Voting Members in Attendance:
Daniel Bullock, Brenda Fiscus, Winnie Andrews, and Martina Peck

Voting Members Absent:
Terry De Spain, Jeannine Hunt, Joe Kresse

Non-Voting Staff Members in Attendance:
Angie Peters, Peggy Smith, Jodi Tool by conference call

Non-Voting Members Absent:
None

Guest:
David Council

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

Consent Agenda:
Angie briefly summarized the minutes from the last joint meeting with TAC and DAC and asked that we forgo the approval of the minutes to the next council meeting. All council members agreed.

New TAC Member Applications:
Angie presented an application from David Council to become a member after a discussion of his application she called for a motion to approve. Daniel made the motion to approve David Council’s application to serve as a member on the council; was seconded by Brenda and carried unanimously.
Angie also submitted an application from Shannon Cleveland to represent the vacant Medical Seat. After a discussion Winnie made the motion to approve Shannon’s application it was seconded by Tina and carried unanimously.

Angie said it is her recommendation to move Tina from At Large seat to the vacant ADA seat. She then asked Tina if she was ok with that recommendation; Tina agreed. Angie then called for a motion. Daniel made the motion to move Tina to the ADA seat. It was seconded by Winnie and carried unanimously.

**Consider Stakeholder Comments:**

No stakeholders present

**New Staff:**

Angie told members we hired 3 new drivers they are Tierre, Richard, and Chelsea they all will be Paratransit drivers. Tierre came to us with her CDL and will also do the fixed route when schedule.

She stated Richard will be ready to drive solo tomorrow and Chelsea will have about two weeks of training with one of our experienced drivers before she will be ready to drive alone.

**Advertising Update:**

Angie stated during this last summer she talked to the council about an advertising plan at that time we chose to table to a later date.

She stated we have been offered a great opportunity from EOU that plays into a program that we are doing this summer. So, we opted to take this opportunity to partner with EOU that will go into effect very soon. She said there are two reasons we decided to go with this partnership. Number one, it should generate a decent profit. Number two, we are doing a project this summer called “Where is Monty?”; Monty is the EOU Mascot. Hopefully will serve as a continuation of getting people into the community while generating business for the downtown stores as well. Angie said this project should start at the beginning of EOU’s next term.

There will be a total of 13 Find Monty Fridays. So, leading up to the Friday there will be clues; then if a person rides the fixed route to that business they will offer some type of promotion or discount to the rider. We will be listing business’s clues on social media to let people know. She stated we are hopeful this will generate more advertising for us as well as business owners.

She told members we will not have a Find Monty Friday during the week of County Fair.
**Grant Update:**

The EOCCO Grant we applied for will not be receive this year. Angie said that means we lost $36,000 dollars. However, she has applied for a Grant of $20,000 from Wildhorse Resort and Casino, and Soroptimist for $5,000. She will be doing research on the Union Pacific Railroad grant and will apply the max. She will also contact the City of La Grande to see if there are any grants available. She said the S310 grant has recommended they fund the $36,000 RTW grant as well as an $8,600 grant for outreach that was discussed at our council meeting in January. She stated she is actively seeking avenues in hopes there will be other funding available.

**Preliminary Budget Discussion:**

Angie told council members the month of February was a difficult one because of contract provider Oregon Health Plan switching to GOBHI. Also, comparative to last year we had a 250% increase in out of town rides which lowered our percentage of in town rides. So, what that means is we did not make less money but the performance was lower. She also said she has not seen the stats for March yet because we still have a few days to go before she can generate a report. However, she did say she knows there will be an increase compared to February because of the money we have received so far. She said she will submit a report for March and April at our next meeting.

She then told members that our Director Margaret has requested we change the date of our next council meeting for May 16th to May 23rd so she will be able to attend. She stated that will give more time to complete the budget as well; all members were in agreement.

**St. Patty’s Day Pub Crawl:**

The St. Patty’s Day Pub Crawl was down by 140% in ridership this year. We delivered 40 rides at minimum we need to do 5 rides per hour. However, it worked out for us as well as Downtown Mainstreet because the average cost was $3.50 per person. She said she does not have a problem with continuing it next year.

Angie said she was asked to generate the numbers for last year’s Beer Fest. She said last year we lost money. So, she would be willing to do a charter for Beer Fest at $71 per hour. She stated if it is put out for others to bid we will not participate any longer in the process. She said since it is in our Annual Operations Plan if the target is 5 rides per hour she will only charge $35 per hour. However, if that goal is not met she will bill $71 per hour. The later offer has been given to the Mainstreet Board, and pending their decision we will move forward.
**Safety Day: Closed Operations (vote):**

Angie told members on June 14th, 2018, we will have our Safety Day Training. She stated we would like to close operations on that day. She said this will not affect the Dialysis clients because they will be able to move their Thursday clients to either Wednesday or Friday.

Angie called for a motion from council to be closed on June 14th. Daniel made a motion that Public Transit be closed on June 14th, 2018 for the Safety Training Day. It was seconded by Brenda and carried unanimously.

**Staff Reports:**

- **Manager’s Report Angie:**

  Angie told members we have experienced an issue with counterfeiting and selling of fake bus passes. She said she has designed new passes and is moving to a security paper that when scanned or photo copied will show VOID. We will also have a numbering system in place to prevent this from happening again.

  Angie called for a motion to eliminate the $75 RTW monthly unlimited to a lower rate of $55 during this pass change process, as no one is buying the $75 pass. Daniel made the motion to change the rate from $75 to $55. Winnie seconded the motion and was carried unanimously.

- **Safety Report-Tammy Spriggs-Halls:**

  Tammy and Angie talked about a “near miss” that Angie had while she was traveling out of town. She stated she was at the intersection of 4th and Jefferson when a driver pulled out in front of her. She said she had to make a hard turn into the empty parking lot next to Commercial Tire to avoid being hit. Angie told the council we changed the fixed route to defer that intersection because of issues of views being blocked. Angie said she has recommended to the La Grande Traffic Safety Committee to add a 4-way stop at the intersection.

  Tammy and Angie talked a few of the topics for Safety Training Day:
  - Tammy will be offering ADA Securement training to ensure all drivers are placing the securements the same way each time.
  - Angie stated she working on a new manual for stretcher training that should be ready by the training day in June.
  - Kathy the Case Manager at the Senior Center will speak about how to recognize the signs and symptoms of deterioration in disable or elderly clients.
Angie asked the Council if they have any suggestions: there were none.

- **Alternative Modes Report-Jodi:**

  Some of the projects that I've been working on in Transportation Options were a Survey for ODOT Annual Transportation Options, working on a grant offered through the Street Trust to help promote Biking, there was the quarterly transportation options meeting and the Street Trust Active Transportation Summit in Portland.

  The Survey Monkey survey is a tool that they will begin using as a performance measure tool. Some of the projects that it looks into are the DLC Challenge, Safe Routes to Schools, Vanpooling and Car sharing, Pedestrian and Biking availability. We had 39 people complete the survey. Of that we found that one of the people in Union County was interested in more Pedestrian information. I have taken that into consideration and will be working on promoting and/or creating new information for people.

  The Street Trust had a grant that was available for the 2018-2019 school year. This grant would provide a 20’ covered trailer with bikes, helmets, tools to repair bikes as well as curriculum, training to the people that would be performing training to 3-8 graders in a selected school district. I applied for this grant and we originally were told that a larger school had been selected, but then found out the first week of March that Baker 5J had been selected for this grant and that we could also use the grant to train other schools within my area as I would be facilitating the trainings. The only requirement for other schools to use this was that they also had to be part of the training that Street Trust will be providing.

  At the Active Transportation Summit, I participated in informational opportunities to further help Safe Routes to Schools. This was both for infrastructure and non-infrastructure funding opportunities that will be effected by the HB 2017.

  Jodi Tool  
  Transportation Options Coordinator  
  March 21, 2018

**Old Business:**

Angie said a study was run by GRH on the late night and discharges from the ER. She said over the course of two months every person had been provided transportation.

Angie said a counter study was run and we had only one that involved a same day add-on for a Stretcher Transport that was late. She explained it was because we had to call in a driver and when he arrived the client was picked up one and one-half hours later. She stated call to delivery time was between 15 to 20 minutes and that is within our service window.
**New Business:**

Tina said she has called for a pickup on Saturday from Dialysis and there was no one answering the phone. Angie said all rides are schedule pick-ups on Saturday and if the Brokerage call center fails to let us know of changes then we are not aware of the change. Angie said we will track call versus pickup time for Tina and bring to the next meeting.

**Adjournment**

Angie called for a motion to adjourn. Winnie made the motion to adjourn; it was seconded by Daniel and carried unanimously. The meeting was adjourned at 4:07 pm.
Minutes Respectfully Prepared by,

_________________________________________________________  March 21, 2018

Peggy Smith Office Assistant

Minutes Accepted by:

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Daniel Bullock, Chairman