



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



**MEETING MINUTES**

**Meeting Attendees:**

Sintha Townsend – Deschutes County STIF Committee  
Annie Marland – Age Friendly Sisters  
Pat Hanenkrat – City of Metolius, Jefferson County STIF Committee  
Kim Curley – Commute Options, Crook County STIF Committee, and RPTAC  
Louie Pitt – Confederated Tribes of Warm Springs  
Tom Estimo – Confederated Tribes of Warm Springs STIF Committee  
Richard Ross – RPTAC Committee Chair  
Tyler Deke – Bend MPO  
Nick Snead – City of Madras  
Jordan Ohlde – RPTAC  
Casey Bergh – OSU-Cascades  
Kelsey Rook – Deschutes STIF Committee  
Theresa Conley – ODOT  
Deborah McMahon – City of Redmond (phone)  
Patrick Davenport – City of Sisters (phone)

**Public Attendees:**

Dave Thomson – BPAC  
Jeff Monson – Commute Options

**COIC/CET Staff:**

Michelle Rhoads  
Derek Hofbauer  
Andrea Breault  
Ashley Hooper  
Rachel Zakem

**Welcome and Introductions - Richard Ross, RPTAC Chair**

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

**Review and approval of February 13 meeting minutes – Richard Ross, RPTAC Chair**

- Chair Ross asked the committee to review and approve the February 13, 2019 meeting minutes. Minutes were unanimously approved by the committee.

**Public Comment Period**

- No public comments.

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

- Mr. Hofbauer asked the STIF committee members present at the RPTAC meeting to give an overview regarding STIF process for each local advisory committee.
- Mr. Hanenkrat, who represents the Jefferson County STIF committee shared with the group that the process has been straight-forward and transportation projects were presented in a digestible way to the committee. He found the feedback from the open houses to be helpful. Also, the public transportation service provider projects were already prioritized from the CET Transit Master Plan and open house events, which meant that the STIF committee had to decide if they agreed or disagreed with the existing prioritization. The discretionary projects were easy to prioritize since funding was potentially available to cover all three projects.
- Ms. Rook, who represents the Deschutes County STIF committee, mentioned that in the last meeting the committee was asked to rank STIF Discretionary projects. The committee received materials to rank projects on their own time and submit their rankings to COIC ahead of the meeting, which provided a good base for discussion. She was impressed by the level of public outreach and noted that it was an extensive effort by CET. She appreciated having public input to guide the project ranking process.
- Mr. Estimo, who represents the Confederated Tribes of Warm Springs STIF committee, mentioned that his committee met for the first time. Although he did not know a lot about STIF prior to joining the committee, he was very interested in being involved in the planning process to bring more transportation services to Warm Springs.
- Ms. Curley, who represents the Crook County STIF committee, shared that her committee has met once and discussed the different available funding streams to invest in public transportation. Her committee includes representatives of local advocacy groups, like Band of Brothers (a veteran's group), as well as city/county staff.
- Mr. Hanenkrat asked for the number of projects applied for by each QE.
- Mr. Hofbauer provided the number of projects applied for by each QE:
  - Deschutes County – 34 projects
  - Jefferson County – 9 projects
  - Crook County – 6 projects
  - Confederated Tribes of Warm Springs – 6 projects
- He also noted that some projects are regional in nature, which means there are shared costs for the projects that cross jurisdictions. In order to have a successful overall system, it is imperative that the system to be regionally connected.
- Ms. Marland asked how Sisters is represented on the Deschutes County STIF committee.
- Mr. Hofbauer responded that Katie Bauer is the Sisters representative on the committee and he will provide her contact information after the meeting.

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

- Open House Feedback – Round 2
  - Local themes
    - Sisters currently has one day of Dial-A-Ride (DAR) service and few runs between Bend and Sisters. During the open houses, CET heard that extended DAR services and more runs between Sisters and Bend is important to the community.
    - Madras is interested in extended DAR service for more access to health care.

- Warm Springs is interested in Saturday service and service to Government Camp for employment opportunities.
- Prineville is interested in increasing frequency of the Monday-Friday route and more local stops.
- Redmond is interested in more connections with the airport, bicycle and pedestrian connections, as well as fixed-route service or a local circulator service.
- Bend is interested in connecting transit with road infrastructure, as well as increasing frequency on major corridors.
- Local TAC Meetings
  - TAC (Technical Advisory Committee) members provided local community input for the Regional Master Transit Plan update.
- Short Term Implementation Memo Near-Term/STIF Projects
  - Near-Term refers to STIF specific projects that will be applied for the May 1, 2019 deadline. Short Term is 3-5 years.
- Screening questions for STIF projects:
  - Is the project in a local/regional plan?
  - Does the project align with one or more of the seven STIF goals?
  - Does the project align with one or more of the CET goals?
  - Does the project address a critical operational issue?
- Further Evaluation Criteria:
  - Does the project have community support?
  - Are low-income households being served?
  - Are students in grades 9 – 12 being served?
  - Are there connections between qualified entities or other transit service providers?
- Near-term/ STIF project examples
  - Community Connectors
    - Saturday Service
    - Increased weekday frequency
    - Added bus stops
  - Bend Fixed Route
    - Increase frequency on Routes 1, 4, and 7
    - Introduce service in northeast and southeast neighborhoods
  - Local service enhancements
    - New bus stops in Prineville
    - Medical and shopping service in Metolius/Culver/Madras
    - Limited Service from La Pine to Sunriver
    - Enhanced DAR service in Sisters
  - System wide improvements
    - More real-time signage
    - Demand-response scheduling technology
    - Vehicle/Capital Match Program
    - Operational and administrative support
- Next steps for the Master Transit Plan
  - May 2019
    - On-Board Survey

- Operator Survey
- June-July 2019
  - TOD Strategies Memo
- August-September 2019
  - Regional TAC Meeting
  - Online Open House
  - Project Steering Committee Meeting
- October-November 2019
  - Draft CET Development Plan and Community Pullout Section
- December-February 2019-2020
  - Local TAC Meetings
  - Project Steering Committee Meeting
  - Revised Development Plan
  - Local Agency Briefings
  - Adoption Draft Plan
- March 2020
  - COIC Board Adoption Hearing
  - Local Adoption Hearings

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

- Ms. Curley asked if there were any surprises suggested by the community through the public input process.
- Ms. Breault responded that many of the priorities expressed by the public supported priorities already outlined. She also added that it is possible to be flexible in adding new routes instead of expanding services. An example of this is that the Madras/Warm Springs community has expressed their desire for there to be a stop at Wal-Mart and through the STIF process CET can think outside standard routes and add extra stops to meet needs.
- Mr. Ohlde added that an issue he sees while waiting for the bus at Bend's Factory Outlet. He asked why the Prineville bus does not pick up fixed-route riders too, so those customers do not have to wait for Route 1.
- Ms. Rhoads responded that there is a need to look into why the system was created this way. CET staff will find out why this is the case and follow up.
- Ms. Breault mentioned that the City of Bend will be implementing pedestrian upgrades in summer 2019.
- Mr. Estimo asked when CET plans to implement Saturday service in Warm Springs.
- Ms. Breault responded that ODOT will provide an update on the STIF application in early fall 2019. If STIF funds are awarded, then project implementation will begin January 1, 2020. For projects that do not require capital investment, CET can utilize the existing fleet to start earlier on other projects.
- Mr. Ross noted comments regarding airport access and connectivity were common in planning conversations. He mentioned that committees should be made aware of the importance of regional connection because Bend is not an island. A robust, regional transit system is key to cross-fertilization between planning efforts.
- Mr. Ohlde asked how difficult it would be to add an airport shuttle to service already in Redmond.

- Ms. Breault responded that Dial-A-Ride does stop at the Redmond Airport, but the future goal is to add a stop at the airport through Community Connector service.
- Mr. Ohlde asked why there is not higher ridership on Community Connector routes in Sisters.
- Ms. Breault responded that the Community Connector route with the lowest ridership is Route 29, but CET is working with Sisters to see how to enhance service and increase ridership.
- Mr. Estimo asked if there was a plan to implement fixed-route service in Warm Springs, to which Ms. Breault added that currently the Route 20 in Warm Springs allows riders to deviate off the route and provide more flexible service.
- Ms. Conley added that part of the proposed STIF marketing and outreach funding can be utilized to spread the word about the deviation option to residents in Warm Springs.
- Ms. Rhoads shared that in her professional experience, when there is more frequent service, people are more likely to use the service because it gives them more options.
- Mr. Ross asked if there are any routes that have 15-minute service. Ms. Breault confirmed that there are no routes that have 15-minute service currently. Mr. Ross added that when riders have 15 -minute frequency in a system, riders no longer pay attention to schedules or worry about having to wait for the next bus—this ultimately increases ridership in a system. Real-time signage also assists with this effort. He asked when will real-time signage and 15-minute frequency will become available.
- Ms. Breault responded that service will be expanded in phases. Buses must be purchased, new bus stops installed, planning the expanded routes, and adding real-time signage. Currently, CET is researching ways to improve the current app, technology in the buses, and the actual signs themselves.
- Mr. Ross responded that frequent service and real-time signage gives residents in the region and visitors an incentive to use the bus. It also makes transit more attractive for commuters.
- Ms. Breault mentioned that two real-time signs will be likely be installed at Mount Bachelor (Sunrise Lodge and West Village) through the “Transit in the Parks.”
- Ms. Conley mentioned that she was expecting to see more service in Redmond through the STIF plan.
- Ms. Breault responded that she has a call with Ms. McMahon tomorrow to discuss the Redmond project, specifically bus purchases and whether a flex-route or circulator service would be appropriate for 2021. Another topic of discussion will be the best locations to plan the future route and how to best utilize the Redmond service.
- Ms. Marland asked if Dial-A-Ride services include areas such as Camp Sherman and Tollgate. Ms. Breault responded that currently those areas are outside of the Dial-A-Ride service area, which is the downtown city limits.
- Mr. Estimo asked to confirm that Dial-A-Ride is a service that will pick a customer up from their house, which Ms. Breault confirmed. He added that few people in Warm Springs know about this service.
- Ms. Breault added that as Central Oregon grows, it will be important to increase service boundaries for Dial-A-Ride.
- Mr. Ohlde commented that when he calls the Call Center on Saturday he has to wait to have someone call him back. He noted it is important that customer service is available on the weekend for riders and this improvement is long over-due. He also mentioned that it would be a good idea to give this presentation to the COCA group. Mr. Hofbauer responded that he has an agenda item at the next COCA meeting to discuss the proposed STIF projects.

- Ms. Curley mentioned that it is important to remember that STIF is new to the State of Oregon and that many of the deadlines are approaching. She commended all of the people who have been involved in the planning process.

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

- Mr. Deke asked if the actual STIF applications will be posted on the county websites, which Mr. Hofbauer confirmed.
- Mr. Hofbauer added that many STIF projects were reviewed and prioritized residents during the open house public input period. The next step is for the STIF advisory committees to review and rank projects. The QE's will ultimately submit STIF applications to ODOT.
- Ms. Conley shared that once the STIF applications are submitted, ODOT conducts an internal review, which presents a window for small corrections by the QE if needed.
- Ms. Curley explained STIF projects are presented to the Oregon Transportation Commission in July and they have two months to approve.
- Ms. Conley added that the projects will be available to review online after June.
- Mr. Hofbauer explained that the project list presented to this group is an overview of CET's proposed projects.
- Mr. Ross added that CET should explore other fare programs, including a regional pass. This could be a program that communities, schools, and employers buy into. As an example, the City of Boulder has 82,000 participants in Eco-Pass program for a city of 100,000. Looking ahead at high capacity transit, or Bus Rapid Transit, on two primary cross routes in Bend, these types of options will give riders priority.
- Ms. Curley added that she fully supports the funding for marketing and outreach because this will ensure that the community knows about expanding service.
- Mr. Hofbauer agreed with Ms. Curley and added that this proposed marketing and outreach project will support more materials in Spanish, travel training, and more marketing efforts focused on choice riders.
- Ms. Rhoads explained that CET does have group pass program, but it is not city-wide.
- Mr. Ross added that a universal transit pass has proved to be successful in other cities (Denver, Seattle). His recommendation would be to provide a transit pass with a regional theme.
- Ms. Rhoads added that the STIF projects will likely be implemented starting January 2020 or later, but call center hours and additional customer service is needed now. She mentioned that the Deschutes STIF Committee could recommend an earlier start to the service.
- Mr. Bergh mentioned that HOV lanes are expensive, but he suggested looking at intersection improvements at entrance points into Bend.
- Mr. Ross agreed and added this would be a possible 20-year planning project.
- Mr. Bergh shared with the group that a major transit priority is at Cooley. He was curious from the CET perspective, how well do these STIF projects integrate with Bend Transportation System Plan (TSP) at this point? He also added there should be a particular focus on improving 3<sup>rd</sup> St. and Greenwood Ave.
- Ms. Breault added CET is coordinating with the City of Bend on their TSP.
- Mr. Bergh responded that the TSP seems to prioritize transportation projects—not building more roads, but increasing transit usage. In order to increase ridership, he asked if it is necessary to shift funds towards certain projects that increase frequency to 10 minutes, rather than 15 minutes? He also noted the importance of providing enhancements to Hawthorne Station.

- Mr. Deke added that the STIF funding cycle is over two years (biennium) and that the revenue from the payroll tax is estimated to increase over time, which provides CET with a unique opportunity to implement improvements.
- Mr. Ross responded that it is not enough to increase service levels, but there must be infrastructure in place to give transit or HOV priority to break through congestion.
- Mr. Bergh added that there should be more of a focus on integration with City of Bend as the TSP moves forward and finding additional funding sources.
- Ms. Breault added that in addition to STIF, CET is coordinating with the City of Bend on infrastructure improvements. She is continuing to work with ODOT and the City of Bend on street improvements and system integration.
- Ms. Rhoads added that coordination has been the key to this process and that utilizing a multi-phase approach is effective.
- Ms. Breault noted improvements along Greenwood will take effect this summer.
- Mr. Estimo asked if Warm Springs applies for grants through STIF or ODOT.
- Ms. Conley responded that the tribes can use STIF funding for projects that best fit community needs. The tribe will receive STIF dollars directly from ODOT and the Confederated Tribes of Warm Springs STIF Advisory Committee makes a recommendation regarding STIF projects to the Tribal Council.
- Ms. Curley added that Central Oregon is not a transit district, which makes transit improvements more difficult. Since Central Oregon is not a transit district, the counties and Confederated Tribes of Warm Springs apply for STIF dollars as a “Qualified Entity” (QE).
- Ms. Hooper added that the Confederated Tribes of Warm Springs has not yet prioritized their STIF formula funding projects and the ranking process will take place at the next STIF advisory committee meeting on Monday.
- Ms. Conley explained that within the current structure, the counties and tribes contract with COIC/CET to provide public transportation services.

**Review of STIF Discretionary projects – Michelle Rhoads, COIC/CET; Andrea Breault, CET**

- Ms. Conley explained to the group that House Bill 2017 includes three types of funding: formula funds, intercommunity, and discretionary funds.
- Ms. Marland asked if one of these grants considers the roundabout in Sisters.
- Ms. Conley responded that public transportation projects are only eligible for STIF dollars and the Sisters round-about would be considered a highway project.
- Mr. Deke shared that the COACT executive committee will be reviewing the STIF Discretionary projects tomorrow.
- Ms. Rhoads asked if anyone on the phone had any questions, to which Ms. McMahon responded that she has no questions at this time.
- Mr. Davenport asked for an update regarding the bus shelter at the City Hall in Sisters.
- Ms. Breault responded that this project is part of another grant that she is currently working on and that those funds are secured.
- Mr. Monson asked if RPTAC will prioritize the projects or provide an overall approval of already prioritized projects.
- Ms. Conley responded that the individual STIF Advisory Committees will prioritize the projects.

**RPTAC membership and 2019 meeting schedule – Richard Ross, RPTAC Chair; Derek Hofbauer, COIC**

- Mr. Ross explained that new bylaws for RPTAC will help make the committee have more of a regional focus. Based on today's attendance, he is looking forward to more active participation because of HB 2017—especially from communities outside Bend. He looks forward to new transportation improvements across the state because of this new dedicated funding source.
- Mr. Hofbauer added that the RPTAC is evolving and will take on new responsibilities. He noted the merging of RPTAC and the Regional Master Transit Plan Project Steering Committee has been successful at creating efficiencies. Revised RPTAC bylaws will be drafted in the coming months. The next RPTAC meeting will be held in June or July.

**Adjourn**