

Salem Area Mass Transit District
SPECIAL TRANSPORTATION FUND ADVISORY COMMITTEE
April 07, 2020

Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 973010

MINUTES

Present: Ron Harding, Chair; John Hammill, Vice Chair (arrived 3:47 p.m.); and members- Bryant Baird; Jean Sherbeck; Sherena Meager-Osteen; Emily Broussard; Marja Byers; Jeremy Gordon

Absent: None

Staff: Steve Dickey, Director of Strategic Initiatives & Program Management; Sueann Coffin, Contracted Services Manager; Chris French, Senior Planner; Ted Stonecliffe, Transit Planner II; Melissa Kidd, Operation Programs Administrator
SAMTD Board Liaison: Charles Richards, Liaison (ABSENT)

Providers: None

Guests: Julie Luedtke, NWSDS; Linda Galeazzi, SAMTD

Recorder: Jolene White, Administrative Assistant, Strategic Initiatives & Program Management

A. CALL TO ORDER

Chair Ron Harding called the meeting to order. A quorum was present.

1. Safety Moment:

Steve Dickey shared the two best ways to combat the COVID-19 pandemic. The first, is to wash your hands for at least 20 seconds with soap and water or hand sanitizer anytime you may have had any contact with anything that others have. The second important step is to maintain social distancing of at least six feet and minimizing groups of people. Ron Harding shared to remember to sanitize packages received or groceries while putting away and to wash your hands



afterwards. Sherena Meager-Osteen cautioned members to be careful how you handle your face mask so as to not cross contaminate while taking off and on. It is best to leave your mask on the entire time you are out because taking it off and on will contaminate it. After wearing the mask, immediately wash and dry to sanitize before wearing again.

B. PUBLIC COMMENT

None

C. ANNOUNCEMENTS

1. Electronic meeting process in the event of continue social distancing regulations:

Mr. Dickey explained the electronic meeting process and the different features that can be used during the meetings. Until further notice, all Committee meetings will be held via the electronic meeting process. When the members are required to vote on items, we will be conducting this with a roll call voting process to ensure all members are heard and an accurate count can be documented.

2. Timeline for 2021 section 5310(FTA) grant process:

Mr. Dickey went over the timeline with the STF members, see **Attachment A**. The Section 5310(FTA) funds come directly from the Federal Transit Administration (FTA) to be distributed by Cherriots for projects that serve the transportation needs of seniors and individuals with disabilities within the Salem/Keizer urban growth boundary. The amount available for fiscal year 2020-2021 is \$244,731. The 2021 Section 5310(FTA) applications will be released on the Cherriots website on April 10th of this year. Hard copies are also available upon request. Mr. Dickey reminded members that the grant applications will be sent to them two weeks prior to the next meeting and to make sure to review the applications before the next meeting, and to make a list of any questions they may have.



Also available on the website and in hard copy are the application instructions, the Coordinated Public Transit- Human Services Transportation Plan and the Section 5310 Program Management Plan. These are good resources for applicants and STFAC members on the background and eligibility requirements of this grant as well the current unmet transportation needs in Marion and Polk Counties.

The application deadline is June 19th. At that time, copies of all submitted applications will be distributed to the Technical Advisory Committee members (TAC). The TAC will be made up of the STFAC members plus at least one other representative from the Mid-Willamette Valley Council of Governments and two members of the public. The TAC will meet on July 7th at 2:00 p.m. Applicants will also be expected to attend the first part of the meeting to present their projects and answer questions. The TAC members will then rank the applications and form a recommendation to the STFAC. The STFAC will convene a regular STFAC meeting immediately following the TAC meeting and collect any public comment regarding the applications. The STFAC will then form a recommendation to the Cherriots Board of Directors. The Cherriots Board of Directors will make the final award decision.

3. Update on COVID-19 and the effects that impact SAMTD:

Mr. Dickey updated the members on the effects that COVID-19 is having on Cherriots. This pandemic has hit the District hard with multiple cases of positive and pending test results amongst some of the Operators. Last week the District chose to shut down the fixed route service for a period of time after several days of having to make significant service changes due to staffing shortages. Service stated back up today with a very limited service for essential trips only and several other changes to keep operators and riders safe. The bus will be boarded from the rear unless the rider has a mobility device, then they will be allowed to enter through the front doors. No fares will be collected at this time, allowing all riders to ride for free. There is a maximum capacity that is allowed on



any one bus and rows of seats have been blocked off in order to allow for social distancing regulations. Decals have been placed outside the buses to remind people to maintain social distancing and hand sanitation stations have been set up. Operators will continue to have access to personal protective equipment and riders will be required to wear masks at all times, starting this Friday. The Cherrriots offices, public spaces and Del Web facility were deep cleaned and sanitized by an outside company over the weekend. The Customer Service lobby is currently closed to the public, but Security staff are still present during all operation hours.

Chris French gave the members an overview of the limited service that Cherrriots is currently providing and which routes, times and frequency they are running.

D. ACTION ITEMS

1. Elect a Chair and a Vice Chair for the STF Advisory Committee for the calendar year 2020:

At the first meeting of each calendar year, the STFAC members elect a Chair and Vice Chair for the calendar year as per the committee bylaws. Mr. Harding explained that the elections made at today's meeting would come into effect at the next meeting of the STFAC.

Jeremy Gordon motioned to nominate Ron Harding for Chair. Sherena Meager-Osteen seconded the motion. The motion passed unanimously among the voting members (Harding, Meager-Osteen, Gordon, Baird, Broussard, Byers).

Sherena Meager-Osteen motioned to nominate herself for Vice Chair. John Hammill motioned to nominate himself to Vice Chair. Marja Byers seconded the motion for Sherena Meager-Osteen. Emily Broussard seconded the motion for John Hammill. The motion passed among the



voting members for John Hammill for Vice Chair 5-2 (Harding, Baird, Broussard, Beyers, Hammill).

E. DISCUSSION

1. Legislative action regarding STF and STIF Advisory Committees

Next Steps:

Mr. Dickey informed the committee about the merge of the STF and STIF committees. This legislation was to take place during the last session, but due to contentious bills in the session, many items were not able to be voted on. The process to combine these committees is now delayed. For the next biennium, the STF and the STIF will continue to function as two independent committees.

2. Provider Updates:

None

Adjournment: 4:24 PM

Next Meeting: July 07, 2020



ATTACHMENT A
MEMO

To: Special Transportation Fund Advisory Committee
From: Steve Dickey, Director of Strategic Initiatives and Program Management
Date: April 07, 2020
Subject: 5310(FTA) Grant Process Timeline

FFY20 5310

Timeline:

- **April 10, 2020** - Public notice published and applications available
- **April 16, 2020** - Application training session at Cherriotics Administration offices (online applicants are encouraged to attend)
- **June 19, 2020** - All applications due at Cherriotics by 5 p.m.
- **June 22, 2020** - Applications mailed and emailed to Technical Advisory Committee (TAC) members
- **July 7, 2020** (Time and online decision TBD) - TAC meets to hear applicant presentations and determines priorities to recommend to STF Advisory Committee (STFAC)
- **July 7, 2020** (Time and online decision TBD) - STFAC meets to recommend



a prioritization ranking of projects to Cherriots Board of Directors

- **July 23, 2020** – Cherriots Board of Directors approval of STFAC recommendations
- **TBD** 5310(FTA) grant agreements executed