Wednesday, April 3, 2019
1:30 pm to 3:30 pm
COIC offices in Bend 334 NE Hawthorne Ave.

Agenda

1:30 Welcome and Introductions - Richard Ross, RPTAC Chair

1:40 Review and approval of February 13 meeting minutes – Richard Ross, RPTAC Chair

1:50 Public Comment Period

2:00 Overview of Statewide Transportation Improvement Fund (STIF) Advisory Committee meetings - Derek Hofbauer, COIC

2:10 2040 CET Transit Master Plan March Open House update & upcoming deliverables - - Andrea Breault, CET

2:25 Review and discussion of STIF Formula Fund draft project list for Deschutes, Crook, Jefferson Counties and Warm Springs - Andrea Breault, CET

3:00 Review of STIF Discretionary projects – Michelle Rhoads, COIC/CET; Andrea Breault, CET

3:15 RPTAC membership and 2019 meeting schedule – Richard Ross, RPTAC Chair; Derek Hofbauer, COIC

3:30 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. CET encourages persons with disabilities to participate in all programs and activities. This event/location is accessible to people with disabilities. If you need accommodations to make participation possible, please contact Derek. Conference line number: 1-800-392-9139; Conference ID: 489537

Wednesday, February 13
3 pm to 4:30 pm
COIC offices in Bend
334 NE Hawthorne Ave.

MEETING MINUTES

Meeting Attendees:
Susie Wright – Kittelson
Miranda Barrus – Kittelson
Kim Curley – Commute Options
Pat Hanenkrat –Jefferson County
Theresa Conley – ODOT
Sara Russell – Citizen
Anne Marland – Age Friendly Sisters
Nick Snead –City of Madras
Morgan Greenwood –City of Madras
Richard Ross – RPTAC Chair
Tyler Deke – Bend MPO
Brooke Eldridge – Abilitree
Deborah McMahon – City of Redmond
Josh Smith – City of Prineville (phone)
Patrick Davenport – City of Sisters (phone)
Ellis Kurzman – Citizen
Rondo – Citizen

COIC/CET Staff:
Michelle Rhoads
Derek Hofbauer
Andrea Breault
Ashley Hooper
Rachel Zakem

Welcome and Introductions – Richard Ross, RPTAC Chair

RPTAC Meeting Minutes – Chair Ross asked the committee to review and approve the December 20th, 2018 meeting minutes. Minutes were unanimously approved by the committee.

CET Transit Master Plan Project Introduction – Andrea Breault, CET
During the first round of open houses, CET staff asked the public to weigh in on vision, goals, and near-term priorities to inform Cascades East Transit (CET) 2040 Transit Master Plan. There was a virtual open house available online from January 7, 2019 through February 3, 2019, which gave the public an opportunity to participate in the public input process if unable to attend in person at the local open houses.

Project Overview (schedule, procedures, Project Steering Committee (PSC) role, public involvement) – Susie Wright, Kittelson

Ms. Wright shared that the first two major products that were developed were a planning precedent memo (regional/local plans and regional vision/goals) and existing conditions memo (CET service area, demographic analysis, Transit Service Assessment, Transit Capital Assets Analysis, and COIC Transit Budget and Funding Source Analysis). The next phase of the project will focus on near-term priorities. She noted that it is not normal to look at near-term priorities first in a long-term planning process, but because of the STIF May 1 deadline, the project timeline needed to been altered. The next PSC meeting will be held on April 3 from 1:30-3:30 pm, where the group will discuss the near-term projects for STIF. An on-board survey will be conducted in the spring to collect ridership and demographic data. The Transit Master Plan will be likely be completed for adoption in early 2020.

Local and regional Technical Advisory Committees (TAC) were established for the project. A Project Management Team (PMT) is leading the planning effort (CET, ODOT, and Kittleson). The Project Steering Committee comprises of a regional group that provides input on the Transit Master Plan. Ms. Wright encouraged committee members to submit their comments about policy and strategic direction at the meetings, so that they can be shared with the group as a whole. Technical input from committee members can be provided shortly after the meeting to the PMT. Ms. Wright added that it is important for committee members to review materials prior to the meeting.

Ms. Marland asked if there would be an online survey for the second round of community open houses, to which Ms. Wright said that there will be a new memo presented on the www.CETTransitPlan website for citizens to comment, but there will not be an official online survey during the second round.

Summary of Local and Online Open Houses – Andrea Breault, CET/Susie Wright, Kittelson

CET conducted six open house meetings across Central Oregon to cover the geographic areas outlined in the scope of work (Deschutes County, Jefferson County, Crook County, Redmond, Bend, and Confederated Tribes of Warm Springs):

1. January 15, 4:30 to 6:30 pm at La Pine Public Library (16425 1st St., La Pine, OR 97739)
2. January 17, 4:30 to 6:30 pm at Rodriguez Jefferson Library Annex, Upstairs Conference Room (134 SE E St., Madras, OR 97741)
3. January 22, 4:30 to 6:30 pm, Redmond City Hall, Room 208 (411 SW 9th St., Redmond, OR 97756)
4. January 23, 4:30 to 6:30 pm at Warm Springs Community Center (2200 Hollywood Blvd., Warm Springs, OR 97761)
5. January 24, 4:30 to 6:30 pm at Crook County Library, Broughton Room (175 NW Meadow Lakes Dr., Prineville, OR 97754)
6. January 29, 11:30 am to 6:30 pm at Trinity Episcopal Church, Brooks Hall (469 NW Wall St., Bend, OR 97703)

227 virtual online surveys were completed, in addition to 51 paper surveys that were completed by open house participants. Zip code data revealed geographic coverage of survey input that was collected.

All of the survey results that Ms. Wright presented is in aggregate form, but it is possible to breakdown the data into subgroups. For the "Goals" section of the survey, the most common goal priorities were to provide more transportation choices and reduce vehicular demand. For "Bend Service Priorities," the most common responses were more frequent routes and additional services routes, followed closely by extended weekday hours. The strongest response for "Community Connector Service Priorities," was providing local city circulators—closely followed by more frequent routes. For "Rider Experience Priorities," the most common responses were improved shelters/bus stops, followed by rider experience. When considering the entire system (Dial-A-Ride, Fixed-Route, and Community Connectors), the most common response was more Community Connector service, followed by more service in Bend. Greenwood Avenue, South 3rd Street and North 3rd Street were the most common areas for enhancing existing services. Northeast Bend and St. Charles were both areas for which survey respondents noted they would like to see expanded service. The Redmond-Bend Community Connector route was chosen as the highest priority route to increase frequency. The Redmond-Bend Community Connector route was also noted as a high priority service for Saturdays and Sundays. When asked about local expanded service, Redmond yielded the highest survey results, followed by Bend and Prineville. Ms. McMahon asked why we cannot just use the overall data to pull out results about priorities, to which Ms. Wright said that it is important to look at responses from those people who are actually from a specific community rather than the data collected overall. This tactic avoids a "popularity contest" from the data and ensure local input is taken into consideration.

Ms. Curley asked what types of topics and questions CET ask the public during the second round of open house meetings. Ms. Wright responded that this outreach period will focus on near-term priority projects by providing a list of possible projects to implement over the next 1-3 years. Ms. McMahon asked about how input will be weighed for this process and what decision-making framework is being used (e.g. if you only have 2 responses from City X and 100 responses from City Z, how do you weigh the difference of responses). Ms. Wright responded that the local Technical Advisory Committees are meant to help guide the decision-making process and provide the local community perspective for the planning process. Ms. Conley added that adopted local plans need to be referenced in STIF projects need to be in adopted local plans. The deadline for the STIF application is May 1. Mr. Ross asked if there will be another survey to collect wider public input regarding proposed STIF projects. Ms. Wright answered that the public input strategy that will be utilized during the second round is focused on rider feedback on existing service through on-board surveys, which will be a statistically valid sample. Mr. Ross suggested finding business community partners to collect additional input on transportation needs for the region. Mr. Snead added that this survey is a good starting point for understanding for transportation needs of local municipalities with the addition of other public input strategies. Ms. Conley added that the final Transit Master Plan will have individual "chapters" that drill down priorities for each community. Mr. Kurzman asked about the types of advertising CET conducted to get the word out about the open houses. Mr. Hofbauer responded that CET used newspaper ads, social media, and flyers in buses/shelters/transit stations. Ms. Hooper added that a comprehensive list is included in the Public Outreach Summary.

Memo Overview – Susie Wright, Kittelson
The Planning Precedent Memo includes a draft vision statement and five goals (with additional objectives). Ms. Wright wanted to ensure that the PSC can agree on the vision and goals to help guide the planning process with a shared understanding. Ms. Marland asked if there was any input for shaping

the goals to include subsidies to assist those on a fixed-income. Ms. Wright indicated this topic could be added into the goals.

Mr. Ross recommended that CET, the City of Bend, and the regional partners should consider implementing a more robust transit pass program (like in Boulder, CO) that supports transit passes that are subsidized for those with a low-income. Ms. Rhoads asked if CET's Group Pass program was added into the Existing Conditions Memo (Ms. Wright confirmed) and suggested that more goals be added regarding "one pass for all" coordination. Ms. Curley suggested that "transit options" in the goals be changed to "public transportation options" because "transit" is a word that the state is moving away from. The group approved the vision statements and goals after the suggested revisions.

STIF deadlines and Long-Term Plan – Andrea Breault, CET
Over the next funding biennium, there will be approximately $4 million dollars allocated through STIF to the Central Oregon region. Ms. Breault explained that in addition to the Master Transit Plan process, COIC is administering the STIF process on behalf of the qualified entities (QEs): Deschutes, Crook, and Jefferson counties and Confederated Tribes of Warm Springs. Ms. Breault added that the Master Transit Plan is long-term, but because of the upcoming STIF deadline on May 1, it is important that the STIF dollars are taken into account during the planning process. Ms. Rhoads added that the STIF prioritizes projects that impact low-income, people who are disabled, and seniors. An additional 1% of formula funds needs to be used for grades 9-12 student transportation.

Additionally, one representative from each QE STIF advisory committee will be designated to attend the Project Steering Committee, which has been combined with the already existing RPTAC. Mr. Snead expressed some concern regarding the burden of the payroll tax on employees and wants to make sure that STIF projects can ultimately improve transportation services. Mr. Hanenkrat asked about the role of PSC members and if they have voting power. Mr. Hofbauer explained that revised RPTAC bylaws will be adopted by the COIC board during the spring, which will be followed by an application and formal appointment process. Mr. Ross suggested that the meeting locations could rotate and include a tour to showcase local transportation options.

Public Comment
No public comments

Next Steps/Adjourn – Derek Hofbauer, COIC

The PMT will meet with local TACs in mid-March. Those meetings are being aligned with CET open houses. Local TAC meetings are scheduled as follows:

- March 11: La Pine TAC only (scheduling TBD)
- March 12: Sisters (1:30-3:00 pm)
- March 13: Madras (1:30-3:00 pm)
- March 14: Warm Springs (3-4:30 pm)
- March 19: Prineville (1:30-3:00 pm)
- March 20: Redmond (1:30-3:00 pm)
- March 21: Bend (1:30-3 pm)

Round two open house events are scheduled as follows:

SISTERS: Tuesday, March 12 (3:30-6:30 pm) at the Sisters-Camp Sherman Fire Station, 301 South Elm St.

MADRAS: Wednesday, March 13 (3:30-6:30 pm) at the Rodriguez Jefferson Library Annex (134 SE E St.)

WARM SPRINGS: Thursday, March 14 (5:00-7:30 pm) at Warm Springs K-8 Academy (50 Chukar Rd.)

PRINEVILLE: Tuesday, March 19 (3:30-6:30 pm) at Crook County Fire and Rescue Department (500 NE Belknap St.)

REDMOND: Wednesday, March 20 (3:30-6:30 pm) at the Redmond Public Library (827 SW Deschutes Ave.)

BEND: Thursday, March 21 (3:30-7:00 pm) at the Trinity Episcopal Church, Brooks Hall (469 NW Wall St.)

The Next PSC meeting will be April 3 at the COIC Administrative Office from 1:30 - 3:30 pm.

Meeting adjourned.

Below is a draft list of CET proposed projects for Deschutes, Jefferson, Crook Counties and Warm Springs for the first Statewide Transportation Improvement Fund (STIF) funding cycle. These projects will be ranked by STIF Advisory Committees and then reviewed by the Qualified Entities, which are Deschutes, Jefferson, and Crook Counties and Warm Springs.

DESCHUTES COUNTY

CET PROPOSED DESCHUTES COUNTY STIF PROJECTS **AVAILABLE FUNDING: $7,566,000**				**NET FUNDS WITH ESTIMATED ADMIN. PLACEHOLDER: $7,551,951** **CET PROPOSED PROJECT TOTAL: $ 7,372,203**					
Project	Secure sustainable funding source for RT 30	Purchase vehicle or vehicle match funds for RT 24	Add one additional evening weekday trip on RT 24	Introduce five Saturday round-trips on RT 24	Introduce three Saturday round-trips on RT 29	Introduce three Saturday round-trips on RT 30	Add one weekday trip on RT 29	Add one weekday trip on RT 30	Add two weekday trips RT 24 and 26
DESCHUTES	$ 44,553	$ 175,000	$ 37,481	$ 57,134	$ 34,280	$ 34,280	$ 55,501	$ 55,501	$ 37,481
Shared Funding									Crook County to pay for 1/2 of operating costs ($37,481)

Project	Add three midday trips on RT 22	Add one evening trip on RT 26	Add one evening weekday trip on RT 22	Introduce three Saturday round-trips on RT 22	Introduce three Saturday round-trips on RT 26	3rd Street speed, reliability, and access improvements	Create a match program for transit-support project	Increase frequency for Bend Fixed Route	Hawthorne Station access and safety
DESCHUTES	$ 55,501	$ 27,750	$ 36,760	$ 73,521	$ 24,507	$ 150,000	$ 100,000	$ 1,734,107	$ 50,000
Shared Funding	Jefferson County to pay for 2/3 of operating costs (FY20 $72,080 & FY21 $74,963)	Crook County to pay 1/2 of operating costs (FY20 $18,020 & FY21 $18,740	Jefferson County to pay 1/2 of operating costs (FY20 $18,020 & FY21 $18,740)	Jefferson County to pay 2/3 of operating costs (FY20 $72,080 & FY21 $74,963)	Crook County to pay for 2/3 of operating costs (FY20 $24,026 & FY21 $24,987)				

CET PROPOSED DESCHUTES COUNTY STIF PROJECTS (CONTINUED)									
Project	Increase Bend Saturday service hours	Increase Bend Saturday Frequency	Identify new service needs in Northeast Bend	Identify new service needs in Southeast Bend	Small city local service enhancements La Pine	Real-time information technology	Marketing, communica-tion, and outreach	Invest in on-demand dispatch technology	Vehicle replacement match program
DESCHUTES	$ 227,150	$ 200,000	$ 810,370	$ 810,370	$ 161,320	$ 30,000	$ 167,839	$ 200,000	$421,000
Shared Funding									

Project	Purchase vehicle/vehicle match funds for RT 26/24	Secure sustainable funding source for RT 24	Local circulator service in Redmond	Enhanced Dial-A-Ride services in Sistes	Cascades East Transit expansion support	Implement reduced fare program	Promote and subsidize employer vanpool program
DESCHUTES	$ 87,500	$ 44,553	$ 565,000	$ 28,662	$ 665,075	$ 100,000	$ 70,000
Shared Funding	Crook County to pay 1/2 of operating costs (FY20 $87,500)						

JEFFERSON COUNTY

CET PROPOSED JEFFERSON COUNTY STIF PROJECTS AVAILABLE FUNDING: $532,000				NET FUNDS AVAILABLE WITH ESTIMATED ADMIN. PLACEHOLDER: $523,884 CET PROPOSED PROJECT TOTAL: $597,446					
Project	Secure sustainable funding source for Route 22	3 Additional Runs on Route 22	Route 22 Additional Evening Weekday Run	New Saturday Service for Route 22, 3 round-trips	Introduce 3 Saturday round-trips on Route 20	Capital Investment for Future Transit Hub	Marketing and Outreach	Small Vehicle Purchase for Service Enhancements	Local Service Enhancements for Madras
JEFFERSON	$ 44,553	$ 147,043	$ 36,760	$ 147,043	$ 23,065	$ 30,000	$ 20,979	$ 85,000	$63000 *130% List
Shared Funding		Deschutes County to pay for 1/3 of operating costs (FY20 $18,020 & FY21 $37,481)	Deschutes County to pay 1/2 of operating costs (FY20 $18,020 & FY21 $18,740)	Deschutes County to pay for 1/3 of the operating costs (FY20 $36,040 & FY21 $37,481)	Jefferson County to pay for 1/3 of operating costs (FY20 $11,306 & FY21 $11,758)				

CROOK COUNTY

CET PROPOSED CROOK COUNTY STIF PROJECTS AVAILABLE FUNDING: $499,000			NET FUNDS AVAILABLE WITH EST. ADMIN. PLACEHOLDER: $490,884 CET PROPOSED PROJECT TOTAL: $515,817			
Project	New Saturday service for RT 26, 3 round-trips	Route 26 additional evening weekday run	Purchase vehicle for RT 26 expansion	Add two round-trips to Bend via Redmond	Marketing and Outreach	Small city enhancements and match
CROOK	$ 49,014	$ 36,760	$ 87,500	$ 37,481	$ 20,979	$28,408 *130% List
Shared Funding	Deschutes County to pay for 1/3 of operating costs (FY20 $12,013 & FY21 $12,493)	Deschutes County to pay for 1/2 of operating costs (FY20 $9,010 & FY21 $18,740)	Deschutes County to pay 1/2 of costs (FY20 $87,500)	Deschutes County to pay for 1/2 of the operating costs ($37,481)		

CONFEDERATED TRIBES OF WARM SPRINGS

CET PROPOSED WARM SPRINGS STIF PROJECTS AVAILABLE FUNDING: $250,000			NET FUNDS AVAILABLE WITH ESTIMATED ADMIN. PLACEHOLDER: $241,962 CET PROPOSED PROJECT TOTAL: $370,138			
Project	Introduce three Saturday round-trips on RT 20	Purchase vehicle for services to Government Camp	Service from Warm Springs to Government Camp	Subsidized fare for Warm Springs residents	Future transit hub/station at Highway 3/Highway 26	Marketing and Outreach
WARM SPRINGS	$ 46,131	$ 175,000	$118,720 *130% List	$4,300 *130% List	$ 12,000	$ 13,986
Shared Funding	Jefferson County to pay for 1/3 of operating costs (FY20 $11,306.67 & FY21 $11,758.94)					

The above draft project list will be presented to the Public Transit Advisory Committee on April 3, 20193, 2019

Summaries of STIF Discretionary/STN Applications for Review

1) C.A.C. Transportation Inc. - Central Oregon Breeze Bus (Application # 133525)

Project Amount (including match): $185,000

CAC (The Central Oregon Breeze) seeks funding to purchase one new bus to support the Central Oregon Breeze service, which connects Central Oregon to Portland and points in-between. The application mentions interest in exploring new connections between the Bend/Central Oregon area and Corvallis as well as between Bend/Central Oregon and The Dalles. However, the application does not ask for planning funding.

2) City of La Pine - La Pine Station (Application # 134051)

Project Amount (including match): $827,595

The City of La Pine seeks funding to develop "La Pine Station," a community center and transit hub for the City of La Pine. The Station will serve as a multimodal hub, providing a transfer point for Cascades East Transit and other intercity services while also serving as a park-and-ride. La Pine Station would include a charging station for electric vehicles, a restroom, benches and resting areas and a bicycle fix-it station.

3) COIC - Planning Feasibility Study from Klamath Falls, OR to Redmond, OR (Application #134610)

Project Amount (including match): $25,000

COIC proposes a planning study to assess the feasibility of providing an intercommunity service from the Klamath Falls Amtrak Station to Redmond with proposed stops at Chiloquin, the Chemult Amtrak Station, La Pine, Sunriver and Bend. This project would CET's existing Community Connector service to La Pine as well as the potential to coordinate with services connecting Redmond with Madras, Prineville, and Warm Springs. COIC would collaborate with Basin Transit Service to better understand connectivity in southern Oregon. BTS will provide part of the match.

4) COIC - CET Community Connector Service (Application #131662)

Project Amount (including match): $306,434

COIC seeks funding to continue three existing CET Community Connector services that run five days a week. The funding would support the three busiest round trip services: La Pine to Bend, Madras to Redmond, and Redmond to Bend. COIC also seeks funding to cover the costs of

maintaining and operating the Hawthorne Station in Bend and the new Transit Hub in Redmond. The Community Connector services have received similar intercity funds in previous award cycles.

5) COIC - Hawthorne Station Renovation (Application #135210)
Project Amount (including match): $124,850

COIC proposes a collection of improvements and updates to Hawthorne Station in Bend to improve the safety, accessibility, security, and multi-modal nature of the station. COIC proposes renovations the station interior to be more ADA-accessible, more inviting for staff and passengers, installation of a self-serve fare kiosk and improvements to allow free Wi-Fi within the station area. COIC also proposes exterior changes, including redesign of hardscape to accommodate a loading area for a variety of demand response transit, including TNCs, and to provide space for a future bike share station or secure bike parking area.

6) Harney County - Intercity Weekly trips between Bend and Burns (Application #135522)

Project Amount (including match): $137,778

Harney County seeks funding to continue an existing Dial-a-Ride service providing once-weekly scheduled round trip service from Burns to Bend with a focus on providing access to medical services in Bend. The service might also be used by Burns residents to access the Redmond Airport or shopping opportunities not available in the Burns area. This service has, for the most part, been unfunded in the past.

7) TAC Transportation, Inc. - Coos Bay - Eugene-Bend Vehicle Purchase and Preventive Maintenance (Application #135246)

Project Amount (including match): $256,000

TAC (Pacific Crest Bus Lines) seeks funding for a bus replacement for the Pacific Crest Bus Lines route between Coos Bay – Eugene – Bend. TAC also seeks funding for preventative maintenance to ensure vehicles used are up to FMCSA, ODOT and USDOT standards. It is typical for a vehicle grant to be accompanied with preventive maintenance funds.