

Meeting Minutes
Tuesday, April 2
2 pm to 4 pm



Jefferson County Annex (Annex Conference Room), 66 SE D St. Madras, OR
Conference line number: (605) 313-4122 access code 443049

STIF Advisory Committee Attendees

Pat Hanenkrat
Kenny Bicart
Emma Smith
Sam Robinson
Elaine Henerson
Naomi Jacks
Andrea Breault

COIC Staff

Derek Hofbauer
Ashley Hooper

Welcome and Introductions

- Attendees were asked to sign in and make introductions to the group. A quorum was present.

Public Comment Period

- No public comment.

Review and approval of March 5 meeting minutes

- Mr. Hanenkrat made a motion to approve the meeting minutes pending any additional corrections from the group, seconded by Ms. Henderson, and unanimously approved by the committee.

Review and prioritize STIF Formula Fund Public Transportation Service Provider applications

- The 100% project list includes projects that are forecasted to be fully funded through STIF. Because STIF is a payroll tax based on estimates, there is a possibility that there will be more dollars available than anticipated and ODOT has encouraged QEs to include a 130% list of projects that could potentially be funded.
- The open houses were conducted in conjunction with the STIF process, which provided a unique opportunity for public input ahead of the second round of STIF meetings.
- This committee will examine the community member prioritization of STIF projects at open houses and then rank the projects.
- A Sub-allocation method definition was presented to the committee:
 - Ms. Breault presented the proposed definition: "Jefferson County, the Qualified Entity, is allocating STIF Formula Funds to Cascades East Transit, as they are the only Public Transportation Service Provider to apply for 2019 -2021 STIF biennium funds. With that said, any CET project scoring or ranking will be prioritized by serving the greatest number of individuals by service type."

Jefferson County Statewide Transportation Improvement Fund (STIF) Advisory Committee

- Mr. Hanenkrat made a motion to approve the definition, which was seconded by Ms. Smith, and unanimously approved by the committee.
- Mr. Bicart asked about the origin of Cascades East Transit as a public transportation provider. Ms. Henderson responded that various stakeholders met across the region to develop Cascades East Transit services.
- Mr. Hanenkrat asked who is gathering the tax funds to disperse, to which Mr. Hofbauer responded that the Oregon Department of Revenue is collecting funds.
- Ms. Smith asked if there are specific purposes for service expansion, such as medical access. Ms. Breault responded the importance for the committee to identify local service needs.
- Mr. Hofbauer asked if there were any projects that the committee felt should not be funded.
- Ms. Jacks added that part of Crooked River Ranch is in Jefferson County, and that it is important that this area is included in future service expansion.
- Ms. Breault added that there could be a one-seat bus option for those going from Jefferson County to Bend, which allows riders to stop in Redmond but not transfer or get off the bus. This is the type of project that could be added to the Regional Master Transit Plan.
- Mr. Bicart is interested in looking at the trip purpose for people going from Jefferson County to Bend. He asked if it was possible to get service directly from Madras to medical centers in Bend.

Formula Fund Rankings

- Ms. Breault explained that if there is a future project that committee members are interested in potentially implementing but do not see listed, they are encouraged to let her know so new projects can be added to the Regional Transit Master Plan, if feasible. A requirement of STIF is that projects must link to existing, adopted plans in order to be funded.
 - Mr. Hofbauer explained that it is important for all QEs to agree on shared costs of regional projects in order to ensure connectivity of the service. For projects like Saturday service, there is potential impact regarding the effectiveness of the system if some areas offered Saturday service and some do not.
 - Ms. Breault recused herself from voting because she is a representative of CET.
1. Project 1- Secure sustainable funding source for Route 22
 - a. Ms. Breault explained that for project one, state and local funds are leveraged to support these services. A large chunk of funding for Project 1 comes from 5311 (f) funding, which is technically a discretionary grant that is not guaranteed funding. ODOT recently changed the definition of long distance criteria for the 5311(f) grant, which means that Route 22 is no longer eligible for this funding and this is why CET is applying to secure sustainable funding.
 2. Project 2- Three additional weekday runs Route 22.
 - a. Ms. Breault also explained that costs for Project 2 can be potentially reduced.
 3. Project 3- One additional evening run Route 22.
 4. Project 4- Introduce three roundtrip Saturday runs on Route 22.
 5. Project 5- Introduce three roundtrip Saturday runs on Route 20.
 - a. Ms. Breault added that for Project 5, CET is asking Jefferson County to pay 1/3 of the cost of the expanded service for the Madras-Warm Springs route, while Warm Springs will pay for 2/3.
 6. Project 6- Capital investment future transit hub/Park-and-Ride
 7. Project 7- Marketing, Communications, and Outreach

- a. The Marketing, Communications, and Outreach project will support the administrative effort to ensure that these service expansions are communicated with the public and increase ridership in Jefferson County. Mr. Hofbauer also added that these funds will also support travel trainings with groups like seniors, those who are disabled, and schools. CET will utilize “Train-the-Trainer” strategy to ensure effective outreach efforts.
 8. Project 8- Small Vehicle Purchase
 - a. With regard to the small vehicle purchase, Ms. Breault added that the purchase of a vehicle or vehicle match funds to ensure that taxpayer dollars can be stretched as far as possible. Mr. Hanenkrat also asked if the use of the vehicle is guaranteed for Jefferson County, which Ms. Breault confirmed.
 9. Project 9- Local circulator service in Culver, Metolius, and Madras.
- Mr. Hanenkrat made a motion to accept the prioritized list of the STIF project summary that was presented with the stipulation that a reduction in Project 2 cost will fully fund Project 9. This motion was seconded by Ms. Henderson and the committee approved unanimously.

Review and prioritize STIF Discretionary Fund applications

- Discretionary Funds (5%) are one-time expenditures, with grant applications being accepted by ODOT. This is a competitive state-wide application process.
 - Ms. Breault recused herself from voting because of conflict of interest as a representative of CET.
 - Total estimated discretionary funding for the state is \$21,493,000, as part of a competitive grant process.
1. **COIC - CET Community Connector Service**
 - a. Ms. Breault said that this project is another funding opportunity to take the place of 5311(f).
 - b. Mr. Hanenkrat, Ms. Henderson, Ms. Smith, Mr. Robinson, and Mr. Bicart advocated for this project to be ranked first. The committee agreed.
 2. **COIC - Hawthorne Station Renovation**
 - a. This project includes infrastructure and ADA improvements, crosswalks, pedestrian safety, and parking lot improvements to make it a safer and more accessible.
 - b. Mr. Hanenkrat, Ms. Henderson, Mr. Robinson, and Ms. Smith advocated for this project to be ranked as second. The committee agreed.
 3. **C.A.C. Transportation Inc. - Central Oregon Breeze Bus**
 - a. Mr. Hanenkrat has a concern with allocating public funds to a private company. Ms. Breault responded that companies like the Breeze sometimes receive funding to fill gaps in transportation needs. She also noted there is a proposed STIF project for Warm Springs for tribal members to receive subsidized fares to use the Breeze.
 - b. Mr. Hanenkrat, Ms. Henderson, Ms. Smith, and Mr. Robinson advocated for this project to be ranked third.

Discuss 2019 meeting schedule

- Mr. Hofbauer explained staggered terms will be assigned to STIF advisory committee members. Re-appointments are possible, but some members of this body will serve one year, while others will serve for two years.
- The following committee members volunteered for these terms:

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- 2019- Emma Mae Smith
- 2020- Patrick Hanenkrat and Elaine Henderson
- Mr. Hofbauer mentioned that the committee can continue this discussion at the next meeting to include other committee members not present at the meeting.
- Mr. Hanenkrat requested that Mr. Hofbauer sent him a calendar invite for the next Jefferson County Board of Commissioners meeting.
- The next meeting will not be until fall of 2019. COIC will be in touch with committee members to coordinate the next meeting date/time.

Adjourn