

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

January 19th 2022

Immediately following the STF meeting (approximately 4:00 pm)

Bartholomew Building - Lower Conference Room
110 N. Court St.
Heppner, Or. 97836

See Electronic Meeting Information on Page 2

1. Call to Order, Welcome and Roll Call
2. Public Comment
3. Election of Chair and Vice Chair
4. Approve Minutes
 - a. October 19th 2021
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*
 - 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. STIF Committee Membership- one vacancy to be filled

Next Meeting:

April 20th, 2021 Location: Irrigon Government Building

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 Quarterly Advisory Committee Meeting
Time: Jan 19, 2021 03:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84398035710?pwd=aHdDWXVJOFV LZzV5MVcyYk1kNytDUT09>

Meeting ID: 843 9803 5710

Passcode: 331944

One tap mobile

+12532158782,,84398035710#,,, *331944# US (Tacoma)

+13462487799,,84398035710#,,, *331944# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

Meeting ID: 843 9803 5710

Passcode: 331944

Find your local number: <https://us02web.zoom.us/j/kyDFy27kq>

The Loop - Morrow County Transportation

Statewide Transportation Improvement Fund (STIF) Advisory Committee Minutes
October 19th, 2021 • Immediately Following the STF Meeting, Approximately 3:30 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 3:51

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 Comment

3. Approve Minutes

July 20th, 2021

On the minutes at 4h, change the name from Sheryll to Debbie

Aaron motions to approve, Karen 2nds motion. Motion passed

4. Committee Member replacement recommendation

Mike Jones/ Lexington/ Seniors

Find a replacement.

Motion to appoint George, 2nd by Karen, Motion Passed

5. Update -Transportation Coordinator, Katie Imes

a. Covid-19 – CARES funding – sanitization equipment

b. Ridership/Drivers

No comment

c. Budgets - 216, 225, 504

No comment

d. Current Projects – Vehicle Purchases, Bus Graphics, iTransit Hardware

Vehicles:

Original purchase of H/C Van was a rear entry. Chrysler has stopped making the chassis due to the steel shortage. ? has a different model available, it is a

side entry, it is available now, though it is a little bit more money. Any questions?

Debbie: Was it in the budget?

Katie: Yes, we had the money in the vehicle reserve fund.

Debbie: How about the other vehicles that were ordered?

Katie: Yes, they are in productions.

Debbie: How long do the vehicles run for?

Katie: ODOT says for 7 years, but being rural we do put more miles on our vehicles.

Buses: 14 passenger and 24 passenger

Bus Wrap: Need to motion for these wraps.

Comments:

Aaron: On the design, I would like to see the phone number moved to under The Loop logo and made bigger.

Debbie: Maybe we should also put the number on the door, and on the back of the vehicle.

Katie: Let's look at the estimate.

Karen: What is our budget?

Katie: It is \$100,000

Debbie: What would we be giving up if we spent all the money?

Katie: For the vehicles, we are at maximum capacity

Aaron: I don't think it is the time to save money.

Aaron makes a motion for option B. But with the phone number below the logo and number on back.

Karen 2nds motion.

Motion passed

Transit Hardware:

Getting installed only in the Buses. Riders will be able to see where the buses are.

Katie: Will be useful for reporting. Driver's will be able to do the pre-trip and post trip inspections through the tablet, they will also have access to maps.

Aaron: is the something from Frank (ODOT)

Katie: This is from Connexions

Aaron: Are the software updates free? Cause those can get expensive.

Katie: We are grouped up with the Walla Walla contract for now.

Aaron: Does the tablet have a panic button?

Katie: Our vehicle surveillance has a panic button.

Aaron: Would like to have a panic button that will call 911.

6. TSP Update – Tamra Mabbot, Morrow County Planning Director

Funded through the STIF discretionary fund. The Loop name hasn't changed, just the county department name: Morrow County Public Transit

Greyhound: We want it to stop somewhere in the county.

Tamra: Maybe along the i-84 corridor. Some workforce transportation does already exist.

The rail facility has been removed. Maybe we can place one at the army depot. The airport has purchased the Boardman airport.

Bicycle and Pedestrian Facilities are closed in the off season.

Debbie: Is there a trail to ride a bike from Irrigon to Boardman?

Aaron: This is along the river; we should make sure it can sustain an ADA population. Should be paved and free of rocks.

Tamra: I believe it is closed from Oct through May. Maybe add a different roadway, maybe to use electric bike system.

Debbie: people want to use 4 wheelers, motorcycles or horses on the roadway. I want to get out without getting run over on highway 730

Tamra: I have an intern doing an inventory of signage.

Katie: To post about the Heritage Trail, doesn't include our services.

Tamra: Public Transportation, Look at table 5 – improvement recommendations.

STIP is related to roadways, our rep is Jim Doherty.

Debbie: COVID has brought the need for more bathrooms

Sheryll left at 4:44

Tamra: Garbage and bathroom is a major maintenance problem.

7. Other Business

- a. STIF Committee Membership- **Stephanie Case, Morrow County Planner**

Aaron: Tamra could we have Stephanie on both committees?

Katie: She is going to be on both committees.

- b. Department Name Update – Morrow County Public Transit

Also, we are in the process of selecting an engineering firm to assist county in the development of a new bus facility.

Ducote consulting is helping with the 5339 application- Grant to build this facility. RFP in November to update Human Coordinated Services Handbook

Next Meeting:

January 18th, 2022 in Heppner.

Adjourn at 4:50

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

BrainAbility

**The Loop - Morrow County Public Transportation
Statewide Transportation Improvement Fund Advisory Committee
2022**

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

MEMBERS NAMES	REPRESENTING	TERM EXPIRATION
Vacancy	Ione Seniors/Low Income	6/30/2021
Aaron Palmquist <i>Chair</i>	Irrigon/Low Income	6/30/2024
Kerry Hawley	Heppner/Seniors	12/31/2022
Katie Imes	County Staff Transportation	12/31/2022
Stephanie Case	County Staff/Community	12/31/2022
Karen Pettigrew	Boardman/Low Income	12/31/2023
Sheryll Bates	Heppner/Seniors	10/30/2024
Debbie Radie <i>Vice Chair</i>	Boardman Employers/Employees	12/31/2024
Scott Green	Boardman/Transit Destinations	4/7/2024