Union County Public Transit
Advisory Council
Minutes for
May 23, 2018

Voting Members in Attendance:
Daniel Bullock, Brenda Fiscus, Winnie Andrews, Martina Peck, David Council, Shannon Cleveland, and Joe Kreese by phone

Voting Members Absent:
Terry De Spain, Jeannine Hunt

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

Non-Voting Members Absent:
None

Guests:
Margaret Davidson, Executive Director, and Julia Novotny, Fiscal Manager

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 asked if anyone had any comments or corrections to the January 9, 2018 or April 24, 2018 minutes hearing none she called for a motion to approve. Winnie Andrews made the motion to approve the minutes for both January and April 2018. It was seconded by David Council and carried unanimously.

Board/Council Report Angie:

(Monthly Transportation Report attached to the Minutes for review)
**Consider Stakeholder Comments:**

No stakeholders present

**Budget Review:**

After a discussion of the budget Angie asked if there were questions or concerns hearing none she called for a motion to approve the Budget for Fiscal Year 2019. Winnie made the motion to approve the Budget for Fiscal Year 2019. It was seconded by Shannon and carried unanimously.

(Fiscal Year 2019 Budget will be attached to the minutes)

**Veteran Rides to Wellness:**

Angie presented the Veterans Rides to Wellness policy to the council. She said the eligible criteria for VA reimbursement include:

- A Veteran with a service connected (SC) injury rating of 30% or more
- Those traveling out of the area for a SC condition rated 10% higher
- Those receiving a VA pension rate
- Those classified as being Category 5 poverty
- Those traveling for a schedule compensation or pension

After a discussion of the Policy it was determined that Angie will edit the classified income portion of the Policy.

Angie stated if a client is eligible for Medicaid or Oregon Health plan they will use the Brokerage Call Center to schedule rides at no cost to the client.

Angie called for questions and comments on the policy. Shannon Cleveland who holds the Medical seat advised that anytime a passenger will have sedation at their medical appointment it would behoove us to require a PCA. Angie said she is not sure we can do that for paratransit rides. Angie will check on this and report at the next meeting.

After hearing no other comments Angie called for a Motion to approve the Veteran Rides to Wellness Policy. Shannon made the motion to approve the Veteran Rides to Wellness Policy. It was seconded by Brenda and carried unanimously.

**Deviated Route Policy:**

Approval of this Policy was tabled to the next Council Meeting.
Staff Reports:

- Manager’s Report Angie

Traffic:

As you saw in the board report traffic has been trending down year over year due to us having a banner year last year that indicates we may have reached full market saturation, but this is something I will continue to keep an eye on. She said so that far in May the trend has continued, and year to date we are currently down 2.3%. She also said a couple of statistics she found interesting were in our ridership. General Public rides have increased 6.3% and Veteran rides are a flat match to last year, so it appears to be Senior and Disabled rides that are decreasing.

Operations:

Angie said she talked quite a bit about operations during the budget segment, so all we really should talk about is our progress on the driver training overhaul. The first draft of the new driver’s manual is written and we have a meeting in June to move our work forward. This timeline will end up running into the timeline for the planned Rides to Wellness outreach that can start in July. She said she it is her hope to hand out the driver’s manual either at the all CCNO training in September or at our fall safety training day. She said although it won’t get covered as a topic at the all staff training as Transit isn’t the focus.

Looking Forward:

She said the biggest thing on the horizon right now is the initial planning and application process for the HB2017 funding. This summer will have a lot of public outreach with both meetings and a possible mailer survey to determine if the plans we have started talking about will work for our area. Then we will get to do the fund plan writing process (the plan application will be one in the same). She stated, assuming approval, we can start seeing funding as soon as 01/01/2019, and at a recent meeting with ODOT staff there recommended we build our plans at 130% (but scalable) because they believe it’s more likely that they underestimated funding rather than over estimated it.

- Safety Report Tammy:
  None
- Alternative Modes Report-Jodi:

  During the month of April, I worked on prep for a Bike to School event in Huntington, worked on building the Jumpstart program for 2018-2019 school year, the Union County Safety Kids Fair, as well as future Safe Routes to Schools programs.
Alongside the Baker County Sheriff’s department, work was done to hold the first bike to school event in Huntington. I worked alongside with Lt. Jef VanArsdall to plan and facilitate the event on May 7, 2018.

The Union County Safety Kids Fair was held in April on the 17th and 18th.

With the help of Tammy Spriggs-Hall from the Union County NEOTransit office we did a presentation on the Trolley Bus and why public transit is so important for now and in the future.

I continue to work on the Jumpstart program and finding new schools for the 2018-2019 school year who are interested in participating in the bicycle/pedestrian training that comes with the grant.

**Old Business Follow-up on Tina Peck’s will-call wait time:**

Angie told the council she ran a report and it showed her average wait time was 11 minutes which is within the twenty-minute window. She did advise Tina not to pair her rides with another patient that she typically does, because our records indicate the days with long wait times are when the other passenger has issues that impact Tina.

**New Business:**

Angie told council that Jeannine Hunt has moved out of the country and according to the Bi-Laws can be voted off with Council approval. After a discussion Winnie made the motion to remove Jeannine Hunt as a Council Member. Daniel seconded the motion and was carried unanimously.

Angie presented an application from Kristi Long to serve on the Council for the Passengers with Disability seat that was vacated by Nora Croucher.

Shannon made the motion to accept Kristi Long’s application for the Passengers with Disability seat. It was seconded by Winnie and carried unanimously.

**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,

_________________________________________________________  May 23, 2018

Peggy Smith  Transportation Operations Assistant

Minutes Accepted by:

_________________________________________________________

Daniel Bullock, Chairman