

**MEMO TO:** TCTD BOARD OF DIRECTORS  
**FROM:** DOUG PILANT, GENERAL MANAGER  
**SUBJECT:** STIF FORMULA FUND PLAN *Doug*

**Issue**

Shall the TCTD Board of Directors adopt the STIF Advisory Committee's proposed 2019 to 2021 STIF Plan?

**Background and Findings**

1. With the passage of House Bill 2017, Keep Oregon Moving, the Oregon Legislature established the Statewide Transportation Improvement Fund (STIF) to expand public transportation services throughout Oregon.
2. The STIF Formula Fund revenues are distributed to Qualified Entities based on payroll taxes collected within their respective boundaries, with a minimum amount of \$100,000 per year to each Qualified Entity.
3. STIF Formula funds may be used for public transportation purposes that support the planning, deployment, operation and administration of STIF public transportation services. These funds are not limited to, creating new transit services, maintaining or continuing systems and services, creating plans to improve service, and to meet federal grant match requirements to purchase buses and other transit facilities such as bus stops and shelters.
4. Tillamook County Transportation District is Tillamook County's designated Qualified Entity.
5. The Oregon Department of Revenue estimates that TCTD will receive at least \$126,000 in FY 2018-19, see Attachment A. ODOT has requested that Qualified Entities submit STIF Plan budgets up to 130% of what is expected. Table 1 provides an estimate of STIF Formula Funds the District can expect to receive.

Table 1: Estimated Tillamook County STIF Revenues

	Estimate	Estimate 130%
FY 2019	\$126,000	\$163,800
FY 2020	\$287,000	\$373,100
FY 2021	\$325,000	\$422,500
Total	\$738,000	\$959,400

6. Qualified Entities are required to appoint an advisory committee that consists of at least 5 members who represent the diverse interests of the Qualified Entities' geographic service area. The advisory committee's role is to review proposed

projects, prioritize them, and make recommendations to their respective Qualified Entities governing board of directors.

7. Qualified Entities are required to submit a STIF Plan. These Plans will be used as the Qualified Entity's application to apply for Formula Funds. They must be written to cover a span of at least 1 biennium and up to 2 biennia. The earliest possible start date for the first STIF solicitation cycle is July 1, 2018 thru June 2021. STIF Plans may include projects that are from locally adopted plans. Below is a list of the District's 4 adopted plans that span the STIF planning cycle.
  - a. Adopted TCTD Plans:
    - i. Coordinated Human Services Public Transportation Plan
    - ii. Intercity Transit Service Enhancement Plan
    - iii. TCTD Long-Range Transit Development Plan
    - iv. NW Connector Management Plan
8. Each of the District's adopted plans listed below contain relevant priorities and service improvement strategies.
  - b. Coordinated Human Services Public Transportation Plan: The District's Coordinated Plan defines specific unmet needs and identifies strategies that address unmet needs. These strategies include a bus pass program, expanding fixed route and dial-a-ride services including the investment of technology and the purchase of buses to facilitate the delivery of services. A summary of unmet needs and strategies has been included as Attachment B.
  - c. Intercity Transit Enhancement Plan: This planning process was conducted to establish strategies to improve connections to the Amtrak/Greyhound services in Portland and Salem. The Plan includes a strategy to add one additional early AM trip to Portland. The Plan also includes recommended strategies to improve connections in Tillamook and to destinations such as Oceanside, Cannon Beach and Lincoln City. The Plan's recommended enhancements have been included as Attachment C.
  - d. NW Connector Management Plan: TCTD is a charter member of the NW Oregon Transit Alliance (NWOTA). Other members include Sunset Transportation Empire District (SETD), Columbia County Rider (CCR), Lincoln County Transportation District (LCTD) and Benton Rural Transit (BRT). NWOTA meets monthly to coordinate and market each agency's services as a regional transit service called the NW Connector. In FY 2015-16 NWOTA conducted a planning process to establish a NW Connector Management Plan that includes strategies to create a more seamless experience for riders traveling throughout the NW Oregon region. Once such strategy is for all agencies to operate service on the same holidays, see Attachment D.

- e. Long Range Transit Development Plan: In FY 2014-15, TCTD conducted a planning process to establish a long-range transit development plan (LRTDP). The District's LRTDP includes several service improvement recommendations. The Plan's Technical Memorandum #5: Future Service Opportunities has been included as Attachment E. This memo includes bus fleet replacement, bus stops, proposed service improvements to the Port of Tillamook Bay, mid-day service to fill gaps on Routes 2 and 3, additional TownLoop service and additional service to Pacific City via Sand Lake Road.
9. In July and August of 2018, the TCTD Board of Directors formally appointed five members to the District's STIF Advisory Committee. On October 3, 2018 the Committee met to review the proposed projects and prioritized them in the order of importance. The Committee's recommended STIF project spending plan is outlined in Table 1. A more detailed explanation of the projects has been included as Attachment A.

Table 1: Advisory Committee recommended STIF Plan and Budget

		FY 2019	FY 2020	FY 2021	Total by Project
1	Buses/Vans	97,586	90,000	40,500	225,086
2	STIF Planning	25,000	0	25,000	45,000
3	Holiday Service	15,000	16,000	17,000	63,000
4	CARE Bus Pass	5,000	5,000	5,000	15,000
5	FT DAR Driver Benefits	21,214	31,000	32,000	84,214
6	Fixed Route Enhance		231,100	303,000	527,100
	Total	163,800	373,100	422,500	959,400

- a. Priority # 1: Fleet Replacement and Expansion: TCTD must purchase expansion buses to expand service and must purchase replacement buses to maintain existing services. TCTD has 2 grants to purchase 5 new buses and will be seeking grant funding to purchase additional replacement and expansion buses and vans.
- b. Priority # 2: STIF Planning: The TCTD Long Range Transit Development Plan proposes several service enhancement alternatives. In 2019, up to \$25,000 of STIF monies will be used to conduct a detailed evaluation of the service enhancement alternatives to select the alternative that provides the greatest benefit to the District. The Advisory Committee recommends setting aside an additional \$25,000 in FY 2021 to develop a STIF Plan for the next biennium.
- c. Priority # 3: Holiday Service: Implement holiday service on the same holidays as the other NWOTA partners. The NWOTA partners feel strongly about operating on holidays to provide residents with

transportation to and from their jobs as well as transporting passengers who are traveling throughout the region.

- d. Priority # 4: CARE Bus Program: Expand the CARE Discount Bus Program by providing \$5,000 per year to provide bus passes to low-income families or individuals.
  - e. Priority # 5: Enhance Dial-A-Ride Service: As STIF funding becomes available, this project funds the benefits to create 2 fulltime driver positions that will be assigned to the north and southern geographic areas of the District.
  - f. Priority # 6: Enhance Fixed Route Service: As more STIF funds become available in FY 2019-2020, this project will fund a service enhancement that provides public transportation to the Port of Tillamook Bay (POTB). In 2019 the District will conduct a planning process to select what service alternative will be in the District's best interest.
10. In August 2018, ODOT issued its "Notice of Solicitation" to consider STIF projects. This Notice closes on November 1, 2018. Pending approval of the TCTD STIF Plan the District would begin receiving STIF Formula Funds in April 2019.

### **Recommendation**

Staff recommends the TCTD Board of Directors adopt the STIF Advisory Committee's proposed 2019-21 STIF Plan and authorizes the General Manager to submit a STIF Application on the District's behalf.