

Salem Area Mass Transit District
Board of Directors

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

Wednesday, August 29, 2018

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

MINUTES

PRESENT:	Chair Jim Seymour (arrived 5:21 p.m.); Vice-Chair Becky Gilliam, Glen Morrison, Jim Row, Tim Rogers , Sandra Hernandez-Lomeli, Kathy Martin-Willis (arrived 5:45 p.m.)
Members	ABSENT: Ron Harding, Chris Havel
Staff	Allan Pollock, General Manager; Steve Dickey, Director of Transportation Development; Chris French, Senior Planner; Linda Galeazzi, Executive Assistant
Guests	Director Colleen Busch (arrived 5:21 p.m.)

- 1. CALL TO ORDER** **5:10 PM**
Vice-Chair Becky Gilliam welcomed committee members to the meeting. Introductions were made around the table.
- 2. ANNOUNCEMENTS**
Mr. Pollock announced that the Board approved the appointments for the Chair and Vice-Chair, Jim Seymour and Becky Gilliam, respectively. The Board also appointed a new member to the committee – Sandra Hernandez-Lomeli who serves as the Director of the Latinos Unidos Siempre at Mano-A-Mano.
- 3. PUBLIC COMMENTS** - None
- 4.. APPROVAL OF THE STIFAC MINUTES** **5:15 PM**

Motion:	Moved to approve the Minutes for the August 1, 2018 Kick-off Meeting.
Motion by:	Jim Row
Second:	Glen Morrison
Discussion:	None
Vote:	Motion passed (Gilliam, Morrison, Row, Hernandez-Lomeli)
Absent:	Harding, Havel; (Late: Seymour, Martin-Willis)
- 5. PRESENTATION** - None

6. DISCUSSION

a. Review of the STIFAC Representation Matrix

5:17 PM

Staff Report: Pages 7 of the agenda

Presenter: Allan Pollock, General Manager

The STIFAC reviewed a matrix showing the criteria they represented as members of the committee according to the *STIFAC Bylaws* under *Section 2. Qualifications*.

Comments: Gilliam, Rogers, Hernandez-Lomeli

Direction: **The member representation matrix will be updated.**

Colleen Busch and Jim Seymour arrived at the meeting at 5:21 p.m.

b. Demographics Review

5:21 PM

Staff Report: Supplemental agenda - *SAMTD 2017 Title VI Program - Part V: Demographic Analysis*, pages 61-94

Presenter: Chris French, Senior Planner

Mr. French summarized the Title VI program and policies of Salem Area Mass Transit District (SAMTD) developed according to the Federal Transit Administration (FTA) Title VI Requirements and Guidelines for FTA recipients. The District submits a Title VI report to the FTA every three years to document the District's compliance with Title VI of the Civil Rights Act of 1964 in accordance with FTA requirements for grant recipients. The data reported in the District's Title VI program verifies that the District is meeting FTA requirements; service is targeted to the minority or low income populations and is not disproportionately burdening those populations. The data can be found in the Districts *2017 Needs Assessment Report*, the *2018 Service Plan Equity Analysis* and the *2018-2019 Service Plan: A Better Cherrits* on the District's website at cherriots.org.

Mr. French described how the District uses demographic data to assess equity in the distribution of its services, facilities and amenities in relation to minority, low-income and limited English proficient populations by monitoring the performance of ongoing service, analyzing the impacts of policies and programs on these populations, and taking appropriate measures to avoid or mitigate potential disparities.

In response to questions, Mr. Dickey stated that the District's plan is to add Saturday and Sunday service, and extended week day service with the current fleet. To increase areas of service will require additional buses and drivers. Mr. Pollock advised that new technology will be added to all buses replacing those that have gone beyond their useful life. There are 20 new buses ordered; twelve have just been delivered and are being prepared for service.

Mr. Dickey explained that an analysis needs to be done before any fare or service change. Mr. French stated that an outreach was conducted in October and November 2017 and staff does ask for demographic information (as seen by examples on pages 92-93). People were asked about their priorities for service enhancements and fares; and 3,000 surveys were returned.

Comments: Hernandez-Lomeli, Morrison, Seymour, Gilliam, French, Dickey, Pollock

Direction: **Staff will provide the demographic information to the committee from the Cherriots website: <https://www.cherriots.org/reports/> and <https://www.cherriots.org/reports/#serviceproposal>.**

Kathy Martin-Willis arrived at the meeting at 5:45 p.m.

c. Overview of Plans

5:48 PM

Staff Report: Supplement to the agenda

Presenter: Chris French, Senior Planner

Mr. French provided an overview of the Oregon Department of Transportation's (ODOT) Statewide Transportation Improvement Fund (STIF) application process. SAMTD is the *Qualified Entity* (QE) for Marion and Polk Counties. Woodburn Transit, the City of Silverton's Silver Trolley, and SAMTD are the *Public Transportation Service Providers* (PTSP). PTSP project plans are due to SAMTD by September 7, 2018 and will be incorporated into a draft SAMTD Local Plan Application. The STIFAC will meet to review the draft application on October 3 and take action to recommend the final draft application to the Board on October 15. The SAMTD Board of Directors will review the draft application on October 8 and take action on the STIFAC's recommendation at the October 25 board meeting. The application is due to ODOT by November 1, 2018.

In response to questions asked about the projects to be submitted for consideration, and whether the projections for the proposed projects will be based on STIF funding available, Mr. Pollock advised that the District is currently validating the projections for their projects.

A question was asked about a drop off center to a Department of Human Services building, Mr. Dickey stated that the Planning staff is working with DHS on that issue. He explained that locations for access to a particular building are considered against overall service plan priorities. Mr. Pollock advised that any further questions about the placement of bus stop locations could be funneled to him so that staff can get the appropriate information back to the committee.

Comments: Morrison, Gilliam, Seymour, Hernandez-Lomeli, French, Dickey, Pollock

Direction: **Mr. Pollock stated that the committee will discuss fare adjustments at the next meeting. There will be a proposal for low-income fares and a student bus pass program. He noted that there will be no increase in fares.**

d. Update from Public Transportation Service Providers Meeting 6:07 PM

Staff Report: Pages 7 of the agenda

Presenter: Chris French, Senior Planner

Mr. French reported that a meeting was held with Woodburn Transit and the City of Silverton that runs the Silver Trolley to discuss the process to submit their proposed plans to SAMTD by the September 7 deadline.

Mr. Row from Woodburn Transit shared from their proposed planning process. Regular riders in Woodburn are requesting Saturday and Sunday service, and expanded fixed route service. They plan to reconfigure the 60-minute route with a supplemental 30-minute route. A vehicle purchase will be required. Non-riders want service along Interstate 5. Woodburn is working with SAMTD and SMART out of Wilsonville to add service along I-5.

Mr. French reported that the City of Silverton offers Dial-A-Ride service. They want mid-day coverage which will require an additional transit operator. They want to expand service to the city limits and add an education piece to teach people how to use the service.

Comments: None

Direction: **Woodburn Transit and the City of Silverton will submit their proposals to SAMTD by the September 7 deadline.**

e. Statewide Transportation Improvement Plan Timeline 6:13 PM

Staff Report: Supplement to the agenda

Presenter: Allan Pollock, General Manager

Committee members each gave their input to schedule two more meetings to meet the Formula Fund Schedule set by ODOT for the submission of the SAMTD Local Transit Plan Application.

Comments: None

Direction: **The STIFAC proposed having their next meeting on Wednesday, October 3 and a meeting on Monday, October 15. Staff will send out a notice to all of the committee members.**

7. ACTION ITEMS 6:22 PM

a. Recommendations for Approval of the STIFAC Bylaws

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

Presenter: Allan Pollock, General Manager
Steve Dickey, Director of Transportation Development

Mr. Dickey reviewed the Definitions in the draft STIFAC Bylaws that defined the “high percentage” of low income households as geographic areas within Marion and Polk Counties.

Committee members asked for clarification about the statement that the committee was “to gather data and seek input...”

Comments: Seymour, Gilliam, Dickey

Motion: **Moved to recommend that the Board of Directors adopt the draft Bylaws of the Statewide Transportation Improvement Fund Advisory Committee**

Motion by: **Kathy Martin-Willis**

Second: **Becky Gilliam**

Vote: **Motion passed (Seymour, Gilliam, Morrison, Row, Hernandez-Lomeli, Martin-Willis)**

Absent: **Harding, Havel**

7. **ADJOURNMENT**

6:48 PM

Before the meeting was adjourned, Mr. Pollock reviewed the Formula Fund Schedule set forth by ODOT and ODOTs Solicitation Schedule dated July 2018. He noted that ODOT is still working on the Discretionary Fund and Network Program Schedules. The District will share this information with the committee once the rules come out. The committee will meet in January 2019 to review the schedules for this competitive discretionary process.

The meeting was adjourned at 6:48 p.m.