

**STATEWIDE TRANSPORTATION IMPROVEMENT FUND
ADVISORY COMMITTEE
VIRTUAL MEETING AGENDA**

Thursday, February 11, 2021
5:30 – 7:30 PM

Google Meets I.D: meet.google.com/yqj-qqqj-fji
Google Meets Phone No: **+1 216-525-9667**
PIN: **623 777 472#**

(Detailed Instruction to participate in the meeting are on the next page)

Courthouse Square – Senator Hearing Room 555 Court
Street NE, Salem, Oregon 97301

NOTE: Social distancing, virtual meetings, and other COVID-19 guidelines will be practiced at all of the District’s public meetings for the protection of the Board, staff and community members until further notice. There will not be a public forum.

The public is encouraged to send testimony on any of the agenda items. Public comments can be submitted in writing by email to publictestimony@cherriots.org or mailed to: SAMTD, 555 Court Street NE, Suite 5230, Salem, Oregon 97301 by 5pm on Thursday, February 10, 2021; or contact Jolene White at (503) 588-2424 for instructions to testify. Written testimony received will be provided to the Statewide Transportation Improvement Fund Advisory Committee and will be included in the public record for the meeting.

INSTRUCTIONS FOR THE STATEWIDE TRANSPORTATION IMPROVEMENT FUND
ADVISORY COMMITTEE VIRTUAL MEETING

It is not required to have a Google account in order to participate in the STIFAC meeting. You can connect with full video and audio if you have a camera and/or a microphone on your computer or cellphone:

Google Meets I.D: meet.google.com/yqj-qqqj-fji

Google Meets Phone No: +1 216-525-9667

PIN: 623 777 472#

No microphone or camera on your computer?

- You can still use the speakers on your computer or your cellphone to listen.

You may want to try out your connection to the virtual meeting 10-15 minutes early.

CONTACT:

Jolene White

Salem Area Mass Transit District

Email: jolene.white@cherriots.org | STIFAC: publictestimony@cherriots.org

phone: (503) 361-7521

For the Google Meet App on your cellphone. Go to:

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This public meeting is in a place that is ADA accessible. Auxiliary hearing aids and services, and alternate formats to individuals with limited English proficiency are available. Requests can be made with at least 48 hours of notice by phone at 503-588-2424 or with the assistance of TTY: Oregon Relay Services at 1-800-735-2900 (or 711). Cherriots administration office hours are Monday-Friday from 8:00 AM to 5:00 PM.

For an electronic copy of the Statewide Transportation Improvement Fund Advisory Committee agenda packet, go to www.cherriots.org/STIFAC/.

Esta reunión pública está en un lugar accesible para la ADA. Se encuentran disponibles audífonos y servicios auxiliares, y formatos alternativos para personas con dominio limitado del inglés. Las solicitudes se pueden hacer con 48 horas de aviso directamente al Secretario de la Junta por teléfono al 503-588-2424 o con la asistencia de TTY: Servicios de retransmisión de Oregon al 1-800-735-2900 (o 711). El horario de la oficina de administración de Cherriots es de lunes a viernes de 8:00 a.m. a 5:00 p.m.

Para obtener una copia electrónica del paquete de agenda de la Junta, visite www.cherriots.org/STIFAC/.

**STATEWIDE TRANSPORTATION IMPROVEMENT FUND
ADVISORY COMMITTEE
VIRTUAL MEETING AGENDA
Thursday, February 11, 2021**

A. CALL TO ORDER

1. Notice of Attendance for a Quorum
2. "Safety Moment" Thought for the Day

B. PUBLIC COMMENTS

See above for public comment procedures

C. APPROVAL OF MEETING MINUTES

1. Approve STIFAC January 13, 2021 Minutes

D. INFORMATION ITEMS

1. Overview of process
2. Overview of projects

E. ACTION ITEMS

1. Review and vote to support or not support projects either individually or collectively.

F. ADJOURN

Mission

**Connecting people with places through safe, friendly, and reliable public
transportation services Values**

Safety – Service Excellence – Communication – Innovation – Accountability



Salem Area Mass Transit District
STATEWIDE TRANSPORTATION IMPROVEMENT FUND
ADVISORY COMMITTEE
VIRTUAL MEETING

January 13, 2021
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

MINUTES

| | |
|------------------|---|
| PRESENT: | Chair, Becky Gilliam, Jim Row, Ron Harding, Diane McLaran, Director Charles Richards |
| ABSENT: | Glen Morrison, Sandra Hernandez- Lomeli, Vice Chair, Kathy Martin-Willis |
| STAFF: | Steve Dickey, Director of Strategic Initiatives and Program Management; Chris French, Service Planning Manager; SueAnn Coffin, Contract Services Manager, Ted Stonecliffe, Planner II |
| GUESTS: | Director Coleen Busch; Jason Gottgetreu, City of Silverton; Kathleen McClaskey, City of Woodburn; Karen Sherman, City of Woodburn |
| RECORDER: | Jolene White, Administrative Assistant, Technology and Program Management/ Finance |

A. CALL TO ORDER

1. Chair Becky Gilliam called the meeting to order at 5:30 PM. Attendance was noted, and a quorum was present.
2. Mr. Dickey shared the “*Safety Moment*” thought of the day. Now that is it getting darker earlier, and with bad weather making it hard to see, please be aware of pedestrians. Make sure if you are out after dark, that you also wear bright and/or reflective clothing so you can also be seen. Mr. Dickey also recommended a change to the agenda. He would like to add two topics; Update on the STF and STIF merger and, confirm the committee’s next meeting dates. Chairman Gilliam agreed to add these items to the agenda.

B. PUBLIC COMMENTS

There were no public comments submitted and no public present.

C. APPROVAL OF MEETING MINUTES

No additional changes were requested to the minutes from November 11, 2020. **Mr. Harding motioned to approve the minutes from the STIFAC November 11, 2020 meeting. Motion was seconded by Mr. Row. All ayes and no opposed. The motion was carried.**

D. ORIENTATION AND GUIDANCE OF THE STIF FORMULA GRANT PROGRAM

Mr. Dickey gave an overview of the STIF Formula Grant Program and the application process. In 2017, the Oregon State Legislature passed HB-2017 establishing the largest transportation funding bill ever passed in the state of Oregon. Included in HB-2017 was the first ever revenue source dedicated to public transportation statewide. This funding source was named the Statewide Transportation Improvement Fund (STIF). These funds are allocated on a biennial basis with the next funding cycle being for the 2022 and 2023 fiscal years.

STIF project plans (ODOT – Public Transit Division’s terminology for application in the STIF program) were received from three Public Transportation Service Providers (PTSP), with a total of twelve projects requesting STIF funding. A summary of the projects requesting funding are in the attached **Table 1**. A copy of the project plans have been provided in **Attachment A**. The most recent revenue forecast from the State of Oregon shows a total of \$15,425,351 (2022 - \$7,510,636 / 2023 - \$7,914,715) for Marion and Polk counties for the biennium.

Mr. Dickey explained that using these funds for these projects will grow and improve public transit services in Marion and Polk counties and enhance the ability to serve the needs of the community. The purpose of the STIF program is to enhance transit service throughout the state and provide a stable source of revenue to continue with those improvements for many years to come. The role for the STIF committee for this meeting is to go over the submitted projects and to make a recommendation to the SAMTD Board of Directors how these funds should be allocated.

E. STIF FORMULA FY 2021-23 PRESENTATIONS AND QUESTION / ANSWER PERIOD

Mr. Dickey gave a high level overview of each of the projects submitted by SAMTD, the City of Woodburn and the City of Silverton (see attached TABLE 1) and opened it up to the Committee for questions.

Mr. Row informed the Committee that he is a public service provider with the City of Woodburn and that agency did submit an application for the STIF Formula Funding. Mr. Row will abstain from answering questions or advocating for the application submitted by the agency he represents, but does intend to vote on the actions.

Mr. Harding asked regarding to the allocation of additional funds, what happens to the funds if they are not used for any of the submitted projects? Mr. Dickey explained that these monies are tax revenues that have been collected, so they go into a special account. The revenues then if not allocated to a reserve fund, or in a carry forward status, they then remain in that general account accruing interest. If they are in a reserve account those monies are able to be used for an approved project. Because of the pandemic the rules are now allowing that if services in existence prior to the pandemic are short on operating revenue, there is now greater flexibility to allow STIF revenues to backfill some of those shortfalls. Mr. Dickey will send out the interest accrual account information to the STIFAC.

Mr. Row asked if the reserves are given to the providers when they have costs that overrun or are those reserves held by the QE until those monies are requested, and what constitutes a valid request for disbursement? Mr. Dickey explained that these funds are held in an account by the QE and are disbursed on a reimbursement request basis for activities that are in conjunction with the activities identified in the approved plan. With the new legislature ruling there is more flexibility to help with lost revenues due to the decline in the economy.

Director Bush asked if the chart included in today's meeting could be included in the report to the SAMTD Board of Directors and if the recommendations will include zeroing out of the Silverton monies. Mr. Dickey stated that the chart will be included in the Board memo and will include the zeroing out of the Silverton monies.

Questions /Answers for SAMTD application:

Mr. Row asked for an explanation of the reserve monies on the SAMTD application. Mr. French explained that in the District's STIF plan application, they are requesting monies to be kept in reserve to carry forward to initiate planned enhanced services. The District is being cautious with those dollars due to the first state projection showed they would be short funds and then the second projection showed additional monies. The total dollar amount for the reserves is split between those within the urban growth boundary and outside the urban

growth boundary. Mr. Row wanted to further clarify that would be the \$11.8 million in district and the \$2.4 million out of district? His understanding is that is how the request is divided up for the traditional Cherriots service and the regional service requests come from those funds that come from out of district. Mr. French confirmed that to be correct.

Ms. McLaran stated that on SAMTD project one, task one, there is 80% to maintain the service, and 20% is to expand to Sunday service and holidays. Is that the total of ridership for Sundays and holidays or is it just a greater cost to include service on those days? What do the statistics show as to the need for Sunday and holiday service? Mr. French explained that the Sunday and holiday service is based on the revenue hours that are being provided, so it is not on ridership numbers. This is based on revenue hours, 80% is maintaining the Saturday service that was implemented. The Sunday and holiday service was delayed due to the pandemic, Sundays are approximately 25% of the weekday ridership. The surveys have shown that the community thinks Sunday service is high on their ranking. SAMTD has continued to receive requests when both holiday and Sunday service. The holidays are at a reduced level of service.

Mr. Row asked about project four which expands the regional service. It seems there may be a potential Woodburn stop included in this project and would like additional information. Mr. French explained that part of task four does include the 80x, which is service between Salem and Woodburn and Wilsonville. This will not be the 1x, but SAMTD is planning to add a trip that services Woodburn, Wilsonville and Salem. The 80x will run on the same corridor but not the 1x getting off in Woodburn. This service change was planned to start in September of 2020, but because of the pandemic, it has been on hold. This service will add four round trips between Woodburn, Wilsonville to either the Downtown Transit Center in Salem or Keizer Transit Center.

Mr. Harding asked that included in the regional plan, are there going to be any stops added on the rural routes? Mr. French answered that there will be the 80x as described previously and an additional trip to the 40x. There have not been any other expansions at this time.

Chair Gilliam asked why the funds are greater during second year. Mr. French explained that there will be cost increases with contracted services each year. Why are fare programs separated from services on the application? Mr. French explained that the fare programs are separated because there is a requirement

with these funds to have a certain dollar amount that is to be put towards students and this is how it's shown that it is addressed. New projects are not allowed to use the reserve funds, only approved projects.

Mr. Row stated when he was reviewed the STIF funding levels that came out in October of 2020, it broke down funding levels for each of the transit districts. It was broken down for in and out of district for Marion and Polk counties. The total in district request for Cherriots, it exceeded the cost of in district revenues by \$1.1 million, the out of district came out to \$1 million less. Can SAMTD explain this? Mr. French explained that the formula of how they are broken down, there are some dollars that are used that are for the greater Marion and Polk counties that are allocated to use because district employees that are part of the urban growth boundary are used for outside the urban growth boundary. Mr. French went through the STIF split form to explain how he came up with those numbers. The numbers included in that are that the regional buses are services in district as well as staff time and mileage. This is the process and methodology that was agreed upon when the STIFAC was formed. Mr. Row stated last year the committee had a document to see the taxes collected and he would like to see them to verify those numbers. These numbers come from the State Employment department and anyone looking at them will need to sign a confidentiality agreement. Mr. Dickey will follow up with the State Employment office to get these numbers released to the Committee.

Questions /Answers for the City of Woodburn application:

Ms. Sherman gave a brief overview of the projects submitted for the STIF Formula Fund from the City of Woodburn.

Mr. Harding asked if the City of Woodburn is contributing a match to the new vehicle request. Ms. Sherman explained that they are rolling over funds from the current biennium, so a large portion of supporting this project will come from the carryover. There is no match required for STIF funding. Mr. Harding asked if in the past ODOT had a specific threshold when they considered vehicles that were appropriate for replacement and if these requests have been vetted to make sure these vehicles met the threshold. These vehicles are well past the mileage and age to meet ODOT's requirements.

Questions /Answers for the City of Silverton application:

Mr. Gottgetreu gave an overview of the projects submitted for the STIF Formula Fund. The tasks are prioritized for which projects need to occur first.

Chair Gilliam requested additional information about what the City of Silverton's service expansion may look like. Mr. Gottgetreu explained that the City currently operated a dial-a-ride service, Monday through Saturday. The service study will look at the communities needs with targeted transit users and this is what the City will look at to decide where the service needs to be expanded in conjunction with the new Trolley coordinator position.

Ms. McLaran asked how many vehicles the City of Silverton currently have. They currently have three vehicles that are usually only ran one at a time. In the future they see that they may need to request a vehicle expansion. This information will come out in the survey they have planned.

Mr. Row brought up that the dollar amounts included in the City of Silverton's application do not match the summary provided. The spreadsheet was updated to reflect the correct numbers and added to the reserve monies. Mr. Gottgetreu apologized for the numbers being added incorrectly and stated he had some trouble with the application form. The carryover from the original FY 19-21 STIF Formula funding is because they were slow in getting the projects started and then the pandemic happened. This delayed the survey project.

F. STIF MEMBERS REVIEWED AND RANKED STIF FORMULA GRANT APPLICATIONS

The project plans as submitted did not result in the full allocation of funding being used in Marion and Polk counties. Due to the uncertainty of the local economy as a result of the COVID-19 pandemic, the STIFAC passed a motion to allocate the remaining unallocated funding to the three PTSPs as additional program reserve. With this change, the STIFAC passed a motion to recommend the Board approve the list of projects and funding amounts identified in **Table 2** be submitted to the Oregon Department of Transportation – Public Transit Division for funding.

G. MAKE RECOMMENDATION TO SAMTD BOARD OF DIRECTORS

Mr. Row motioned to make a recommendation to the SAMTD Board of Directors approving SAMTD's request as submitted for the two year biennium period in the amount of \$14,292,149.00. Mr. Harding seconded the motion. All ayes and no opposed. The motion was carried.

Chair Gilliam commented that she was pleased with SAMTD's efforts to maintain the services that this committee had approved in the previous biennium,

particularly the continuation of the youth program and expansion to region services.

Mr. Harding motioned to make a recommendation to the SAMTD Board of Directors approving City of Woodburn's request as submitted for the two year biennium period in the amount of \$751,500. Ms. McLaran seconded the motion. All ayes and no opposed. The motion was carried.

Mr. Row motioned to make a recommendation to the SAMTD Board of Directors approving City of Silverton's request as submitted for the two year biennium period in the amount of \$100,000. Mr. Harding seconded the motion. All ayes and no opposed. The motion was carried.

Mr. Row motioned to make a recommendation to the SAMTD Board of Directors allocating in the amount of \$353,202 to the City of Silverton, the City of Woodburn and SAMTD in proportional of their share of the overall STIF funding that was allocated for the current biennium as reserves. Mr. Harding seconded the motion. All ayes and no opposed. The motion was carried.

E. ADJOURN

Chairman Gilliam thanked the applicants and adjourned the meeting at 7:32 PM.

TABLE: 1 – Original Submission

| PTSP | Project | FY22 | FY23 | Project Total Request |
|---|------------------------------|---------------------|---------------------|-----------------------|
| SAMTD | Project 1 - Task 1: | \$ 4,712,953 | \$ 4,975,844 | \$ 9,688,797 |
| SAMTD | Project 1 - Task 2: Match | \$ 483,933 | \$ 503,423 | \$ 987,356 |
| SAMTD | Project 1 - Task 3: | \$ 180,250 | \$ 185,658 | \$ 365,908 |
| SAMTD | Project 2 - Reserve: | \$ 410,206 | \$ 433,781 | \$ 843,987 |
| SAMTD | Project 3 - Reserve: | \$ 259,269 | \$ 391,980 | \$ 651,249 |
| SAMTD | Project 4 - Task 1 : | \$ 760,340 | \$ 773,603 | \$ 1,533,943 |
| SAMTD | Project 4 - Task 2: | \$ 10,300 | \$ 10,609 | \$ 20,909 |
| SAMTD | Project 4 - Task 3: | \$ 100,000 | \$ 100,000 | \$ 200,000 |
| | SAMTD Total Request | \$ 6,917,251 | \$ 7,374,898 | \$ 14,292,149 |
| | SAMTD Forecast Target | \$ 7,062,980 | \$ 7,442,975 | \$ 14,505,955 |
| | SAMTD Difference | \$ 145,729 | \$ 68,077 | \$ 213,806 |
| Woodburn | | | | |
| City of | Project 1 - Task 1: | \$ 36,000 | \$ 36,000 | \$ 72,000 |
| City of | Project 1 - Task 2: | \$ 26,000 | \$ 26,000 | \$ 52,000 |
| City of | Project 2 - Task 1: | \$ 160,000 | \$ 160,000 | \$ 320,000 |
| City of | Project 3 - Task 1: Out-of- | \$ 55,000 | \$ 55,000 | \$ 110,000 |
| City of | Project 4 - Task 1: | \$ 40,000 | \$ 55,000 | \$ 95,000 |
| City of | Project 5 - Reserve: | \$ 13,000 | \$ 18,000 | \$ 31,000 |
| | Woodburn Total | \$ 330,000 | \$ 350,000 | \$ 680,000 |
| | Woodburn Forecast | \$ 330,971 | \$ 348,778 | \$ 679,749 |
| | Woodburn Difference | \$ 971 | (\$ 1,222) | (\$ 251) |
| Silverton | | | | |
| City of Silverton | Project 1 - Task 1: | \$ 80,000 | \$ 20,000 | \$ 100,000 |
| | Silverton Total | \$ 80,000 | \$ 20,000 | \$ 100,000 |
| | Silverton Forecast | \$ 116,685 | \$ 122,962 | \$ 239,647 |
| | Silverton Difference | \$ 36,685 | \$ 102,962 | \$ 139,647 |
| GRAND TOTAL for all Project Requests | | | | |
| | | \$ 7,327,251 | \$ 7,744,898 | \$ 15,072,149 |
| Marion / Polk STIF Revenue Forecast | | | | |
| | | \$ 7,510,636 | \$ 7,914,715 | \$ 15,425,351 |
| Net Remaining Revenue for 2022-2023 | | | | |
| | | \$ 183,385 | \$ 169,817 | \$ 353,202 |

TABLE: 2 - Approved by STIFAC

| PTSP Name | Project Description | FY22 Amount | FY23 Amount | Project Total Request |
|------------------|---|---------------------|---------------------|-----------------------|
| SAMTD | Project 1 - Task 1: Maintain existing service and improvements added, including service expansions not yet implemented in first biennium of STIF funding. | \$ 4,712,953 | \$ 4,975,844 | \$ 9,688,797 |
| SAMTD | Project 1 - Task 2: Match CherriotsLift service levels to match enhanced local bus service. | \$ 483,933 | \$ 503,423 | \$ 987,356 |
| SAMTD | Project 1 - Task 3: Continue reduced youth fare program. | \$ 180,250 | \$ 185,658 | \$ 365,908 |
| SAMTD | Project 2 - Reserve: Local service reserve. | \$ 410,206 | \$ 433,781 | \$ 843,987 |
| SAMTD | Project 2 - Reserve: Local added by STIFAC. | \$ 111,000 | \$ 104,210 | \$ 215,210 |
| SAMTD | Project 3 - Reserve: Regional service reserve. | \$ 260,569 | \$ 390,002 | \$ 650,571 |
| SAMTD | Project 3 - Reserve: Regional added by STIFAC. | \$ 21,085 | \$ 21,085 | \$ 42,170 |
| SAMTD | Project 4 - Task 1 : Expand Regional Service, Including 1X to Wilsonville | \$ 760,340 | \$ 773,603 | \$ 1,533,943 |
| SAMTD | Project 4 - Task 2: Reduced youth fare on Regional service | \$ 10,300 | \$ 10,609 | \$ 20,909 |
| SAMTD | Project 4 - Task 3: Regional service bus stop preventative maintenance | \$ 100,000 | \$ 100,000 | \$ 200,000 |
| | SAMTD Total Request for 2022-2023 Biennium (both inside and outside of district) | \$ 7,050,636 | \$ 7,498,215 | \$ 14,548,851 |
| | SAMTD Forecast Target for 2022-2023 Biennium | \$ 7,050,636 | \$ 7,498,215 | \$ 14,548,851 |
| | SAMTD Difference Between Target and 2022-2023 Request | \$ 0 | \$ 0 | \$ 0 |
| City of Woodburn | Project 1 - Task 1: Maintain existing weekend service and improvements added in first biennium of STIF funding | \$ 36,000 | \$ 36,000 | \$ 72,000 |

| | | | | |
|---|--|---------------------|---------------------|----------------------|
| City of Woodburn | Project 1 - Task 2: Continue paratransit service on weekends. | \$ 26,000 | \$ 26,000 | \$ 52,000 |
| City of Woodburn | Project 2 - Task 1: Improve frequency of local service. | \$ 160,000 | \$ 160,000 | \$ 320,000 |
| City of Woodburn | Project 3 - Task 1: Out-of- town medical transportation program. | \$ 55,000 | \$ 55,000 | \$ 110,000 |
| City of Woodburn | Project 4 - Task 1: Purchase 4 replacement vehicles. | \$ 40,000 | \$ 55,000 | \$ 95,000 |
| City of Woodburn | Project 5 - Reserve: Reserve funds to support operations in the event of a decline in revenue. | \$ 13,000 | \$ 18,000 | \$ 31,000 |
| City of Woodburn | Project 5 - Reserve: Added by STIFAC | \$ 37,000 | \$ 34,500 | \$ 71,500 |
| | Woodburn Total Request for 2022-2023 Biennium | \$ 367,000 | \$ 384,500 | \$ 751,500 |
| | Woodburn Forecast Target for 2022-2023 Biennium | \$ 367,000 | \$ 384,500 | \$ 751,500 |
| | Woodburn Difference Between Target and 2022-2023 Request | \$ 0 | \$ 0 | \$ 0 |
| | | | | |
| City of Silverton | Project 1 - Task 1: Consulting services for planning of service expansion. | \$ 80,000 | \$ 20,000 | \$ 100,000 |
| City of Silverton | Project 2 - Reserve: Added by STIFAC | \$ 13,000 | \$ 12,000 | \$ 25,000 |
| | Silverton Total Request for 2022-2023 Biennium | \$ 93,000 | \$ 32,000 | \$ 125,000 |
| | Silverton Forecast Target for 2022-2023 Biennium | \$ 93,000 | \$ 32,000 | \$ 125,000 |
| | Silverton Difference Between Target and 2022-2023 Request | \$ 0 | \$ 0 | \$ 0 |
| | | | | |
| GRAND TOTAL for all Project Requests from 2022-2023 Biennium Revenue | | \$ 7,510,636 | \$ 7,914,715 | \$ 15,425,351 |
| Marion / Polk STIF Revenue Forecast | | \$ 7,510,636 | \$ 7,914,715 | \$ 15,425,351 |
| Net Remaining Revenue for 2022-2023 Biennium | | \$ 0 | \$ 0 | \$ 0 |