

**PUBLIC TRANSIT ADVISORY COMMITTEE
MEETING NOTES**

Date: Monday, March 14, 2005
Time: 1:00 p.m. – 4:00 p.m.

Location: ODOT Human Resources Training Center
Suite C, 2775 19th St. SE, Salem, OR.

Members present:

Bob Lowry, PTAC Chairperson, National Association of Railway Passengers
Sally Lawson, Mid-Willamette Valley Senior Services Agency
Ernie Palmer, Basin Transit Service
Terry Parker, Lane Transit District
Claire Potter, Tri-Met
Terry Thompson, Lincoln County Commissioner
Dolores Raymond, Governor's Commission on Senior Services
John Wenzholz, Morrow County Commissioner
Dennis Dick, Valley Retriever Bus Line

Members absent:

Peter Jacobsen, Rogue Valley Transportation District
Raye Miles, Broadway Cab
Debbie Wert, Department of Human Services
Gary Boley, Commissioner, Oregon Disabilities Commission
Gail Achterman, Commissioner, Oregon Transportation Commission
Jeff Hamm, Salem Mass Transit District
Jay Lynch, Oregon Transit Association
Luis Carabillo, Department of Human Services

Interested parties present:

Frank Synoground, Oregon State Independent Living Council (SILC)

ODOT Public Transit Staff present:

Martin Loring, Administrator
Dinah Van der Hyde, Operations Manager
Joni Bramlett, Capital Programs Manager
Sherrin Coleman, Planning Program Manager
Jean Palmateer, Special Transportation Program Manager
Ben Ruef, Internal Fiscal Analyst
Kathy Straton, Legislative Assistant, Special Projects
Lori Hepler, Public Information Representative
PJ Pippin, Executive Support

1:00 p.m. Chairperson Bob Lowry called the meeting to order. Welcome and introductions were made.

1:15 p.m. **Items of Interest**

Minutes. A motion was made, seconded, and unanimously passed to approve the January 10, 2005 meeting minutes with corrections. Corrections are as follows; Page 2, third paragraph, first sentence, delete the word Adult. Paragraph would now read: ***“One of the most significant budget drivers, according to Oregon Association of Area Aging and Disability Services . . .” rather than “One of the most significant budget drivers, according to Oregon Association of Area Aging and Adult Disability Services, . . . “***

Meeting Schedule Change. Discussion about the regular May PTAC meeting resulted in the decision to change the May meeting from a regular meeting to a grant selection workshop. The Grant Selection Committee indicated the change would be very helpful in light of the current workload.

Discussion then focused on the need for a regular committee meeting before the July PTAC meeting. Committee members were concerned about staying informed and up to date on the grant process and any decisions that result from it. It was decided that in lieu of another committee meeting the Grant Selection Committee would provide updates on the grant selection process electronically to all PTAC members prior to the July meeting.

Upcoming Training Events. Jean Palmateer made a brief presentation of upcoming training and conferences that are available to transit members. She also spoke about the Transit Certificate Program now available at Willamette University in Salem. Karen Piter, Willamette University, is mailing information about this new program to most of the Public Transit Divisions clients. Ms. Piter is also planning an e-mail following the initial mailing. Program information will also be available at the ODOT Public Transit Division web site in the coming weeks.

Action Items: 2005 - 2007 Discretionary Grant Program.

Adopt membership of the Project Selection Committee. After discussion, a motion was made, seconded and unanimously passed to add a member representing small urban and rural expertise to the Grant Selection Committee. The Committee

recommended Peter Jacobsen or Ernie Palmer for the additional position, believing this will enhance the representation for rural and small cities.

A motion was made, seconded and unanimously passed to approve all the proposed members of the Grant Selection Committee. They are Debbie Wert, Bob Lowry, John Wenholz, Dolores Raymond, Peter Jacobsen or Ernie Palmer, and Linda Lynch, prior committee chair. Staff to the Grant Selection Committee will be Martin Loring, Administrator and various program staff.

Approve the recommended value and weighting of applying program priorities. A committee member asked for clarification on the grant process now that Oregon Confederated Tribes are included. PTD Staff explained that the grant process is the same for Tribes as it is for other applicants. Statewide criteria are used for the grants with local priority being a factor. Staff concluded that the existing process will be used, including the opportunity to learn if this process for the tribal governments needs adjustment in the future to assure fairness for applicants and balance for the program.

A motion was made, seconded and unanimously passed to approve the 2005 improvements to a rating sheet for the STF grant selection process. It was noted that vehicle replacement review will not change from prior cycle. Replacements for vehicles in service continue to be determined based on mileage, condition and useful life standards for the type of vehicle.

Approve project review criteria for rural intercity passenger service. PTD Staff recommend that the Grant Selection Committee use the following review priorities for selecting intercity projects:

Priorities in consecutive order are:

1. Preserve current services with meaningful connections to other intercity services and local transit.
2. Reinstate lost service with meaningful connections to other intercity services and local transit.
3. Initiate new service where there is a critical need and with meaningful connections to other intercity services and local transit.
4. Preserve current services with less meaningful connections.
5. Reinstate lost service with less meaningful connections.
6. Maintain fixed route airport shuttle with meaningful intercity connections.

7. Maintain on-demand airport shuttle with meaningful intercity connections.

Ineligible Requests

Projects not eligible for funding are regional community transit services operating less than 20 miles between communities, intercity services offered to communities smaller than 2500 population (except incidentally), public transit commuter services and airport shuttles without connections to other intercity bus or rail services.

A Motion was made, seconded and unanimously passed to adopt the Grant Selection Priorities for Intercity Passenger Bus.

Action Item: Adopt the Public Transit Division State Management Plan required by the FTA.

The Committee briefly discussed FTA requirements and the previous recommended revisions were reviewed.

(Pgs 2-5 included new information about roles & responsibilities of PTAC, OTA, etc.; Pg 9 was revised to include a short description of 5310 monies and STB monies; Pgs 38-39 regarding private sector participation was expanded. The FTA is interested to know what we do to encourage the public to participate in our programs; Pg 62 was extended at the requested of the Attorney General who encouraged Public Transit to change the insurance area to reflect new insurance requirements and rules; Pg 65 was revised for clarity on the end of useful life for vehicles, and the why & where on disposal of "dead" equipment.)

Comment was made about clarifying the difference between the attorney general guidelines and state requirements for insurance particularly in the area of self insurance. Comment was also made regarding the area of additional guidance on disposal of vehicles and some confusion about when they may be released from public responsibility.

A motion was made, seconded and unanimously passed to accept the State Management Plan as presented, with the provision that the agreed upon changes are shared with the Committee prior to final submission. PTD Staff said the revisions would be made and delivered electronically to the committee.

- 2:45 p.m. **Legislative Update** - Jean Palmateer gave a brief presentation on some of the senate and house bills that are of interest to or could have an impact on Public Transit. The report included SB71, SB177 (Connect Oregon), SB448, Veterans Initiatives, and SB897. She made a handout available to the committee summarizing bill status.
- 3:30 p.m. Division Overview - Ben Ruef made a PowerPoint presentation on Public Transit Division's Biennial Overview and Budget that was presented to the 2005 Legislature. The information included division performance and financing. Two major additional items are being requested for the 2005-2007 budget:
- \$1,500,000 for Regional Trip Planner Program.
 - \$2,000,000 additional for the Mass Transit Vehicle Replacement Grant Program
- 4:00 p.m. **Meeting Roundtable**- The next meeting date was confirmed to be July 11. Committee members will receive an electronic reminder for the next meeting.
- 4:15 p.m. Chair Lowry recommended that agenda items "F" (Report on the Transportation Planning Rule) and "G" (Update on the Progress of the Oregon Transportation Plan) be carried over to the July meeting agenda. The committee agreed.

Chair Lowry adjourned the meeting.