



**Wednesday, July 15**  
**1:30 pm to 3:30 pm**  
**Virtual Meeting**  
**MEETING MINUTES**



**Meeting Attendees:**

Annie Marland – Age Friendly Sisters  
Richard Ross – RPTAC Chair  
Tyler Deke – Bend MPO  
Kim Curley – Commute Options  
Gavin Leslie – CTAC  
Casey Bergh – OSU-Cascades  
Theresa Conley – ODOT  
John Baldwin – Housing Works  
Brooke Eldrige – Abilitree  
Jordan Ohlde – RPTAC  
Robert Bryant – RPTAC  
Cora Ives – Better Together Central Oregon  
Zach Bass – Redmond Airport  
Denise LaBuda – Council on Aging  
Erin Foote-Morgan – Hubbell Communications  
Brian Potwin – Commute Options  
Deborah McMahon – City of Redmond  
Nicholas Snead – City of Madras

**COIC/CET Staff:**

Derek Hofbauer  
Andrea Breault  
Ashley Hooper  
Rachel Zakem

**Welcome and Introductions – Derek Hofbauer, CET/COIC**

- Attendees made virtual introductions to the group.
- Comments for the draft Transit Master Plan must be submitted by July 26 through the project website or by emailing Andrea Breault at [abreault@coic.org](mailto:abreault@coic.org). The public comment period for the draft Transit Master Plan was announced via a press release, notices at Hawthorne Station and the Redmond Transit Hub, a newsletter sent to over 700 riders, partners, and stakeholders, and website and social media posts on both CET and COIC platforms. The July 15 and August 19 RPTAC and Project Steering Committee (PSC) public meetings were also publically announced using the above communications platforms.

**Approval of agenda – Derek Hofbauer, CET/COIC**

- The agenda was approved by the committee.

### **Public Comment**

- Public comments were encouraged throughout the meeting and during the presentation either by participants unmuting their microphones and speaking, or by using the Zoom chat feature. Comments from the chat box and from participants speaking are captured throughout these meeting minutes.

### **Review and Approval of March 11 Meeting Minutes – Derek Hofbauer, CET/COIC**

- Chair Ross asked the committee to review and approve the March 11 meeting minutes. Minutes were unanimously approved by the committee.

### **CET Service and COVID-19 Updates – Derek Hofbauer, CET/COIC**

- Transit is considered an essential service and CET has continued to operate throughout COVID-19 to ensure that transit riders can reach critical destinations, such as medical appointments, pharmacies, work, and grocery stores. Ridership dropped significantly during mid-March but has been steadily increasing since June as businesses re-opened and people started commuting to work again. CET implemented the following service changes due to low ridership:
  - Community Connector and Bend Fixed-Route services were reduced to less frequent Saturday Schedules in April and May. Starting June 1, weekday services resumed their regular, more frequent schedules to accommodate for increased ridership.
  - Saturday Bend Fixed-Route and Community Connector services remain suspended with the exception of Route 31 (La Pine to Sunriver) that runs seven days per week this summer from June 1 through September 7.
  - Saturday and Sunday Bend Dial-A-Ride services remain suspended.
- To comply with Oregon Health Authority guidelines for transit agencies, CET is implementing the following safety protocols in response to COVID-19.
  - High-touch surfaces in vehicles and at facilities are disinfected multiple times per day
  - Buses are pulled out of service and disinfected with a hydrogen peroxide-based solution
  - Hand sanitizer is provided in all buses and transit stations
  - Drivers and passengers are required to wear face coverings
  - Seats are sectioned off in vehicles to allow three feet of distance between passengers and six feet of distance between passengers and drivers.
  - Maximum occupancy signage and OHA public safety posters are posted on each vehicle
  - Rear-door boardings are provided on low-floor buses in Bend
  - Fare collection is temporarily suspended to avoid the exchange of money and reduce interactions between passengers and drivers
  - Hawthorne station is open for bathroom use only; intercity provider ticket sales must be purchased online
- Mr. Potwin asked if CET would remain fareless as a long-term solution.
  - Mr. Hofbauer responded that CET will remain fareless at least through the end of this calendar year.
- Mr. Ohlde asked when CET plans to provide Saturday service again.
  - Ms. Breault responded that once we have entered Phase 3 of the re-opening, CET will likely move forward with providing service for trips that are more discretionary in nature.
- Mr. Ohlde asked why Route 31 is only planned to operate during the summer.

- Mr. Hofbauer responded that Route 31 is a pilot project with the goal of providing La Pine residents with transit access to summer jobs available in Sunriver during to the tourist season.
- Ms. Breault added that this is a transit project funded through the STIF payroll tax.
- Mr. Ohlde mentioned that he would like to use this route to provide more visibility for those who experience disabilities that utilize the transportation system.
- Ms. Marland asked if the mid-day service for Sisters was put on hold because of COVID-19.
  - Ms. Breault mentioned that CET must purchase a bus to increase the frequency of that route and the plan is to roll out this service in 2021 after the bus is received.
- Ms. Ives asked how this program will be evaluated.
  - Mr. Hofbauer responded that CET is partnering with employers and community partners to promote the service and determine a survey strategy, but it has been difficult engage riders due to low ridership.

#### **Project Status and Schedule – Andrea Breault, CET/COIC**

- Ms. Breault explained that the Transit Master Plan (TMP) update is 90% complete with the goal of formal adoption by the COIC Board of Directors in September.

#### **Draft TMP – Andrea Breault, CET/COIC**

- The draft plan includes chapters focused on baseline conditions, current and future transit needs, a service alternatives analysis, financial assessment, service and capital plans, and implementation. The Service Plan provides an overview of plan time frames, funding/cost assumptions, and possible future services. The Capital Plan provides a framework for the capital investment needed to support these services.
- The budget includes the following funding types: FTA, ODOT, contract revenue, local general funds, farebox, and one-time revenue opportunities through grants and advertising. The Service Plan phases and funding assumptions are calculated based on the following timeframes: Existing 0-1 Years (FY 2019, includes initial implementation of STIF), Near-term: 1-2 Years (FY 2020-2021, includes STIF), Short-term: 3-5 Years (FY 2022-23 and FY 2023-24, includes STIF), Mid-Term: 6-10 Years (Potential sources in addition to STIF), Long-Term: 11-20 Years (unconstrained financially).
- There are several additional funding sources that CET could pursue, such as a property tax, employer-based payroll tax, or transit utility fee.
- CET staff met with local jurisdictions to discuss code policies for more consistent language across the region to ensure transportation is taken into considered for future development. These recommendations are captured in the community “pull out” sections in the TMP.
- RTPAC/PSC last viewed the draft service (for the next 20 years) and capital (infrastructure needed for implementation) plans during this past winter.
- An executive summary document will be provided soon to share with partners because the overall document is long and technical.
- The Service Alternatives Analysis outlines service types for each jurisdiction (if the service type currently exists or will be provided in the future, as well as the capacity of the jurisdiction to have the service type). Medical shopper services are highlighted in the plan as an option to provide needed transit service in smaller, rural communities.
- Ms. McMahon asked if the service types chart (6.1) illustrates the services currently being explore.

- Ms. Breault responded that this chart does not provide that level of detail, but does reference fixed-route service in Redmond as a future service type.
- The Financial Assessment determines if funding is secured or if partial/additional funding sources are needed. There are some projects that are considered financially constrained, but with additional funding we can explore these projects. Funding is received through local, state, and federal sources. CET is currently receiving the first cycle of funding through the Statewide Transportation Improvement Fund (STIF). This funding source is based on a payroll, which will be impacted by the current economic downturn.
- Ms. Foote-Morgan asked: “With regard to Hawthorne Station and Mobility Hubs, is there an effort to reduce the service at Hawthorne Station?”
  - Ms. Breault responded that the plan focuses on moving away from a hub-and-spoke model and toward a system based on mobility hubs. The Hawthorne Station building was paid for by a grant that allows CET to remain through the useful life of the building until 2031. Currently, CET is working with the Bend MPO to apply for a Transportation and Growth Management (TGM) grant for a Mobility Hub Feasibility study that, if awarded, would provide guidance and recommendations for how mobility hubs are implemented and managed.
- Chair Ross asked the committee if the group would support the Mobility Hub Feasibility Study by providing a letter of support for the TGM grant application.
  - The committee unanimously approved supporting the TGM grant application.
- While mobility hubs are important for the future transit system in Bend, smaller communities are also adopting this model. For example, a future transit hub is being built in La Pine.
- In March, CET expanded Dial-A-Ride service hours. There is a demand for longer hours and more coverage, but additional funding is needed for to support this expansion. Traveling to rural areas can reduce the cost effectiveness of the service, but CET is exploring other funding options to support this wider geographic coverage.
- There are currently 45-minute headways for the Bend fixed-route system, but this frequency does not attract choice riders. By 2021, a STIF project will support 15/20-minute headways on major N-S and E-W corridors.
- Ms. Foote-Morgan commented that “As a member of the Bend Technical Advisory Committee, I feel we have not addressed a critical question with this plan. It looks like we are relying on Hawthorne Station to absorb all the increase in service we are planning until transit hubs and mobility hubs are built. This plan doesn't state a time for the construction of secondary transit hubs, and says that mobility hubs won't be built until between 2030 and 2040. Is this acceptable to this CET and to this committee? Has an analysis been done to confirm that Hawthorne can manage the much greater load we are planning for it in the coming years? Quick note on this one, this states that locations will be "identified" but not “built...””
  - Ms. Breault responded that CET/COIC does not have currently have the funding to purchase property, but we are looking at routes and other possible stops that bypass Hawthorne Station to help decrease traffic and congestion at Hawthorne Station. Ms. Breault added that CET is exploring a future transit center location in the Korpine area of Bend. Additionally, possible mobility hub locations include St. Charles Hospital, OSU-Cascades, Cascades Village Mall, and near the Walmart.
- Mr. Snead asked if CET is set up to receive development notices from smaller municipalities.
  - Ms. Breault responded that she is on a listserv for most cities for permit applications and receives an alert during the design phase of a project. After she receives this notice,

she has a certain number of days to respond regarding transit infrastructure components of projects.

- Mr. Bryant asked if CET has included language regarding school districts in the plan.
  - Ms. Breault responded there is a specific reference to Redmond Proficiency Academy, which is a regional school with many students that utilize public transportation and CET is working more collaboratively with school districts.
- Ms. Marland asked if there are plans for more direct service from Sisters to St. Charles.
  - Ms. Breault responded that the goal is to minimize the number of transfers to get people to major destinations, like St. Charles. An option is to add a stop on a regional route at common destinations needed by community members.

#### **COIC and Local Agency Implementation Plans – Andrea Breault, CET/COIC**

- Ms. Breault shared the two policy and code amendment recommendations for local agency implementation plans:
  - Transit-supportive policy statements to support and help implement the CET TMP.
  - Code amendments to ensure new development is transit and pedestrian supportive.

#### **Next Steps – Andrea Breault and Derek Hofbauer, CET/COIC**

- The next meeting is Wednesday, August 19 from 1:30 – 3:30pm. A quorum of at least nine committee members is required to vote to recommend the Transit Master Plan’s adoption to the COIC board.
- The bylaws are being updated to include language regarding committee alternates. Additionally, a process for nominating a new Chair and Vice Chair will be determined during the August 19 meeting.
- The September COIC board meeting is Thursday, September 3 from 5:30 – 7:00pm. For more information, visit the [COIC website](#).

#### **Adjourn**