

**Statewide Transportation Improvement Fund
Advisory Committee**

Wednesday, August 29, 2018

5:00 – 7:00 PM

Senator Hearing Room, First Floor
Courthouse Square - 555 Court Street NE

MEETING AGENDA

1. CALL TO ORDER

2. ANNOUNCEMENTS

3. PUBLIC COMMENTS

Time is designated at each meeting for members of the public to testify on any items of STIFAC business, being limited to three minutes.

4. APPROVAL OF THE MINUTES

- a. Minutes of the August 1, 2018 Kick-Off Meeting

5. PRESENTATION - None

6. DISCUSSION

- a. Review of the Representation Matrix
- b. Demographics Review
- c. Overview of Plans
- d. Update from the Public Transportation Service Providers (PTSP) Meeting
- e. STIF Plan Timeline

7. ACTION ITEMS

- a. Recommendations for Approval of the STIFAC Bylaws

8. MEETING ADJOURNED

Mission

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

Values

Safety – Service Excellence – Communication – Innovation – Accountability

The next STIFAC meeting is scheduled for

The Salem Area Mass Transit District (“District”) Board of Directors formed the Statewide Transportation Improvement Fund Advisory Committee (“STIFAC”) pursuant to Oregon Administrative Rule (“OAR”) 732-040-0035, for the purpose of advising and assisting the District in carrying out the purposes of the Statewide Transportation Improvement Fund (“STIF”) that was created with the passage of House Bill 2017 in the 2017 Legislative Session.

The District is the designated *Qualified Entity* for STIF monies received for public transportation service providers in the Marion and Polk County area. The STIFAC will prioritize and recommend projects for inclusion in the STIF Local Plan that will go to the Board of Directors for approval. The STIFAC may also advise the District regarding opportunities to coordinate STIF-funded projects with other local or regional transportation programs and services to improve transportation service delivery and reduce gaps in service. The STIF Local Plan will include projects for Cherriots Local, Cherriots Regional, Woodburn Transit and Silverton’s Silver Trolley. There are two opportunities to submit STIF Plans to ODOT - by November 1 and May 1. Plans are then reviewed and prioritized for biannual disbursement of the Formula Fund.

The agenda and meeting materials for the Statewide Transportation Improvement Fund Advisory Committee (“STIFAC”) are posted on the District’s website at Cherriots.org/ for review. Meetings of the STIFAC are open, public meeting at an accessible location. The public is invited and welcome to attend.

Special accommodations are available, upon request, for persons with disabilities. Services may be requested for sign language interpretation or languages other than English. To request accommodations or services, please call 503-588-2424 at least two business days prior to the meeting. People with a hearing loss should call the Oregon Telecommunications Service at 711.

<https://www.oregon.gov/ODOT/RPTD/Pages/STIF.aspx>

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Salem Area Mass Transit District
Board of Directors

~ **Statewide Transportation Improvement Fund
Advisory Committee** ~

Wednesday, August 1, 2018
5:00 p.m.

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

MINUTES

PRESENT: Members	Ron Harding, City Administrator, City of Aumsville; Chris Havel, citizen/transit user; Becky Gilliam, Pacific NW Regional Policy Manager, Safe Routes to School; Jim Seymour, Executive Director, Catholic Community Services; Glen Morrison, Senior Epic Analyst, Salem Health; Kathy Martin-Willis, City Councilor, City of Independence; Jim Row, Assistant City Administrator, Woodburn Transit (by conference phone)
Staff	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Steve Dickey, Director of Transportation Development; Linda Galeazzi, Executive Assistant/Recorder
Guests	Ben Fetherston Jr., Principal Attorney, Fetherston Edmonds LLP; President Bob Krebs and Directors Steve Evans and Doug Rodgers

- 1. CALL TO ORDER** **5:00 PM**
President Krebs welcomed committee members to their first meeting. Introductions were made around the table.
- 2. ANNOUNCEMENTS** – None
- 3. PUBLIC COMMENTS** - None
- 4.. ETHICS TRAINING** **5:06 PM**
Ben Fetherston Jr., SAMTD’s legal counsel used a PowerPoint presentation to go over several ethics topics of importance to newly appointed public officials. He described the role of a public official in a voluntary position, how the laws apply to public officials in certain circumstances under provisions in ORS Chapter 244, and what to do about conflicts of interest – both potential and actual. He provided instruction about what constitutes a public meeting and a committee member’s responsibilities; and about public records – both paper and electronic.

(Mr. Fetherston, President Krebs and Director Evans left the meeting at 5:29 PM)

5. OVERVIEW

5:30 PM

a. Statewide Transportation Improvement Fund (STIF) and the Role of the STIF Advisory Committee (STIFAC)

Staff Report: Pages 1-6 of the agenda

Presenter: Allan Pollock, General Manager

The STIFAC received an overview of the approved Oregon Administrative Rules (OAR) in Chapter 732, Division 40 as a result of the passage of House Bill 2017, when the Oregon Legislature made a significant investment in transportation to include a dedicated source of funding to expand public transportation service in Oregon communities. Rules were developed and approved effective July 1, 2018 to guide the use and implementation of the funding in three program areas - the STIF Formula, Discretionary and Intercommunity Discretionary Funds.

Mr. Pollock explained the role of the advisory committee to advise and assist the Board of Directors (the *Governing Body* and *Qualified Entity*) in carrying out the purposes of the STIF. They will prioritize projects to be funded by STIF monies that are received by the *Qualified Entity* according to OAR 732-040-0030.

Mr. Pollock reviewed the Formula Fund Schedule on page 2 of the agenda. He advised that the Cherriots Board of Directors, as the governing body, is the *Qualified Entity* for Marion and Polk Counties; and there are four *Public Transportation Service Providers* (PTSP) represented - Cherriots Local, Cherriots Regional, Woodburn Transit and the Silverton Trolley. Each PTSP will have an opportunity to submit their project list into the *Qualified Entity's* Local Plan. Mr. Pollock said it was the District's goal to submit an approved Local Plan to ODOT by their November 1, 2018 deadline.

Members of the STIFAC filled out the application form, and were asked to identify the categories they felt they represented. In response to questions asked, Mr. Pollock advised that by statute, the committee needed seven members and the Board discussed having eleven members. The STIFAC must have a person representing low-income, a person representing the disabled or individuals 65 years and older, and a Public Transportation Service Provider (PTSP) or a non-profit PTSP.

Comments: Becky Gilliam, Ron Harding, Chris Havel

Direction: **Committee members will funnel their recommendations for potential candidates to Mr. Pollock. At their next meeting, the committee will discuss filling the empty spots left on the committee.**

b. Statewide Transportation Improvement Fund (STIF) Plan / Application / Agreement Process

5:55 PM

Staff Report: Pages 7-12 of the agenda and Supplemental Information - OAR 732-042-0020(5) Advisory Committee Review of Proposed Projects

ODOT STIF Plan Template

Presenter: Steve Dickey, Director of Transportation Development

The STIF Advisory Committee revisited the sequential process and timeline for the Public Transportation Service Providers to submit a STIF Plan for review and prioritization by the STIFAC. Mr. Dickey stated that each PTSP will put together their service plans. Staff will bring those service plans to the STIFAC for prioritization and recommendation to the Board of Directors. The Board will accept those plans to take action.

Mr. Pollock advised that the new service must have a tie into existing service. One Plan does not get approved over another Plan; it is all or nothing. Each Qualified Entity gets a pot of money. The STIFAC will have to decide how to divide that money.

Mr. Dickey added that the service must have relevance to transportation planning and public outreach. Public outreach is important. Each entity will look at it from a different entry point – i.e., needs of the community and capacity of their resources.

In response to questions from the committee regarding the review of the projects with the PTSPs, Mr. Pollock noted that it will be fair to assume that staff will be talking to the STIFAC with different hats on. For example, Mr. Pollock will wear the hat of the Qualified Entity and Mr. Dickey will wear the hat of a PTSP.

Comments: Ron Harding, Becky Gilliam, Chris Havel, Glen Morrison, Jim Seymour

Direction: **Mr. Pollock advised that after tonight's meeting, the committee will have a Chair to lead them.**

Director Rodgers left the meeting at 6:06 PM.

6. ACTION ITEMS

6:29 PM

a. Recommendation to Approve STIFAC Bylaws

Staff report: Attachment E – pages 13-20 of the agenda

Presenter: Allan Pollock, General Manager

Mr. Pollock asked if committee member had a chance to review the Bylaws. He noted that the Bylaws were not yet ready for approval. The District continues to work on the percentages for low-income households on page 13 of the agenda. It is a definition that all Districts are struggling with and how it should be stated in the Bylaws. The section on membership (page 16) needs to be updated and the terms of service will initially be decided by the Board; some members will serve a one year term and other members will serve a term of two years so that the terms are staggered. The Committee will also be responsible to recommend a Chair and a Vice-Chair to the Board.

Comments: Ron Harding, Jim Seymour, Jim Row (conference phone)

b. Recommendation to Appoint a Chair

Kathy Martin-Willis nominated Jim Seymour to serve as Chair. Mr. Seymour accepted the nomination.

Motion: Moved to recommend Jim Seymour as Chair of the STIFAC to the Board for appointment.
Motion by: Kathy Martin-Willis
Second: The motion was seconded.
Vote: Unanimous approval

c. Recommendation to Appoint a Vice-Chair

Ms. Martin-Willis nominated Becky Gilliam to serve as Vice-Chair. Ms. Gilliam accepted the nomination.

Motion: Moved to recommend Becky Gilliam as Vice-Chair of the STIFAC to the Board for appointment.
Motion by: Ron Harding
Second: The motion was seconded.
Vote: Unanimous approval

7. ADJOURNMENT

7:01 PM

Before the meeting was adjourned, Mr. Pollock announced that staff will meet with the Public Transportation Service Providers to discuss their STIF Plans. The goal will be to have a STIF Local Plan before the Board for action at the October 25th meeting. Staff will send out a Doodle poll to decide the Committee’s next meeting date which will either be August 22 or August 29 from 5:00-7:00 p.m. He reminded members of the committee if they knew people who were interested to be considered as candidates for the Committee, to let him know by the end of August.

Mr. Harding shared his excitement about the money that was dedicated to public transportation because it will fill many needs.

Mr. Pollock said the money will not address all of the needs but will get the PTSPs going. STIF revenues are based on the payroll that will go up and down. It will amount to \$6-7 million per year. A portion will go to rural service and a portion to intercity service. It will be important to get it right.

The meeting was adjourned at 7:01 p.m.

Statewide Transportation Improvement Fund Advisory Committee

MEMBERSHIP REPRESENTATION

CRITERIA REPRESENTING:	Gilliam	Harding	Havel	Martin-Willis	Morrison	Rodgers	Row	Seymour	Hernandez-Lomeli	10	11	Criteria Met
Bicycle and pedestrian advocates	1		1									2
Educational institutions					1							1
Employers						1						1
Environmental advocates					1							1
Individuals age 65 and older		1					1					2
Local governments, including land use planners		1	1		1	1		1				5
Low-income individuals*		1						1				2
Major destinations for users of public transit				1								1
Neighboring public transportation service providers												0
Non-profit entities which provide public transportation services												0
People with disabilities		1										1
People with limited English proficiency								1				1
Public Transportation Service Providers						1						1
Social and human service providers				1			1	1				3
Social equity advocates							1	1				2
Transit users			1	1				1				3
Transit users who depend on transit for accomplishing daily activities		1	1		1							3