

BOARD OF COMMISSIONERS
Administrative Meeting
October 25, 2018
10:00 a.m., Room 114, Umatilla County Courthouse
Pendleton, Oregon

Commissioners Present: Chair George Murdock Vice-Chair Bill Elfering and Commissioner Larry Givens

County Counsel: Doug Olsen

Members and Guests Present: Teresa Dutcher, STIF Committee Chair; Robert Pahl, County Chief Finance Officer; Jennifer Blake, County Human Resources Director; Bob Waldher, County Planning Director; Karie Walchli, County Tourism; Gail Nelson, County Economic Development & Tourism Coordinator; Linda Carter, Pendleton Finance Director and STIF Committee

CALL TO ORDER

Chair Murdock called the meeting to order at 10:00 a.m. He reminded those present it is a public meeting. It is being audio recorded and minutes are being taken. Comments will be made part of the record.

Additions to Agenda. None.

Business Agenda.

1. STIF Plan Recommendation. Bob Waldher, County Planning Director, presented. This is for the application for STIF formula funds for 2019-2021. If the Board recommends approval, the STIF plan will be presented to the Highway Commission, which deadline is 11/1/18. Mr. Waldher gave a reminder of the purpose: funds may be used for public transportation purposes and he provided allowable activities for services. As a Qualified Entity under the statute, Umatilla County was tasked with forming an advisory committee. Over the last 2 months, the committee has met 5 times and final recommendation was decided on 10/22. There is a transit webpage that includes all of the information of the program and the committee official minutes.

In the hand-out distributed, Mr. Waldher presented a summary of funds and timeline over 3 year period and provided highlights. By 2021, the state is expecting to receive over \$1 million in transit funds. He also touched on sub-allocation by the county as set out in the state law – distribution of funds should align closely with funds to be received through payroll taxes and where they are generated in the county area. For Umatilla County 30% is generated in unincorporated area of county, and roughly 40% is generated in the west part of the county.

He noted projects were submitted (and outlined by summary) for 2019, 2020 and 2021. He went through each project/fund request. 1.) “Transit Coordinator” App: Umatilla County. 2.) Kayak Public Transit for “Hermiston-Boardman Connector”. 3.) City of Hermiston “West-End Workforce Demand Ride Cooperative (3 diff apps for 100%, 80% and 60%). The recommendation of the advisory committee is to fund for 2019 at 80% and then fully fund in 2020 and 2021. 4.) City of Pendleton “Let’er Bus Deviated Fixed-Route” 3 different projects. Second Pendleton application is for “administration of Transit Program”, fund all 3 years. Then the third request is matching for 5311 and 5310 programs. Recommendation is to fund all 3 years. Last, 5) City of Milton-Freewater submitted 5 requests. A) fixed-route bus – expand service Monday-Friday services; B) ADA Elevator – a lot of discussion if this meets criteria – which it does tie somewhat to the transit program – total project cost

estimate is \$750,000, but city is to come up with about \$500,000. Advisory committee recommends not funding for 2019, but partial in 2020 at \$50,000. 3) transportation assistant – portion of salary needed with expanding transit - Recommend fully funding. 4) limited taxi service to/from work – limited to before and after regular work times - Recommend fully funding. 5) System Design Plans. Recommendation from ODOT Frank Thomas is to do full county system design and incorporate parts of MPO into Walla Walla & Columbia Counties. Recommend is to leave project here, but county could look at discretionary – likely we would be eligible. Committee wanted to leave it as contingency for the City of Milton-Freewater to meet federal requirements with system design plan.

When asked about any application for south County, Mr. Waldher said not at this time. But planning has been discussed for connectivity. Kayak does offer services to Union County. Grant County includes south Umatilla County on its routes to Pendleton/Hermiston. It is on the radar screen. Commissioner Murdock talked about perhaps considering 1-2 days/week for that area. Robert Pahl noted special transportation fund does provide some funding to the Ukiah on an as needed basis, 15-20 times/month – come to Pendleton and to Walla Walla (Veterans Services). Mr. Waldher has heard rumors about another MPO may be coming to Umatilla County in addition to the one in Walla Walla. Requirement is 55,000 population.

The advisory committee wants to explore policy if certain percentage of funding allocation should go into reserve in event economy downturns with more need for public transit. We want projects to be meaningful. There is a need to plan for future with buying new buses and for larger projects. Committee concluded important need for contingency. A policy may need to be developed.

The next go-round for formula funds meeting will be 2020, when start planning process again for the next biennium. However, discretionary funds may be available as well as inter-community fund (competitive grant statewide). The state is looking to close gaps in the system from Boise to Portland. Commissioner Murdock asked to introduce the committee members presented. Theresa Dutcher, retired from City of M-F and she is chair of the committee. Linda Carter, City of Pendleton, is also a member of the committee. Mr. Waldher noted he and Theresa will work on plan submittal. She also has agreed to help with training of coordinator. She has great transit experience and resource. **Commissioner Elfering moved to approve request and adopt Order No. BCC2018-073. Seconded by Commissioner Givens. Carried, 3-0.**

2. Coordinated Public Transportation Plan. Mr. Waldher presented. The request is more of a housekeeping item, and is to formally adopt the Coordinate Public Transportation Plan. This plan was originally adopted in 2007 as the Special Coordinated Public Transportation Plan. The final date of the plan is August 2016. It was reviewed by the STF committee, but was never formally approved by the Board. It must be in place in order to receive funds. **Commissioner Givens moved to approve the plan and adopt Order No. BCC2018-075. Seconded by Commissioner Elfering. Carried, 3-0.**
3. Umatilla County Transit Strategy Plan. Mr. Waldher presented. The Umatilla County Transit Strategy Plan is before the Board for approval. This plan was presented by the consultant at the joint Umatilla/Morrow Counties Board meeting. Morrow County adopted it yesterday. **Commissioner Elfering moved to approve request and adopt Order No. BCC2018-074. Seconded by Commissioner Givens. Carried, 3-0.**
4. Sick Leave Donation Policy. Jennifer Blake, Human Resources Director presented. This is to update Personnel Policy 4.3 to include language to allow exempt employees to donate sick leave. This was proposed several years ago and not adopted then. It falls in line exactly with the courthouse collective bargaining agreement, and will utilize that practice. **Commissioner Elfering moved to approve**

updated policy. Seconded by Commissioner Givens. Carried, 3-0. This will be effective November 1, 2018.

5. Grant Letter of Support. Commissioner Elfering presented. This is a letter of support of tourism committee's request for Rural Tourism Studio project. Karie Walchli, County Tourism, added background. The project is a "Rural Tourism Studio". Through application process, project would be developed for a tourism product. This is the second year of process. This is regional/community effort working with Travel Oregon. This is to support Hermiston, Umatilla, Stanfield and Echo. There is a ripple effect and would be promoted. If selected can qualify to submit a grant within one year. There is a four to six month process of establishing "tourism studio". There is also destination management – after a tourism product is created. Commissioner Elfering added that this is principally in-kind help provided by Travel Oregon. Ms. Walchli has attended other rural tourism areas and felt they would work well. **Commissioner Elfering moved to support and submit application. Seconded by Commissioner Givens. Carried, 3-0.**

Commissioner Givens noted he is out from noon today and tomorrow.

The meeting adjourned at 10:49 a.m.

Respectfully submitted,

Melinda Slatt

Executive Secretary
Umatilla County Board of Commissioners