



**MINUTES OF THE
April 25, 2023
2023 Section 5310(FTA) Grant Technical Advisory Committee
and STIFAC Meetings**

TAC MEETING:

Present: Ted Stonecliffe, Chris French, Kelsi Cole
Members: Emily Broussard, Bryant Baird, John Hammill, Marja Byers, Kyle Miller, Fred Evander, Ron Harding, Jim Row, Steve Dobrinich
Absent:
Members: Jeremy Gordon, Kyle Miller

- A. CALL TO ORDER 10:04 a.m.** Ron Harding called the meeting to order. A quorum was present.
- B. Safety Moment** Ted Stonecliffe presented the Safety Moment: We are getting more daylight as summer begins. We should expect more pedestrians and cyclists. Be vigilant of your surroundings. If you are passing a cyclist where there are no bike lanes, slow down to within 5-10 mph. If you speed past a cyclist you can throw them off and they can lose control. It is so much safer to slow down.
- C. Technical Advisory Committee Introductions.** Attendees and members of the committee introduced themselves.
- D. TAC Process.** This is the Technical Advisory Committee for the 5310(FTA) which is governed by the 5310(FTA) management program. The funds available for these requests go directly to Cherrriots from the FTA on a yearly basis. It is for seniors and people with disabilities. Projects must be located within the Salem Keizer Urban Growth Boundary. This year no other application have come in except from SAMTD. The amount proportioned for FY23 is \$376,958. With the match of 20% the total amount of funds is \$471,198.00.
- E. SAMTD Presentations.** Kelsi Cole presented the three SAMTD applications.
- 1. Mobility Management Call Center** - This project will fund a portion of the Call Center that benefit seniors and disabilities. This includes LIFT and Shop and Ride. There are seven employees and the hours of operation on Monday – Friday 6:00am-6:00pm and Saturday – Sunday 8:00am-4:00pm. There were a total number of 39,057 call in 2022.

Cost Effectiveness – This calculation is based on total program costs, preventive maintenance, call center, operations, etc. for LIFT and Shop and Ride.

Cost Effectiveness:

Cost per ride: \$68.00

Cost per revenue hour: \$60.10

Cost per mile: \$5.38

Project Need: The Call Center is a one-stop clearinghouse for scheduling rides and answering questions. Reduces barriers to public transportation

Expected Outcomes: Opportunities for social and recreational trips. Service dependability. Cost-effective service. Communicate information to customers and potential customers

Summary of source of funds:

Source of Funds	Dollar Amount
2023 Section 5310(FTA) Grant Request (<i>Important!</i>)	\$ 195,327.00
Local Resources	\$ 48,832.00
Federal Resources	\$ 0.00
Other (provide description):	\$ 0.00
Project Grand Total	\$ 244,159.00

DISCUSSION, QUESTIONS & ANSWERS:

Q: Does it fund the whole Call Center or just the Shop and Ride Call Center?

A: It funds a portion of what is needed to service seniors and people with disabilities from the Call Center. It mostly covers the Shop and Ride, but the funding has grown this year so it may cover a percentage of the LIFT call center needs.

Q: It is hard time determine the total costs for each project. Do these numbers represent the total operating costs?

A: Project grand total is the costs we are asking for, not total costs of operations. The grant dollars only pay specific services related to seniors and those with disabilities. A formula is applied based on our data of rides that fit that criteria that is put on the application.

Q: Are the Call Center contracted or Cherriots employees?

A: Contracted.

2. Shop and Ride – Preventative Maintenance – This project will fund preventative maintenance for Shop and Ride. Preventative maintenance is provided by Cherriots maintenance staff.

Cost Effectiveness – This calculation is slightly different from Mobility Management because it doesn't include LIFT

Cost Effectiveness:

Cost per ride: \$68.00

Cost per revenue hour: \$60.10

Cost per mile: \$5.38

Project Need: Shop and Ride is a vital public service that addresses unmet needs of seniors and those with disabilities. Preventative maintenance is essential to providing this services safely and reliably.

Expected Outcomes: Seniors and individuals with disabilities will continue to be supported with safe and reliable transportation.

Summary of source of funds:

Source of Funds	Dollar Amount
2023 Section 5310(FTA) Grant Request (<i>Important!</i>)	\$ 12,000.00
Local Resources	\$ 3,000.00
Federal Resources	\$ 0.00
Other (provide description):	\$ 0.00
Project Grand Total	\$ 15,000.00

DISCUSSION, QUESTIONS & ANSWERS:

Q: How does Shop and Ride work?

A: A rider will call and ask for a ride to a specific location. They will get picked up and dropped off at that location. No application is necessary, but the rider needs to meet age and disability qualifications. Shop and Ride is open 8am-5pm.

Q: Does Cherriots use LIFT as Dial-a-Ride?

A: No, Shop and Ride is a dial-a-ride service. Riders like it because they can go where they need to go and not a fixed route.

Q: What is different from Shop and Ride and Shopper Service?

A: Shopper Service is a fixed route. It is currently suspended. There will be a process determined whether it could be brought back or not.

D: It would be nice to see a cost comparison to previous applications. In order to see the numbers from previous years and previous application awards.

SAMTD will include that information in future application meetings.

3. Shop and Ride – Operations/Purchase of Service - Project will fund the operations for Shop and Ride including purchase of service. Services are available to seniors and individuals with disabilities.

Cost Effectiveness – This calculation is slightly different from Mobility Management because it doesn't include LIFT

Cost Effectiveness:

Cost per ride: \$68.00

Cost per revenue hour: \$60.10

Cost per mile: \$5.25

Project Need: Shop and Ride is a vital public transportation service that addresses the otherwise unmet needs of seniors and individuals with disabilities.

Expected Outcomes: Seniors and individuals with disabilities will continue to be supported with safe and reliable transportation.

Summary of source of funds:

Source of Funds	Dollar Amount
2023 Section 5310(FTA) Grant Request (<i>Important!</i>)	\$ 169,631.00
Local Resources	\$ 42,408.00
Federal Resources	\$ 0.00
Other (provide description):	\$ 0.00
Project Grand Total	\$ 212,039.00

DISCUSSION, QUESTIONS & ANSWERS:

Q: Is this the total cost of operations?

A: No. It is just a portion of the costs.

Q: How does SAMTD determine the amount of funds they apply for?

A: Based on grants available. This amount will cover most of the Shop and Ride operations.

SAMTD ask for the whole amount, but there is a requirement for splitting those funds 55% and

45% for traditional and non-traditional projects. SAMTD will find other resources or local resources to pay the remaining. Currently, this is almost 100% of the Shop and Ride cost of service because it is the amount FTA offered.

D: It would be nice for TAC to be able to see the total amount Shop and Ride costs to operate.

SAMTD will only provide service based on the money received. SAMTD will reduce service when there isn't any more money available since it is an extra service and not a required service.

Q: Is the Shop and Ride the 45% share because that is non-traditional and the call center more traditional?

A: No, the Call Center is considered non-traditional while maintenance and service is considered traditional.

F. Ranking. The Cherriots' Board asked TAC to rank the application so if there are additional funds in the future the Board decide how to apply the funds based on the ranking. Ranking is just a preference of service. Recommendations made by members to rank in order of smallest amount to largest amount.

Motion: **Motion to rank the applications in the following order:**

- 1. Mobility Management Call Center**
- 2. Shop and Ride - Operations**
- 3. Shop and Ride - Preventative Maintenance**

Motion by: **Jim Row**

Second: **Marja Byers**

Vote: **Motion passed by those in attendance.**

Discussion: **None**

G. Recommendation

Motion: **Motion to recommend the ranking to STIFAC**

Motion by: **John Hammill**

Second: **Marja Byers**

Vote: **Motion passed by those in attendance.**

Discussion: **None**

H. ADJOURNMENT - 10:54 a.m.

STIFAC Meeting:

Present: Ted Stonecliffe, Chris French, Kelsi Cole

Members: Emily Broussard, Bryant Baird, John Hammill, Marja Byers, Fred Evander, Ron Harding, Jim Row

Absent:

Members: Jeremy Gordon, Kyle Miller

Guest: Steve Dobrinich

A. CALL TO ORDER - 10:54 a.m. Ron Harding called the meeting to order. A quorum was present.

Motion: **Motion to accept the TAC recommended rankings and forward the endorsement to the Cherriots' Board**

Motion by: **Ron Harding**

Second: **John Hammill**

Vote: **Motion passed by 6 votes. Member Emily Broussard abstains.**

Discussion: **None**

B. ADJOURNMENT - 10:58 a.m.

Recorded by:

Crisandra Williams

Executive Assistant, Deputy General Manager