



Yamhill County Board of Commissioners

TO:
FROM: Cynthia Thompson, Transit Manager

Cc: Ken Huffer, Carolina Rook, Christian Boenisch, Justin Hogue
Tonya Manley

DATE: January 13, 2022

Re: Board of Commissioners Action Items
STIF, 5311, 5310

**Action Items for
Yamhill County Board of Commissioners
January 19, 2023**

#1 Project Description:

Approve the **2023-25 State Transportation Improvement Fund (STIF) Plan.**

#1 Board Action Requested

The Yamhill County Transit Advisory Committee recommends approval of the **2023-2025 STIF Plan**, a prioritized project list derived from the adopted Transit Development Plan. Authorize staff to submit the 2023-25 STIF plan application to the Oregon Department of Transportation by January 20, 2023.

1 Background Info:

Statewide Transportation Improvement Fund (STIF)

With the passage of HB 2017, Keep Oregon Moving, the Oregon legislature made a significant investment in transportation to help further improvements Oregonians value. Keep Oregon Moving established a new dedicated source of funding to expand public transportation services in Oregon. This funding source is called the **Statewide Transportation Improvement Fund (STIF)**. The STIF rules were approved by the Oregon Transportation Commission on June 22, 2018. Chapter 732, Division 040 establishes the procedures and requirements for the administration of STIF to improve public transportation. There were amendments to the administrative rules adopted by the Oregon Transportation Commission on January 13, 2021. These new rules **consolidated** Special Transportation Funds (STF) with the State Transportation Improvement Fund (STIF).



Yamhill County and the Board of Commissioners are the governing body and are considered the **Qualified Entity** and the entity responsible for managing and distributing these funds for Yamhill County. A key requirement of this funding source was the formation of an advisory committee for the purpose of advising and assisting the Qualified Entity in carrying out the purposes of STIF and prioritizing projects to be funded by STIF funds received by the Qualified Entity. In 2018 the transit advisory committee was restructured as the **Yamhill County Transit Advisory Committee YCTAC** and adopted new bylaws to meet the new STIF requirements.

YCTAC serves two primary functions; 1.) To advise and assist Yamhill County Board of Commissioners in their role as **Qualified Entity** in managing and distributing **STIF** funds. 2.) To serve as the advisory group for transit related issues for Yamhill County Transit as the county service district.

In the past, Yamhill County Commissioners served in a similar role as the **STF Agency** for the **Special Transportation Fund (STF)** for elderly and disabled funding for public transportation. Now these two funding sources are consolidated, and the Yamhill County Transit Advisory Committee **YCTAC** serves to advise the Board of Commissioners in their role as **Qualified Entity** in managing and distributing STIF funds.

The STIF fund projections for the new biennium 2023/24 – 2024/25 from ODOT reflect a population-based funding and a payroll-based funding. The population-based funding is the target for elderly and disabled transportation projects (formerly STF funded projects) and the payroll-based funding is for all other transit projects.

Any funds not spent during a biennium roll over to the next biennium as carryover funds. There are many projects that were not implemented in the 21-23 biennium STIF plan due to COVID and staff shortages and supply chain issues.

The following documents are attached.

- 1.) 23-25 STIF plan projects prioritized by YCTAC
- 2.) STIF funding projections with carryover for 23-25 biennium.

The Yamhill County Transit Advisory Committee (YCTAC) in its role as the STIF committee met in public session on October 27th, December 20th, and January 12th, 2023. YCTAC members discussed and ranked and approved the 23-25 STIF Plan with prioritized list of projects. These projects are derived from the Transit Development Plan adopted in 2018. YCTAC unanimously approved the attached STIF plan and recommends the Board of Commissioners approve the STIF plan for submittal to the Oregon Department of Transportation by the due date of January 20, 2023.

Accepted by Yamhill County
Board of Commissioners on
1/19/23 by Board Order
23-22

Summary

STIF Projects vs. Revenue by Year and Program Area	Carryover from 2019-2023 STIF	Interest on Carryover Funds	Reserve	Fiscal Year		TOTAL
				2024	2025	
Administration & Planning				\$75,000	\$120,000	\$195,000
Programs				\$1,204,852	\$1,371,494	\$2,576,346
Capital				\$791,090	\$1,400,000	\$2,191,090
Service				\$1,232,000	\$1,338,080	\$2,570,080
E&D				\$382,794	\$289,077	\$671,871
Reserves				\$225,000	\$225,000	\$450,000
Overall Total				\$3,910,736	\$4,743,651	\$8,654,387
Net or Revenue Projection w/carryover	\$2,185,005	\$10,000	\$500,000.00	\$1,921,478	\$2,020,904	\$6,637,387
100% Revenue Projection - Overall Total						\$(2,017,000)
100% Revenue Projection						
Tasks in 100% List				\$3,277,736	\$3,359,651	\$6,637,387
Available at 100% minus 100% List						\$-
130% Revenue Projection	\$2,185,005			\$2,498,000	\$2,627,000	\$7,310,005
Tasks in 130% List				\$400,000	\$397,000	\$797,000
Total of 100% and 130% Lists						\$7,434,387
Available at 130% minus 100+130% Lists						\$(124,382)
150% Revenue Projection - Overall Total	\$2,185,005			\$3,747,000	\$3,941,000	\$9,873,005
Tasks in 150% List				\$233,000	\$987,000	\$1,220,000
Total of 100% + 130% and 150% Lists						\$8,654,387
Available at 150% minus 100+130+150% Lists						\$1,218,618

Project Summary Table for Committee Prioritization

2023-25 STIF Plan Project	2023-25 STIF App Project	Program Area	Overall Rank	Rank within Category	Project Name	Service Area(s)	Service Provider	Project/Task Description	FY 23-25 STIF PLAN TOTAL	Total Cost (Biennium) Calculated	FY 24 STIF	FY 25 STIF	STIF % of Funding
AP1		Administrat on & Planning	1	1	Programs, Capital, and Service Administration & Planning	System-wide	YCT	1. Programs Administration and Planning: Administration and planning for fare and employer pass programs; new contract-benefit package, employee-advocate recognition program, and marketing programs. 2. Capital Administration and Planning: Administration and planning for all capital projects 3. Service Improvements Administration and Planning: Administration and planning for all service enhancement projects Service Provider Programs: Continue funding for New Contract-Benefit Package with First Transit	\$195,000	\$195,000	\$75,000	\$120,000	100%
P1		Programs	2	1	Service Provider Programs	System-wide	YCT	McMinnville Improvements: <i>Maintain</i> improvements implemented in previous STIF Plans, including Saturday Dial-A-Ride, Saturday fixed-route service and Route 22/44 re-routing, expansion of Dial-A-Ride capacity.	\$1,986,346	\$1,986,346	\$637,352	\$1,048,994	100%
S2		Service	3	1	McMinnville - Continue Improvements from Previous STIF Plans	McMinnville	YCT	Newberg Improvements: <i>Maintain</i> improvements implemented in previous STIF Plans, including expansion of Dial-A-Ride capacity, Youth/Low-Income fare	\$759,000	\$759,000	\$371,000	\$388,000	100%
S3		Service	4	2	Newberg - Continue Improvements from Previous STIF Plans	Newberg	YCT	Customer Service Programs: Continue the new fare policy including	\$345,000	\$345,000	\$169,000	\$176,000	100%
P4		Programs	5	2	Customer Service Programs	System-wide	YCT	Customer Service Programs: Fairless System Pilot	\$50,000	\$50,000	\$25,000	\$25,000	100%
P23		Programs	6	3	Customer Service Programs	System-wide	YCT	Marketing: Continue Website & Social Media, Service Marketing, Customer Amenities (Stops/Shelters), Bus Graphics and Branding	\$450,000	\$450,000	\$200,000	\$250,000	100%
P5		Programs	7	4	Marketing	System-wide	YCT	Small Capital Projects: Continue work on Bus Stops & Amenities and Technology Enhancements (User-Driven Scheduling Platform, i.e., Lyft/Uber style, and Real-Time Information)	\$65,000	\$65,000	\$32,500	\$32,500	100%
C6		Capital	8	1	Small Capital Projects	System-wide	YCT	Support Programs to serve Elderly and Disability Populations	\$395,000	\$395,000	\$205,000	\$190,000	100%
ED7		E&D	9	1	E&D Operators, PM, and Capital	System-wide	Various	Small Community Improvements: Add local shopper and medical shuttles serving small communities	\$671,871	\$671,871	\$382,794	\$289,077	100%
S10		Service	10	3	Small Community Improvements	Small Communities	YCT	Program and Service Operating Reserves: for unforeseen costs and revenue shortfalls, or to meet unexpected transit demand	\$319,000	\$319,000	\$156,000	\$163,000	100%
C13		Capital	11	2	Buses	System-wide	YCT	Bus Fleet: Funds to purchase replacement and expansion buses; local match for funding grants.	\$1,050,000	\$1,050,000	\$100,000	\$950,000	100%
R14		Reserves	12	1	Program and Service Operating Reserves	System-wide	YCT	Small Capital Projects: Implement a new fare system including mobile ticketing	\$350,000	\$350,000	\$175,000	\$175,000	100%
C15		Capital	13	3	Fare Collection System	System-wide	YCT	Facility Planning and Design: Implement improvements at McMinnville Transit Center, conduct site analysis for new bus storage facilities, develop conceptual design for a new transit center.	\$150,000	\$150,000	\$75,000	\$75,000	100%
C16		Capital	14	4	Major Facility Planning and Design	System-wide	YCT	Employee Programs: Implement as Employee-Advocate Recognition Program	\$596,090	\$596,090	\$411,090	\$185,000	100%
P17		Programs	15	5	Employee Programs	System-wide	YCT	Capital Reserve: For multi-phased capital projects, unforeseen revenue shortfalls, or additional local match for vehicle grants	\$15,000	\$15,000	\$10,000	\$5,000	100%
R18		Reserves	16	2	Capital Project Reserve	System-wide	YCT		\$100,000	\$100,000	\$50,000	\$50,000	100%

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S19		Service	17	4	Intercity Service Improvements	Intercity Corridors	YCT	Intercity Service Improvements: Implement McMinnville-Newberg Connector, Additional Evening Trips, McMinnville-Junction City Connector, and addition of trips on select routes.	\$483,080	\$483,080	\$210,000	\$273,080	100%
P20		Programs	18	6	Customer Service Programs	System-wide	YCT	Customer Service Programs: Implement Employer Pass Program	\$10,000	\$10,000	\$0	\$10,000	100%
S21		Service	19	5	Newberg Improvements	Newberg	YCT	Newberg Improvements: Continue to enhance service span, frequency, and coverage.	\$160,000	\$160,000	\$79,000	\$81,000	100%
S22		Service	20	6	McMinnville Improvements	McMinnville	YCT	McMinnville Improvements: Continue to enhance service span, frequency, and coverage.	\$504,000	\$504,000	\$247,000	\$257,000	100%
TOTALS									\$8,654,387	\$8,654,387	\$3,910,736	\$4,743,651	

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					FY 24-25 EBD								

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TOTALS									\$8,654,387	\$8,654,387	\$3,910,736	\$4,743,651	

2023-2025 Grant Applications

	2024	2025	STIF - Population based	STIF Payroll
<i>STIF E&D projection</i>				
Yamhill County Transit	\$ 354,675.00	\$ 904,888.50	\$ 206,913.00	\$ 1,648,684.00
OMRS	\$ 18,983.00		\$ 97,160.00	
Abacus			\$ 46,721.00	
Special Olympics			\$ 2,000.00	
MV Advancements			\$ 30,000.00	
2024 Annual Total	\$ 373,658.00	\$ 904,888.50	\$ 382,794.00	\$ 1,648,684.00
2024 Grand Total all grants			\$94,939	\$ 3,310,024.50
2025				
<i>STIF E&D projection</i>				
Yamhill County Transit	\$ 354,675.00	\$ 904,888.50	\$ 222,651.00	\$ 1,731,827.00
OMRS	\$ 18,983.00		\$ 22,160.00	
Abacus			\$ 12,266.00	
Special Olympics			\$ 2,000.00	
MV Advancements			\$ 30,000.00	
2025 Annual Total	\$ 373,658.00	\$ 904,888.50	\$ 289,077.00	\$ 1,731,827.00
2025 Grand Total all grants			\$1,222	\$ 3,299,450.50
2024-2025 Grand Total all grants	\$ 747,316.00	\$ 1,809,777.00	\$ 671,871.00	\$ 3,380,511.00
				\$ 6,609,475.00

D.O. 23-22
Exhibit A.