

**Statewide Transportation Improvement Fund (STIF) Advisory Committee  
Meeting Minutes**

Joseph Building Annex Conference Room  
Thursday, January 21, 2021

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**Present:** Mike Boquist  
Kane Lester  
Cheryl Jarvis-Smith  
Shelley Burgess  
Allison Moore

**Call to Order**

Shelley Burgess, Administrative Officer, opened the meeting with introductions.

All committee members present introduced themselves, Kane Lester is the newest Public Transit Manager in Union County.

**STIF Discretionary Application – FY 2021-23**

Shelley Burgess, Administrative Officer, presented the 2021-23 STIF Plan application to the advisory committee for their review.

Total grant amount is \$422,244, with a 10% match of \$46,916.

Mr. Boquist inquired about contributions from Baker and Wallowa counties for match assistance. Kane Lester relayed he would follow up on match assistance from the other two counties and report back.

**Mike Boquist made a motion to proceed with the recommendation to the Commissioners for approval of the STIF Plan Application submission. Cheryl Jarvis-Smith seconded.**

**Roll Call: Mike Boquist, yes. Cheryl Jarvis-Smith, yes. Kane Lester, yes.**

**STIF Plan Application**

Shelley Burgess, provided a brief summary of the STIF Plan for the record. Community Connection has completed the application and provided the request to Mrs. Burgess for the committee to review and approve. Focus groups were in place to focus on the needs in Union County, which played part in this application.

Mike Boquist inquired with Mr. Lester regarding Project 1; Qualified Entity Administrative Fee of \$10,000 per year. He asked if this was allocated for the purpose of a part time employee to cover staff costs related to STIF. Mrs. Burgess relayed that the QE Administrative Fee is paid to Union County for the administrative time.

Project 2 is Fare-Free for All Passengers, a continuation of a 2019-21 STIF Formula Funding project. STIF will continue subsidizing the fare cost for the Blue Line of the Fixed Route, Paratransit and Demand Response, which includes fare-free for students. Mr. Boquist believes that is a strong asset to Union County. Mr. Lester relayed that all routes will remain free.

Cheryl Jarvis-Smith inquired with Kane Lester about expanding the service area. Mr. Lester relayed that they are working on a plan to extend into Island City. Yellow route will take over blue route, that will give yellow route the ability to expand into Island City.

Mrs. Jarvis-Smith asked if the Greyhound Connection (Project 5) office was going to stop providing service with the minimal stops there are in Union County. Mr. Lester relayed that even though it is a difficult part of the project to deal with, it is the only stop between Stanfield and Idaho. The STIF Discretionary grant will help fund a program called iTransit that will connect every fixed route bus in the state of Oregon.

Project 6 is Vehicle Rehab to rehab and/or repair nine existing vehicles to meet client needs and the demand for services throughout Union County. This also meets the needs of the community without purchasing a new fleet.

In relation to Bus Shelter Installation & Signage projects (Project 7), Mr. Boquist would like CCNO to consider adding a shelter on south of Mulholland. A majority of riders live in that area off of 26<sup>th</sup> Street. There are two small trailer parks and a subdivision where his project was initiated through the 2019-21 STIF Formula Fund where four of the bus shelters were purchased, installation and purchasing of signage were postponed due to management turnover.

**Cheryl Jarvis-Smith made a motion to recommend the 2021-23 STIF Plan Application to the Commissioners. Mike Boquist seconded.**

**Roll Call: Mike Boquist; yes. Cheryl Jarvis-Smith; yes. Kane Lester; yes.**

#### **Adjournment**

Shelley Burgess adjourned the meeting at 4:20 pm.