

Jefferson County Statewide Transportation Improvement Fund (STIF) Advisory Committee

**Meeting Agenda
Friday, January 8
2:00 pm – 3:30 pm
Virtual Meeting**



Zoom Link:

<https://us02web.zoom.us/j/89046545573?pwd=ZGJsdVhwYTM4QkhSTZHS1Q1L2lnQT09>

Meeting ID: 890 4654 5573 Meeting Passcode: e30XgM

If you prefer to call in by phone, please dial (253) 215-8782 and enter the Meeting ID: 890 4654 5573 followed by the Meeting Passcode: 722642

- 2:00 Welcome and Introductions
- 2:10 Public Comment Period
- 2:15 Review and approval of December 3, 2020 meeting minutes
- 2:25 Review and prioritization of proposed STIF Formula Fund projects
- 3:10 Advisory Committee member updates and expiration terms
- 3:20 2021 meeting schedule
- 3:30 Adjourn

To request this information in an alternative format, please call Derek Hofbauer, COIC Outreach and Engagement Administrator, at 541-548-9534 or send an email to dhofbauer@coic.org at least three days in advance of the meeting. COIC and Jefferson County encourages persons with disabilities to participate in all programs and activities.

**Virtual Meeting Minutes
Thursday, December 3
2 to 3 pm**



Committee members

Pat Hanenkrat
Elaine Henderson
Andrea Breault
Naomi Jacks
Sam Robinson

County staff

Jeff Rasmussen

COIC staff

Derek Hofbauer
Ashley Hooper

Members of the public

Theresa Conley, ODOT

Welcome and Introductions

- Attendees made virtual introductions to the group.

Public Comment Period

- Mr. Robinson asked how COVID-19 has impacted transportation service.
 - Ms. Breault responded that CET has operated on a reduced schedule since April and ridership has declined by 70%. Passengers and drivers are required to wear a face covering and CET eliminated fare collection to reduce the interactions between passengers and drivers.
 - Mr. Hofbauer added that CET has provided riders with over 30,000 masks. The goal is to keep all riders and drivers safe.

Review and approval of January 28, 2020 meeting minutes

- The 1/28 meeting minutes were unanimously approved by the committee.

2019-2021 STIF funding and project implementation update

- CET purchased a vehicle for local service in Jefferson County.
- In January, CET will launch a new Sisters-Bend shopper shuttle, which could a service option for Jefferson County.
- Reserve funds were set aside to build transit infrastructure at the new St. Charles Health Center Campus.

Jefferson County Statewide Transportation Improvement Fund (STIF) Advisory Committee

- CET added a bus stop at Walmart in Redmond for Route 22 when Saturday service was launched in February; however, Saturday service was suspended due to COVID-19.

Overview of 2021-2023 STIF funding criteria, eligibility, and application timelines

- Ms. Breault shared that Jefferson County did not experience a large decrease in funding.
- Ms. Conley added that any unspent funds will be programed into the new STIF plan and rolled over into the new cycle.
- Mr. Hofbauer mentioned that this committee will prioritize the projects for this biennium during the January meeting.
- Ms. Breault asked if the current Dial-A-Ride boundary meets the needs of the community. Expanding the current boundary could be an option for local enhancement.
- A Sub-Allocation Method definition was presented to the committee:
 - Jefferson County, the Qualified Entity, is allocating STIF Formula Funds to eligible entities that apply for 2021-2023 STIF biennium funds. With that said, any project scoring or ranking will be prioritized by serving the greatest number of individuals by service type.
 - Mr. Hanenkrat motioned to approve the sub-allocation method, Ms. Henderson seconded, and all approved.

Review of proposed STIF Discretionary projects

- COIC - Central Oregon Community Connector Service - \$331,439
 - Operations and project administration support for three highest ridership CET Community Connector routes (Routes 30, 22, 24) connecting the communities of Madras, Redmond, Bend, and La Pine.

Project ideas and discussion for 2021-2023 projects

- Ms. Breault shared that CET will launch the new Government Camp service next winter.
- The Central Oregon Breeze is a reservation based transportation service, but a possible project could be to subsidize fares.
- Ms. Conley mentioned that there was feedback from tribes about pursuing additional tribal collaboration with services that are mutually beneficial.

Advisory Committee member term expirations

- The following committee members have expiring terms and agreed to serve a second (and final) term: Kenneth Bicart, Andrea Breault, and Naomi Jacks.
- Mr. Hanenkrat shared that his professional responsibilities have changed and he no longer has the capacity to dedicate to committee work. He agreed to stay on the committee through the January meeting to prioritize projects before officially submitting his resignation.
- With the resignation of John Smallwood, COIC and Jefferson County are actively seeking a committee member to represent Crooked River Ranch.
- The next virtual meeting is scheduled Friday, January 8 from 2:00 – 3:30pm

**Cascades East Transit Jefferson County STIF Provider Application Summary
2021-2023 Biennium**

Project #1

Continued Transit Service Operations \$635,941

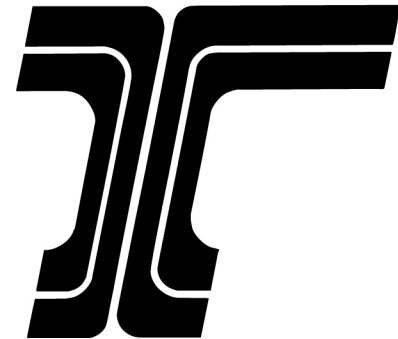
Service operations to cover existing costs for Route 22 Saturday service, which were expansion projects in the Jefferson County STIF 2019 - 2021 Plan, as well as service operations to cover expanded transit service in Culver, Metolius, Crooked River Ranch and surrounding areas of Madras.

Project #2

STIF Administration, Support, and Marketing \$158,985

This project will allow all activities related to STIF to continue without interruption. Examples include: STIF supervision, management and oversight, STIF quarterly reporting, STIF committee creation, STIF by-law adherence, STIF outreach and promotion.

Oregon Department of Transportation



PTSP Project Application

FY 2021-23

1. Public Transportation Service Provider

Service Provider Name

Central Oregon Intergovernmental Council

Service Provider Contact Name

Andrea Breault

Service Provider Contact Title

Transportation Director

Service Provider Phone Number

(541) 699-4094

Service Provider Email

abreault@coic.org

Service Provider Type

Intergovernmental Entity

Employer Identification Number (EIN)

930620261

Service Provider Website

<https://www.coic.org/>

2. Qualified Entity representing Public Transportation Service Provider

Qualified Entity Name

Jefferson County

STIF Plan Contact Name

Jeff Rasmussen

STIF Plan Contact Title

County Administrator

STIF Plan Contact Phone Number

(541) 475-2449

STIF Plan Contact Email

jeff.rasmussen@co.jefferson.or.us

This email address will receive the completed PTSP Project Template.

End Date of QE STIF Plan

6/30/2023

3. Local Plan Compliance

3.1 Existing Local Plans from which project(s) are derived.

Local Plan 1

Local Plan Name

CET 2040 Transit Master Plan

Governing Body that adopted
Local Plan

Central Oregon Intergovernmental
Council Board

Plan Adoption Date

9/3/2020

Local Plan web address

<https://cascadeseastransit.com/about/2040-transit-master-plan/>

Upload copy of Local Plan if it's not available on a website.

Limit 100 MB

Local Plan 2

Local Plan Name

Central Oregon Coordinated Human
Services Transportation Plan

Governing Body that adopted
Local Plan

Board of County Commissioners

Plan Adoption Date

6/1/2018

Local Plan web address

https://www.coic.org/wp-content/uploads/2020/01/2018-11-06_central-or-coord-plan_final_signed.pdf

Upload copy of Local Plan if it's not available on a website.

Limit 100 MB

2.2 Local Plan requirements

I agree that all Local Plans are consistent with the STIF requirements specified in OAR 732-040-0005(18)

Yes

No, one or more Local Plans are not yet consistent with STIF rule requirements.

3. Projects

3.1 Project Detail Entry

Project 1

Public Transportation Service Provider or Qualified Entity Name

Central Oregon Intergovernmental Council

Project Name

Continued Transit Service Operations

Limit 50 characters

Project Description

Continue transit service operations for Jefferson County residents.

Limit 1000 Characters

Do you plan to expend funding in a future STIF Plan period?

Yes

No

Project budget share to improve, expand or maintain public transportation service

Improve or Expand Service

50%

Maintain Service

50%

If project is maintaining an existing service, describe rationale.

Service operations to cover existing costs for Route 22 Saturday service, which were expansion projects in the Jefferson County STIF 2019 - 2021 Plan, as well as service operations to cover expanded transit service in Culver, Metolius, Crooked River Ranch and surrounding areas of Madras.

Limit 500 Characters

Local Plan this project is derived from:

CET 2040 Transit Master Plan

Local Plan Page Number

64, 84 101, 102, 111

Multi-Phase Project

Is your project part of a larger multi-phase project?

No

3.1.1 Project Scope

Task 1

Task Description

Service operations to cover existing costs for Route 22 Saturday service, which were expansion projects in the Jefferson County STIF 2019 - 2021 Plan, as well as service operations to cover expanded transit service in Culver, Metolius, Crooked River Ranch and surrounding areas of Madras.

Examples:

- Purchase and installation of up to 12 branded bus stop signs.
- This task provides resources for additional peak service to accommodate increased demand

associated with implementation of the Youth Fare program.

Limit 250 Characters

Category

- Vehicle Purchase 111-00
- Equipment Purchase
- Facility Purchase
- Signs/Shelters Purchase
- Operations 30.09.01 (Operating Assistance)
- Planning 44.20.00
- Preventive Maintenance 11.7A.00
- Project Administration 11.79.00
- Mobility Management 11.7L.00
- Communications 44.26.14
- Program Reserve 11.73.00
- Capital 117-00 Other Capital Items (Bus)

Specify the mode that this task will support.

- Fixed Route
- Demand Response

Operations Task Category

Task Category Amount

\$635,941.00

3.1.2 Expenditure Estimates

Expenditures by Fund Source and Fiscal Year

Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure.

Fund Type	2022	2023	2024	2025	Total
STIF	\$317,970.50	\$317,970.50			\$635,941.00
Federal	\$0.00	\$0.00			\$0.00
Other State	\$0.00	\$0.00			\$0.00
Local	\$0.00	\$0.00			\$0.00
Other Funds	\$0.00	\$0.00			\$0.00
	\$317,970.50	\$317,970.50	\$0.00	\$0.00	\$635,941.00

By checking this box, I confirm that this project task is only funded by STIF.

3.1.3 Outcome Measures

Minimum required measures for operations tasks

Revenue Miles

340,767

Revenue Hours

5,999.00

Rides

41,996

Number of people with access to transit (within ½ mile of transit stop for fixed route)

2,411

Number of Low-Income Households with access to transit (within ½ mile of transit stop for fixed route)

1,401

Number of new shared stops with other transit providers (reducing fragmentation in transit services)

0

Is this project supporting student transportation?

Yes

Choose at least one

Operations

- Number of students in grades 9-12 with free or reduced fare transit pass
- Number of students in grades 9-12 attending a school served by transit
- Number of rides provided to students in grades 9-12
- Other

Number of students in grades 9-12 attending a school served by transit

4,500

Optional Outcome Measures

Outcome Measure 1

All Project Types

Other Measure

Number of Units:

3.2 Allocation of STIF funds by project

STIF Criteria

1. Increased frequency of bus service to areas with a high percentage of Low-Income Households.
2. Expansion of bus routes and bus services to serve areas with a high percentage of Low-Income Households.
3. Fund the implementation of programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households.
4. Procurement of low or no emission buses for use in areas with 200,000 or more.
5. The improvement in the frequency and reliability of service between communities inside and outside of the Qualified Entity's service area.
6. Coordination between public transportation service providers to reduce fragmentation in the provision of transportation services.
7. Implementation of programs to provide student transit service for students in grades 9-12.

FY 2022 STIF Total
\$317,970.50

FY 2023 STIF Total
\$317,970.50

Fund Allocation (Must not exceed 100% per criterion per fiscal year)

If some criteria don't apply, fill in with zeros. Do not remove or add additional criterion.

Criterion	FY 2022	FY 2023	FY 2024	FY 2025
Criterion 1	50%	50%		
Criterion 2	40%	40%		
Criterion 3	0%	0%		
Criterion 4	0%	0%		
Criterion 5	0%	0%		
Criterion 6	0%	0%		
Criterion 7	10%	10%		
	100.00%	100.00%	0.00%	0.00%

3.3 Oregon Public Transportation Plan Goals

Select at least one goal.

For more information about these goals, please refer to page eight of the [Oregon Public Transportation Plan](#).

Select the OPTP goals that apply to your STIF Plan Projects.

- Goal 1 Mobility: Public Transportation User Experience
- Goal 2: Accessibility and Connectivity
- Goal 3: Community Livability and Economic Vitality
- Goal 4: Equity
- Goal 5: Health
- Goal 6: Safety and Security
- Goal 7: Environmental Sustainability
- Goal 8: Land Use
- Goal 9: Funding and Strategic Investment
- Goal 10: Communication, Collaboration, and Coordination

3.4 Project Summary

Project Name

Continued Transit Service Operations

STIF Project Grand Total

\$635,941.00

FY 2022 STIF Project Total

\$317,970.50

FY 2023 STIF Project Total

\$317,970.50

FY 2022 percent of STIF Funds supporting student transportation

10%

FY 2023 percent of STIF Funds supporting student transportation

10%

Project 2

Public Transportation Service Provider or Qualified Entity Name

Central Oregon Intergovernmental Council

Project Name

STIF Administration, Support, and Marketing

Limit 50 characters

Project Description

This project will allow all activities related to STIF to continue without interruption.

Limit 1000 Characters

Do you plan to expend funding in a future STIF

Plan period?

Yes

No

Project budget share to improve, expand or maintain public transportation service

Improve or Expand Service

50%

Maintain Service

50%

If project is maintaining an existing service, describe rationale.

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Limit 500 Characters

Local Plan this project is derived from:

CET 2040 Transit Master Plan

Local Plan Page Number

E-1

Multi-Phase Project

Is your project part of a larger multi-phase project?

No

3.1.1 Project Scope

Task 1

Task Description

This project will allow all activities related to STIF to continue without interruption. Examples include: STIF supervision, management and oversight, STIF quarterly reporting, STIF committee creation, STIF by-law adherence, STIF outreach and promotion.

Examples:

- Purchase and installation of up to 12 branded bus stop signs.
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Equipment Purchase

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Project Administration Task Category

Task Category Amount

\$158,985.00

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Enter estimates of all expenditures for activities in this task denoting both fund source and fiscal year of expenditure.

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By checking this box, I confirm that this project task is only funded by STIF.

3.1.3 Outcome Measures

Optional Outcome Measures

Outcome Measure 1

All Project Types

Other Measure

Number of Units:

3.2 Allocation of STIF funds by project

STIF Criteria

1. Increased frequency of bus service to areas with a high percentage of Low-Income Households.
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4. Procurement of low or no emission buses for use in areas with 200,000 or more.
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FY 2022 STIF Total

\$79,492.50

FY 2023 STIF Total

\$79,492.50

Fund Allocation (Must not exceed 100% per criterion per fiscal year)

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Criterion 4	0%	0%		

Criterion 5	40%	40%		
Criterion 6	0%	0%		
Criterion 7	20%	20%		
	100.00%	100.00%	0.00%	0.00%

3.3 Oregon Public Transportation Plan Goals

Select at least one goal.

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Select the OPTP goals that apply to your STIF Plan Projects.

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- Goal 3: Community Livability and Economic Vitality
- Goal 4: Equity
- Goal 5: Health
- Goal 6: Safety and Security
- Goal 7: Environmental Sustainability
- Goal 8: Land Use
- Goal 9: Funding and Strategic Investment
- Goal 10: Communication, Collaboration, and Coordination

3.4 Project Summary

Project Name

STIF Administration, Support, and Marketing

STIF Project Grand Total

\$158,985.00

FY 2022 STIF Project

Total
\$79,492.50

FY 2023 STIF Project

Total
\$79,492.50

FY 2022 percent of STIF Funds supporting student transportation

20%

FY 2023 percent of STIF Funds supporting student transportation

20%

4. All Projects Totals

PTSP Projects Total

Amount Carried Forward

\$794,926.00

\$0.00

**FY 2022 Total STIF
Funds**

\$397,463.00

**FY 2023 Total STIF
Funds**

\$397,463.00

**FY 2022 Student STIF
Funds**

\$47,695.55

**FY 2023 Student STIF
Funds**

\$47,695.55

**FY 2022 Percent of STIF
Funds supporting
student transportation**

12.00%

**FY 2023 Percent of
STIF Funds supporting
student transportation**

12.00%

Please explain why your allocation of STIF Funds to support student transportation is less than 1 %.

Additional service from Madras to Redmond will continue to connect Madras, Culver, and Metolius students to the Redmond Proficiency Academy activities.

Limit 500 Characters