

Statewide Transportation Improvement Fund (STIF)
Advisory Committee Meeting Minutes
Joseph Building Annex Conference Room
Monday, December 16, 2024

Present: Mike Boquist, City of La Grande, Committee member
Nora Croucher, Chair
Cheryl Jarvis-Smith, ODOT, Committee member
Ann Bushraka, Committee member
Brian Blais, CHD, Committee member
Kane Lester, CCNO, Committee member
Patrick Hemann, CCNO, Committee member
Shelley Burgess, Union County Administrative Officer
Allison Moore, Senior Department Specialist
Angie Jones, Region 5 Transit Coordinator

Call to Order

Nora Croucher, Chair, called the meeting to order at 2 pm.

Election of Chair

Mike Boquist re-nominated Nora Croucher as Chair. Cheryl Jarvis-Smith seconded. Motion carried.

Approval of Meeting Minutes

Mike Boquist made a motion to approve the minutes as presented. Kane Lester seconded. Motion carried.

Introductions

Committee members introduced themselves to the committee and welcomed the newest member Ann Bushraka.

STIF Plan Application Review

Shelley Burgess, Administrative Officer, presented a brief summary to the advisory committee regarding the 2025-27 STIF Plan along with the proposed projects for their input before recommendation to the Commissioners for their approval.

Administrative Officer Burgess summarized Project 1, which is a Qualified Entity Administrative fee up to \$15,000 each quarter that Union County charges for grant reporting services on behalf of Community Connection of Northeast Oregon. Total allocation of \$30,000. The county does not bill a quarterly set amount, grant logs are maintained for time spent on this particular project and invoiced when submitting reports in OPTIS.

Mike Boquist asked if the grant amount of \$974,658 in this request is for all of the projects. Administrative Officer Burgess indicated we are working with the estimates that we've received from Public Transit Division in August, which is the total amount they anticipate we will receive. Last time that we did this, we did approve projects for the funding amount, however, they encourage you to include 20 percent more in case the estimates came in a little higher. That 20 percent goes into a reserve. She believes we will have a little bit of carryover from the current biennium at the end because we earn interest and goes back into the fund.

Kane indicated that the total amount would be \$1,004,658. Adding the 20 percent reserve, brings the total to \$1,205,589. The funding will be used for various programs including medical transport and wellness programs. Kane also mentioned a new grant to fund an employee who will take on the Marketing for all of Region 5. The employee would be work out of the La Grande Community Connections office.

Administrative Officer Burgess indicated if we put it in Program Reserve like last biennium, we will be more careful with the wording.

Cheryl Jarvis-Smith asked if the position is temporary. Kane indicated that it is for now.

Cheryl Jarvis-Smith suggested a link be sent to each of the local jurisdictions in Union County and hopefully as they expand this it can go for all jurisdictions. Patrick will reach out to each of the cities and add a link to their page, bringing users directly to the CCNO transit page.

Cheryl Jarvis-Smith referred to the minutes of the last meeting when the committee discussed improving route mapping and schedule clarity. Patrick indicated that there is the Spot app that can be downloaded on your phone, which shows the bus in real time. He also mentioned that there are pamphlets at the bus stops, libraries, doctors' offices, etc.

Patrick also noted that Safeway Corporate no longer provides a bus stop at the left entrance of the store because they believed those waiting for the bus were causing a disturbance. After a little investigating, it was determined that it was not the passengers of the bus. However, the bus is still not allowed to pull in for pickups. Ann Bushraka noted that she contacted Safeway Corporate office to make a complaint, as she is an elderly person who utilizes the bus to go to the store.

The committee viewed the bus in real time on the Spot app.

Cheryl asked if there is a list of events that are held in Union County where the bus can be utilized for transportation, such as the fair and rodeos. Patrick indicated that there is an annual Ops plan which includes all of those events, and they have a special budget for community outreach. Which comes from the match of the Medicaid rides.

Kane Lester, Public Transit Manager, provided a staff report and briefly went over each project by the following:

- Project 2 – Administrative Fee for CCNO in the amount of \$30,000
- Project 3 – Match for Federal Grants in the amount of \$97,290
- Project 4 – Deviated Fixed Blue Route in the amount of \$329,368
- Project 5 – Rides to Wellness in the amount of \$180,000
- Project 6 – CatLink in the amount of \$90,000
- Project 7 – Vehicle Maintenance in the amount of \$50,000
- Project 8 – Greyhound Connection Office in the amount of \$28,000
- Project 9 – Demand Response in the amount of \$140,000

Anticipated STIF grant funds are in the amount of \$974,658.

Cheryl Jarvis Smith asked if Patrick will look into CatLink being available for students in the communities during the summer months. She also indicated it would be nice to see another ski bus to Anthony Lakes available for Union County residents.

Nora Croucher asked if there could be transportation services for the Special Olympics in Union County. Patrick indicated if it were a service provided, a contract would need to be drawn up.

Cheryl Jarvis Smith made a motion to approve the 2025-27 STIF Plan as presented. Mike Boquist seconded. Motion carried.

Adjournment

Nora Croucher adjourned the meeting at 3:15 pm.