



MINUTES OF MEETING

SPECIAL TRANSPORTATION FUND ADVISORY COMMITTEE

Approved 2/17/2017

DATE/TIME:	Tuesday, January 24, 2017, 3:00 pm	LOCATION:	Allen Room
DEPARTMENT OR GROUP:	Department of Administrative Services / Special Transportation Fund Advisory Committee (STFAC)		
ATTENDEES:	See attached roster.		

PURPOSE OF MEETING: Review applications to the Special Transportation Fund (STF) and Federal Transit Administration Section 5310 (5310) grant programs and formulate recommendations to be forwarded to the Deschutes County Board of County Commissioners for approval.

ITEMS DISCUSSED:

1. Introductions
2. Applicant Statements
3. Allocation Discussion and Recommendations
4. Next Steps

See attached agenda and grant applications submitted by Cascades East Transit (CET), Opportunity Foundation of Central Oregon (OFCO), and Abilitree for additional details.

ACTION(S) TAKEN BY COMMITTEE:

Section 5310 Small Urban Grant Program

Consensus: Fully fund the single eligible application submitted by CET in the amount of \$281,847 for the Bend Dial-a-Ride program.

Section 5310 Small Urban Area Grant Program		
Agency	2017-19 Request	2017-19 Recommendation
Cascades East Transit – Bend Dial-a-Ride Service	\$281,847	\$281,847
Total	\$281,847	\$281,847

Section 5310 Grant Program

- Discussion: Options considered by the STFAC included 1) reducing all requests by an equal percentage to conform to funding availability; 2) allocating funds based on annual number of riders within the service area; 3) allocating funds based on annual number of rides provided within the service area; and 4) prioritizing community connector routes above vehicle purchase and preventive maintenance. Final recommendation proposes a variation of #4 above with community connector routes fully funded, preventive maintenance requests funded at a reduced level, and vehicle request not funded (see attached matrix).
- Motion by Peter Russell: Move to approve recommendations as amended.
- Second by Tyler Deke.
- Aye Votes: Mike Lovely, Sue Page, Tyler Deke, and Peter Russell.
- Nay Votes: None.

Section 5310 Grant Program		
Agency	2017-19 Request	2017-19 Recommendation
City of Redmond – Public Transit Services	\$393,169	\$393,169
City of Sisters – Public Transit Services	57,665	57,665
Deschutes County – Public Transit Services in La Pine Community	87,371	87,371
Cascades East Transit – Bend Dial-a-Ride Service	66,453	66,453
Cascades East Transit – Fleet Preventive Maintenance	381,529	246,253
Abilitree – Vehicle Purchase and Fleet Preventive Maintenance	44,865	20,000
Total	\$1,031,052	\$870,911

Special Transportation Fund Grant Program

- Discussion: Options considered by the STFAC included 1) reducing all requests by an equal percentage to conform to funding availability; 2) allocating funds based on annual number of rides provided within Deschutes County only; 3) fully funding OFCO and Abilitree and funding CET at a reduced amount; 4) fully funding CET request only to maximize service availability and leveraging of funding. Final recommendation proposes funding CET request at approximately 85%, OFCO at 80%, and Abilitree at approximately 54% to reflect additional 5310 funding recommendation (see attached matrix).
- Motion by Peter Russell: Move to approve recommendations as amended.
- Second by Sue Page.
- Aye Votes: Mike Lovely, Tyler Deke, Sue Page, and Peter Russell.
- Nay Votes: None.

Agency	2017-19 Request	2017-19 Recommendation
Cascades East Transit*	\$829,350	\$701,548
Opportunity Foundation	100,000	80,000
Abilitree	80,000	43,802
Total	\$1,009,350	\$825,350

* Includes Bend Dial-a-Ride

FOLLOW-UP REQUIRED:

1. Staff will prepare summary of STFAC recommendations and forward it to the Deschutes County Board of Commissioners for approval during a business meeting scheduled at 10:00 a.m. on February 8, 2017.
2. Following Board approval, staff will prepare the County’s application for funds and submit it to the Oregon Department of Transportation as required.

REPORT COMPLETED/SUBMITTED BY: Judith Ure, Management Analyst

**Deschutes County Special Transportation Fund Advisory Committee Meeting
January 24, 2017**

Attendees

On site:

Sue Page, STFAC Chair

Tyler Deke, STFAC Member

Peter Russell, STFAC Member

Judith Ure, Deschutes County Department of Administrative Services

Karen Friend, Cascades East Transit

Seth, Johnson, Opportunity Foundation of Central Oregon

April O'Meara, Abilitree

Via telephone:

Mike Lovely, STFAC Member

**Deschutes County Special Transportation Advisory Committee Meeting
Deschutes County Services Building – C.E. Lyon Room
1300 NW Wall Street, Bend, Oregon
January 24, 2017**

Agenda

- 3:00 p.m. Introductions**
- Sign-In Sheet
 - Amount Available & Sources
 - Award History
- 3:15 p.m. Applicant Statements**
- Summary of Requests
 - Advance Questions
- 3:30 p.m. Special Transportation Fund Distribution Recommendation**
- 4:45 p.m. Next Steps**
- Board Approval (February 8, 2017)
 - County Application
 - Date of Award
 - Agreements
 - Future Funding