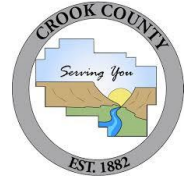


Crook County Statewide Transportation Improvement Fund (STIF) Advisory Committee

Meeting Agenda
Wednesday, January 6
1 pm – 2:30 pm
Virtual Meeting



Zoom Link: <https://us02web.zoom.us/j/86082413703?pwd=VTF0QWxwT29GYWdkQlZhaS9jcXJhQT09>

Meeting ID: 860 8241 3703 Meeting Passcode: Ny2Yk8

If you prefer to call in by phone, please dial (253) 215-8782 and enter the Meeting ID: 860 8241 3703 followed by the Meeting Passcode: 596973

- 1:00 Welcome and Introductions
- 1:10 Public Comment Period
- 1:15 Review and approval of December 1, 2020 meeting minutes
- 1:25 Review and prioritization of proposed STIF Formula Fund projects
- 2:10 Advisory Committee member updates and expiration terms
- 2:20 2021 meeting schedule
- 2:30 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 Crook County encourages persons with disabilities to participate in all programs and activities.

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**Virtual Meeting Minutes
Tuesday, December 1
2 to 3 pm**



Committee members

Allen Dendy
Josh Smith
Rachel Zakem
Andrea Breault
Keya Rohovit-Wrolson

County staff

Commissioner Brummer

Members of the Public

Adam Williams

COIC Staff

Derek Hofbauer
Ashley Hooper

Welcome and Introductions

- Attendees made virtual introductions to the group.

Public Comment Period

- No public comments.

Review and approval of January 30, 2020 meeting minutes

- The committee unanimously approved the meeting minutes.

2019-2021 STIF funding and project implementation update

- Mr. Hofbauer shared that the eligibility criteria for STIF funding have changed during this upcoming biennium. Now, nonprofits and some for profit transportation entities may submit applications.
- Applications for STIF, STF, and 5310, are due to Crook County by December 17.
- CET launched a new service for veterans to reach healthcare destinations on November 11. The ODOT-funded service provides ADA-accessible transportation service for veterans across Central Oregon to reach doctor appointments, the VA clinic, pharmacies, and more.

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

- CET implemented Saturday service on February 1 for Route 26 (Prineville – Redmond). Due to COVID-19, this service was suspended; however, the operating dollars are still in

Crook County Statewide Transportation Improvement Fund (STIF) Advisory Committee

reserves. This service will continue to receive funding in the 2021 – 2023 biennium. The schedule for was planned to coordinate with other services in Redmond to ensure passengers can reach their connections.

- The vehicle to provide additional evening runs from Prineville to Redmond and continuing to Bend for a one-seat trip was purchased.
- CET is currently working with an architectural and engineering firm explore options for a more attractive and accommodating shelter at the library in Prineville.
- Additionally, potential new stop locations east of Prineville are being considered.

Project ideas and discussion for 2021-2023 projects

- Sub-allocation method has more weight for the larger cities that are competing for funds. CET may be the only provider requesting funds; however, this language will guide prioritization of projects with multiple providers:
 - A Sub-Allocation Method definition was presented to the committee: Crook 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.
 - Chair Smith made a motion to approve the sub-allocation method, seconded by Mr. Dendy, all approved.
- There are opportunities to provide more local service enhancements, including service to Juniper Canyon.
- CET is implementing a shopper shuttle in Sisters to provide access to shopping destinations in Bend. This type of service or a medical shuttle could be a future transportation service the committee could fund.

Advisory Committee member term expirations

- The following committee members present at the meeting with 2020 terms agreed to continue with a second (and final) term: Joshua Smith, Andrea Breault, Allen Dendy, Keya Rohovit-Wrolson, Rachel Zakem, and Kim Curley.

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

Project #1

Continued Transit Service Operations \$667,946

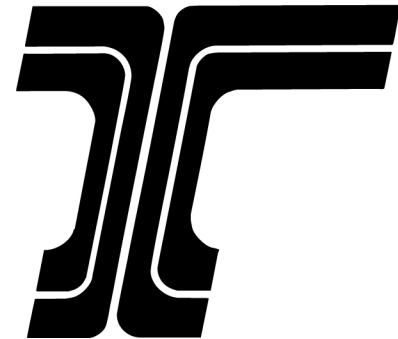
Service operations to cover existing costs for Route 26 Saturday service and Route 24/26 interlined to Bend, which were expansion projects in the Crook County STIF 2019 - 2021 Plan, as well as service operations to cover expanded transit service in Juniper Canyon, eastern Prineville, and direct service to the Redmond airport.

Project #2

STIF Administration, Support, and Marketing \$166,987

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

Crook County

STIF Plan Contact Name

Kathleen Puckett

STIF Plan Contact Title

Crook County Treasurer Assistant

STIF Plan Contact Phone Number

(541) 447-6554

STIF Plan Contact Email

Kathy.puckett@co.crook.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

The County Court

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 Crook 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 26 Saturday service and Route 24/26 interlined to Bend, which were expansion projects in the Crook County STIF 2019 - 2021 Plan, as well as service operations to cover expanded transit service in Juniper Canyon, eastern Prineville, and direct service to the Redmond airport.

Limit 500 Characters

Local Plan this project is derived from:

CET 2040 Transit Master Plan

Local Plan Page Number

65, 84, 85, 86, 102

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 26 Saturday service and Route 24/26 interlined to Bend, which were expansion projects in the Crook County STIF 2019 - 2021 Plan, as well as service operations to cover expanded transit service in Juniper Canyon, eastern Prineville, and direct service to the Redmond airport.

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

\$667,946.00

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	\$333,973.00	\$333,973.00			\$667,946.00
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

\$333,973.00

\$333,973.00

\$0.00

\$0.00

\$667,946.00

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

198,641

Revenue Hours

6,301.00

Rides

44,110

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

9,346

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

5,327

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

2,200

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
\$333,973.00

FY 2023 STIF Total
\$333,973.00

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

\$667,946.00

FY 2022 STIF Project Total

\$333,973.00

FY 2023 STIF Project Total

\$333,973.00

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.

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.

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.
- 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)
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- 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)

Project Administration Task Category

Task Category Amount

\$166,987.00

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	\$83,493.50	\$83,493.50			\$166,987.00
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
	\$83,493.50	\$83,493.50	\$0.00	\$0.00	\$166,987.00

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.
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
\$83,493.50

FY 2023 STIF Total
\$83,493.50

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	20%	20%		
Criterion 2	20%	20%		
Criterion 3	0%	0%		
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.

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

STIF Administration, Support, and Marketing

STIF Project Grand Total

\$166,987.00

FY 2022 STIF Project

Total
\$83,493.50

FY 2023 STIF Project

Total
\$83,493.50

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

\$834,933.00

\$0.00

**FY 2022 Total STIF
Funds**

\$417,466.50

**FY 2023 Total STIF
Funds**

\$417,466.50

**FY 2022 Student STIF
Funds**

\$50,096.00

**FY 2023 Student STIF
Funds**

\$50,096.00

**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 Prineville to Redmond will continue to connect more students to Redmond Proficiency Academy activities.

Limit 500 Characters