

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

January 18th, 2022
3:00 pm

Bartholomew Building – Lower Conference Room
110 N. Court St.
Heppner, Or.

See Electronic Meeting Information on Page 2

1. Call to Order, Welcome and Roll Call
2. Public Comment
3. Approve Minutes
 - a. October 19th, 2021
4. Election of Chair and Vice-Chair
5. Update -Transportation Coordinator, Katie Imes
 - a. Ridership/Drivers
 - b. Budgets
 - c. Projects:
 - i. New Round of Covid-19 Relief Funding – Hazard Pay
 - ii. New Handicap Van delivered - *Grant #35077*
 - iii. Weekly Shopper – *STF Funded*
 - iv. iTransit tablets and software installed – *STIF Plan*
 - v. Pivot Architecture Contract - *Grant #35074 & STIF Plan*
 - vi. RFP – Human Services Coordinated Transportation Plan Update/Rewrite - *Grant #35133*
 - vii. TSP update – Planning Commission Jan. 25th 2022 – *STIF Plan*
6. Other Business
 - a. STF Committee Membership – four vacancies to be filled
 - b. 5310 Discretionary Grant Application – Project Recommendation – Demand Response Driver Wages

Next Meeting:

April 20th, 2022 3pm in Irrigon at the Government Center

Adjourn

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 Katie Imes at 1-844-676-5667 or 541-676-5667

Electronic Meeting Information

Morrow County is inviting you to a scheduled Zoom meeting.

Topic: STF/STIF Advisory Committee Meetings

Time: Jan 18, 2022 03:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84283301369?pwd=MldVdDIKdlkrS2h6dXVIWXU4NThwQT09>

Meeting ID: 842 8330 1369

Passcode: 297775

One tap mobile

+13462487799,,84283301369#,,,,*297775# US (Houston)

+16699006833,,84283301369#,,,,*297775# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Washington DC)

Meeting ID: 842 8330 1369

Passcode: 297775

Find your local number: <https://us02web.zoom.us/u/kcE11QJHGG>

The Loop - Morrow County Transportation
Special Transportation Fund (STF) Advisory Committee Minutes
October 19th, 2021 at 3:00 pm

Port of Morrow Riverfront Center • Sand Hollow Conference Room
2 Marine Dr. NE • Boardman, OR 97818

1. Call to Order, Welcome and Roll Call

Call to Order at 3:04

Welcome:

Sheryll Bates - Vice
Scott Green
Katie Imes
Heidi Turrell
George Nairns
Aaron Palmquist - Chair
Karen Pettigrew
Debbie Radie
Tamra Mabbot

2. Public Comment

No Public Comments

3. Approve Minutes

July 20th, 2021
Aaron motion to approve
Sheryll & George second motion
Motion Approved

4. Committee Member replacement recommendation

a. Mike Jones/ Lexington/ Seniors

Hasn't attended any meetings, looking to remove him from STF
Aaron: Need to search for a replacement
Debbie: Maybe need to advertise in Boardman Chamber
Katie: We have reached out to the council
George: This person needs to live in Lexington?
Katie: They need to live in Morrow County.

b. George Nairns/Heppner/Seniors

Katie: Next recommendation is for the Heppner Seniors – maybe the new director at Willow Creek Terrace – Sam Fischer (her)
Aaron: Entertain a motion to approve George Nairns to Lexington Seniors.
Sheryll: I'll motion it
Karen: 2nd the motion

Motion Approved.

Aaron: If the new director of Willow Creek Terrace signs up, how long do they service until have to reapply? They will fill out the slots expiration date which is in 2022.

5. Update -Transportation Coordinator, Katie Imes

a. Covid-19 – CARES funding - sanitization equipment

Sanitation equipment has arrived; we will do driver training. There is equipment for each bus barn.

Aaron: When will we need to order more solution?

Katie: We ordered enough for a year's supply.

b. Ridership/Drivers

New Driver, Bobbie Veatch

Irrigon ridership is higher this quarter.

c. Budgets – 216, 225, 504

No questions for the budgets

d. Projects: Weekly Shopping trips

New Route: Weekly Shopper (Boardman and Heppner)

We sent out a bulk mailer, it was sent out last Wednesday (Oct 13, 21)

Aaron: Is there a way to get these brochures, so I can put them in the flyer?

Yes, we will email them to you.

The trips rotate on 4-week basis.

Debbie: Send the brochure electronically to all chambers so they can upload to their websites.

6. Other Business

a. STF Committee Membership – Stephanie Case, Morrow County Planner

Three Vacancies to be filled

Stephanie has put in an application for the Community Development Position.

Debbie: I think the time of the meetings is really prohibiting to the Hispanic community.

Karen: How many Hispanics do we have riding on our service?

Katie: Not many

Aaron: We need to work on the schedule like Debbie said.

Debbie: Young mothers might be a good place, seeing them at the childcare place I run.

Karen: I am not sure who be off by 3pm. Maybe teachers?

Debbie: Maybe we should advertise to different churches. Rosa Castellano (service name) help the elderly with their daily lives.

b. Department Name Update – Morrow County Public Transit

Next Meeting:

January 18th, 2021 3pm in Heppner at the Bartholomew Building

Adjourn at 3:50

TOTAL QUARTERLY RIDES, CANCELLATIONS & DENIALS

October to December 2021

October 2021

City	Rides	Cancellations		Denied	
		All	Vet	All	Vet
Boardman	70	All	Vet	All	Vet
Irrigon	127	14	0	3	3
Heppner	99				
Total	296				

November 2021

City	Rides	Cancellations		Denied	
		All	Vet	All	Vet
Boardman	66	All	Vet	All	Vet
Irrigon	99	19	6	17	4
Heppner	128				
Total	293				

December 2021

City	Rides	Cancellations		Denied	
		All	Vet	All	Vet
Boardman	36	All	Vet	All	Vet
Irrigon	88	21	3	5	1
Heppner	107				
Total	231				

Quarterly Totals

Rides	Cancellations		Denials	
820	54	9	25	8
	All	Vets	All	Vets

CURRENT DRIVERS

HEPPNER

Jesse Husband

IRRIGON

Connie Shultz
Brenda Aliangan
Ron Aliangan
Bobbie Veatch

BOARDMAN

Phyllis Gilbertson
John Blazer

CONTRACTED SERVICES

Kayak
Irrigon Riders
Service Days

70

Good Shepard
Carevan
Trips

0

Morrow County - The Loop Budget

216 - Special Transportation Fund

Transportation Fund Summary as of January 6, 2022

For Fiscal Year 2021/2022

Starting Account Balance \$ **536,772.99**

REVENUE	Current Budget Amount	YTD Actual Amount
Funding Streams		
STF Funds	\$ 67,700.00	\$ 33,850.00
STF Discretionary	\$ -	\$ -
STIF Funds	\$ 269,786.00	\$ 147,244.00
STIF Discretionary	\$ 507,072.00	\$ 54,794.00
HRTG - Veterans	\$ -	\$ -
Donations	\$ 500.00	\$ 1,683.00
GOBHI	\$ 3,000.00	\$ 4,875.00
Reimbursements	\$ -	\$ -
Total Revenue	\$ 848,058.00	\$ 242,446.00
Investment Earnings	\$ 3,000.00	\$ 1,433.88
Total	\$ 3,000.00	\$ 1,433.88
TOTAL REVENUE	\$ 851,058.00	\$ 243,879.88

EXPENDITURES	Current Budget Amount	YTD Actual Amount
Personnel		
Coordinator	\$ -	\$ -
Dispatcher	\$ 32,990.00	\$ 16,290.71
Part Time Drivers	\$ 194,278.00	\$ 38,487.37
Personnel Benefits	\$ 69,906.00	\$ 10,598.85
Total Personnel	\$ 297,174.00	\$ 65,376.93

Material & Services		
Fuel	\$ 20,000.00	\$ 10,894.30
Operating - Outreach	\$ 7,500.00	\$ -
Maintenance	\$ -	\$ -
Telephone	\$ 6,720.00	\$ -
Lodging and Meals	\$ 2,000.00	\$ -
Registration & Dues	\$ 1,000.00	\$ 1,215.44
Mileage	\$ -	\$ 28.00
Contracted Services	\$ 123,540.00	\$ 7,627.50
Insurance	\$ 15,000.00	\$ -
Software	\$ 1,800.00	\$ 30.43
Electricity	\$ 500.00	\$ 211.57
Drivers Expense	\$ 500.00	\$ -
Office Expense	\$ 1,000.00	\$ 80.00
Training/Mileage	\$ 2,000.00	\$ 200.00
Bus Shed Rent	\$ 1,800.00	\$ 900.00
Maint. - Operating	\$ 3,000.00	\$ 827.07
Maint. - Vehicle	\$ -	\$ -
Miscellaneous	\$ 500.00	\$ -
Telephone/Data	\$ -	\$ -
Volunteer Drivers	\$ 5,000.00	\$ 350.00
CareVan	\$ 6,500.00	\$ 1,625.00
Fixed Route	\$ 210,000.00	\$ -
MDT's	\$ 2,000.00	\$ 0.30
Surveillance	\$ -	\$ -
Drug & Alcohol	\$ 1,750.00	\$ -
Total Material & Services	\$ 412,110.00	\$ 23,989.61

Capital Outlay		
Equipment	\$ 38,000.00	\$ -
Copier/Desk & Other	\$ -	\$ -
Vehicle	\$ -	\$ -
Total Capital Outlay	\$ 38,000.00	\$ -

TOTAL EXPENDITURES \$ **747,284.00** \$ **89,366.54**

OTHER REQUIREMENTS	Current Budget Amount	YTD Actual Amount
Other Requirements		
Transfer to GF Indirect	\$ -	\$ -
Transfer to Vehicle Reserve	\$ 464,874.00	\$ 464,874.00
Transfer to 5310 - Match	\$ 6,370.00	\$ 1,663.00
Transfer to 5311 - Match	\$ 20,540.00	\$ -
Contingency	\$ 153,907.00	\$ -
Total Other Requirements	\$ 645,691.00	\$ 466,537.00
TOTAL OTHER REQUIREMENTS	\$ 645,691.00	\$ 466,537.00

Ending Account Balance \$ **224,749.33**

Morrow County - The Loop Budget

225 - Vehicle Fund Reserve

Transportation Fund Summary as of January 6, 2022

For Fiscal Year 2021/2022

Starting Account Balance \$ 117,634.53

REVENUE Current Budget Amount YTD Actual Amount

Funding Streams

STF Funds	\$	-	\$	-
HRTG - Veterans	\$	-	\$	-
Sale of Equipment	\$	-	\$	-
Reimbursements	\$	-	\$	-
Total Revenue	\$	-	\$	-

Investment Earnings	\$	2,000.00	\$	259.66
Total	\$	2,000.00	\$	259.66

OTHER REQUIREMENTS Current Budget Amount YTD Actual Amount

Other Requirements				
Transfer from STF Fund	\$	464,874.00	\$	464,874.00
Transfer from STF Bus Shed	\$	-	\$	-
Transfer from 5311	\$	12,000.00	\$	12,000.00
Total Other Requirements	\$	476,874.00	\$	476,874.00

TOTAL OTHER REQUIREMENTS \$ 476,874.00 \$ 476,874.00

TOTAL REVENUE \$ 478,874.00 \$ 477,133.66

EXPENDITURES Current Budget Amount YTD Actual Amount

Capital Outlay

Equipment	\$	12,000.00	\$	-
Vehicle - Cat C	\$	134,029.00	\$	-
Vehicle - Cat D	\$	281,745.00	\$	-
Vehicle - Cat E	\$	49,100.00	\$	60,386.22
Vehicle Replacement	\$	-	\$	-
Total Capital Outlay	\$	476,874.00	\$	60,386.22

Reserved for Future Expense

Reserved for Future Expense	\$	101,575.00	\$	-
Total Reserve for Future	\$	101,575.00	\$	-

TOTAL EXPENDITURES \$ 578,449.00 \$ 60,386.22

Ending Account Balance \$ 534,381.97

Morrow County - The Loop Budget
504 - FTA Grant Fund

Transportation Fund Summary as of January 6, 2022
 For Fiscal Year 2021/2022

Starting Account Balance \$ **37,050.84**

REVENUE	Current Budget Amount	YTD Actual Amount
Funding Streams		
STO Operating Grant	\$ -	\$ -
5310 - FTA Grant	\$ 62,021.00	\$ 23,814.00
5311 - Grant	\$ 342,956.00	\$ -
5310 - Dispatch Grant	\$ -	\$ -
HB 2017 Grant	\$ -	\$ -
5304 - Grant	\$ 25,000.00	\$ -
HRTG - Vets	\$ 40,500.00	\$ 11,186.66
5311 Cares	\$ -	\$ 8,737.00
Total Revenue	\$ 470,477.00	\$ 43,737.66
Investment Earnings	\$ 1,000.00	\$ 296.56
Total	\$ 1,000.00	\$ 296.56
Transfer from Other Fund		
Trans From STF Match	\$ 6,370.00	\$ 1,663.00
Trans From STF Match - 5	\$ 20,540.00	\$ -
Total Transfer	\$ 26,910.00	\$ 1,663.00
TOTAL REVENUE	\$ 498,387.00	\$ 45,697.22

EXPENDITURES	Current Budget Amount	YTD Actual Amount
Personnel		
Coordinator	\$ 45,874.00	\$ 22,707.90
Dispatcher	\$ -	\$ -
Personnel Benefits	\$ 51,730.00	\$ 25,254.57
Total Personnel	\$ 97,604.00	\$ 47,962.47
Material & Services		
Fuel	\$ 14,668.00	\$ -
Tires	\$ 11,800.00	\$ 1,184.69
Maintenance	\$ -	\$ -
Publishing	\$ 20,000.00	\$ 5,964.19
Telephone	\$ 9,220.00	\$ 3,303.50
Lodging and Meals	\$ 2,000.00	\$ -
Registration & Dues	\$ -	\$ -
Mileage	\$ 1,000.00	\$ -
Contracted Services	\$ 25,000.00	\$ -
Insurance	\$ 15,000.00	\$ 12,964.35
Software	\$ 4,000.00	\$ 107.94
RSVP	\$ -	\$ -
Drivers Expense	\$ 1,000.00	\$ -
Office Expense	\$ 2,500.00	\$ 1,103.27
Training/Mileage	\$ 1,000.00	\$ -
Maint. - Operating	\$ 23,000.00	\$ 7,621.08
Maint. - Vehicle	\$ 11,800.00	\$ 2,407.52
Miscellaneous	\$ 3,000.00	\$ -
Contr Serv - Vol Driver	\$ 5,000.00	\$ 125.00
Contract - Transit	\$ 12,000.00	\$ 3,000.00
5311 Grant	\$ -	\$ -
Outreach Supplies	\$ 5,000.00	\$ 262.61
MDT's	\$ -	\$ -
Surveillance	\$ 1,500.00	\$ -
Drug & Alcohol	\$ 2,750.00	\$ 365.00
Total Material & Services	\$ 171,238.00	\$ 38,409.15
Capital Outlay		
Equipment	\$ 76,956.00	\$ 61,299.00
Office Software	\$ 50,000.00	\$ -
STF Vehicle	\$ -	\$ -
Total Capital Outlay	\$ 126,956.00	\$ 61,299.00
Other Requirements		
GF-IND Co	\$ -	\$ -
Transfer to STF	\$ -	\$ -
Transfer to STF Reserve	\$ 12,000.00	\$ 12,000.00
Contingency	\$ 138,238.00	\$ -
Total Other Requirements	\$ 150,238.00	\$ 12,000.00
TOTAL EXPENDITURES	\$ 546,036.00	\$ 159,670.62

Ending Account Balance \$ **(76,922.56)**



the Loop

MORROW COUNTY PUBLIC TRANSIT

844-676-5667 541-676-5667

BraunAbility

**The Loop Morrow County Co Transportation
Special Transportation Fund (STF) Advisory Committee
2022**

Members	Minimum Members: 7	Maximum Members: 11	Term allowance: 4 years
NAMES	REPRESENTING		TERM EXPIRATION
Vacancy	Boardman/Hispanic		12/31/2020
Vacancy	Boardman/Hispanic		12/31/2020
Vacancy	Lexington/Community		12/31/2020
Aaron Palmquist <i>Chair</i>	Irrigon/Community		12/31/2025
Vacancy	Ione/Senior		12/31/2021
Kerry Hawley	Heppner/Senior & Disabled		12/31/2022
Karen Pettigrew	Boardman/Senior		12/31/2022
"George" Viginria Nairns	Heppner/Senior		12/31/2022
Stephanie Case	County Planner		12/31/2022
Katie Imes	County Transportation Coordinator		12/31/2022
Sheryll Bates <i>Vice Chair</i>	Heppner/Community		12/31/2024