

Crook County Special Transportation Fund (STF) Advisory Committee

Virtual Meeting Agenda Wednesday, January 13 1 to 2 pm



Zoom Link:

<https://us02web.zoom.us/j/82495795701?pwd=L0sxeXdFaXVYanErQ01SL1UveTdMdz09>

Meeting ID: 824 9579 5701 Meeting Passcode: 82SZK9

If you prefer to call in by phone, please dial (253) 215-8782 and enter the Meeting ID: 824 9579 5701 followed by the Meeting Passcode: 577354

- 1:00 Welcome and Introductions
- 1:10 Public Comment Period
- 1:15 Review and approval of December 8, 2020 meeting minutes
- 1:20 Review and recommendation of Special Transportation Fund Projects
- 1:45 Review and recommendation of FTA Section 5310 Projects
- 1:50 Discuss 2020 meeting schedule and committee membership updates
- 2:00 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. Crook County encourages persons with disabilities to participate in all programs and activities. This meeting is accessible to people with disabilities. If you need accommodations to make participation possible, please contact Derek.

**Virtual Meeting Agenda
Wednesday, December 9
1 to 2 pm**



Committee members

Allen Dendy
Ken Fahlgren
George McCart
MaryLou Bernard
Adam Williams

County staff

Commissioner Brummer

Members of the public

Whitney Hale
Laura Skundrick

Welcome and Introductions

- Attendees made virtual introductions to the group.

Public Comment Period

- No public comments.

Review and approval of September 16, 2020 meeting minutes

- The 9/16 meeting minutes were unanimously approved by the committee.

Overview of upcoming application timelines

- STF/5310 due on December 17
- ODOT deadline is March 1

Discussion of current STF funding and projects

- Ridership was drastically impacted by COVID-19. Prineville Dial-A-Ride ridership has experienced a 70% decrease compared to pre-COVID ridership, while Community Connector services are down 65%.
- Mr. McCart asked if a drop in ridership would impact future funding opportunities?
 - Mr. Hofbauer mentioned that funding is not dependent on ridership. Funding estimates indicate that Crook County is not projected to lose a significant amount of funding.
- Route 26 (Prineville – Redmond)
 - Ridership (July 1, 2019 - December 4, 2020) - 11,091
- Prineville Dial-A-Ride
 - Ridership (July 1, 2019 - October 31, 2020) - 5,866

Crook County Special Transportation Fund (STF) Advisory Committee

- Available STF Funding for Current Biennium
 - \$131,400 over two years
 - \$65,700 per year
 - Funding has been stagnant over the last few bienniums
 - Additional funding is needed (possibly STIF) to expand current Dial-A-Ride services in Prineville
- Mr. Hofbauer shared that a public notice was posted on the county website to encourage other service providers to apply for available funds.

Project ideas and input for 2021-2023 projects

- Crook County also has funding for a project focused on enhanced service in Prineville. This is a separate project from the circulator.
- Mr. Fahlgren asked if there were still plans for service within Crook County.
 - Ms. Zakem responded that this is a STIF-funded project.
- Dial-A-Ride boundaries – CET understands that Juniper Canyon has transportation needs that are not currently being served. Are there additional areas in Prineville with transportation needs?
 - Mr. Dendy asked how far we would service Juniper Canyon area.
 - Ms. Zakem shared that CET has received input from the community about the need to serve Juniper Canyon. There is flexibility in the type of transportation service for this area based on community feedback.
 - Commissioner Brummer and Mr. Fahlgren suggested utilizing the park-and-ride at the fire hall to collect Juniper Canyon residents in one place.
 - Mr. McCart mentioned that the employees of Facebook live to Bend and Redmond, but not in Prineville.
 - Ms. Bernard mentioned north on Main Street (Wild Horse Mesa off of Black Bear Drive) has 350 units and could be a potential area to serve.
 - Mr. Hofbauer added that the current service hours for Prineville's Dial-A-Ride service is 7am – 5:30pm. Are there additional hours of need for service? Individuals who use Community Connector buses to Redmond or Bend were having issues making it to the first run or the day to connect using Dial-A-Ride.

Scheduling a meeting for early/mid January to review STF and 5310 projects

- Wednesday, January 13 from 1 – 2pm.

Adjourn

**5310 and STF Application Summaries
2021-2023 Biennium**

5310

Vehicle Preventative Maintenance - \$12,274

This capital vehicle preventative maintenance project will support CET's Crook County fleet, specifically the vehicles COIC uses to support CET's Dial-A-Ride service in Prineville and the CET's Route 26 (Prineville - Redmond) regional Community Connector. These funds will support CET's continued compliance of the preventative maintenance plan and keep the Crook County fleet in a state of good repair.

STF

Service Operations - \$131,400

Support current service-levels for Route 26 (Prineville – Redmond) and Dial-A-Ride services in Prineville. This funding will also fulfill local match requirements for necessary operations grants.

Oregon Department of Transportation



Section 5310 Subrecipient Application FY 2021-23

Enhanced Mobility of Seniors and Individuals with Disabilities

This application is a tool provided to Subrecipients who want to apply to their STF agencies for 5310 projects.

Transit Agency

Transit Agency Legal Name

Central Oregon Intergovernmental Council

Transit Agency DBA Name (Optional)

Cascades East Transit

Agency Mailing Address (Street or PO Box)

334 NE Hawthorne Avenue

Address Line 1

Bend

City

Oregon

State

97701

Zip Code

Agency Contact Name

Andrea Breault

Agency Contact Title

Interim Transportation Director

Agency Contact Email Address

abreault@coic.org

Agency Contact Telephone No.

(617) 599-7396

Employer Identification Number (EIN)

930620261

Urbanized Zone

Oregon

Are you applying to a 5310 Agency or 5310 Small Urban Agency?

5310

Lead (STF) Agency

Lead (STF) Agency Name

Crook County

For the agencies applying for small urban, make sure to select the small urban designation from the drop-down.

Lead (STF) Agency Contact Name

Jerry Brummer

Lead (STF) Agency Contact Title

County Court Member

Lead (STF) Agency Contact Email Address

jerry.brummer@co.crook.or.us

Lead (STF) Agency Contact Telephone No.

(541) 447-6555

This email address will receive the completed 5310 subrecipient application.

Select the type(s) of service that will be supported by this award. Select all that apply. See instructions for definitions.

- Open to the general public at all times
- Open only to seniors and individuals with disabilities
- Demand Response
- Open to the general public on a space-available basis
- Limited to defined clientele (e.g. residential home)
- Deviated Route

Are any FTA-funded buildings that your transit agency owns located in a flood zone?

[More information on floodplains](#)

- Yes
- No

Risk Assessment Information

Did your agency have any turnover of management or financial staff in the last two years?

- Yes
- No

Does your agency have an accounting system that allows you to completely and accurately track the receipt and disbursement of funds related to the award?

- Yes
- No

What type of accounting system does your agency use?

- Manual
- Automated
- Combined

Does your agency have a system in place that will account for 100 percent of each employee's time?

Yes

No

Did your staff members attend required trainings and meetings during prior grant award cycles?

Yes

No

Was your agency audited by the Federal government in the past two years?

Yes

No

Did your agency stay on budget in the past two years?

Yes

No

Transit Agency Projects

Transit Agency Project 1

Project Name

Cascades East Transit Vehicle Preventative Maintenance

Project Details

Project Selection

A. Purchased Service

B. Mobility Management

C. Vehicle Purchase

D. Capitalized Vehicle Preventive Maintenance

E. Equipment, Signs and Amenities, Shelters

F. Facilities: Bus Barns and Other Buildings

Select the project types that you wish to include in your application. Select all that apply.

D. Capitalized Vehicle Preventive Maintenance

1. Describe how this project coordinates with other services to provide services to seniors and individuals with disabilities:

Project Coordination Description

Central Oregon Intergovernmental Council (COIC) was designated a Council of Governments organized under ORS 190 in 1972 and operates the regional public transportation provider, Cascades East Transit (CET). This capital vehicle preventative maintenance project will support CET's Crook County fleet, specifically the vehicles COIC uses to support CET's Dial-A-Ride service in Prineville and the CET's Route 26 (Prineville - Redmond) regional Community Connector. These funds will support CET's continued compliance of the preventative maintenance plan and keep the Crook County fleet in a "state of good repair," as defined by the Oregon Department of Transportation. CET has delivered critical transportation services to Central Oregon since 2008--creating connections to healthcare, jobs, education, social services, basic goods shopping, and family and friends. CET provides vulnerable communities, especially older adults, those who experience disabilities, and economically disadvantaged populations, with reliable and safe transportation options to reach essential services and opportunities across Crook County and Central Oregon.

2. Is a Vehicle Preventive Maintenance Plan submitted with your application? A plan reflecting current fleet policies, fleet procedures, and vehicle and lift equipment manufacturer's recommended maintenance schedules is required.

Yes No

3. Number of vehicles included in this preventive maintenance project:

6

4. Project cost and match information:

Total Project Cost	Match Amount (Total Project Cost x	Grant Amount
13,679	10.27%) \$1,404.83	\$12,274.17

5. Describe the source of your local match funds in the field below (examples: funds from your budget, STF funds). If the matching funds are not available now, describe when they will be (examples: next fiscal year, month/year). Please be specific.

Local Match Details

Crook County Special Transportation Fund

6. On what page is project listed in the Adopted Coordinated Plan?

28

7. Date Coordinated Plan adopted:

11/2/2018

8. Is this project part of a group of activities or projects that are dependent on each other (for example, bus washing station dependant on facility)?

Yes No

If Yes, provide details of grouped service activities.

- City of Prineville Purchased Service 5310 grant
- COIC 5311 grant
- Crook County STF award (needed for the required local match)

Application Totals

Total Project Costs

\$13,679.00

Total Match Amount

\$1,404.83

Total Grant Amount

\$12,274.17

Submitting Your Application

- Click the "Save" button to save your work. A link to the application will appear that you can copy for future reference. Or, you can enter your email address to have the link emailed to you.
- Attach any supporting documents using the "Upload" button or by dragging documents from your computer to the "drag files here" area.
- Electronically sign your application by using the pen icon. Type your name in the "Printed Name" section.
- Submit your application by using the "Submit Application" button.
- IF YOU DO NOT RECEIVE AN EMAIL RESPONSE, PLEASE CONTACT US IMMEDIATELY AT 503-986-3300 OR ODOTPTDREPORTING@ODOT.STATE.OR.US.

Supporting Documents (Optional)

2018-11-06_central-or-coord-human services plan_final_signed.pdf

CET 2017 Vehicle Maintenance Plan.pdf

The person signing this form must have the legal authority to submit the application on behalf of the applicant.

By electronically signing and submitting this form, the agency representative certifies that the information on the application is true and accurate to the best of their knowledge.

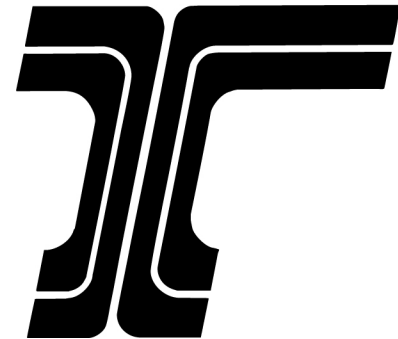
Signature



Printed Name

Drew Orr

Oregon Department of Transportation



Special Transportation Fund Subrecipient Application FY 2021-23

This application is a tool provided to Subrecipients who want to apply to their STF agencies for STF projects.

A. Applicant Information

Transit Agency

Transit Agency Name**Address**

Address Line 1

City

State

Zip Code

Application Contact Name**Application Contact Title****Application Contact Email Address****Application Contact Telephone No.**

Special Transportation Fund Agency

Special Transportation Fund Agency**STF Agency Contact Name****STF Agency Contact Title**

STF Agency Contact Email

jerry.brummer@co.crook.or.us

STF Agency Contact Telephone No.

(541) 447-6555

This email address will receive the completed STF subrecipient application.

B. Transit Agency and Project Descriptions

Project 1

Project Title

Cascades East Transit Public Transportation

Project Description

Central Oregon Intergovernmental Council (COIC) was designated a Council of Governments organized under ORS 190 in 1972 and operates the regional public transportation provider, Cascades East Transit (CET). CET provides regional Community Connector bus service and demand-response (Dial-A-Ride) service within the urban growth boundary of Prineville. CET's transportation services provide older adults, those who experience disabilities, and economically disadvantaged populations with access to essential medical services and clinics, employment opportunities, social services, basic goods shopping, education, and visits to family and friends. The continuation of CET's current service-levels is contingent upon awarded STF funding to fulfill local match requirements for operations grants.

CET's Route 26 (Prineville - Redmond) regional Community Connector provides 6 roundtrips on weekdays with connections to Madras, Bend, La Pine, and Sisters at the Redmond Transit Hub. The first Route 26 run arrives in Prineville at 6:32am and the last run departs Prineville at 6:30pm. In addition to stops in Prineville and Redmond, Route 26 also serves the Powell Butte community at the Powell Butte Church bus stop. All buses are wheelchair-equipped and all established bus stops are ADA-compliant.

The Prineville Dial-A-Ride service operates from 7:00am to 5:30pm on weekdays and is open to the general public. Dial-A-Ride provides first-and-last-mile connectivity to CET's regional bus service and serves as an important curb-to-curb, accessible option for those who experience mobility challenges.

Fares are determined according to CET's Service and Fare Policy. Currently, CET's fare structure is as follows: Local demand-response fares are \$1.25 per trip leg for older adults and those who experience disabilities; \$1.50 to all other riders. For those using the Route 26 (Prineville - Redmond) regional Community Connector, fares are \$3.00 per roundtrip for older adults and those who experience disabilities, \$3.75 to all other riders.

This funding request is for \$65,700 annually. With COIC estimating to provide 13,024 rides in Crook County during the 2021-2022 fiscal year, this equates to a cost of \$5.04 per ride.

Access to CET's transportation system makes it possible for older adults, those who experience disabilities, and economically disadvantaged populations to be active and enhance their quality of life, as well as reach essential services. The request funds in this application are critical to sustaining these services. If not funded, periods of service interruption may occur as major component overhauls are required. The reduction of transportation options would leave many of Crook County's most vulnerable populations without access to important services and opportunities in the community.

Total STF funds awarded to project

\$131,400.00

Project Type

Operating

Recipient Agency Name

Central Oregon Intergovernmental Council

Address

334 NE Hawthorne Ave

Address Line 1

Bend	Oregon	97701
City	State	Zip Code
Recipient Agency Contact Name		Recipient Agency Contact Title
Tammy Baney		Executive Director
Recipient Agency Contact Email Address		Recipient Agency Contact Telephone No.
contracts@coic.org		(541) 504-3306

Submitting Your Application

- Click the "Save" button to save your work. A link to the application will appear that you can copy for future reference. Or, you can enter your email address to have the link emailed to you.
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Signature



Printed Name

Drew Orr