

The Loop - Morrow County Public Transit

Advisory Committee Agenda

April 18, 2023, at 3:00 pm

Irrigon Government Center

215 NE Main Ave.

Irrigon, OR 97844

See Virtual Meeting Information on Page 2

- 1. Call to Order and Roll Call**
- 2. Welcome – Transit Manager, Benjamin Tucker**
- 3. Public Comment**
- 4. Approve Minutes**
 - a. January 2023
- 5. Update – Transit Manager, Benjamin Tucker**
 - a. Ridership/Drivers – two driving positions filled
 - b. Budgets
 - c. Replacement ADA Van Delivered for Irrigon
 - d. Operations Supervisor position- open
 - e. 5339(b) Grant submitted- transit facility construction
 - f. Projects: Transit Facility, Dispatching Software – Purchased, Implementation in process.
- 6. Other Business**

Next Meeting:

July 18th, 2023 Location: TBD

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 Benjamin Tucker at 1-844-676-5667 or 541-676-5667

Virtual Meeting Information

Morrow County is inviting you to a scheduled Zoom meeting.

Topic: MCPT Advisory Committee

Time: Apr 18, 2023 03:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84062246955?pwd=Q1hTWnpYd3pSaFNXekJhN0d4SE4wZz09>

Meeting ID: 840 6224 6955

Passcode: 579899

One tap mobile

+16694449171,,84062246955#,,,,*579899# US

+16699006833,,84062246955#,,,,*579899# US (San Jose)

Dial by your location

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 931 3860 US

+1 689 278 1000 US

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

Meeting ID: 840 6224 6955

Passcode: 579899

Find your local number: <https://us02web.zoom.us/u/kMSP3Y1Tj>

The Loop - Morrow County Public Transit

Advisory Committee Minutes

January 17, 2023, at 3:00 pm

Upper Bartholomew Conference Room
110 N. Court Heppner, Or. 97836

1) CALL TO ORDER AND ROLL CALL

Call to Order at 3:01

Sheryll Bates

Katie Imes

Ben Tucker

Aaron Palmquist – Irrigon City

Sabrina Bailey Cave – Finance

Karen Pettigrew

Jeff Wenholz - Commissioner

Rick Stuckoe – Boardman City

George Nairns

Stephanie Case

2) WELCOME – NEW TRANSIT MANAGER, BENJAMAN TUCKER

a) Katie's contract is through the end of January.

b) Ben has 20+ years transit experience. 14 years of public/private school experience. Training drivers and is a cdl trainer.

3) PUBLIC COMMENT

a) Sheryll: Thank you for all your hard work, Katie.

4) ELECTION OF CHAIR AND VICE CHAIR

a) Chair nomination – Sheryll nominates Debbie R.

b) Stephanie: 2nd for Debbie R.

c) Motion passed: All to 0: 3:08: Debbie R for Chair

a) Vice Chair: ? Nominates Karen P.

b) Karen Agrees

c) Stephanie 2nd for Karen P

d) Motion Passes: All to 0: 3:11: Karen P for Vice Chair

2) Approve Minutes

a) October 2022

1 Minor language changes "housekeeping"

2 Aaron moves to approve as presented.

3 Sheryll 2nd – All to 0

4 Motion Passed

3) UPDATE – TRANSIT MANAGER, BENJAMAN TUCKER

- a) Ridership/Drivers – two driving positions open
- b) Budgets
 - 1 216: GOBHI revenue increased due to updated contract.
 - Contracted Services is for building expenses.
 - 2 Question from Sheryll: Is there any money that we need to spend? Just waiting on Vehicle Delivery.
 - 3 225: We did purchase a new minivan. Just waiting on all vehicle hardware installation to put into service.
 - 4 504: This account is tricky to keep in balance since it is all reimbursement based. Working with finance to combine all of our accounts.
 - Question from George: When will the consolidation happen? Answer: Hopefully Soon.
- c) STIF Plan FY 23-25 Submitted
 - 1 STIF Application was submitted to NEACT.
- d) STIF Discretionary Applications Submitted – NEACT Review 1/12/23.
- e) 5310 & 5311 Applications Submitted
- f) Replacement Van Delivered for Boardman
 - 1 ADA van is going to Irrigon.
 - 2 Toyota is going to Boardman.
- g) New Driver Incentive Policy
 - 1 COVID 19 Money. Used to improve retainment and hiring. Must be used with time frame. For current and new drivers.
- h) Projects: Transit Facility – Schematic Design and Cost Analysis, New Dispatcher hired, Dispatching Software – Purchased, Implementation in process.
 - 1 Start a marketing campaign for fixed route.
 - 2 On Demand schedule is full.
 - 3 Dispatching software has been purchased.
 - 4 New Transit Facility
 - George: Who is going to be the project administrator?
 - (a) We received funding to hire, need to put out a RFP. County doesn't have the capacity for project administration.
 - Rick: Will that person be the one to bring items to the city, such as sidewalks driveways, etc.?
 - (a) Yes, Ben will be taking this to BOC tomorrow. Ben will continue to go out for money, we aren't ready to go out for the "NEACT" money yet.
 - Aaron: Have to go out for money now Ben, It will take time to receive the money we need.
 - Sheryll: Is it the project manager out yet?
 - (a) No, not yet.
 - Stephanie: What will the committee look like going forward?
 - (a) We will need outside funding and more local support.

4) Other Business

- a) MCPT Committee Membership

- 1 We have a lot of openings, members, and alternates. People will need to reapply and/or find more members.
 1. Six active members, three vacancies
 2. Two active alternates, and seven alternate vacancies

5) Next Meeting:

April 18th, 2023,

Location: Irrigon Government Center

Don Adams Conference Room

6) Adjourn

3:53

**MORROW COUNTY PUBLIC TRANSIT
DEMAND RESPONSE SERVICE TOTAL QUARTERLY RIDES, CANCELLATIONS & DENIALS
January to March 2023**

January 2023

City	Rides	Other Ride Data			Driver Hours
		Cancellations	Vet	17	
Boardman	73	55	Vet	17	414
Irrigon	161	35	Vet	14	Rider Hours
Heppner	73	Non Ambulatory Rides			279.33
Total	307	Veteran Rides			Mileage
					8,967

February 2023

City	Rides	Other Ride Data			Driver Hours
		Cancellations	Vet	19	
Boardman	25	46	Vet	19	324.5
Irrigon	139	36	Vet	4	Rider Hours
Heppner	74	Non Ambulatory Rides			231.25
Total	238	Veteran Rides			Mileage
					8,093

March 2023

City	Rides	Other Ride Data			Driver Hours
		Cancellations	Vet	5	
Boardman	73	34	Vet	5	476
Irrigon	143	24	Vet	4	Rider Hours
Heppner	121	Non Ambulatory Rides			339.25
Total	337	Veteran Rides			Mileage
					12,766

QUARTERLY TOTALS

TOTAL RIDES	882	Total Driver Hours	
TOTAL NON AMBULATORY RIDES	293		1,214.50
TOTAL VETERAN RIDES	195	Total Rider Hours	
TOTAL CANCELLATIONS	135		849.83
TOTAL DENIED	95	Total Mileage	
			29,826

**CURRENT
DRIVERS**

HEPPNER

Jesse Husband
Darrell Williams

IRRIGON

Bobbie Veatch
Connie Shultz
Ron Aliangan

BOARDMAN

Phyllis Gilbertson
John Blazer

CONTRACTED SERVICES

Kayak Public Transit
Irrigon Rides

**Good Shepard
Carevan Rides**

Data Not Available

Morrow County - The Loop Budget
 216 - Special Transportation Fund
 Transportation Fund Summary as of March 31, 2023
 For Fiscal Year 2022/2023

Starting Account Balance			
	\$	700,000.00	\$ 663,100.05
REVENUE			
		Current Budget Amount	YTD Actual Amount
Funding Streams			
State Grants	\$	905,676.00	\$ 375,197.00
Maintenance Grant	\$	-	-
STF Discretionary	\$	-	-
HRTG - Veterans	\$	-	-
STIF Funds	-	-	-
STIF Discretionary	-	-	-
Total Grant Revenue	\$	905,676.00	\$ 375,197.00
Charge for Services	\$	3,500.00	\$ 22,530.00
	-	-	-
Total Charges for Services	\$	3,500.00	\$ 22,530.00
Reimbursements	\$	-	\$ 75.00
Total Reimbursements	\$	-	\$ 75.00
Investment Earnings	\$	3,500.00	\$ 15,665.22
Total	\$	3,500.00	\$ 15,665.22
Total Revenues	\$	912,676.00	\$ 413,467.22
EXPENDITURES			
		Current Budget Amount	YTD Actual Amount
Personnel			
Wage & Salaries	\$	227,268.00	\$ 118,461.11
	-	-	-
Part Time Drivers	-	-	-
Extra Help	-	-	-
Personnel Benefits	\$	71,406.00	\$ 27,415.79
Total Personnel	\$	298,674.00	\$ 145,876.90
Material & Services			
Fuel	\$	26,000.00	\$ 24,835.59
Tires	\$	-	-
Program Materials	\$	7,500.00	\$ 50.00
Maintenance	\$	-	-
Telephone	\$	6,720.00	\$ 4,688.81
Lodging and Meals	\$	2,000.00	\$ 245.10
Registration & Dues	\$	1,950.00	\$ 1,797.50
Mileage	\$	-	\$ 282.50
Contracted Services	\$	528,540.00	\$ 89,826.25
Insurance	\$	15,000.00	-
Software	\$	1,800.00	\$ 685.75
Electricity	\$	500.00	\$ 626.86
Office Supplies	-	-	\$ 422.29
Driver Expense	-	-	-
Training/Mileage	\$	2,000.00	-
Bus Shed Rent	\$	1,800.00	\$ 1,350.00
Vehicle & Equip Repair	\$	3,000.00	\$ 2,246.69
Miscellaneous Supplies	\$	500.00	\$ 11.70
Miscellaneous Expenses	\$	1,500.00	\$ 2,446.96
Telephone/Data	\$	-	-
Volunteer Drivers	\$	5,000.00	-
Transportation services	\$	6,500.00	\$ 4,125.00
water & sewer	-	-	\$ 58.20
Legal/public notices	-	-	\$ 993.53
Advertising	\$	-	\$ 528.00
Lab Services	\$	1,750.00	\$ 210.00
Total Material & Services	\$	612,060.00	\$ 135,430.73
Capital Outlay			
Equipment & Furnishings	\$	39,500.00	-
Heavy Equip>5k	\$	38,000.00	\$ 1,293.75
Vehicle	\$	-	-
Total Capital Outlay	\$	77,500.00	\$ 1,293.75
OTHER REQUIREMENTS			
		Current Budget Amount	YTD Actual Amount
Other Requirements			
Transfer to GF Indirect	\$	-	-
Transfer to Vehicle Reserve	\$	504,874.00	-
Transfer to 5310 - Match	\$	59,048.00	\$ 6,750.00
Transfer to General fund	-	-	\$ 20,000.00
Contingency	\$	60,520.00	-
TOTAL OTHER REQUIREMENTS	\$	624,442.00	\$ 26,750.00
TOTAL EXPENDITURES	\$	1,612,476.00	\$ 309,391.38
Ending Account Balance	\$	-	\$ 767,215.89

Morrow County - The Loop Budget

225 - Vehicle Fund Reserve

Transportation Fund Summary as of March 31, 2023
For Fiscal Year 2022/2023

Starting Account Balance	\$	100,000.00	\$	117,705.00
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REVENUE	Current Budget Amount	YTD Actual Amount
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Grant Revenue

HRTG - Veterans	\$	-	\$	-
Discretionary Vehicle Replacement	\$	-	\$	-
State STF Grant	\$	-	\$	-
Total Revenue	\$	-	\$	-

Investment Earnings

Investment Earnings	\$	2,000.00	\$	2,098.44
Total	\$	2,000.00	\$	2,098.44

Miscellaneous Revenue

Sale of Equipment	\$	-	\$	-
Total	\$	-	\$	-

Reimbursements

Reimbursed Items	\$	-	\$	-
Total	\$	-	\$	-

Transfer from Other Funds

Transfer from Spec trans Fund	\$	484,874.00	\$	-
	-		\$	-
Transfer from 5310	\$	12,000.00	\$	53,838.00
Transfer from Other Funds	\$	71,000.00	\$	-
Total Other Requirements	\$	567,874.00	\$	53,838.00

TOTAL REVENUE	\$	569,874.00	\$	55,936.44
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EXPENDITURES	Current Budget Amount	YTD Actual Amount
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Capital Outlay

Equipment	\$	12,000.00	\$	3,576.37
Vehicle	\$	524,874.00	\$	120,816.10
	-		\$	-
	-		\$	-
Vehicle Replacement	-		-	
Total Capital Outlay	\$	536,874.00	\$	124,392.47

Reserved for Future Expense

Reserved for Future Expense	\$	133,000.00	\$	-
Total Reserve for Future	\$	133,000.00	\$	-

TOTAL EXPENDITURES	\$	669,874.00	\$	124,392.47
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Ending Account Balance	\$	-	\$	49,248.90
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Morrow County Public Transportation Advisory Committee
2023

Members		Minimum Members: 5	Maximum Members: 9	Term allowance: 3 years
NAMES		REPRESENTING		TERM EXPIRATION
Member	Debbie Imus	People with limited English proficiency - At Large		4/5/2023
Alternate	Vacancy			
Member	Karen Pettigrew - Vice Chair	Boardman/Low Income		12/31/2023
Alternate	Vacancy			
Member	Debbie Radie - Chair	Port of Morrow Employers/Employees		12/31/2024
Alternate	Jamie Stewart			2/22/2026
Member	Sheryll Bates	Heppner/Seniors		10/30/2024
Alternate	Debra Khaljani			12/31/2022
Member	Aaron Palmquist	Irrigon/Low Income		6/30/2024
Alternate	Vacancy			
Member	Anne Morter	Ione		2/22/2026
Alternate	Vacancy			
Member	Katie Ines	Lexington		1/17/2026
Alternate	Vacancy			
Member	Ben Tucker	County Staff/Transit Manager		1/17/2026
Alternate	Vacancy			
Member	Stephanie Case	County Staff/Local Planner		2/8/2026
Alternate				