

## Crook County Statewide Transportation Improvement Fund (STIF) Advisory Committee

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**Meeting Agenda**  
**Thursday, January 30**  
**12 to 1 pm**



**Crook County Annex Building (Annex Conference Room), 320 NE Court Street, Prineville, OR**

**Conference line number: (605) 313-4122 access code 443049**

- 12:00 Welcome and Introductions
- 12:05 Public Comment Period
- 12:10 Review and approval of April 4, 2019 meeting minutes
- 12:15 Advisory Committee member terms
- 12:20 Review of projects funded
- 12:35 Update on project implementation
- 12:45 STIF payroll estimates update
- 12:50 STIF/STF consolidation 2021-2023 biennium funding cycle and next steps
- 1:00 Adjourn

If you are unable to attend in person, please call in to the meeting using the conference line information below. To request this information in an alternative format, please call Derek Hofbauer at 541-548-9534 or send an email to [dhofbauer@coic.org](mailto:dhofbauer@coic.org). Crook County encourages persons with disabilities to participate in all programs and activities. This meeting location is accessible to people with disabilities. If you need accommodations to make participation possible, please contact Derek. Conference line number: (605) 313-4122 access code 443049.

**Meeting Minutes**  
**Thursday, April 4**  
**10 am to 12 pm**



**Crook County Annex, 320 NE Court St, Prineville, OR**  
Conference line number: (605) 313-4122 access code 443049

**STIF Advisory Committee Attendees**

Joshua Smith  
Kim Curley  
Shannon Dearth  
Keya Rohovit-Wrolson  
Nicholas Widmer  
Allen Dendy  
Andrea Breault

**COIC Staff**

Derek Hofbauer  
Ashley Hooper

**Citizen Attendees**

Theresa Conley  
Ms. Dendy  
Jeff Caldwell

**Welcome and Introductions**

- Attendees were asked to sign in and make introductions to the group. A quorum was present.
- COIC/Crook County website public notices and a press release were sent out prior to the meeting.

**Public Comment Period**

- No public comments.

**Review and approval of March 7 meeting minutes**

- Mr. Widmer made a motion to approve the minutes, seconded by Mr. Dendy, and approved by the committee. No further discussion.

**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 STIF, which provided a unique opportunity for public input ahead of the second round of STIF meetings.
- Ms. Breault explained that if there is a 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. A requirement of STIF is that projects

must link to existing plans in order to be funded. Any project requests and comments from committee members should be sent to Ms. Breault and Mr. Smith by late summer to ensure that these ideas can be included in the Transit Master Plan.

- Ms. Breault explained that there are seven requirements for STIF projects:
  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.
- The definition of low-income households is considered the entire geographical area of Crook County.
- After the county commissioners approve the STIF projects, the STIF funding will not be received until fall of 2019 if approved.

### Formula Fund Rankings

1. Project 5- Marketing and Outreach
  - a. Marketing and outreach funding for promotional materials, way-finding, travel training to encourage communities to try transit.
  - b. Mr. Smith, Ms. Rohovit-Wrolson, and Ms. Curley advocated for this project to be the first priority. The advisory committee approved.
2. Project 7- STIF administrative support
  - a. Administrative support, which is what Crook County has agreed to pay COIC to outsource the administrative process.
  - b. Mr. Smith advocated for this as second priority and the committee approved.
3. Project 2- Route 26 additional evening weekday run
  - a. Additional evening run on Route 26. This project aims to capture commuting ridership. This is another project that Deschutes County is being asked to share half the cost
  - b. Mr. Dearth advocated for this project to be third priority for veterans to access healthcare services and the committee approved.
4. Project 1- New Saturday Service for Route 26, 3 round-trips
  - a. Currently, there is only service Monday-Friday on Community Connector routes. Deschutes County is being asked to share the cost of this project. It is important to note that all QEs have the potential to add Saturday service, thus improving connectivity across the region.
  - b. Mr. Smith advocated for remaining projects to be ranked in the following order Project 3, Project 4, Project 6, and Project 8 and the committee agreed.
5. Project 3- Purchase vehicle for Route 26 expansion
  - a. Purchase of a vehicle or purchase match, this capital purchase will support continued expanded service.

6. Project 4- Add two round-trips to Bend via Redmond
    - a. Additional two interlining round-trips that connect Prineville to Redmond (Airport, COCC, Redmond Hub), which ends in Bend with no transfer needed.
    - a. Ms. Dendy asked if the committee could look into direct Madras to Prineville service and Ms. Breault said that this is something that can be discussed during the Regional Transit Master Plan process.
    - b. Ms. Curley asked if it were possible it include a future direct Bend to Prineville project, to which Ms. Breault added that this could be a future STIF project for intercommunity connections.
    - c. Mr. Smith asked what the backup plan is if Deschutes County does not agree to share costs. Ms. Breault noted the importance of prioritizing projects, including those with shared costs between QE's.
  7. Project 6- Small city enhancements and match
    - a. Local service enhancements and match for many different options, including possible service to Juniper Canyon. It was mentioned to add Crook County to the project description.
  8. Project 8- will stay in the 130% list.
- The committee agreed on the ranking list proposed by Mr. Smith. Ms. Curley made a motion that Crook County STIF Advisory Committee recommend this revised ranking list to the Crook County Court for approval. Mr. Dendy seconded, and the committee unanimously approved.
  - A Sub-Allocation Method definition was presented to the committee.
    - Crook 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.
      - Mr. Dearth made a motion to approve the new language, Ms. Rohovit-Wrolson seconded, and the committee unanimously approved.

#### **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.
1. **COIC - CET Community Connector Service**
    - a. This is to continue existing service. Historically, CET has applied for 5311(f) to cover the service cost, but because this is not a sustainable funding source, the discretionary grant process offers another opportunity to support this service.
    - b. Mr. Dearth advocated for this project to be ranked first because not supporting this service will have a negative impact on veterans around the region to reach clinics. The committee agreed.
  2. **COIC - Hawthorne Station Renovation**
    - a. Mr. Dearth advocated for this project as a second priority. The committee agreed.
  3. **C.A.C. Transportation Inc. - Central Oregon Breeze Bus**
    - a. Mr. Dearth advocated for this project to be ranked as third priority.

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- b. Mr. Dendy was concerned about a for-profit entity collecting public funds. Ms. Breault added that companies like the Breeze sometimes receive government funding to fill gaps in transportation needs while larger companies (like Greyhound) do not find the area viable for profit.
- A motion was made to approve discretionary project rankings as listed (1. CET Community Connector Service, 2. Hawthorne Station Renovation, and 3. the Central Oregon Breeze Bus) by Mr. Dendy, seconded by Nicholas Widmer, and unanimously approved by the committee.

### **Discuss 2019 meeting schedule**

- The STIF funding cycle is every two years with fewer meetings in the off years. The third STIF meeting will likely be held in early fall of 2019.
- Mr. Hofbauer explained there will be staggered terms for the 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.
- While Allen Dendy, Keya Rohovit-Wrolson, and Nicholas Widmer volunteered to serve for the 2019 term, Mr. Smith recommended continuing the conversation during the next meeting.
- Mr. Dearth invited the committee to attend a meeting on April 23 at the Elk's Lodge in Prineville to discuss veteran transportation when the VA Director visits.

### **Adjourn**