

# 2024 Transportation Growth Management Grant Application

## Instructions

Be sure to download and review the [2024 Application Packet](#) before filling out this grant application.

You can save your progress and revisit this form at any time by clicking the "Save" button at the bottom of the page.

***Applications must be received by July 31, 2024 at 11:59 p.m. (PDT)***

---

## Applicant information

**Instructions:** Complete this information for the applicant. Provide both a designated contact and an authorized representative (if different than the designated contact) for your entity.

Response instructions are on page 9 of the 2024 Application Packet.

### Primary applicant jurisdiction

### Mailing address

Address Line 1

Address Line 2

City

State

Zip Code

### Website

### Contact person name

First

Last

### Contact person title

Management Assistant

**Contact phone**

(541) 523-6417

**Contact email**

ktanzey@bakercountyor.gov

**Name of person empowered to sign the agreement with ODOT, if different from the applicant contact**

Nolan "Noodle"

First

Perkins

Last

**Title of above named person**

Roadmaster

**Phone**

(541) 523-6417

**Email**

bcroad@balercountyor.gov

**List co-applicants (if a joint project)**

List co-applicants (if a joint project)

Providing match?

**Upload your resolution or authorized letter with associated meeting minutes from the governing body of applying jurisdiction(s) here:**

ltr of support TGM.pdf

060524 Commission Session Minutes.pdf

*PDFs only. Max 2mb per file.*

---

## Project information

Response instructions are on page 10 of the 2024 Application Packet.

**Project title**

Transportation System Plan Update

**Project area:** Using either of the two fields below, attach a map of the project area or describe the area your project is located in.

**Option 1: Project area map**

Baker\_County\_Detailed\_Map.pdf

*PDFs only, 1 file maximum, 2mb file size limit.*

**Option 2: Project area description**

All lands within the County.

**ODOT region (1-5)**

Region 5

[ODOT Region Map](#)

Refer to the region map if you are unsure of your region.

**Type of grant**

Category 1: Transportation System Planning

**Summary description of project**

The project will update the 2005 Baker County Transportation System Plan (TSP) as it no longer addresses the existing or future transportation needs/vision/standards of our community and is inconsistent with current State and Federal plans or policies. A TSP update would integrate the Northern Baker Transportation Improvement Plan (NBTIP) and the 2022 Baker County Coordinated Human Services Public Transportation Plan to provide a comprehensive, multimodal picture of how the existing and future transportation system meets the needs of its users. The TSP update would also address compliance with new state and federal regulations, maintain consistency with the regional transportation plan, reflect the Department of Land Conservation and Development's 2020 Climate-Friendly and Equitable Communities (CFEC) to reduce climate pollution, increase transportation and housing choices, creates more equitable outcomes, and makes transportation system more resilient to impacts of natural hazards.

*Describe the purpose of your project and how the expected outcomes will address a transportation problem, need, opportunity, or issue. (Maximum characters: 750)*

---

**Project cost table**

Response instructions are on page 11 of the 2024 Application Packet.

<b>TGM funds requested for the work identified in Criterion 3</b>	<b>Consultant</b> \$225,000.00	<b>Local reimbursement</b> 	<b>Total TGM funds requested</b> \$225,000.00
---	-----------------------------------	--------------------------------	--

<b>Local match</b>	<b>Minimum Match (Calculated)</b> \$25,752.26 <i>Approximately 11.5% of requested funds</i>
--------------------	---

<b>Match to be provided</b>	<b>Labor, supplies and services during project</b> \$0.00	<b>Payment when Intergovernmental Agreement is signed</b> \$25,752.26
-----------------------------	--	--

**Total Match to be Provided**  
\$25,752.26

---

# Award criteria

## Criterion 1: Proposed project addresses a need and supports TGM objectives (up to 40 points)

The application demonstrates the proposed project clearly and effectively addresses a local or regional transportation or transportation-related land use issue, problem, need, or opportunity and will achieve one or more of the TGM Objectives.

**Response instructions are on page 13 of the 2024 Application Packet.**

### What is the transportation or transportation-related land use issue, problem, need, or opportunity the proposed project will address?

The bike and pedestrian elements in the existing TSP are inadequate and may not enable the County to implement non-motorized / active transportation / recreational transportation policies. As shown in Coordinated Human Services Public Transportation Plan 2022-Research shows Baker County with a higher senior population than the State of Oregon and the United States overall. This growing aging population in the Baker County area (both as residents age in place and retirees move into the area) is a possible driver of increased transit needs. There is no specific mention of non-motorized transportation funding in the current TSP.

The County does not have an evacuation plan, but has recently received a grant to create a Natural Hazards Mitigation Plan (2021).

Conversion of industrial or commercial to residential or mixed-use zone may impact one or more modes of transportation and the respective transportation facilities. The Northern Baker Transportation Improvement Plan incorporates updated needs, reassessment of capacity, and deficiencies.

The 2022 Coordinated Human Services Public Transportation Plan includes projects and goals that are not currently addressed by the 2005 TSP. The plan includes input from stakeholders and the community regarding future needs and priorities.

*Maximum characters: 3,000 | (Text box automatically expands. Click and drag right-hand corner of text box to manually expand it.)*

### What are the proposed Project Objectives? How will the Project Objectives achieve one or more of the TGM Objectives?

The current TSP addresses means to promote and improve access to bicycle and pedestrian modes and does not list these as priorities to focus on in the recommendations for non-motorized commuting, even in the most-populated portions of the County, where it is a more viable mode. Updating the TSP would update the project list to include non-motorized transportation projects including ADA facilities as a part of any inventory of baseline conditions.

Incorporate the Baker County Comprehensive Plan (1994) economic development policy to diversify “expansion of tourist and recreational facilities.”

Integrate NHMP recommendations to address evacuation or supply routes.

Implement the Northern Baker Transportation Improvement Plan and the 2022 Coordinated Human Services Public Transportation Plan into TSP.

*Maximum characters: 3,000 | (Text box automatically expands. Click and drag right-hand corner of text box to manually expand it.)*

## Criterion 2: Proposed project is timely and urgent (up to 25 points)

The application demonstrates timeliness and urgency. The project is needed now to:

- address pressing local transportation and land use issues
- make amendments to local plans or regulations necessitated by changes in local conditions or in federal regulations, state requirements, or regional plans
- build on, complement or take a necessary step toward completing or implementing other high priority community initiatives, including Governor's Regional Solutions Team priority
- resolve transportation or land use-related issues affecting the project readiness of local, regional or state transportation projects for which funding is expected to be obligated within the near future

**Response instructions are on page 15 of the 2024 Application Packet.**

### Why is it important to do the proposed project in this grant cycle?

The current TSP document (nearly 20 years old) no longer addresses the existing or future transportation needs/vision/standards of our community and is inconsistent current State and Federal plans or policies. Additionally, the current TSP does not reflect the Department of Land Conservation and Development's 2020 Climate-Friendly and Equitable Communities (CFEC) to reduce climate pollution, increase transportation and housing choices, and create more equitable outcomes.

The County would want an updated TSP if we were to implement a new Comprehensive Plan. There are numerous policies that will guide the development of a more multi-modal TSP that will make the transportation system more compliant with the County's objectives. There are capital projects in the Northern Baker Transportation Improvement Plan (NBTIP) in process that are mentioned in the current TSP, but that should be mapped, included on project list, and fully addressed in the funding section of the TSP.

State and local governments and tribes are receiving historic amounts of funding to invest in a range of infrastructure projects, including transportation. With transportation projects getting underway, local governments have an opportunity to address their local housing needs through HUD's Thriving Communities TA. A project to construct multimodal improvements and connect a disadvantaged community could include TCTA to preserve affordable housing in that community. Having a current TSP is imperative in pursuing funding like this and much more.

*Maximum characters: 2,500 | (Text box automatically expands. Click and drag right-hand corner of text box to manually expand it.)*

### What local actions are needed to move the proposed project forward? Have these actions been taken and if so, when? If those efforts are underway, when will they be completed?

Given that the Northern Baker Transportation Improvement Plan (NBTIP) lists and prioritizes many of the County areas of concern as well as detailing multi modal improvements, adoption of the NBTIP is a needed step to update the TSP. Baker County Board of Commissioners and Baker City Council each adopt the NBTIP as a refinement to existing Transportation System Plans. The County add findings and policies to the Goal XII – Transportation section of the Comprehensive Plan consistent with NBTIP recommendations and incorporate the NBTIP by reference. We are anticipating the adoption of the NBTIP to be this Fall.

*Maximum characters: 1000 | (Text box automatically expands. Click and drag right-hand corner of text box to manually expand it.)*

to manually expand it.)

**How does the proposed project relate to other planning efforts, developments, or initiatives? Which of those are completed, underway, or waiting on the completion of this project?**

The NBTIP addresses many of the expressed desired updates needed for the TSP and would facilitate future access to funding while providing benefit from an approach that furthers the County's multi-modal transportation objectives.

*Maximum characters: 1000 | (Text box automatically expands. Click and drag right-hand corner of text box to manually expand it.)*

**Criterion 3: Proposed project approach supports policy decision (up to 20 points)**

The application demonstrates a clear approach to achieving the expected outcome and includes consideration for adoption. Where substantial coordination with other local, regional, and state planning efforts will need to occur, the mechanisms and responsibilities for the coordination are clear.

**Response instructions are on page 16 of the 2024 Application Packet.**

**Tasks and deliverables table**

**What are your proposed tasks and deliverables**

**Project Management:** The consultant will manage the project from kick off through adoption to assure that all of the project deliverables are accomplished timely and efficiently. This would include regular meetings related to the scope of work, schedule, budget, and roles and responsibilities. County staff will work closely with the consultant throughout the project.

For each project task, describe the major deliverables and who is responsible for its preparation, decisions to be made, and expected timeline. Clearly identify which local plans or regulations the final document(s) will create, amend or update and which entity or entities will need to take action to adopt them.

**Review of existing materials:** The existing TSP will be reviewed to establish a baseline document. Proposed but uncompleted TSP projects will be reviewed with the existing conditions to determine their relevancy and included in the new TSP if applicable. Review of TSP Assessment that mentions several documents of the current plan to be updated/integrated including the Northern Baker Transportation Improvement Plan, 2022 Coordinated Human Services Public Transportation Plan, the Oregon Bicycle and Pedestrian Plan, current federal and state polices.

For each project task, describe the major deliverables and who is responsible for its preparation, decisions to be made, and expected timeline. Clearly identify which local plans or regulations the final document(s) will create, amend or update and which entity or entities will need to take action to adopt them.

**Inventory:** Conduct any environmental assessments and collect traffic data including current trips, crash data, and other information that is deemed appropriate. Inventory current system conditions and prepare maps for at least walking, biking, driving, transit, freight, safety, and functional classification. Analysis of special needs residents, including low-income, Latino, or other underserved groups and develop plans for outreach and/or special transportation considerations.

For each project task, describe the major deliverables and who is responsible for its preparation, decisions to be made, and expected timeline. Clearly identify which local plans or regulations the final document(s) will create, amend or update and which entity or entities will need to take action to adopt them.

**Enhance Bike/Pedestrian elements:** The bike and pedestrian elements in the existing TSP are inadequate and may not enable the County to implement non-motorized / active transportation / recreational transportation policies.

For each project task, describe the major deliverables and who is responsible for its preparation, decisions to be made, and expected timeline. Clearly identify which local plans or regulations the final document(s) will create, amend or update and which entity or entities will need to take action to adopt them.

**Emergency Preparedness:** Integrate the Natural Hazards Mitigation Plan (2021) into new TSP.

For each project task, describe the major deliverables and who is responsible for its preparation, decisions to be made, and expected timeline. Clearly identify which local plans or regulations the final document(s) will create, amend or update and which entity or entities will need to take action to adopt them.

**Tourist & Recreational facilities:** The Baker County Comprehensive Plan (1994) includes an economic development policy to diversify “expansion of tourist and recreational facilities.” This economic development policy indicates a need for more extensive analysis, planning and funding inclusion of recreational motorized and non-motorized facilities in the TSP.

For each project task, describe the major deliverables and who is responsible for its preparation, decisions to be made, and expected timeline. Clearly identify which local plans or regulations the final document(s) will create, amend or update and which entity or entities will need to take action to adopt them.

**Community Outreach:** Assess whether any further community outreach is needed after utilizing current outreach completed through the Northern Baker Transportation Improvement Plan and 2022 Coordinated Human Services Public Transportation Plan.  
Schedule County Board of Commissioners and County Planning Commission Public Hearings.

For each project task, describe the major deliverables and who is responsible for its preparation, decisions to be made, and expected timeline. Clearly identify which local plans or regulations the final document(s) will create, amend or update and which entity or entities will need to take action to adopt them.

**Draft Plan:** Develop the draft TSP for review by the stakeholders and the community. Outline suggested changes to Plan. Provide the draft for public comments and final changes. Deliverables include the Draft TSP Update and other document proposed amendments (policy, code, and standards), project team meeting, and County Commission Work Session.

For each project task, describe the major deliverables and who is responsible for its preparation, decisions to be made, and expected timeline. Clearly identify which local plans or regulations the final document(s) will create, amend or update and which entity or entities will need to take action to adopt them.

**Adoption –** The draft TSP will be revised to a final version and prepared for adoption. The consultant and county will prepare final code and policy revisions, findings of fact, and all necessary maps. The TSP will also require adoption by the Baker County planning commission and board of commissioners.

For each project task, describe the major deliverables and who is responsible for its preparation, decisions to be made, and expected timeline. Clearly identify which local plans or regulations the final document(s) will create, amend or update and which entity or entities will need to take action to adopt them.

**How will the project approach support investment decisions for Safe Systems, Climate Action, and Equitable Outcomes?**

This project will identify where to focus dollars on eliminating fatalities and serious injuries; maintaining lifeline routes and key corridors; sustaining transit service; and adding critical connections for biking, walking, and rolling. It will also examine the strategies from Oregon's GHG Emissions Reduction Toolkit that describes an action, program, or policy to identify and explore the kinds of actions and programs that can be implemented within the Baker County TSP. An updated The TSP will better align with the safety objectives and initiatives of both State and Federal transportation system plans.

*Maximum characters: 1000 | (Text box automatically expands. Click and drag right-hand corner of text box to manually expand it.)*

**If adoption hearings will be held as part of a larger project, when will that be and as part of what project? (optional)**

The Northern Baker Transportation Improvement Plan (NBTIP) is a draft plan created to provide a vision and guidance for the future development of three key Baker City corridors: 10th Street, Cedar Street, and Hughes Lane/Pocahontas Road. The Baker City Council and Baker County Board of Commissioners held hearings on the Northern Baker Transportation Improvement Plan in 2022 but did not reach a final decision at that time. Hearings have resumed to finalize the plan from August 27 - October 2, 2024. <http://bakercity.com/2289/NBTIP>

*Maximum characters: 500 | (Text box automatically expands. Click and drag right-hand corner of text box to manually expand it.)*

**Criterion 4: Proposed project has community support (up to 5 points)**

The application demonstrates that there is local support for project objectives, a commitment to participate, and a desire to implement the expected outcome.

**Response instructions are on page 17 of the 2024 Application Packet.**

**Upload letters of support here**

Ltr of support CCNO.pdf

TGM Support Ltr - Grant Admin.pdf

Ltr of support BCED.pdf

*PDFs only. Max 2 mb per file.*

**Criterion 5: Proposed project sponsor is ready and capable (up to 10 points)**

The application demonstrates that the local government is ready and able to begin the project within the TGM timetable and that there is local commitment and capability to manage and complete the project. The application demonstrates, if applicable, successful performance on previous TGM projects.

**Response instructions are on page 18 of the 2024 Application Packet.**

**Describe the experience and availability of key staff**



There is adequate staff capacity to support a TSP update. Nolan "Noodle" Perkins is the county's Roadmaster and has 22 years of transportation experience in Baker County. He will function as the project manager. Luke Morgan is the Assistant Roadmaster and has 17 years of experience with Baker County. He will assist in project prioritization. Kelly Tanzey is the Management Assistant and has 10 years of transportation project experience and will function as the principal contact, administrative support, and coordinator with stakeholders for the project.

*Maximum characters: 1500 | (Text box automatically expands. Click and drag right-hand corner of text box to manually expand it.)*

**Explain how the applicant has the capacity to scope the proposed project during the next 15 months and manage it to completion within 3 years**

With a consultant being hired we have the capacity to participate from initiation to completion. Managing the expectations of the stakeholders is one of the most challenging tasks. With a definite project scope, we can easily stay on track and ensure that all the deadlines are being followed throughout the project.

We would like the consultant to provide their expertise to help us with the following:

- Provide a breakdown of the scope statement into smaller, more manageable parcels.
- Define deliverables as clearly as possible to avoid unnecessary work and stress, and avoid ambiguity.
- Make the process of defining scope a collaborative process to prevent misinterpretations of requirements. .
- Ensure that the scope document is not altered during project execution to avoid any increase in scope beyond what was initially discussed.
- Consult all relevant stakeholders and define the project scope..
- Identify all resources available.

*Maximum characters: 1500 | (Text box automatically expands. Click and drag right-hand corner of text box to manually expand it.)*

**If applicable, list applicant's TGM projects within last 10 years and their status**

**If applicable, list local jurisdiction's TGM projects within last 10 years and their status**

TGM File Code	Project Title	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>

300 character limit.

**Bonus points: Housing (up to 10 points)**

Response instructions are on page 19 of the 2024 Application Packet.

How will the adoption of the final document(s) address barriers to a broad range of housing types and affordability or work to link the location of future workforce housing to walkable/bikeable areas with good transit?

Included in the NBTIP: A new intersection alignment at 10th Street and Hughes Lane/Pocahontas Road that features an enhanced bicycle and pedestrian crossing, improved sight distances, new turning lanes to improve traffic operations, and realigned approaches to slow vehicle traffic; New shared-use paths (SUP) along Cedar Street and Hughes Lane/Pocahontas Road; Enhanced intersections along 10th Street to make it easier for people biking and walking to cross; Sidewalk infill along 10th Street to complete the sidewalk network, improve Americans with Disability Act (ADA) access.

Maximum characters: 500 | (Text box automatically expands. Click and drag right-hand corner of text box to manually expand it.)

---

## Required forms

**Title VI: Racial & Ethnic Impact Statement form**  
Racial-Ethnic-Impact-Statement.pdf

[Download the Racial & Ethnic Impact Statement form here](#)

PDFs only. Max 2 mb per file.

---

## Certifications

**Response instructions are on page 20 of the 2024 Application Packet.**

### Eligibility criteria

- This application demonstrates a clear transportation relationship
- This application demonstrates adoption of products to meet project objectives
- This application demonstrates the support of local officials

### Preparation of application

- This application was prepared by staff of the primary applicant or staff of one of the involved jurisdictions
  - This application was prepared by the following COMPENSATED consultant (indicate below)
  - This application was prepared by the following UNCOMPENSATED consultant (indicate below)
- 

### Would you like to receive TGM news and updates?

Yes  No  I am already subscribed

Clicking "Yes" authorizes us to add your email to our e-newsletter mailing list. You can unsubscribe at any time.

### Today's date

7/29/2024

**If you encounter any issues with the submittal process, please contact:**

Rachael Levasseur  
Planning Section Web Coordinator  
[Rachael.LEVASSEUR@odot.oregon.gov](mailto:Rachael.LEVASSEUR@odot.oregon.gov)



June 13, 2024

**Shane M. Alderson**  
Commission Chair  
salderson@bakercountyor.gov

Cheryl Jarvis-Smith  
Oregon Department of Transportation  
3012 Island Avenue  
La Grande, OR 97850

**Christina Witham**  
Commissioner  
cwitham@bakercountyor.gov

Ms. Jarvis-Smith,

**Bruce A. Nichols**  
Commissioner  
bnichols@bakercountyor.gov

The Baker County Board of Commissioners supports staff submitting an application for the 2024 Transportation and Growth Management (TGM) Program Planning Grant to update the Baker County Transportation System Plan (TSP). The TSP provides the long-range transportation policy and strategy foundation of needs to support transportation funding decisions and requests as well as to secure funding from the Statewide Transportation Improvement Program and other grants.

The current TSP document was adopted in 2005 (nearly 20 years old) is reaching the end of its planning horizon and needs an update soon to remain relevant as it no longer addresses the existing or future transportation needs/vision/standards of our community plans or policies. An update would maintain consistency with the regional transportation plan, reflect the Department of Land Conservation and Development's 2020 Climate-Friendly and Equitable Communities (CFEC) to reduce climate pollution, increase transportation and housing choices, create more equitable outcomes, and make our transportation system more resilient to impacts of natural hazards.

We recently requested an assessment of our current plan by TGM and the recommendation was that the Baker County TSP be updated following the adoption of the Northern Baker Transportation Improvement Plan for two key reasons:

1. The NBTIP aligns plans with ODOT funding for recommended projects, especially multi-modal improvements that are included in the current TSP as well as projects not yet included in the TSP with updated plans and costs. The NBTIP includes many details that would be beneficial to the TSP and provides ready to adopt plans and updated priorities.
2. The 2022 Coordinated Human Services Public Transportation Plan includes projects and goals that are not currently addressed by the 2005 TSP. The plan includes input from stakeholders and the community regarding future needs and priorities.

The NBTIP addresses many of the expressed desired updates needed for the TSP and would facilitate future access to funding while providing benefit from an approach that furthers the County's multi-modal transportation objectives. We are anticipating the adoption of the NBTIP to be this September.

Furthermore, the TGM grant would supply necessary funding to update several deficiencies in our current TSP, including the inadequate bike and pedestrian elements, inclusion of recreational motorized and non-motorized transportation funding, and the newly adopted Americans with Disabilities Act Transition Plan.

Please feel free to contact me with any questions about this letter and Baker County Board of Commissioner's support for this project.

Respectfully submitted,



Shane Alderson  
Baker County Commission Chair

**COMMISSION CHAIR SHANE M. ALDERSON  
COMMISSIONER CHRISTINA WITHAM  
COMMISSIONER BRUCE A. NICHOLS**

**June 5, 2024**

**BAKER COUNTY BOARD OF COMMISSIONERS**

The Baker County Board of Commissioners met for the June 5, 2024, Commission Session. Present were Commissioner Shane M. Alderson, Commissioner Christina Witham, and Commissioner Bruce A. Nichols.

Executive Session per ORS 192.660(2)(a): To consider the employment of a public officer, employee, staff member or individual agent. *Note: The Commissioners will return to Regular Session immediately following Executive Session for any decisions to be made.*

The Commissioners returned to session and made the following motion:

Commissioner Witham moved to sign an engagement letter with Robert Franz and allow Commissioner Alderson to sign the engagement letter out of session. Commissioner Nichols seconded the motion. Motion carried.

**1. Call to Order/Invocation/Pledge of Allegiance**

Commissioner Alderson called the meeting to order and led the invocation and the pledge of allegiance.

**2. Agenda Changes/Additions to the Agenda**

a. None

**3. Citizen's Participation**

a. None

**4. Review/Approval of Minutes**

a. March 13, 2024 Commission Session Minutes

Commissioner Nichols moved to accept the March 13, 2024 Commission Session minutes as amended. Commissioner Witham seconded the motion. Motion carried.

b. March 20, 2024 Commission Session Minutes

Commissioner Nichols moved to accept the March 20, 2024 Commission Session minutes as presented. Commissioner Witham seconded the motion. Motion carried.

**5. Scheduled Business**

a. Public Hearing

Ordinance 2022-01: Amending Ordinance 84-1 and 2005-04 Northern Baker Transportation Improvement Plan

Commissioner Alderson opened the public hearing and asked for comments in favor or against the Plan.

Ms. Holly Kerns, Planning Director, was present and reported that they are in the process of scheduling hearings in the near future, but at this point, this public hearing will be continued until September 18, 2024.

Commissioner Nichols moved to continue the hearing to September 18 2024 at 9:00 a.m. Commissioner Witham seconded the motion. Motion carried.

The public hearing was closed.

b. Administrative Policy: Zoning Ordinance Enforcement

Ms. Kerns stated that this agenda item comes before the Commissioners following a discussion in work session several weeks ago. Ms. Kerns reviewed options in developing a policy that would establish procedure regarding the enforcement of the Baker County Zoning Ordinance. Ms. Kerns reviewed all of the options, but ultimately recommends a combination of three options which include voluntary compliance, ordinance amendment and formal enforcement which would include issuing a citation. The ultimate goal; however, is to reach compliance through voluntary efforts.

The Commissioners discussed having the Planning Department bring forward a request to the Board of Commissioners for recommendation of formal enforcement prior to the Sheriff issuing a citation, which would be filed in Justice Court. They were also in favor of allowing other departments and members of the public to file a complaint, but were not in favor of accepting anonymous complaints. The Commissioners directed Ms. Kerns to develop a policy based on their discussion and return to session for approval.

c. Contract Review Board

1. Planning: Sage Grouse LIT Grant Request: Ms. Kerns reported that this grant would provide funding to treat larger landscape scale invasive annual grasses (IAG) across 5,000+ acres on BLM land in 2024, 2025, 2026 and 2027. Grant funds are for \$58,750 with a match from the BLM in the amount of \$57,970 to implement treatments in 2024. In essence, this project will serve as a forage bank or livestock permittees to get reimbursed for finding alternative pasture or hay during BLM's mandatory rest period following IAG treatments. Commissioner Nichols moved to approve the grant request. Commissioner Witham seconded the motion. Motion carried.

2. Road: Purchase 2024 Weiler TT600 Tack Distributor Trailer

Roadmaster Noodle Perkins reported that the Road Department has had to borrow the City's equipment; however, they keep running into issues where the equipment isn't always available when they need it. They will offset the cost of the purchase by trading in their 1987 Cat 416 backhoe that is at the end of its life. Bids were received with Western States submitting the lowest bid. With the trade-in, the difference would be \$27,372.20. Commissioner Witham moved to approve the purchase of the Weiler TT600 Tack Distributor Trailer for \$27,372.30 from Western States Equipment. Commissioner Nichols seconded the motion. Motion carried.

3. Road: Purchase 2011 Caterpillar 420E IT Backhoe  
Roadmaster Perkins reported that this backhoe would be purchased through the Oregon State Surplus for \$15,000. It has forks, so we would need to purchase a bucket. This is a newer backhoe that has reduced emissions.

Commissioner Witham moved to purchase a Caterpillar 420E IT Backhoe from the State Surplus Program for \$15,000. Commissioner Nichols seconded the motion. Motion carried.

4. Road: 2024 Transportation and Growth Management Program Grant Request  
Ms. Kelly Tanzey was present to discuss the Plan, which was originally written in 2005. An assessment was done recently and it was recommended that the County update the Transportation System Plan. This grant would help pay for a consultant to help with that update. They only need a partial update because we can include the Northern Baker Transportation Improvement Plan and the Coordinated Human Services Plan. The average cost to update the plan is \$245,000 with a match of 10.27%. As a distressed community we can apply for forgiveness of up to 50% of the 10.27%. In addition, STIF funding can help cover the cost of the match.

Commissioner Witham moved to apply for the grant request and to authorize Chair Alderson to sign a letter of support out of session. Commissioner Nichols seconded the motion. Motion carried.

5. Health Dept.: Oregon Kitchen Table (OKT) Agreement ~ Community Health Assessment  
Ms. Meghan Chancey, Public Health Director, reported that OKT will conduct a study, meetings, cost not to exceed \$78,000. Will use modernization funds. The report is public and all their reports are posted on their website. Completed by the end of December and will present information to you at that time. Estimated cost is \$77,125?. Kim: compelling an IGA with Portland State University. The assessment will align with public health and overall community health issues.

Commissioner Nichols moved to approve the IGA with Portland State for \$77,125. Commissioner Witham seconded the motion. Motion carried.

6. Health: Professional services Agreement with Joeline Peasley, Nurse Practitioner  
Ms. Chancey reported that Ms. Peasley will provide family planning services at a rate of \$75/hour with an average of 10 hours per month. The County will also reimburse Contractor for liability insurance up to an amount of \$1,500. June 1, 2024 through June 30, 2025.  
Witham moved. Bruce 2<sup>nd</sup>. Motion carried.

7. Health: Professional Services Agreement at the School Based Health Center with Monte Anderson, PA-C.



We have been contracting with him for 10 years. Haven't had an increase in that time. This will be at a rate of \$70/hr. ave 10 hrs/week during the school year. Additional payment during sports physicals. July 1, 2024 through June 30, 2025. Witham moved. Bruce 2<sup>nd</sup>. Motion carried.

8. Technology: Postage Machine Lease Renewal

Bill Lee, Technology Director, Lease with Quadient for \$259.83/mo. For a total of \$15,89.80 over 60 months. Bruce moved. Witham 2<sup>nd</sup>.

9. Parks: Waterline Engineering RFP

Ms. Kim Mosier, County Counsel, reported this will be a formal RFP process. This is modeled after the RFP that we did for the Sheriff's Emergency Operation Center. For proposers, the funding is available for this contract, but funding for the rest of the project is going to be through grants not yet secured. proposers come in, reviewed by evaluation team, if more than one, then we can ask for pricing proposals and include that in evaluation. Evaluation team will include, Dan McQuisten, Doni and Commissioner Witham. Witham wondered about Noodle. Consensus. Shane: strike out preliminary cost estimate is attached. Kim: do have a cost estimate. Anderson Perry did preliminary estimate on this project and will include that so proposers know that information and has it. Project is estimated to be \$1,625,000. We will be asking them to give a cost estimate.

Commissioner Witham moved to accept the Parks Waterline Engineering RFP. Commissioner Nichols seconded the motion. Motion carried.

d. Department Update: Baker County Clerk's Office ~ Stefanie Kirby, County Clerk

Ms. Kirby reported that staffing hasn't changed. 16 hourly election workers that are called upon as needed. Duties: record property records, commissioner courtwork, maintain records, marriage license, passports, BOPTA, board of property tax appeals, now called property values appeal board PVAB. Starting this year, that's what it will be called. Board recruitment on that which includes 4 volunteers, which includes Commissioner Nichols. Do board training, filings, conduct the hearings. Conducts the elections in the county. Other duties that come with those major components.

Passport applications-processed 148. 33 marriage licenses. Recordings 1023 for the first five months, up a little from last year. Active 13063 registered voters. Changes daily. It's an increase of approx. 200. Still working on may 21 primary election. In the middle of the challenge period. After the week postmark period, to allow people to resolve a challenge signature or no signature. Plan to run final batch and certification on June 12. Run into hand count after that point on the 17<sup>th</sup>. Hopefully that week we can finalize things. 43 no signatures and 46? Challenge signatures. No method on seeing people coming in. doesn't think the number is wide enough to affect the commissioner race, but may impact the precinct elections. 99 ballots during postmark period. Of the 99, 71 did

have something postparks, return rate on that is 43.24% participation. That is consistent with the last two elections.

Last year mentioned the state of Oregon and the counties will go to a centralized voter registration. Did jump into some trainings to make that move. State did heavy testing and then decided to the feedback of the clerks and put it on pause. They are still working on it, but on pause. Hope is to implement in 2025. Hoping to get through the presidential before implementation.

Will soon be jumping into the .... Sheriff, treasurer and the various city council elections and measures. Also do soil and water conservation districts on the general. Final date for nov ballot, government, it will be in August.

Appreciates bill lee staying up late on election night and posting results.

Kim: august 16<sup>th</sup> is the deadline.

e. Discussion: TLT IGA with Baker City

City Manager, Barry Murphy, was present to discuss the City's request. Prior to merging with the County, the City had a lot of flexibility on how they spent their funds. Would like the City to get back to that, based on current financial state. Prior to, 25% goes to the general fund. Asking the public to pay more for police and fire and it only makes sense to recoup authorized revenue from the general fund especially since some of those services are provided to visitors. Could be used for city promotion.

No effect on 2024-25 marketing budget. Knows it brings in tourists. My proposal ...

Want to continue the partnership with the county. Knows it's a big ask, also reflecting that 80% of the TLT revenue is coming from the city and not able to use the revenue as we should if we were operating our own tlt program. When I went to LOC meeting in sumpter, they listed 3 primary sources of revenue for cities of our size: franchise fee, property taxes, tlt rev.

Shane thinks we can extract out what amount is actually earned through the city. \$???

Barry: main expenses is \$80k. doesn't include video lottery.

Witham: consider giving it back to the city?

Barry: that is another option.

Kim: the ordinance is a county ordinance, only enforceable outside of city limits unless the city allows it to be enforced within their city limits. We collect 7% of what the lodging entity takes in who remits it to the county. Those cities who allow it enforced within their

city limits, they also remit to the county. Baker city is also the biggest city. City of richland has opted not to. Other than the city of richland, it is sumpter, halfway, etc. the county administers that ordinance. County enforces that ordinance. True since 2006.

LG is an example of one way to do a TLT> LG city has 6%, county has a ? %. Remitted to city of LG and then they enforce their 6%. Union county has 3%. Don't know what agreement they have for administration. Looks like it all gets sent to the city, which is different than what we do. The City with their own ordinance has complete control over what they do. 70% goes to tourism and 30% unrestricted on anything else. On current agreement, those dollars after the 5% of the administration of the tax, are used in economic development program regionally. If you want to change that structure and no longer use it for regional economic development, you may choose to review the IGA or review of the program with a team with the City. Caution you not to move on it until you have thorough conversations with the TLT committee. This proposal changes the structure and the reason behind what happened in 2006. Take a pause and talk about it and make these same things happen.

Shane: what are your plans for economic dev? Barry: thinks we can maintain status quo.

Shane: spoke with Jerry P and thinks we should sit down with the chairs of each committee and do a work session. Would like to hear what the TLT says.

Consensus to schedule a work session with the TLT and EDC.

## **6. Documents to be Signed**

- a. Order No. 2024-127: Cancellation of Wholly Uncollectible Utility, Personal and Real Property Taxes. Ms. Robinson, County Treasurer/Tax Collector, reported that as businesses leave, they don't pay their taxes and we take them off the tax roll. Total cancellation in the amount of \$25,302.18.

Commissioner Witham moved to approve Order No. 2024-128: Cancellation of Wholly Uncollectible Utility, Personal and Real Property Taxes. Commissioner Nichols seconded the motion. Motion carried.

- b. Resolution No. 98-01: Tax Refund

Ms. Robinson, that .... Resulting in a total refund of \$4,649.29.

Commissioner Witham moved to approve Resolution NO. 98-01. Commissioner Nichols seconded the motion. Motion carried.

- c. Letter of Support: Baker City Fire Department ~ Ambulance Service Licensing  
Mr. Jason Yencopal, Emergency Management Director, was present to discuss the letter, which is a letter of support for the Baker City.... Reviewed by the ambulance Service Area committee, ??? no objections. Reached out to OHA. If there is an issue, what can we do, but haven't heard back from OHA yet. They have reviewed our plan, some of those changes would address having multiple license services within the County. Only

one county had that in their plan, which was sherman county. They are going through all county plans to address those issues. Wants to have the opportunity to provide support while not diluting current services.

Witham: wildfire fighting? Who will cover home? Barry: after looking through everything, any of the wildfire concepts would be very difficult. None of our fire vehicles would ??? type 6, no real path to continue. We own the ambulances, could make an argument there. In talking with pioneer, their biggest revenue source is transports. Can't do transports because don't have backups in the city.

Kim: thinks this letter is not the same as what is being discussed.

Shaen will reach out to Pioneer West... Not against the idea but doesn't want to take the contract with our current provider...

Jason will report back with a revised letter.

## 7. Ratification of Documents

- a. Amendment #1 to the 2024-25 IGA #PO-44300-00026002 for the Financing of Community Mental Health, Addiction Treatment, Recovery & Prevention and Problem Gambling Services.  
Commissioner Witham moved to ratify Amendment #1 to the 2024-25 IGA #PO-44300-00026002 for the Financing of Community Mental Health, Addiction Treatment, Recovery & Prevention and Problem Gambling Services. Commissioner Alderson seconded the motion. Motion carried.
- b. Amendment #2 to the 2024-25 IGA #PO-44300-00026002 for the Financing of Community Mental Health, Addiction Treatment, Recovery & Prevention and Problem Gambling Services.  
Commissioner Witham moved to ratify Amendment #2 to the 2024-25 IGA #PO-44300-00026002 for the Financing of Community Mental Health, Addiction Treatment, Recovery & Prevention and Problem Gambling Services. Commissioner Alderson seconded the motion. Motion carried.
- c. Financial Reports  
Commissioner Nichols moved to ratify the signature of the following financial reports: C21, C20, C18 C22 and C36. Commissioner Witham seconded the motion. Motion carried.

## 8. Other Business

- a. Valentine Health Advisor (VHA) Recommendation: VHA has recommended the County consider the formation of two teams: one that would connect with Trinity Health Systems and one to explore the option of a health district. The County Commissioners held a work session on May \_\_, 2024 where they met with the VHA Steering Committee who put forth names for these two teams. The Commissioners agree that they don't want to

appoint people to these two teams, but would designate a County representative to serve on the Trinity Team and have Public Health Director, Meghan Chancey, serve as a liaison to the Health District Team. Witham recommends county representative plus one other go in person and the other two attend virtually. Shane thinks there might be funding through Eastern Oregon Coordinated Care Org. Bruce would like to see any one of us pop in on the health dist meeting to stay informed. Bruce will reach out to the Trinity Team to determine who will travel and who will stay.

- b. Commissioner Update and Calendar Review:
  - I. Commissioner Nichols reviewed his calendar.
  - II. Commissioner Alderson reviewed his calendar and gave a brief update on meetings he has attended.
  - III. Commissioner Witham asked for feedback from the Commissioners related to the

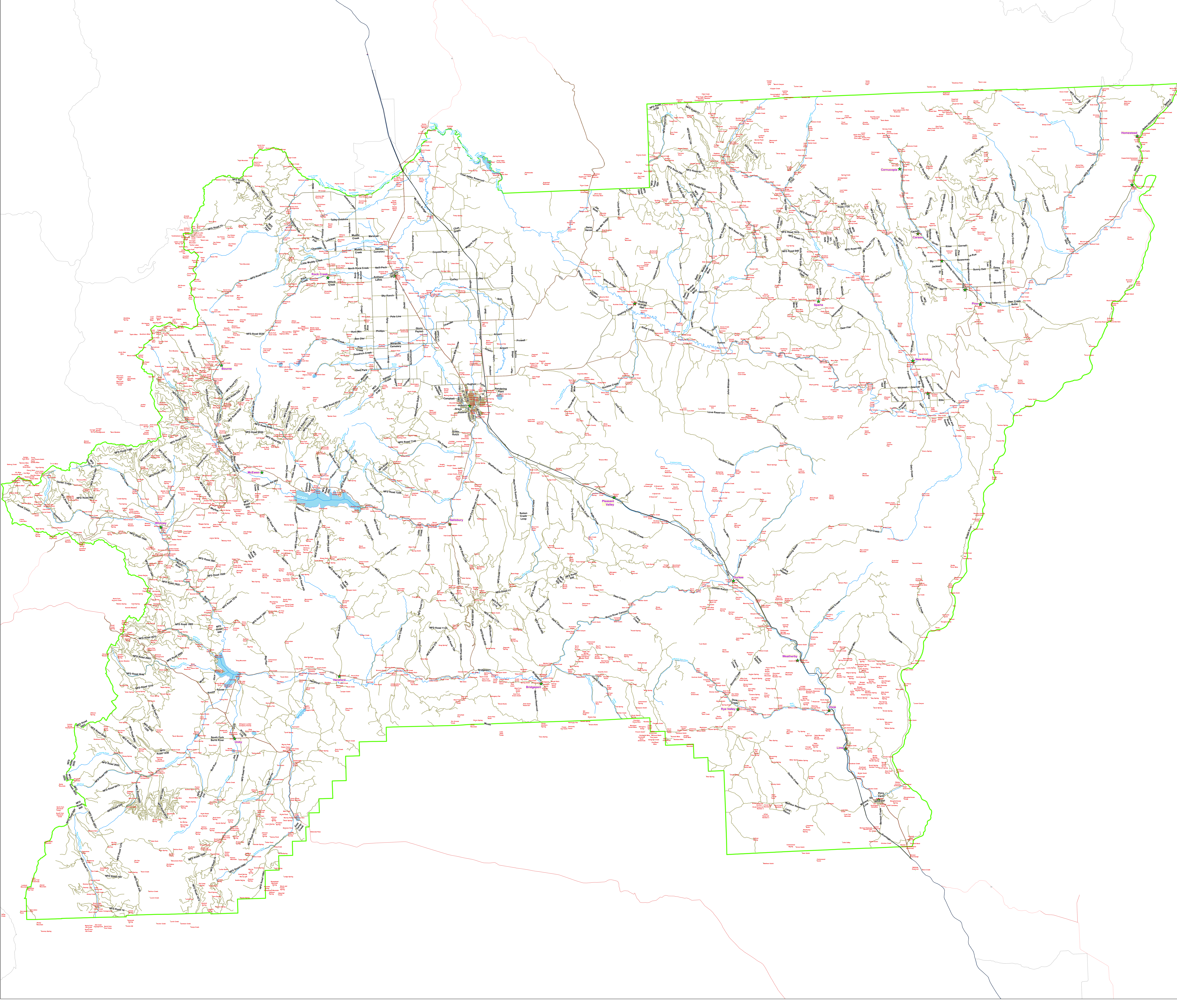
## **9. Adjournment**

Commissioner Nichols moved to adjourn the meeting. Commissioner Witham seconded the motion. Motion carried.

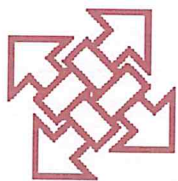
The June 5, 2024, Commission Session adjourned at 12:00 p.m.

Respectfully Submitted,

Erin Linan  
Management Assistant



# Community Connection



Of Baker County

Community Connection of Northeast Oregon Inc.

Community Action Agency  
Area Agency on Aging (Dist. 13)  
Community Housing Development Organization  
Youth and Inter-generational Program Agency

*"Helping People.  
Changing Lives."*

July 12, 2024

Cheryl Jarvis-Smith  
Oregon Department of Transportation  
3012 Island Ave.  
La Grande, OR 97850

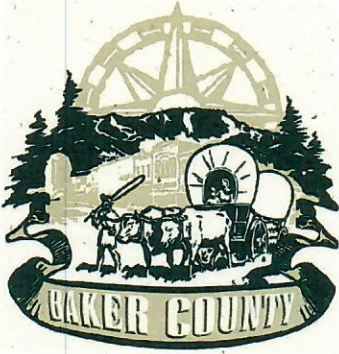
Ms. Jarvis-Smith,

Community Connection of Baker County/Baker NEO Transit fully supports Baker County's application for the 2024 Transportation and Growth Management Program Planning Grant. As the Public Transportation Provider here in Baker County we see firsthand the needs and gaps in public transportation services. The Baker County Transportation System Plan (TSP) is a guide for managing existing transportation facilities and developing future transportation facilities through projects, programs and policies that will allow our community to meet its transportation needs and goals 20-years into the future. The Baker County (TSP) has not been updated since 2005 and will need updating in 2025 as a 20-year plan. This valuable tool will help meet the transportation needs of vulnerable community members who have no other means of transportation.

Sincerely,

Joe Hayes

County Operations Manager  
Community Connection of Baker County  
(541) 523-6591 / [joe@ccno.org](mailto:joe@ccno.org)



Doni Bruland  
ODOT Grants Administrator  
1995 Third St.  
Baker City, OR 97814  
541-519-1719; [dbruland@bakercountyor.gov](mailto:dbruland@bakercountyor.gov)

July 24, 2024

Cheryl Jarvis-Smith  
Oregon Department of Transportation  
3012 Island Ave  
La Grande, OR 97850

Ms. Jarvis-Smith,

I support the application for the 2024 Transportation and Growth Management (TGM) Program Planning Grant.

As Baker County's ODOT Grant Administrator, I have seen the need for an updated Transportation System Plan (TSP) first-hand. The current TSP, dated 2005, is terribly outdated and does not reflect the present, or future, transportation needs. The TGM will allow the County to address inadequacies in the 2005 TSP including bike and pedestrian elements, recreational motorized and non-motorized transportation, and the Americans with Disabilities Act Transition Plan.

Baker County has an updated Coordinated Human Services Public Transportation Plan (2022) that covers some of the needs and goals that are not in the 2005 TSP. However, to continue to promote transportation, public and private, it is important to have a more inclusive TSP. Both Plans are needed to ensure Baker County stays competitive for future ODOT funding opportunities, including the Statewide Transportation Improvement Funds (STIF), and other state and federal grant opportunities.

Please, do not hesitate to contact me with questions about transportation needs in Baker County.

Sincerely,

A handwritten signature in blue ink that reads "Doni".

Doni Bruland  
Baker County ODOT Grants Administrator



Baker County Economic Development  
2019 Main Street Suite A  
Baker City, OR 97814



ATTN: Cheryl Jarvis-Smith  
Oregon Department of Transportation  
3012 Island Ave  
La Grande, OR 97850

This is a letter of support for Baker County application for the 2024 Transportation and Growth Management (TGM) Program Planning Grant.

As the Economic Development Director for Baker County the need for an updated (TSP) Transportation System Plan is essential for the County to be current with all the needed state and federal guidelines. To not identify future needs for urban growth, industrial needs, infrastructure and safe pathways will put us at great disadvantage moving forward.

We have been experiencing growth on several fronts and in order to take advantage of the opportunities a current TSP will help guide us in our decisions and open the doors for grant opportunities to make our goals achievable in a rural community.

Current and pending projects have identified multiple shortfalls the existing TSP doesn't address with its outdated information. As the information tools evolve to help us better map our future, we must develop a plan that ensures we move forward correctly. This will allow the County to get the expertise needed in creating a successful TSP.

I can without reservation support the County application for the 2024 Transportation and Growth Management (TGM) Program Planning Grant.

Warm regards,

A handwritten signature in black ink that reads "Bryan Tweit".

7/24/2024

Bryan Tweit  
Baker County Economic Director  
541-519-5377

<https://www.facebook.com/bakercountyeconomicdevelopment>

[bakercountyeconomicdevelopment.org](http://bakercountyeconomicdevelopment.org)

## RACIAL AND ETHNIC IMPACT STATEMENT

**This form is used for informational purposes only and must be included with the grant application.**

[Chapter 600 of the 2013 Oregon Laws](#) require applicants to include with each grant application a racial and ethnic impact statement. The statement provides information as to the disproportionate or unique impact the proposed policies or programs may have on minority persons<sup>1</sup> in the State of Oregon if the grant is awarded to a corporation or other legal entity other than natural persons.

1. The proposed grant project policies or programs could have a disproportionate or unique positive impact on the following minority persons:

Indicate all that apply:

Women	Asians or Pacific Islanders
Persons with Disabilities	American Indians
African-Americans	Alaskan Natives
Hispanics	

2. The proposed grant project policies or programs could have a disproportionate or unique negative impact on the following minority persons:

Indicate all that apply:

Women	Asians or Pacific Islanders
Persons with Disabilities	American Indians
African-Americans	Alaskan Natives
Hispanics	

3. The proposed grant project policies or programs will have no disproportionate or unique impact on minority persons.

**If you checked numbers 1 or 2 above**, please provide below the rationale for the existence of policies or programs having a disproportionate or unique impact on minority persons in this state. Further provide evidence of consultation with representative(s) of the affected minority persons.

*By checking this box, I hereby certify the information contained on this form is true, complete, and accurate to the best of my knowledge.*

**Dated:**

Printed Name:

Title:

Agency Name:

---

<sup>1</sup> “Minority person” are defined in SB 463 (2013 Regular Session) as women, persons with disabilities (as defined in ORS 174.107), African Americans, Hispanics, Asians, or Pacific Islanders, American Indians and Alaskan Natives.