



Salem Area Mass Transit District  
**STATEWIDE TRANSPORTATION IMPROVEMENT FUND**  
**ADVISORY COMMITTEE**  
**VIRTUAL MEETING**  
November 17, 2020  
Courthouse Square – Senator Hearing Room  
555 Court Street NE, Salem, Oregon 97301

**MINUTES**

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**PRESENT:** Chair, Becky Gilliam, Vice-Chair, Kathy Martin-Willis, Jim Row, Ron Harding,  
**ABSENT:** Director Charles Richards, Glen Morrison, Sandra Hernandez- Lomeli, Diane McLaran  
**STAFF:** Steve Dickey, Director of Strategic Initiatives and Program Management; Chris French, Service Planning Manager; Jeremy Jorstad, Transit Planner II; Jolynn Franke, Transit Planner I  
**GUESTS:** None  
**RECORDER:** Kathy Martens, Executive Assistant to the Deputy GM/COO

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**A. CALL TO ORDER**

Chair Becky Gilliam called the meeting to order. Attendance was noted, and a quorum was present.

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. It is also important to continue to remember and practice the three W’s: Wear, Watch, and Wash.

- **Wear** your mask to cover your nose and mouth.
- **Watch** your distance by remaining at least 6 feet apart.

- **Wash** your hands often with soap and water for at least 20 seconds, or use hand sanitizer.

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 July 21, 2020.

**Vice-Chair Martin-Willis motioned to approve the minutes from the STIFAC July 21, 2020 meeting. Motion was seconded by Mr. Row. All eyes and no opposed. The motion was so moved.**

## **D. ACTION ITEMS**

### **1. Membership Changes due to updated bylaws.**

Mr. Dickey went over the membership term changes due to the updated bylaws. This is familiar since this past July we updated the bylaws of three advisory committees; STF, STIF and CAC. By doing this, it changed the membership terms to a January 1 start date. By doing so, we adjusted the current terms by 6 months on the back end so they expire on December 31. Chair Gilliam had also requested her term be moved from a two (2)-year term to a one (1)-year term due to changes in her work assignment. By doing this we also need to nominate the Chair and Vice Chair for a term beginning January 1, 2021, expiring on December 31, 2021. Mr. Row asked about the membership roster at the back of the packet and the start dates were all July 1, 2020. He wondered if he had an outdated document. Mr. Dickey explained that since the starting term dates were already approved by the board, they extended the term expiration dates by six (6) months and this is the adjustment the board will need to approve in their December board meeting. Mr. Row also asked if some of the other dates will need to be shifted around and Mr. Dickey that will be addressed when more is discussed regarding the update on the STF and STIF merger. Chair Gilliam appreciated the adjustment to her term and explained how her job duties were shifting. Mr. Row stated earlier in the meeting Mr. Dickey had commented we

had four (4) out of six (6) members in attendance for a quorum. On the roster there are seven (7) members and he wondered if the committee had a member resign. Mr. Dickey apologized and indicated that there are still seven (7) members and with the four (4) present there is still a quorum. Mr. Row asked if we still had the other four (4) openings and Mr. Dickey confirmed the committee's bylaws indicate they can have up to eleven (11) committee members. And Mr. Harding wanted it clarified that the bylaws do state a quorum must be a majority of the active members, not the full eleven (11) members. Mr. Dickey did confirm the quorum is the majority of the active members.

**Chair Gilliam called for a motion to approve the adjustments to the term dates for the members of this committee. Mr. Harding made the motion. Motion was seconded by Vice-Chair Martin-Willis. All ayes and no opposed. The motion carried.**

**2. Nominate a Chairperson for recommendation to the Board of Directors.**

Chair Gilliam said that although her work assignments are changing she would be happy to chair the committee through the end of 2021, but she is also happy to entertain any other nominations for the chair. There were none.

**Mr. Row motioned for the nomination of Ms. Becky Gilliam as Chair of the STIFAC be recommended to the Board of Directors. Motion seconded by Mr. Harding. All ayes and no opposed. The motion carried.**

**3. Nominate a Vice Chairperson for recommendation to the Board of Directors.**

Even though both Ms. Gilliam and Ms. Martin-Willis had recently agreed to these positions, Chair Gilliam asked Vice-Chair Martin-Willis if she would agree to continue in this role to which Vice-Chair Martin-Willis agreed.

**Mr. Harding motioned for the nomination of Ms. Kathy Martin-Willis as Vice Chair of the STIFAC be recommended to the Board of Directors. Motion seconded by Mr. Row. All ayes and no opposed. The motion carried.**

**4. STF and STIF merger update.**

The actual merger for the funding to take effect isn't until the 2023-2025 biennium, which means the funding period in FY2024 and FY2025. Since this will be a new process with new guidelines from ODOT, they have indicated the new information notification will be released in the spring of 2022, in order to allow additional time with the new process. With that in mind, it would not be good to have a new formation of a committee too close to that date so Mr. Dickey believes the merger process, including the formation of the new committee should start taking place towards the middle of 2021. No word yet on the naming of the new committee and the rules from ODOT have not yet been released, but once they are released we should know more about the size of the committee, the composition of the members, etc. The new Administrative Rules will help guide the process of the merger. When the discussion of merging these committees took place during the legislative session, there was concern raised regarding the need for adequate representation of some groups within both committees. Mr. Dickey feels there will be specific guidelines for a broader representation on the new committee. That said, it could mean we need to recruit more members and there will be a new set of bylaws for the committee although the administrative portion should not change. Mr. Dickey does keep bringing up the concern that a merger like this does take time and he mentions it during his PTAC meetings (Public Transit Advisory Committee.)

**5. Upcoming committee meeting dates.**

The next advisory committee meeting is set for January 5, 2021. This meeting the STIFAC will review and make recommendations for both the STIF formula applications, and projects submitted for funding in the discretionary program. These items will go before the Board of Directors at their January 2021 meeting.

Chair Gilliam had one more comment to make regarding the merging of the STF and STIF advisory committees. If Cherriots starts to take a more active role in the recruiting process for additional members, please make sure this committee is kept in the loop for networking to

help with representing a broad and diverse perspective from our community on this committee. Mr. Dickey said he will most certainly keep the committee apprised of any recruitment efforts.

**A. ADJOURN**

Chairman Gilliam adjourned the meeting at 6:00 PM.