMMARY					
5310 PTA GRANT	75,454.00	0.00	3,130.73	72,323.27	4.15
TOTAL REVENUES	75,454.00	0.00	3,130.73	72,323.27	4.15

TOTAL REVENUES AND FUND EQUITY	116,756.00		67,944.90		
EXPENDITURE SUMMARY					
5310 PTA GRANT	116,756.00	0.00	10,660.52	106,095.48	9.13
TOTAL EXPENDITURES	116,756.00	0.00	10,660.52	106,095.48	9.13

REVENUES OVER/(UNDER) EXPENDITURES	(41,302.00)	0.00	(7,529.79)	(33,772.21)	18.23
PROJECTED ENDING FUND EQUITY	0.00		57,284.38		
REVENUE OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00	0.00	0.00

504-5310 - FTA GRANT FUND
 5310 FTA GRANT

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUES					

GRANT REVENUE					
504-504-3-30-3144 STO OPERATING GRANT	0.00	0.00	0.00	0.00	0.00
504-504-3-30-3145 5310 - FTA GRANT	68,172.00	0.00	3,049.01	65,122.99	4.47
504-504-3-30-3146 5311 - GRANT	0.00	0.00	0.00	0.00	0.00
504-504-3-30-3147 5310 - DISPATCH GRANT	0.00	0.00	0.00	0.00	0.00
504-504-3-30-3148 HB 2017 GRANT	0.00	0.00	0.00	0.00	0.00
TOTAL GRANT REVENUE	68,172.00	0.00	3,049.01	65,122.99	4.47
CHARGES FOR SERVICES					
504-504-3-40-4139 BUS RECEIPTS	0.00	0.00	0.00	0.00	0.00
TOTAL CHARGES FOR SERVICES	0.00	0.00	0.00	0.00	0.00
INVESTMENT EARNINGS					
504-504-3-65-0105 INVESTMENT EARNINGS	1,000.00	0.00	81.72	918.28	8.17
TOTAL INVESTMENT EARNINGS	1,000.00	0.00	81.72	918.28	8.17
REIMBURSEMENTS					
504-504-3-80-7075 REIMBURSED ITEMS	0.00	0.00	0.00	0.00	0.00
TOTAL REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
TRANSFER FROM OTHER FUND					
504-504-3-90-3828 TRANS. FROM STF-MATCH	6,282.00	0.00	0.00	6,282.00	0.00
TOTAL TRANSFER FROM OTHER FUND	6,282.00	0.00	0.00	6,282.00	0.00
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TOTAL REVENUES	75,454.00	0.00	3,130.73	72,323.27	4.15
EXPENDITURES					

PERSONNEL SERVICES					
504-504-5-10-1001 COORDINATOR	21,312.00	0.00	5,553.78	15,758.22	26.06
504-504-5-10-1002 DISPATCHER	0.00	0.00	0.00	0.00	0.00
504-504-5-10-1301 FICA	1,321.00	0.00	338.63	982.37	25.63
504-504-5-10-1302 WORKERS COMP	115.00	0.00	2.95	112.05	2.57
504-504-5-10-1303 RETIREMENT	5,285.00	0.00	1,416.98	3,868.02	26.81
504-504-5-10-1305 ACC-MEDICAL	11,592.00	0.00	2,898.07	8,693.93	25.00
504-504-5-10-1306 DENTAL INSURANCE	830.00	0.00	207.55	622.45	25.01
504-504-5-10-1308 HRA DED. CONTRIBUTION	0.00	0.00	0.00	0.00	0.00
504-504-5-10-1309 UNEMPLOYMENT INSURANCE	256.00	0.00	68.55	187.45	26.78
504-504-5-10-1316 DISABILITY INSURANCE	0.00	0.00	7.80	7.80	0.00
504-504-5-10-1317 LIFE INSURANCE	0.00	0.00	6.45	6.45	0.00
504-504-5-10-1320 VACATION ACCRUALS	0.00	0.00	0.00	0.00	0.00
504-504-5-10-1321 MANDATED MEDICARE	309.00	0.00	79.18	229.82	25.62
TOTAL PERSONNEL SERVICES	41,020.00	0.00	10,579.94	30,440.06	25.79