



AUGUST 19 REGIONAL PUBLIC TRANSPORTATION ADVISORY COMMITTEE (RPTAC) AND PROJECT STEERING COMMITTEE MEETING (PSC) AGENDA

AUGUST 19, 2020: 1:30 – 3:30 PM

ZOOM MEETING: [HTTPS://US02WEB.ZOOM.US/J/81208965951](https://us02web.zoom.us/j/81208965951)

PHONE OPTION: 1-253-215-8782 MEETING ID: 81208965951#

AGENDA

MEETING PACKET

<http://cettransitplan.com/websites/56/pages/328>

MEETING PURPOSE

- ▶ Introductions
- ▶ Receive public comments
- ▶ Discuss amended RPTAC bylaws
- ▶ Provide an overview of the Public Engagement Summary
- ▶ Update PSC members on TMP comments received and updates to the Final Plan
- ▶ RPTAC members vote to recommend the plan's adoption by the COIC Board
- ▶ Discuss Chair and Vice Chair nomination process

DESIRED OUTCOMES

- ▶ Comments from RPTAC/PSC on the Final Transit Master Plan document
 - ▶ Confirmation of outreach and engagement activities during the planning process
 - ▶ RPTAC members vote to advance the plan to the COIC Board for proposed adoption
 - ▶ Develop a fair and equitable process for nominating and confirming Chair and Vice Chair officer positions
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| TIME | SUBJECT | LEAD PRESENTER | GUIDANCE REQUESTED |
|------|--|--------------------------|---|
| 1:30 | Welcome and Introductions | Richard Ross, Chair | |
| 1:40 | Approval of agenda and July 15 meeting minutes and bylaws overview | Richard Ross | Committee approval of agenda |
| 1:50 | Public Comment | Richard Ross | 2 minutes allowed per person attending |
| 2:15 | Overview of Public Engagement Summary | Derek Hofbauer, COIC/CET | Understanding of COIC/CET efforts to engage community members during the planning process |
| 2:30 | Final Transit Master Plan Overview | Andrea Breault, COIC/CET | Confirm understanding of public input and changes made in the final version |
| 2:50 | RPTAC vote to recommend plan adoption by the COIC Board | Richard Ross | Voting will be conducted among appointed RPTAC members only |
| 3:00 | Chair and Vice Chair Nomination Process | Derek Hofbauer | RPTAC members will weigh in on a nomination and voting process |
| 3:20 | Fall meeting schedule | Derek Hofbauer | |
| 3:30 | Adjourn | | |



Wednesday, July 15
1:30 pm to 3:30 pm
Virtual Meeting
MEETING MINUTES



Meeting Attendees:

Annie Marland – Age Friendly Sisters
Richard Ross – RPTAC Chair
Tyler Deke – Bend MPO
Kim Curley – Commute Options
Gavin Leslie – CTAC
Casey Bergh – OSU-Cascades
Theresa Conley – ODOT
John Baldwin – Housing Works
Brooke Eldrige – Abilitree
Jordan Ohlde – RPTAC
Robert Bryant – RPTAC
Cora Ives – Better Together Central Oregon
Zach Bass – Redmond Airport
Denise LaBuda – Council on Aging
Erin Foote-Morgan – Hubbell Communications
Brian Potwin – Commute Options
Deborah McMahon – City of Redmond
Nicholas Snead – City of Madras

COIC/CET Staff:

Derek Hofbauer
Andrea Breault
Ashley Hooper
Rachel Zakem

Welcome and Introductions – Derek Hofbauer, CET/COIC

- Attendees made virtual introductions to the group.
- Comments for the draft Transit Master Plan must be submitted by July 26 through the project website or by emailing Andrea Breault at abreault@coic.org. The public comment period for the draft Transit Master Plan was announced via a press release, notices at Hawthorne Station and the Redmond Transit Hub, a newsletter sent to over 700 riders, partners, and stakeholders, and website and social media posts on both CET and COIC platforms. The July 15 and August 19 RPTAC and Project Steering Committee (PSC) public meetings were also publically announced using the above communications platforms.

Approval of agenda – Derek Hofbauer, CET/COIC

- The agenda was approved by the committee.

Public Comment

- Public comments were encouraged throughout the meeting and during the presentation either by participants unmuting their microphones and speaking, or by using the Zoom chat feature. Comments from the chat box and from participants speaking are captured throughout these meeting minutes.

Review and Approval of March 11 Meeting Minutes – Derek Hofbauer, CET/COIC

- Chair Ross asked the committee to review and approve the March 11 meeting minutes. Minutes were unanimously approved by the committee.

CET Service and COVID-19 Updates – Derek Hofbauer, CET/COIC

- Transit is considered an essential service and CET has continued to operate throughout COVID-19 to ensure that transit riders can reach critical destinations, such as medical appointments, pharmacies, work, and grocery stores. Ridership dropped significantly during mid-March but has been steadily increasing since June as businesses re-opened and people started commuting to work again. CET implemented the following service changes due to low ridership:
 - Community Connector and Bend Fixed-Route services were reduced to less frequent Saturday Schedules in April and May. Starting June 1, weekday services resumed their regular, more frequent schedules to accommodate for increased ridership.
 - Saturday Bend Fixed-Route and Community Connector services remain suspended with the exception of Route 31 (La Pine to Sunriver) that runs seven days per week this summer from June 1 through September 7.
 - Saturday and Sunday Bend Dial-A-Ride services remain suspended.
- To comply with Oregon Health Authority guidelines for transit agencies, CET is implementing the following safety protocols in response to COVID-19.
 - High-touch surfaces in vehicles and at facilities are disinfected multiple times per day
 - Buses are pulled out of service and disinfected with a hydrogen peroxide-based solution
 - Hand sanitizer is provided in all buses and transit stations
 - Drivers and passengers are required to wear face coverings
 - Seats are sectioned off in vehicles to allow three feet of distance between passengers and six feet of distance between passengers and drivers.
 - Maximum occupancy signage and OHA public safety posters are posted on each vehicle
 - Rear-door boardings are provided on low-floor buses in Bend
 - Fare collection is temporarily suspended to avoid the exchange of money and reduce interactions between passengers and drivers
 - Hawthorne station is open for bathroom use only; intercity provider ticket sales must be purchased online
- Mr. Potwin asked if CET would remain fareless as a long-term solution.
 - Mr. Hofbauer responded that CET will remain fareless at least through the end of this calendar year.
- Mr. Ohlde asked when CET plans to provide Saturday service again.
 - Ms. Breault responded that once we have entered Phase 3 of the re-opening, CET will likely move forward with providing service for trips that are more discretionary in nature.
- Mr. Ohlde asked why Route 31 is only planned to operate during the summer.

- Mr. Hofbauer responded that Route 31 is a pilot project with the goal of providing La Pine residents with transit access to summer jobs available in Sunriver during to the tourist season.
- Ms. Breault added that this is a transit project funded through the STIF payroll tax.
- Mr. Ohlde mentioned that he would like to use this route to provide more visibility for those who experience disabilities that utilize the transportation system.
- Ms. Marland asked if the mid-day service for Sisters was put on hold because of COVID-19.
 - Ms. Breault mentioned that CET must purchase a bus to increase the frequency of that route and the plan is to roll out this service in 2021 after the bus is received.
- Ms. Ives asked how this program will be evaluated.
 - Mr. Hofbauer responded that CET is partnering with employers and community partners to promote the service and determine a survey strategy, but it has been difficult engage riders due to low ridership.

Project Status and Schedule – Andrea Breault, CET/COIC

- Ms. Breault explained that the Transit Master Plan (TMP) update is 90% complete with the goal of formal adoption by the COIC Board of Directors in September.

Draft TMP – Andrea Breault, CET/COIC

- The draft plan includes chapters focused on baseline conditions, current and future transit needs, a service alternatives analysis, financial assessment, service and capital plans, and implementation. The Service Plan provides an overview of plan time frames, funding/cost assumptions, and possible future services. The Capital Plan provides a framework for the capital investment needed to support these services.
- The budget includes the following funding types: FTA, ODOT, contract revenue, local general funds, farebox, and one-time revenue opportunities through grants and advertising. The Service Plan phases and funding assumptions are calculated based on the following timeframes: Existing 0-1 Years (FY 2019, includes initial implementation of STIF), Near-term: 1-2 Years (FY 2020-2021, includes STIF), Short-term: 3-5 Years (FY 2022-23 and FY 2023-24, includes STIF), Mid-Term: 6-10 Years (Potential sources in addition to STIF), Long-Term: 11-20 Years (unconstrained financially).
- There are several additional funding sources that CET could pursue, such as a property tax, employer-based payroll tax, or transit utility fee.
- CET staff met with local jurisdictions to discuss code policies for more consistent language across the region to ensure transportation is taken into considered for future development. These recommendations are captured in the community “pull out” sections in the TMP.
- RTPAC/PSC last viewed the draft service (for the next 20 years) and capital (infrastructure needed for implementation) plans during this past winter.
- An executive summary document will be provided soon to share with partners because the overall document is long and technical.
- The Service Alternatives Analysis outlines service types for each jurisdiction (if the service type currently exists or will be provided in the future, as well as the capacity of the jurisdiction to have the service type). Medical shopper services are highlighted in the plan as an option to provide needed transit service in smaller, rural communities.
- Ms. McMahon asked if the service types chart (6.1) illustrates the services currently being explore.

- Ms. Breault responded that this chart does not provide that level of detail, but does reference fixed-route service in Redmond as a future service type.
- The Financial Assessment determines if funding is secured or if partial/additional funding sources are needed. There are some projects that are considered financially constrained, but with additional funding we can explore these projects. Funding is received through local, state, and federal sources. CET is currently receiving the first cycle of funding through the Statewide Transportation Improvement Fund (STIF). This funding source is based on a payroll, which will be impacted by the current economic downturn.
- Ms. Foote-Morgan asked: “With regard to Hawthorne Station and Mobility Hubs, is there an effort to reduce the service at Hawthorne Station?”
 - Ms. Breault responded that the plan focuses on moving away from a hub-and-spoke model and toward a system based on mobility hubs. The Hawthorne Station building was paid for by a grant that allows CET to remain through the useful life of the building until 2031. Currently, CET is working with the Bend MPO to apply for a Transportation and Growth Management (TGM) grant for a Mobility Hub Feasibility study that, if awarded, would provide guidance and recommendations for how mobility hubs are implemented and managed.
- Chair Ross asked the committee if the group would support the Mobility Hub Feasibility Study by providing a letter of support for the TGM grant application.
 - The committee unanimously approved supporting the TGM grant application.
- While mobility hubs are important for the future transit system in Bend, smaller communities are also adopting this model. For example, a future transit hub is being built in La Pine.
- In March, CET expanded Dial-A-Ride service hours. There is a demand for longer hours and more coverage, but additional funding is needed for to support this expansion. Traveling to rural areas can reduce the cost effectiveness of the service, but CET is exploring other funding options to support this wider geographic coverage.
- There are currently 45-minute headways for the Bend fixed-route system, but this frequency does not attract choice riders. By 2021, a STIF project will support 15/20-minute headways on major N-S and E-W corridors.
- Ms. Foote-Morgan commented that “As a member of the Bend Technical Advisory Committee, I feel we have not addressed a critical question with this plan. It looks like we are relying on Hawthorne Station to absorb all the increase in service we are planning until transit hubs and mobility hubs are built. This plan doesn't state a time for the construction of secondary transit hubs, and says that mobility hubs won't be built until between 2030 and 2040. Is this acceptable to this CET and to this committee? Has an analysis been done to confirm that Hawthorne can manage the much greater load we are planning for it in the coming years? Quick note on this one, this states that locations will be "identified" but not “built...”
 - Ms. Breault responded that CET/COIC does not have currently have the funding to purchase property, but we are looking at routes and other possible stops that bypass Hawthorne Station to help decrease traffic and congestion at Hawthorne Station. Ms. Breault added that CET is exploring a future transit center location in the Korpine area of Bend. Additionally, possible mobility hub locations include St. Charles Hospital, OSU-Cascades, Cascades Village Mall, and near the Walmart.
- Mr. Snead asked if CET is set up to receive development notices from smaller municipalities.
 - Ms. Breault responded that she is on a listserv for most cities for permit applications and receives an alert during the design phase of a project. After she receives this notice,

she has a certain number of days to respond regarding transit infrastructure components of projects.

- Mr. Bryant asked if CET has included language regarding school districts in the plan.
 - Ms. Breault responded there is a specific reference to Redmond Proficiency Academy, which is a regional school with many students that utilize public transportation and CET is working more collaboratively with school districts.
- Ms. Marland asked if there are plans for more direct service from Sisters to St. Charles.
 - Ms. Breault responded that the goal is to minimize the number of transfers to get people to major destinations, like St. Charles. An option is to add a stop on a regional route at common destinations needed by community members.

COIC and Local Agency Implementation Plans – Andrea Breault, CET/COIC

- Ms. Breault shared the two policy and code amendment recommendations for local agency implementation plans:
 - Transit-supportive policy statements to support and help implement the CET TMP.
 - Code amendments to ensure new development is transit and pedestrian supportive.

Next Steps – Andrea Breault and Derek Hofbauer, CET/COIC

- The next meeting is Wednesday, August 19 from 1:30 – 3:30pm. A quorum of at least nine committee members is required to vote to recommend the Transit Master Plan’s adoption to the COIC board.
- The bylaws are being updated to include language regarding committee alternates. Additionally, a process for nominating a new Chair and Vice Chair will be determined during the August 19 meeting.
- The September COIC board meeting is Thursday, September 3 from 5:30 – 7:00pm. For more information, visit the [COIC website](#).

Adjourn

**Regional Public Transportation Committee
Advisory Committee Bylaws
Final Amended Version 8.6.20**

NAME

This committee, established by the COIC Board (Board) shall be known as the Regional Public Transportation Advisory Committee.

PURPOSE

Committee members are appointed by the Board to review, advise, and assist the transportation program in its efforts:

- To help identify the transportation needs of Central Oregon residents.
- To help educate the communities on the value and offerings of public transportation.
- To serve as a forum where citizens can provide comments about service expansions, reductions, or alterations.
- To meet with concerned citizens regarding unresolved issues.
- To advocate for new and expanded services.
- To review future plans for services.
- To consider and make a recommendation on transit issues presented to the committee.
- To consider and make a recommendation on policy issues presented to the committee.
- To serve as the forum for a rider to appeal a loss of a ridership privilege and to make a recommendation regarding determination.

CONSTITUENCY OF THE COMMITTEE

To qualify to serve on the Regional Public Transportation Advisory Committee, an individual must fill out an application, reside within Central Oregon, and represent one of the following communities: Bend, Redmond/Terrebonne, La Pine/Sunriver, Sisters, Warm Springs, Culver/Metolius, Madras, and Prineville/Powell Butte. An applicant should be knowledgeable about public transportation, and be interested in the growth of public transportation.

Representation is met by living or working in one of the above communities and surrounding rural areas. Additionally, a new member should fit into one of the following categories:

1. User of transportation services who is a senior or has a disability;
2. Non-profit provider of transportation to persons who are seniors or have a disability;
3. A representative of human services agency;
4. A representative of the business community;
5. A representative of underserved communities
6. A representative of an educational institution; or,
7. A representative of the community at large.

The Transportation Director or their designee will serve as the committee liaison to the Board, however, they shall have no voting ability.

APPOINTMENT AND TENURE OF COMMITTEE MEMBERSHIP

Nominations and applications for appointment can be submitted at the COIC Administrative Office or via online forms. The Board selects committee members for appointment. The committee shall consist of at least thirteen members, with five members representing Bend, two members representing Redmond, and one member representing each of the following areas: La Pine/Sunriver, Sisters, Prineville/Powell Butte, Madras, Culver/Metolius, and Warm Springs.

The term of service for committee members shall be for two (2) years. Initial terms for (1/2) one half of the appointees will be for (3) three years. While re-appointment to the Committee is permissible, no person shall serve more than three (3) consecutive, two-year terms.

Alternates will be appointed by the Board to ensure robust participation and maintain meeting quorums. Alternates are expected to read packet materials and attend meetings. Alternates do not have voting rights; however, they will be considered a voting member and allowed to vote during the following circumstances:

- When taking the place of a committee member who cannot participate in any scheduled meeting or vacates their position.
- During instances where there is less than the full membership required for a quorum at any scheduled meeting, any alternate that is present can step into a voting role. If more than one alternate is present, whomever has the oldest appointment date will participate in the voting process.

Membership terms shall expire on June 30 of the second year.

A vacancy on the Committee may occur by resignation, relocation, or by the declaration of a vacancy by the Board. Any vacancy shall be filled in a manner consistent with the aforementioned nomination and appointment procedures. The appointee's term for service shall be the length of the unexpired term.

CONDUCT OF MEETINGS

The Committee shall meet on the third Wednesday of every other month unless the Committee agrees otherwise. Meetings may be cancelled if there are no relevant topics or information to discuss. The Transportation Director, or their designee, may call special meetings with reasonable notice.

Each member of the Committee shall be entitled to one vote on each recommendation presented at any regular meeting at which the member is present.

The meeting of the Committee shall be open to the public, pursuant to Oregon's Open Meeting Law; participation at meetings shall be permitted upon recognition by the Chair.

Fifty-one percent of the membership of the Committee shall constitute a quorum.

Roberts' Rules of Order, revised (current edition), shall be the parliamentary authority for all matters of procedure not specifically covered herein.

COIC staff will serve as the Recording Secretary for the Committee.

Remote/virtual participation and voting is acceptable.

OFFICERS AND DUTIES

The officers of the Committee shall be the Chairperson and Vice Chairperson, elected by the Committee. The Chair and Vice Chair will serve two (2)-year terms and each officer shall serve no more than two (2) consecutive terms. The Committee will determine the nomination and election process and time frame, as well as additional officer roles and responsibilities.

The Chair shall preside at all meetings of the Committee and serve as the Committee's liaison to the Transportation Director. The Chair or Vice Chair should report updates to the COIC Board on a quarterly basis. The Vice Chair shall perform all duties for the Chair in Chair's absence.

TERMINATION OF MEMBERSHIP

A member may resign by written notice to the Committee or Board.

A member who fails to attend two (2) consecutive meetings without designating an alternate to serve in their place, may be asked by majority vote of the Committee for resignation.

Automatic resignation from the Committee occurs when a member moves out of Central Oregon or fails to represent their assigned community on the Committee.

AMENDMENT OF BYLAWS

Any amendments to these Bylaws are at the discretion of the Board. The Committee may propose amendments that have been approved by the Committee by majority vote of no less than fifty-one percent, with no less than seven (7) days' notice to all Committee members, in writing, of the proposed changes to these Bylaws.

All such amendments shall become effective upon approval by the Board.