AGENDA ITEM FOR ADMINISTRATIVE MEETING ( ) Discussion only
(X) Action

FROM (DEPT/ DIVISION): Planning Department

SUBJECT: Statewide Transportation Improvement Fund (STIF) Coordination Services

DESCRIPTION: The Statewide Transportation Improvement Fund (STIF) Transit Coordination would be a contracted professional service paid for under a professional services contract between Umatilla County and Eastern Oregon Business Source. The deliverables involve duties required to administer the County's STIF program. Eastern Oregon Business Source will hire and manage the STIF Coordinator and will be responsible for preparing and implementing the STIF Transit Plan for Umatilla County. The contractor will assist STIF sub-recipients in project requests, coordinator follow-up, develop the County STIF Plan, conduct monitoring and reporting on awarded projects, and will serve as staff support in the recruiting, training, and reporting of the STIF Advisory Committee. Susan Bower, who will serve as Project Manager, is the owner of Eastern Oregon Business Source for the remaining 2019 fiscal year. Funding for the contract will be requested from the STIF.	Requested Action: Board approval is requested for the County to contract with Eastern Oregon Business Source for STIF Transit Coordination Services

ATTACHMENTS:

Date: ( ) Submitted By: Robert Waldher, Director

**********For Internal Use Only**********

Checkoffs:

( ) Dept. Head (copy)
( ) Human Resources (copy)
( ) Fiscal
( ) Legal (copy)
( ) (Other - List:)

To be notified of Meeting:

Needed at Meeting:

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Scheduled for meeting on: September 5, 2018

Action taken:

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Follow-up: