

**Salem Area Mass Transit District
Special Transportation Fund Advisory Committee
Tuesday, November 13, 2018
Courthouse Square - Senator Hearing Room
555 Court St NE, Salem, Oregon 97301**

A. CALL TO ORDER & NOTE OF ATTENDANCE:

Ron Harding called the meeting to order at 3:00 p.m. with a quorum present.

MEMBERS PRESENT:

Ron Harding, Chair; John Hammill, Vice Chair; Marja Byers; Emily Broussard; Bryant Baird; Beth Jackson; Sherena Meagher-Osteen; Jean Sherbeck; Victor Reppeto (arrived at 3:48 p.m.)

MEMBERS ABSENT:

None

STAFF:

Ted Stonecliffe, Transit Planner II; Chris French, Senior Planner; Melissa Kidd, Operations Programs Administrator; Jolynn Franke, Administrative Assistant, Transportation Development

SAMTD BOARD LIAISON:

Colleen Busch, SAMTD Board of Directors; Jerry Thompson, SAMTD Board of Directors

PROVIDERS:

Kathleen McClaskey, Woodburn Transit; Earlene Naylor, Salem Health West Valley

GUESTS:

None

B. PUBLIC COMMENT: None

C. APPROVAL OF MEETING MINUTES – September 4, 2018:

Ron Harding informed the Special Transportation Fund Advisory Committee (STFAC) members that approval of the September 4, 2018 meeting minutes would be postponed until the January STFAC meeting.

D. ANNOUNCEMENTS:

1. Intergovernmental Agreement (IGA) with the City of Stayton for new shelter [Ted Stonecliffe] -

Ted Stonecliffe appeared at the Stayton City Council meeting last month and obtained approval on an IGA for a new shelter to be installed at the City's Public Works building on First Street (at Regis Street). This is a very well utilized stop in the Cherriots Regional system with 20 to 25 boardings per day. The agreement is that Cherriots will install a shelter already in stock and the City of Stayton will maintain the shelter thereafter. The cost of installation will be covered by Cherriots, possibly using STF grant funds coming available in the 2019-21 biennium. If so, construction could begin in summer 2019.

2. Welcome new members [Ted Stonecliffe] -

Ted welcomed the two new STFAC members, Beth Jackson and Bryant Baird. Beth and Bryant were appointed to the STFAC by the Cherriots Board of Directors at the September board meeting. Though the STFAC now has a full appointment, Cherriots is still actively recruiting applicants as there are four current members up for reappointment at the end of this year. Also, the Cherriots Board of Directors could decide to expand the STFAC at any time and the committee is especially short on members from Polk County.

E. ACTION ITEMS:

1. Recommendation on STFAC bylaw revisions [Ted Stonecliffe] -

There are two revisions to the STFAC bylaws up for recommendation. One is some clarifying language on the method of filling vacancies in Section II of Article II. The other is some additional language in Section I of Article II on the requirement by Oregon Administrative Rule 732-005-0031(10) that the STFAC have a minimum of five members. This change does not affect the quorum requirements under Section III.

Marja Byers motioned for the STFAC to recommend the STFAC bylaw revisions as written to the Cherriots Board of Directors. John Hammill

seconded the motion. The motion passed unanimously among voting members.

F. DISCUSSION ITEMS:

1. Presentation – FY19-21 STF/5310 grant solicitation process [Arla Miller] –

Arla Miller introduced herself as the Oregon Department of Transportation (ODOT) Regional Transit Coordinator for the north coast and north Willamette Valley area. Arla presented on the requirements of the STFAC, the Special Transportation Fund (STF) and Section 5310 Rural Formula programs and their purposes, and the funding sources for these two grants.

The requirements of the STFAC include:

- 1) Must be appointed by the governing board of the STF Agency;
- 2) Have at least the minimum number of members for the type of committee (tribal or district/county);
- 3) Comply with the public involvement policies of the STF Agency;
- 4) Comply with the state of Oregon's public meeting laws;
- 5) Hold meetings a sufficient number of times as necessary to advise the STF Agency and carry out the purposes of the Special Transportation Fund. At a minimum, the advisory committee must meet twice a year;
- 6) Be involved in developing the Coordinated Plan: the STF Committee must advise the STF Agency before the plan is adopted;
- 7) Maintain written bylaws that define membership, terms of office, responsibilities, meeting schedule, etc, as directed by the STF Agency. The bylaws must be available to the public;
- 8) Keep records of all meetings.

Additionally, STFAC members are considered public officers under Oregon law. Any questions regarding the responsibilities of public officers, or any of the STFAC requirements, can be directed to Ted Stonecliffe.

The STF program was created in 1985 by the Oregon Legislature and is funded by taxes on cigarettes, ID cards, and other funds from ODOT. There are 42 STF Agencies in Oregon, including the nine federally

recognized tribes. The STF program is governed by Oregon Revised Statutes and Oregon Administrative Rules. These statutes and rules are covered in the STF Guidebook which can be found on the ODOT website. The purpose of the STF program is to fund transportation of seniors and individuals with disabilities of any age. The funds can be used for operations, equipment, planning, travel training, or as local match for federal dollars.

The Section 5310 Rural Formula program is funding from the Federal Transit Administration which is distributed to states using a population based formula set by Congress. These funds are also for transportation of seniors and individuals with disabilities; however, this program requires matching funds and is only available to public transportation agencies providing rural service. Eligible projects are operations, travel training, preventive maintenance, and purchased service. Operations projects require a 50 percent match and all other projects require a 20 percent match.

The estimated allocations to Cherriots for the fiscal year 2019-2021 biennium are:

- Section 5310 Rural Formula ~ \$2,132,664.00
- STF program ~ \$1,992,724.00

The solicitation schedule is currently being drafted. Applications will likely be made available by Cherriots during the second week of December, followed by an application training during the third week of December, with a due date of mid-January, and the Technical Advisory Committee meeting at the end of January. More details will be shared with the STFAC once the schedule is finalized.

The STF and Section 5310 programs are separate from the new Statewide Transportation Improvement Fund (STIF). Although, Cherriots will be producing a sub-allocation of STIF dollars which could be used to match federal dollars for certain projects. The STIF has no matching requirement and is geared towards expanding services, but cannot be used to supplant existing services.

2. September 2019 service change overview [Chris French] –

Cherriots is planning service changes for September 2019 and May of 2020 due to the new STIF dollars coming available. The service change plan was recommended to the Cherriots Board of Directors by the STIF Advisory Committee, the board approved the recommendation, and the application was submitted to ODOT on November 1. As required by ODOT, the application includes two plans; one at 100 percent of the expected tax revenue, and one at 130 percent of expected tax revenue. Cherriots will be moving forward with planning on the 100 percent plan.

The 100 percent plan begins with extending evening hours and adding Saturday service on some Local and Regional routes in September 2019. Cherriots LIFT service hours will also be extended in the evenings and on Saturdays as paratransit service hours are required to mirror those of the Local service. Sunday and holiday service will be added to some Local and Regional routes, and Cherriots LIFT, later in 2020. The benefit of rolling out these service changes in phases is to avoid the possibility of having to cut them back if funding levels come in below the estimated amounts.

Cherriots will also be asking the board to update the fare policy to include a new youth fare structure for Local and Regional routes. For more detailed information about the service changes STFAC members are directed to the memo provided in the agenda packet for today's meeting.

Cherriots will also be sub-allocating some of the STIF dollars to the City of Woodburn and the City of Silverton. The City of Silverton is planning additional mid-day service by hiring a transit coordinator/driver and also conducting a study to determine what the needs of the community are for use in future allocations.

Kathleen McClaskey provided an overview of Woodburn Transit's plan to start weekend service and add a 30 minute loop to the most frequently used stops in town. They will also be purchasing another vehicle in order to implement their plan and looking into bettering connections with Canby Area Transit and Cherriots.

3. 2019 meeting dates [Ted Stonecliffe] –

Copies of the 2019 STFAC meeting dates document have been provided to all STFAC members. A Technical Advisory Committee meeting has been tentatively scheduled for January 29 from 9:30 a.m. to 2:00 p.m. Cherriots staff will send out an official invitation and an updated meeting date document once the dates and times have been finalized.

4. Provider Updates:

None

5. Round Table Topics:

Victor Reppeto asked if there was anything new applicants could do to be ready for the upcoming grant cycle. Ted Stonecliffe and the STFAC members had the following suggestions:

- Attend the application training session that Cherriots will offer sometime during the third week of December. More information will be made available when the solicitation timeline is finalized.
- The Technical Advisory Committee will be discussing and ranking applications based on the information provided in the applications and the presentations given by the applicants. So, having a complete application and a well versed presentation can be helpful.
- Existing services that are known to perform well are given priority over new services with unknown levels of performance.
- All eligible projects must be found within the Coordinated Public Transit – Human Services Transportation Plan (available on the Cherriots.org website).

One of the most noticeable unmet needs in rural Marion and Polk counties is the lack of first and last mile connections to public transit. STFAC members are encouraged to get the word out to organizations that may be interested in applying for funds to try and meet this need in their communities.

G. ADJOURN: The meeting adjourned at 3:59 p.m.

Recorded by: Jolynn Franke, Administrative Assistant, Transportation Development Division

NEXT MEETING:

Tuesday, January 8, 2019; 3:00 - 4:30 PM

Courthouse Square Building, Senator Hearing Room

555 Court St NE, Salem, OR 97301