Statewide Transportation Improvement Fund (STIF)
Advisory Committee Meeting
Umatilla County Courthouse
September 10, 2018, 1:00 pm

MEETING MINUTES

The STIF Advisory Committee (AC) Meeting began at 1:05 pm. AC members in attendance were: Linda Carter, Esmeralda Horn, Teresa Dutcher, Jose Garcia, JD Tovey, and Doug Primmer. Seth Whitmer was absent. County staff in attendance were: Bob Waldher, Doug Olsen, and Robert Pahl. Independent Contractor, Susan Bower, was also in attendance.

Mr. Waldher started the meeting with introductions.

Ms. Carter made a motion nominating Teresa Dutcher to serve as AC Chair and JD Tovey as Vice Chair. Seconded by Ms. Horn. Approved 5-0 (Mr. Primmer was not yet in attendance). Chair Dutcher assumed control of the meeting.

AC discussed the bylaws that were adopted by the Board of Commissioners (Board) on August 22, 2018. County staff noted that any proposed amendments to the bylaws would need to be approved by the Board.

One definition that needs to be defined by the Qualifying Entity (QE) is “high percentage of low-income households.” Mr. Waldher presented the example definition that was shared by Oregon Department of Transportation (ODOT). The ODOT example is as follows: An area is determined to have a high percentage of low-income households when its proportion of population with income at or below 200% of the Federal Poverty Level that is greater than the State of Oregon’s as a whole. The AC discussed State vs. Federal guidelines. Mr. Tovey noted that the average in Eastern Oregon can appear “skewed” because census tracts in this area are so large. The AC noted that they would like to see a visual example of the census tracts in the County. Mr. Waldher will provide census maps at the next meeting and will contact other QE’s in Oregon to request additional definition examples.

Mr. Primmer and Mrs. Bower arrived at the meeting.

Mr. Waldher introduced Susan Bower, owner of Eastern Oregon Business Source (EOBS). Umatilla County will be contracting with EOBS, who will provide a STIF coordinator for Umatilla County to help with activities including the following: STIF plan development, project management and solicitation, coordination of AC, and state-required audits. Ms. Bower noted that she will be advertising a job announcement immediately after Pendleton
Round-up. AC members noted that while transit experience would be a plus, the ideal candidate should have project management, board governance, and grant writing experience, or a combination thereof.

Following the STIF Coordinator discussion, the AC discussed project selection and funding. Mr. Tovey suggested some language in the bylaws that would keep a “reserve” amount of STIF Funds available, rather than committing all of the funds each year. Mr. Olsen suggested that it could possibly be a policy of the AC.

The AC discussed schedule and whether or not Umatilla County could be ready for the first opportunity to submit STIF plans (November 1st), or if they should wait for the 2nd opportunity in May. The general consensus was that Public Transportation Service Providers (PTSP’s) have known about the STIF funds for quite some time and are anxious to begin funding their projects. The group noted that the it will be difficult to meet the November 1st deadline with the way the current bylaws are written, requiring 10 days public notice before a meeting. Therefore, Ms. Carter made a motion to amend the bylaws to require public notice be published no less than what is required in Oregon Revised Statute (ORS 192.640). ORS 192.640 (1) reads as follows: The governing body of a public body shall provide for and give public notice, reasonably calculated to give actual notice to interested persons including news media which have requested notice, of the time and place for holding regular meetings. The notice shall also include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of a governing body to consider additional subjects. Motion was seconded by Mr. Garcia and approved 6-0. Mr. Waldher agreed to present the amendment request at the next Board meeting, likely scheduled for September 19, 2018.

The group discussed dates for upcoming AC meetings. The next two meetings of the AC will be September 24, 2018 and October 1, 2018. Meetings will begin at 2:30 pm and will be held in Room 114 at the Umatilla County Courthouse in Pendleton. The group noted that a central location such as Pendleton would be easiest for most AC members. Mr. Waldher agreed to provide adequate public notice for the meetings.

Discussion ensued regarding solicitation of projects for the STIF plan. Mr. Tovey made a motion for the County to initiate the process for accepting STIF projects. The motion was seconded by Mr. Primmer and approved 6-0. Mr. Waldher agreed to work with County Counsel on the call for projects and will make sure it is distributed to all PTSP’s and cities.

Meeting adjourned at 3:10 pm.