The meeting was called to order by Chairperson Lorinda followed by introductions. A quorum was established.

There was a discussion about whether or not the community members from the previous STF meeting would have wanted to attend and provide STIF public comment. They were invited to attend both meetings and they stated that their concerns were with the possible STF funding reduction.

Next, Lorinda moved to have the committee review the agenda presented. There were no questions or concerns about the agenda and it was approved by consensus.

Next item on the agenda to discuss under old business was the STIF Formula Funding Application. Loni stated Malheur County withdrew the application, they had received feedback that the current Coordinated Plan did not really have information about fleet, security or include plans for expansion of the current bus barn to secure the public transportation fleet. The STF Advisory Committee priority is sustainability of current public transportation services. In anticipation of the fleet needing to expand to provide new transportation service the STIF Advisory Committee had approved and submitted to Malheur County to purchase the land adjoining the current bus barn with STIF Formula Funding. The purpose of purchasing the land now is to prepare for the infrastructure to expand public transportation. MCOA&CS will apply for SRT Malheur Express vehicle purchases as grant opportunities open up.

Loni shared that Frank Thomas, the Regional Manager with ODOT, provided an example of an application that were submitted and approved in the first wave of STIF funding. The example had multiple projects that were not listed in the current transportation plan and on the section where you submit the page that it is in the plan the application referenced that it would be part of the updated coordinated transit plan. Which was the first project in the STIF Formula application.
Loni shared that withdrawing the application in the first wave, did not hurt funding for Malheur County because the STIF Formula funding is still available and is part of the future application. The deadline to submit for the second wave is May 1st, 2019. Loni reiterated that we did not lose any funding, in fact we actually received notice that there is more money available than what ODOT originally anticipated. They estimate the STIF funding is $161,000 for the first funding year of 2019 and the next funding year of 2020 is $371,000 and following year 2021 is anticipated to be $424,000.

Loni shared that the STIF Advisory Committee has been asked to create a four year plan for the STIF funding based on the program purpose and eligible projects. They also discussed that these funding numbers are based on what ODOT anticipates to be 100% funded. ODOT has asked us to consider projects funded at a 133% of the anticipated figures because they expect that there will be more people working in Oregon and our funding is from those working in Malheur County. The funding is based on the employee pays .001 cents, ODOT collects that money and then the following year the Qualified Entity (QE) receives the funding based on the approved STIF plan.

There was a question if the funding was an entitlement. Loni stated that this STIF Formula funding is for new general public transportation service in Malheur County, “STIF moneys are primarily intended to fund the expansion or improvement of public transportation in Oregon and priority will be given to plans that improve or expand services.” The previously discussed funding figures are for Malheur County public transportation, and that the STIF application must be submitted by the QE.

Loni went on to state that only a Qualifying Entity will submit the STIF 4-year plan and that the STIF Advisory Committee develops the plan and projects and submits them to Malheur County. A Qualified Entity is, “a county in which no part of a Mass Transit District or Transportation District exists.” Malheur County as the QE reviews and approves the recommendation for funding as submitted by the STIF Advisory Committee. Malheur County (QE) is the public transportation provider through subcontracting with MCOA&CS to provide SRT Malheur Express.

The SRT Malheur Express public transportation staff met and is in process of developing a four year plan for expanding public transportation through creation of new systems and services with origins and destinations in Malheur County. The draft STIF plan to expand services that was created by MCOA&CS is attached. Loni and the committee reviewed the STIF Formula Funding service plan and discussed the process to submit to Malheur County as the QE.

Loni presented that the first item on the plan is a project to update the Coordinated Plan. The last time the plan was updated was in 2016. The four year plan establishing that the Coordinated Plan will be the first priority to be updated, this will allow MCOACS to move forward with other projects that are needed to expand public transportation as well. Once the Coordinated Plan is approved, then the projects listed within the plan include purchasing the land adjoining the current bus barn for expansion of the fleet. The committee discussed that much of the land surrounding the current bus barn is eligible for purchase. There is a number of individuals who plan to open marijuana dispensary locations in Ontario, and the land adjoining the bus barn that we are planning to purchase is an eligible location. The concern
is if the land is not purchased now, then we could miss out on property that is adjacent to the current bus barn.

Loni stated that the original funding toward the purchase of 30,019 sq.ft. of property adjoining the current bus barn is secured from the previously awarded ODOT 5339 Grant #32837 in the amount of $62,400. MCOA&CS and Mike Hanigan who is the property owner are in process of having a land purchase contract agreement drawn up by Yturri Rose Law firm. The total purchase price for the land adjoining the current bus barn is $150,000, Mike Hanigan is providing a cash donation of $20,000 and paying for fees associated with the sale of the land. The remaining balance needed to purchase the land is estimated at $70,000. There was a question if there were any concerns that the current property owner would sell the property right now, before we are awarded the grant funding. Loni responded by stating that there is a promise to complete the agreement, MCOACS and the current property owner have already met with Yturri Rose, a local lawyer, to draw up the contract agreement. At this moment, the property that the bus barn currently resides on is city land, however the property that is going to be purchased is the county. The current property owner is going through the process of having the property transferred to city and that will take until February.

There was a suggestion that within the 4-year STIF plan to offer more detail about expanding the bus barn to include a bus and vehicle washing station and light maintenance garage. The STIF Advisory Committee asked for more detail on the specific plans for the bus barn expansion. The plan will eventually include an engineer with blueprints when there is funding available. They will be included in the next meeting packet.

This led to a general discussion about how other agencies in the area secure their company vehicles if they do or do not have a secured gated system and if there are any issues with vandalism. Lorinda stated that the County’s cars are not locked up, however the cars at all times, have to be parked at a public place such as Justice Court or City Hall, it cannot be parked at employee homes. There was also a statement that regarding the DHS vehicles is that not often does anything happens such as damages to the company vehicles with them being out in the open. On occasion they do get broken into, if there is electronics left in a visible location, however it is unlikely that anyone actually steals anything.

During the discussion on the location of the property in question of purchasing. Jane suggested that a visual be brought to the next STIF meeting in order to easily show all who attend that property lines. That way everyone gets the full concept of what the expectations are of the property. Alan Daniels created a visual that was used at the PTAC meeting, that visual will be provided prior to the next meeting.

Loni moved the discussion back to the proposed Four Year plan, requesting that the committee thoroughly reviews the plan to give feedback if they approve or if there are any changes. Loni stated that of course when the final draft is written more details will be added such as the purchase price of the land and the fees included. Jane requested the plan include an estimated price dollar amount for the expansion.

The first steps of the four year plan is to revise the Coordinated Plan, purchase the property for the bus barn, and then add the additional routes. MCOA&CS is hoping that when the Coordinated Plan is updated that there is lots of public input in the new service planning process.
This way we can establish with the community and local businesses as well as the other areas where the need is. This is to create routes that would have stops in the high need area for employment, schooling, and low income persons. Ed Susman stated he is attending to share his knowledge about the workforce. Adam Brown has shared a work study report that documents the majority of the employees that are employed here in Ontario reside out of the City. The plan for routes is to create stops and times that would be the most helpful for those in the workforce, and in low-income communities.

Loni shared we are to add routes for students that include the current service to the Treasure Valley Community College. SRT Malheur Express is working on a way to provide free transportation for those who are a student between the grade levels of 9-12. The purpose of this is to allow those students access to and from the college with the intent to increase accessibility of furthering higher education.

There were no other questions concerning the four year plan at the moment.

Next Loni requested from the committee that the meetings be monthly rather than quarterly during this grant process to meet the May 1st deadline. These monthly meetings would be for the STIF Advisory Committee meeting only, not the STF.

It was decided that the committee could meet on the fourth Thursday of each month at 1:30 p.m.

The committee moved on to the membership application of Adam Brown, City of Ontario Manager. Jane made a motion to accept the application submitted by Adam to the Statewide Transportation Improvement Fund Advisory Committee, Brittany second the motion. All were in favor, motion passed unanimously. Committee moved on to the next agenda item.

Loni presented the Discretionary Grant Application. Loni stated that Frank Thomas, the Regional ODOT Manager assisted with the development of the grant application. MCOA&CS had no knowledge of the STF money being reduced until Frank notified us that it was a reduction in the proposed Governor’s budget. Frank told us that the money from the STIF Discretionary Grant might help to reduce the impact of the STF funding reduction. MCOACS requested that Malheur County submit the grant application to purchase additional vehicles for SRT Malheur Express. Loni wrote the grant and Malheur County approved and submitted it by the deadline.

Loni referred to the vehicle roster, as did the other committee members as a visual to show that the majority of the public transportation vehicles are past their useful lives and need to be replaced. There are two vehicles that have been pulled from service due to the cost of repairs needed and the high mileage of the vehicle. At the bottom of the attachment, it describes the request for vehicle purchases that would replace the out of service vehicles. See attachment.

Loni stated that the vehicles that are pulled from service are able to be sold, however they are only able to be posted through the Surplus website. We cannot sell to local community members unless they are registered on the Surplus website.

Loni stated that the request for vehicle purchases states that the grant total is $307,899.00. For match, there will be STF money of $24,211.00 and MCOACS will have a match of $10,000 of contract income. Our rate is less because of the rural rate. Loni did state that the grant was
written to be scalable, that if MCOAS was approved for only one vehicle, that would be great, however we did request four replacement vehicles to begin with.

There was a question of when the funding would be received and when would MCOACS complete the vehicle purchase if awarded the STIF Discretionary Grant. April explained the process of the grant, stating that they are redoing the ODOT price agreement, but once that is handled then MCOACS will contract with an individual to complete the vehicle procurement, this part of the process will move quickly. Following that, the building of the vehicle will take 8-10 months, which will be the longest part of the whole process. With that being said, we hope to receive the vehicles in 2020. The vehicles that have been requested are equipped with cameras, USB ports, and bike rakes on the two buses.

There was a discussion on how contracting with this individual to complete the price agreements for the procurements will benefit MCOA&CS because they understand the process in its entirety and how to determine which vehicle would be best suited for the service it is being purchased for.

There was a question by Jane if the revenue received from those who do advertisements on the wraps of our vehicles is included in the amount for MCOA&CS to use as match. Loni responded by stating that the money received from advertisements is placed into operations.

There was also a question by Adam if MCOA&CS is able to purchase vehicles on the state procurement site similar to what the City of Ontario does for their agency vehicles. April stated that we are required to complete the ODOT price agreement and go through that process to confirm that the Federal funding requirements are met.

Loni did state that the MCOA&CS Executive Board did approve the purchase of a non-ADA vehicle with money from our savings. This process did not have to go through the ODOT price agreement, but only because the funding was through MCOA&CS and not federally funded and it is owned by MCOA&CS and not by ODOT.

Jane asked a questions regarding the STIF Meeting Agenda. She requested a revision on the agenda to change Department of Human Service to “Coordinated Plan. The correction has been made to the agenda.

Jane thanked Loni and the other staff for all the data and information that was provided at this meeting.

Susan had a question about what was the original reasoning for the selling the lot that we now planning to buy back? Loni stated that she did not know that original cause to sell the lot, Loni was not with the agency at that point.

Jane made a motion to adjourn the STIF meeting, Laurie seconded the motion. All were in favor, meeting adjourned.