**Voting Members in Attendance:** Winnie Andrews, Nora Croucher, Terry De Spain, Jeannine Hunt, Joe Kresse, Martina Peck, Thomas Taylor

**Voting Members Absent:**
Daniel Bullock, Brenda Fiscus, Crystal Voyles

**Non-Voting Staff Members in Attendance:**
Angie Peters, Peggy Smith

**Non-Voting Members Absent:**
Jodi Tool, Manny Elguera

**Guest:**
None

**Introductions and Call to Order:**
The meeting was called to order at 3:00 P.M. La Grande Public Transportation Conference Room.

**Consent Agenda:**
Angie asked members if there were any question on the Consent Agenda either with the Title VI Renewal Policy or the Rides to Wellness Fare Letter. Having heard no concerns or questions Angie called for a motion to approve the consent Agenda. Winnie made the motion to approve the consent agenda, it was seconded by Jeannine. The motion was carried unanimously.

**Consider Stakeholder Comments:**
No Stakeholders present for comments
Transportation Asset Management Plan (TAM) Update Angie:

Angie told council members in 2013, we were audited by the FTA. She said there was one item that was correct but not spelled out well enough the needed to be corrected. The correction was that if an ADA vehicle needs to be serviced it needs to be taken out of service within 5 days of the Defect being noticed. Angie said she made that change to the document. She also said as far as renewing the document we are holding off doing that at this time because the federal guidelines are currently being re-evaluated and adjusted. In addition, it looks like what will happen is all rural areas will submit their TAM information and then the FTA will submit one and only the people that run at least 100 vehicles will have their own TAM.

After asking if anyone had questions or concerns Angie called for approval for the update on the TAM. Nora made the motion to approve the update it was seconded by Winnie and carried unanimously.

Update on Operation Plan (OPS):

Angie told the Counsel the update of the Union County OPS Plan has been completed and is ready to take to the Board for Approval. She said it is basically the same as the previous plan with a few minor changes. The clause “we reserve demand service for 4 or more people in order to send a bus to Elgin or Union” was removed. That clause was entered into the plan when we discontinued the inter-city services. She said she deleted it because the way it reads it is being offered as a charter service and would be in violation of FTA regulations by leaving it in the plan. It was not designed to be a charter service However, the way it was being used was. Angie said if we were to continue a service of that type it would have to put out as a charter bid.

Another change to the plan was adding the Rides to Wellness Fare Structure that was discussed at the Elgin meeting in May.

There was a clause added for Need Driven Services because we had a situation come up that didn’t quite fit into the Rides to Wellness criteria but is along the same vein. Angie said what happened was a client needed to go to Boise for wheelchair repairs and had no means to get there. She said that the ride was not medical and could did not meet the criteria for Rides to Wellness however, the client needed to get there because it was a necessity. Therefore the clause was added to protect us from being a charter.

The Pub Crawl was added to the event driven projects because for the last two years we have provided transportation for this event. This clause will prevent us from putting it out for bid each year.
The TAM and the Safety and Security Management was due to be finalized in fiscal year 2017 however, those two are tied up in Federal Laws that are due to change. Angie stated the two items will remain in the plan. However, until the Laws change it will not be updated. There may be a removal for the Safety and Security Officer altogether; however, it has not been ruled on yet.

The Saturday Deviated Service will continue without making any changes to that service.

Angie asked if Council needed more time to review the updates; Thomas Taylor council member said he felt she had given a clear and concise update and other members agreed.

Angie called for a motion to approve the updates. Thomas made the motion to approve it was seconded by Terry. The motion carried unanimously.

Angie told members the Rides to Wellness literature needed to be updated she explained this is information only and did not require a vote. The current literature states we would accommodate ADA, Stretcher, and Bariatric clients. She said the change needs to be made because in 2010, we did have a vehicle that would accommodate Bariatric clients and we no longer have that vehicle. That left us open to liability issues recently when we transported a Bariatric client and an injury occurred. She said that is why the clause to transport Bariatric clients was removed.

The Summer Event plan is to propose to the City of La Grande to do the Fair and Shiners’. The Proposal is ready to go to the County Commissioners. Then Angie will present at one of their meetings. The only proposal change is the route we have taken in the past.

She is proposing instead of turning around in the fair grounds to make a loop on Fir to Blackhawk Lane so we do not create a safety hazard of entering the grounds. She also said she doesn’t anticipate a denial from the city. However, when the driver reaches Blackhawk Lane it is technically out of the city limits. They could say this is not allowed in that case we would continue to follow the current route and hope for no problems with safety issues. Angie will keep Council members updated.

A plan to partner with LCAC is in the works for a warming shelter in our transit Lobby during increment weather. She said we are working to ensure there are staff there so vandalism does not occur like in the past.

**Staff Update on Safeway Stop:**

Angie said staff has found a suitable proposed Safeway stop. The stop will still be located inside the parking lot of Safeway and will not require a Public Process since it is private property and Gordon the Manager of Safeway has agreed to the proposed stop. The proposed location will
be safer for our clients as well as our buses. Gordon is willing for us to pour concrete for ADA clients. The pouring of concrete will have to go out for bid. Angie told members we are in the process of trying to obtain a shelter from the State for that location.

Angie asked members if they had any comments hearing none she called for a motion to approve the stop. Winnie made the motion to approve it was seconded by Thomas and carried unanimously.

**Manager’s Report:**

Angie said we are trending up in traffic and saw a great spike in the Month of May. The national trend is that consumers are using public transit less and less that is not the case here in Union County. She said she expects to see our trend increase over the course of the summer. Mainly due to the event driven services we are providing and we are in the Elk Horn Media Group coupon book for the next three months for $5 dollars off on a $20 punch pass.

It has been the time of year for renewal. Angie brought up the need for an advertising policy when she was placing an ad and realized there was no policy in place. She stated getting that and the fixed route rider’s guide in place has us sitting in a very good position. She said this was due to the hard work that the council and the transit staff did long before she arrived.

Angie told council members we should consider doing a biannual operations plan instead of an annual as all of our funding is typically biannual as well. This idea would need to go to the board of directors for approval, after having already discussed with TAC.

She also told members the summer should be filled with fun projects. She is currently working on getting our summer activities proposal done early in an effort to turn her focus forwards getting some sort of wrap for the bus shelters. She will also be working on getting some signage on the Hub and Portland street entrance to make us easier to find.

At this time she reported she has definitely removed the App Plan from her future projects but not off the radar as something we want to do. Her focus for now will be on keeping the website constantly updated and building our social media presence via multiple channels.

A fully balanced Budget has been presented to the Board.

**Alternative Modes Report – Jodi**

None

**Old Business**

Angie said she is working on the wraps for shelters that were brought up at the last meeting.
New Business

Angie would like to discuss the fate of the Greyhound C-Store at our next meeting.

Angie told the Council we may be sending a wrong message to riders who participate in our summer events due to the fact we charge for some events and some events that involve drinking are at no charge. She has been looking into setting a new community event support pricing that is structured on 4 tiers listed as follows:

**New Community Event Support Pricing:**

A one-time offering of no charge on an expansion of our fixed route, or addition of a varied route to support the event so long as the rides per hour net our rides cost. As an example, if our ride cost is $15 and our fully allocated hourly cost is $75 each hour that we run our services we must have a minimum of 5 riders. If the event cannot meet this service plateau it is unlikely that we can donate our time and it would have to be billed at half the hourly cost. So in conjunction with the above example it would cost $37.50 per hour of service.

**County Commissioners Partnership:**

UCPT consistently partners with the County to promote transportation to events they bring to the community. These are always charged on a 50/50 ratio with the county paying one half of the allocated cost.

**Continuing Community Event:**

If the event meets the previously discussed traffic threshold UCPT will charge a flat rate of 5% of ticket profits. If the event cannot meet this service plateau the event will be billed at a 50/50 hourly cost. Example, if our fully allocated cost is $75 the client will pay $37 per hour of service.

**Other Events Proposed:**

Events not already written into the Annual Operations Plan will be considered after there has been a public notification to public chartering entities. If it is not involved in any pricing quotes UCPT will offer a quote that is appropriate to the event, and offering new community event support pricing will be done at the discretion of the Transit Manager.

Angie opened up for discussion, questions, or concerns. Nora said for her the information was she shared so quickly she would like a better understanding of what was said. Angie gave a breakdown of what was just covered. She explained that developing a set billing structure would be beneficial. Jeannine asked if the travel trainer be involved in these events. Angie said after the meeting she is meeting with Thomas for a short meeting and they can discuss the validity of that.
After the discussion and there were no other comments or questions Angie called for a motion to approve the billing structure. Nora made the motion to approve it was seconded by Martina and was carried unanimously.

Angie said we are in the process of conducting a customer survey and will share results at a later meeting. She also said we may need to talk about adjusting how we do servicing when the survey is complete.

Adjournment

The motion to adjourn was made by Thomas seconded by Winnie and carried unanimously. Meeting was adjourned at 4:15 P.M.

*Next meeting will be held in La Grande on August 17, 2017*