



Salem Area Mass Transit District

~ **VIRTUAL ORIENTATION** ~

Statewide Transportation Improvement Fund Advisory Committee
Wednesday, September 21, 2022 | 10a.m. – 11:30a.m.

Google Meet joining information
Video call link: <https://meet.google.com/fsk-prsr-kym>
Phone: (US) +1 413-418-4179 PIN: 841 665 980##

MINUTES

PRESENT:

Steve Dickey, Angela Henson, Kelsie Cole, Chris French, Jeremy Jorstad, Jolynn Franke, Ted Stonecliffe, Karen Sherman, Kathleen McClaskey, Maria Hinojos, RJ Navarro

Members:

Ron Harding, Jim Row, Marja Byers, Bryant Baird, Jeremy Gordon, Kyle Miller, Emily Broussard, Jon Hammill

ABSENT:

Sheena Lucht, Jason Gottgetreu

Members:

Jeremy Gordon

Recorder:

Angela Henson

A. CALL TO ORDER

10:05AM

1. Jim Row called the meeting to order. A quorum was present; attendees and members of the committee introduced themselves.
2. Mr. Dickey presented the Safety Moment: wearing reflective or bright color clothing is strongly advised, as it helps drivers to see pedestrians, and bicyclist. Being safe also means being seen.

B. INFORMATION ITEMS and DISCUSSION

1. Discussion of revised Economic Forecast
A recent notice was sent out by ODOT stating the Economic Forecast they provided to SAMTD was incorrectly calculated [to determine the allocation to the statewide Public Transportation Service Providers (PTSP)], so all of the PTSP plans submitted by the September 19, 2022 deadline will be considered preliminary, and are for discussion purposes only.

The revenue forecast came in 16% above from the last biennium, however, the first forecast was sent out without reflecting growth for the minimum threshold (which statute says must grow with the revenue each biennium). Further, the state is only

allowed to distribute what is identified within the PTSP plan, so now funds may be carried forward, if programed in. ODOT is recommending PTSP's program for an amount 20% above what their adjusted Economic Forecast amount would be.

The Economic Forecast information will be reviewed for accuracy, and SAMTD will disseminate the revised version accordingly.

The schedule is for our Advisory Committee (AC) to review the fully revised plan documents presented by the PSTP's, reconvene at our next STIFAC meeting to discuss any questions or make revisions as needed, then a final meeting for our AC to make recommendations to the Board.

2. PTSP Presentations

a. City of Woodburn:

- *Weekend Fixed & Weekend Demand Response (Dial-a-Ride):* Budget FY24 \$83,600 (=\$38,500 & \$45,100, respectively), and Budget FY25 \$86,900 (=\$39,600 & \$47,300, respectively), with a Biennium Total of \$170,500 (=\$78,100 & \$92,400, respectively).
- *Express Weekday:* Budget FY24 \$217,800, and Budget FY25 \$227,700, with a Biennium Total of \$445,500.
- *Out-of-Town Medication Transportation:* Budget FY24 \$43,000 (with a carryover from FY 22/23 of \$30,000) equaling FY24 \$73,000, and Budget FY25 \$75,000, with a Biennium Total of \$118,000.
- *Vehicle Purchases:* Budget FY24 \$82,000 (with a carryover from FY22/23 (Cut-a-Ways (x2) \$300,000; also, carryover from FY22/23 (Minivan) \$80,000) equaling FY24 \$462,000, and Budget FY25 (\$0), with a Biennium Total of \$82,000.
- *Fareless Rides – Demand Response & Fareless Rides – Fixed:* Budget FY24 \$41,000 (=\$12,000 & \$29,000, respectively), and Budget FY25 \$41,000 (=\$12,000 & \$29,000, respectively), with a Biennium Total of \$82,000 (=\$24,000 & \$58,000, respectively).
- *Weekday Fixed & Weekday Demand Response:* Budget FY24 \$192,600 (=\$104,600 & \$88,000, respectively), and Budget FY25 \$191,400 (=\$103,400 & \$88,000, respectively), with a Biennium Total of \$384,000 (=\$208,000 & \$176,000, respectively).
- *Reserves:* Budget FY24 \$120,134 (with Interest \$10,540; also, carryover from FY22/23 (Bus FTA Match) \$55,000) equaling \$185,674, and Budget FY25 \$198,780, with a Biennium Total of \$318,914 (\$384,454 includes interest and FTA Match)

DISCUSSION, QUESTIONS & ANSWERS:

- Q.** Is the Express a new service that you added this biennium? And the plan is to reintroduce the Fixed Route service?
- A.** No, the Express is new since we started having STIF Formula funds about 3 years ago. The Fixed Route service just began a few weeks ago, so this is in addition to the Express Route.

- Q.** How are funds for your projects raised, does it only come from Federal funding?
- A.** We receive Federal and State funding, occasionally we receive discretionary grants, local funds through the city, as well as fairs and donations.
- Q.** Are there any restrictions on these grants for existing services as well as reserves; there's concern with the Fixed Route being reintroduced, it was thought to only include new or expanding service (specifically thinking of the 60 minute Fixed Route Service)?
- A.** Funds are available to support any change that has happened as a result of the STIF program from the beginning (i.e. If the local route went from hourly to 30 minutes service because of the STIF funding the first round, the subsequent biennium you may use the funds to continue to maintain that service. If it was introduced prior to the inception of the STIF Program, it wouldn't fall under the purview of that grant funding. If it was a service in existence and it's now being restored, it wouldn't be considered a valid expense unless there was a new interpretation surrounding services that were suspended during COVID 19, and we'd have to confirm with ODOT regarding that interpretation. Also, another important distinction to make is in this biennium we've now combined the STIF & STF programs, so we do have to take into consideration any preexisting allocation and services that were supported through STF is now also eligible to be funded with combined fund.
- Q.** I understand the city is planning to do a transit development plan, how is that going to be funded?
- A.** The city received a 5304 Planning grant specifically earmarked for the transit development plan; the process has begun and currently working with Nelson Nygaard and the steering committee.

b. Salem Area Mass Transit District

- Continuing to fund services from previous biennium – Local & Regional

<u>Local</u>		<u>Total funds available:</u>	<u>\$14,169,406</u>
o Saturday Service	34,455 Revenue hours		\$4,880,102
o Weekday Service	18,019 Revenue hours		\$2,599,815
o Sunday Service	20,252 Revenue hours		\$2,921,103
o Holiday Service	2,604 Revenue hours		\$364,889
o LIFT Service	13,448 Revenue hours		\$1,474,439
o Reduced Youth fare	Lowered Youth fares to make it more affordable for families to ride the bus		\$388,192
	Funds remaining for new projects:		\$1,540,866

<u>Regional</u>		<u>Total funds available:</u>	<u>\$2,261,533</u>
o SAMTDRegional Saturday Contracted	3,946 Revenue hours		\$446,272
o SAMTDRegional Weekday Contracted	10,880 Revenue hours		\$1,230,786
o SAMTDLocal Commuter Express Weekday (Route 1X)	1,050 Revenue hours		\$151,424
o Facility Maintenance	Provide maintenance throughout the Regional service are		\$200,000

- o Continuance of Youth Reduced Fares Lowered Youth fares to make it more affordable for families to ride the bus \$21,536

Funds remaining for new projects: \$211,514

- Local Service Planning Improvements

<u>Route / Service</u>	<u>Detail</u>	<u>Cost</u>
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- | | | |
|---------------------------------|---|----------------|
| o Route 22 Kuebler / Mill Creek | New route connecting south Salem to Lancaster; use four smaller vehicles already purchased. The service will operate Monday through Friday with 15 minute service from morning through afternoon and 30 minute service in the evenings. Saturday, Sunday and holidays it will operate with 30 minute service all day. The service equates to 14,177 new revenue hours for the biennium. | \$2,010,569.00 |
|---------------------------------|---|----------------|

- Regional Service Planning

<u>Route / Service</u>	<u>Detail</u>	<u>Cost</u>
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- | | | |
|---|---|-----------|
| o Unify Regional fares with Local fares | Riders would pay the same amount for Regional trips as they would for Local trips | \$180,000 |
| o Youth Zero Pass program 2024-25 | Continue Youth Zero Pass program for Regional service | \$21,536 |

- Carry Over Funds

<u>Carry over fund Projects</u>	<u>Detail</u>	<u>Cost</u>
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2024-25 Local

- | | | |
|--|---|-----------|
| o 17 new local bus stops | New stops for Routes 22, 4, 13, and 12 | \$340,000 |
| o Youth Zero Pass program | Continue Youth Zero Pass program | \$680,000 |
| o ITS equipment for right-size vehicle | CAD/AVL, fareboxes, contactless fare payment system | \$250,000 |
| o Comprehensive Operation Analysis | Hire consultant to analyze service and operations | \$250,000 |
| o Route 22 Kuebler / Mill Creek | Fund remaining revenue hours for Route 22 | \$284,908 |

<u>Carry over fund Projects</u>	<u>Detail</u>	<u>Cost</u>
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2024-25 Regional

- | | | |
|--|---|----------|
| o Unification of fares | Regional fares would be the same as Local fares | \$25,460 |
| o Purchase of Regional facilities light duty work truck equipped with pressure washed and tank | Maintain bus stops in the Regional system | \$85,000 |

Population based funds

- | | | |
|---|--|-------------|
| SAMTD operations (SAMTD Regional, LIFT, and Shop & Ride), grant match, and administration | Projects historically funded by the STF | |
| o Grant Match | Match dollars for other funding sources | \$1,274,262 |
| o Operations | Operational costs for Regional, LIFT, and Shop & Ride services | \$446,047 |
| o Administration | Costs for administering the program | \$4,000 |

DISCUSSION, QUESTIONS & ANSWERS:

Q. Can you provide a grand total of grant request?

A. Previous biennium \$14,678,000; New projects would be \$2,200,000

Q. Looks like your population based programs were previously STF funded, and everything else is either a new project or a former STIF project, correct?

A. Yes, that's correct.

Q. How do you calculate the cost in a broad methodology for your fare based projects?

A. The fare based projects are calculated by current ridership, then adding 3% increase each year, and the Youth Zero Pass program is the amount that we collected in the past biennium, so we're replacing those dollars with STIF funds.

Q. The 80x service is funded through STIF funds, how is that going?

A. It's going well; 52 boardings through last Friday (09-16-22), and it's been included in the STIF application. Also, SMART Wilsonville is planning to add matching trips in their current application; we currently have 4 trips and we'll have 8 trips starting 2024.

3. Discussion, Questions & Answers

Q. The new numbers haven't been sent to the providers yet; do you have an anticipation date? Then they'll be able to update their projects and budgets and resubmit?

A. Hopefully by the end of the week (09-23-2022) we'll have the revised numbers out, then the PTSP's will be able to revise their plans and resubmit.

Q. By the time we have the October 7th committee meeting, will the new projects and budget numbers be available for review on at the October 7th meeting?

A. Yes.

Q. If we are planning to hold a meeting October 7th, how soon can the PTSP's turn around the revised plans to SAMTD, so copies can be distributed to the AC for review, and then be ready for the meeting? Can we have a deadline of October 4th, by noon? ASAP would be great, though.

A. PTSP's state it's feasible to turn around by end of day October 3rd or at noon on the 4th. (PTSP's – only SAMTD and City of Woodburn present)

Q. If we can get the plans compiled by October 4th, is that enough time for the AC to review, and be prepared for discussion, and questions and answers by the October 7th meeting?

A. Two days is sufficient for AC review. PTSP's are: SAMTD, City of Woodburn, West Valley Hospital, and City of Silverton.

- Q.** Is there any projection, is it known to be a reasonable increase?
- A.** There's an anticipated 20% increase; most of the PTSP look at their revenue for the last biennium, add 20% increase, then they'll have a good idea for the amounts to anticipate.
- D.** Without knowing how much the money is going to change, and trying to figure out the adjustment, seems like a quick turnaround.

SAMTD, as the Qualified Entity (QE), will work towards sending out the adjusted Economic Forecast numbers by the end of day, or possibly tomorrow (09-23-2022); we need to work with our Grants Administrator to clarify a couple of details.

From ODOT's perspective, they'd like to see the money programmed. When programming for cost overruns in this current economic environment we can put in a reserve specifically for cost overruns for projects on your list – you don't want a situation where it's carried over.

There's an opportunity to make plan adjustments in between our October meetings:

- October 7th meeting: a presentation of a final draft and for the AC to ask questions and seek clarification.
- October 18th meeting: a presentation of the final plan, reflecting any updates or changes from prior meeting and for the AC take formal action to make a recommendation to the Board.

This quick turnaround time is to support our intent to get the AC recommendation to the Board at the November Board meeting; the QE plan is due early January 2023, the board meetings are scheduled earlier than usual due to holiday's, so opportunity is limited to make plan adjustments due to the revised Economic Forecast, the recommendation, as well as timely QE processing and submittal.

- Q.** The PTSP applications have already been submitted through the portal, can the PTSP's go in and change the numbers or does the full application need to be redone?
- A.** We will need to contact ODOT and follow up with the PTSP's.

**NOTE: Since the September 21st meeting ODOT will work with SAMTD to gather PTSP contact names and emails so ODOT can generate the hyperlink associated with the submitted application, respectively. The PTSP's will be able to edit the numbers, save intermittently, and resubmit once the program adjustments have been made. The SAMTD Administrative Assistant will be in contact with the PTSP's to work through this process.*

- Q.** How firm is the due date for the revised applications, and is it applicable for a contingency plan if the PTSP's can't meet the deadline?
- A.** As firm as SAMTD can get clarification from our Grants Administrator, the numbers will be out to the PTSP's. We do not want to push this process out to the December Board meeting, as it won't leave sufficient time for the QE to compile the final application for submittal to ODOT, which is due early January 2023.

Q. No materials have been sent out to the STIFAC due to the revision of applications surrounding the Economic Forecast update, is this considered a changed deadline - can other PTSP's still apply?

A. The deadline has passed and no new applications will be accepted. SAMTD has received applications from: Woodburn, SAMTD, Silverton, and West Valley Hospital.

Q. Are we going to receive any information about the other two PTSP applications even though the providers aren't present for presentations?

A. Yes, SAMTD will send out information. West Valley Hospital application was only for what they received STF funds for previously, a revision still needs to be made on those numbers, but they didn't outline any new projects. No prior review was done on the City of Silverton application since a revision was needed to reflect the Economic Forecast updates.

Q. Even though we may get a preview of information, when we get the applications, could we get everything into one packet and then disseminated?

A. Yes, we'll be happy to do that.

C. MOTION / VOTING on previous meeting's Action Items

1. Approved prior meeting's minutes (08-10-2022).

D. ACTION ITEMS

1. Review prior meeting's minutes.
2. Public Service Transit providers revise plans and resubmit ASAP for STIFAC to review.

E. NEXT STEPS

1. Coordinate and disseminate revised applications for review.
2. Next STIFAC meeting is Friday, October 7th at 10a-11:30a
3. STIFAC meeting Tuesday, October 18th at 1p-2p

F. ADJOURNED

11:19 AM

Angela Henson
Administrative Assistant
Finance and Technology & Program Management