

**Public Transportation Advisory Committee (PTAC)  
Monday, July 12, 2010, 1:00pm to 4:00pm  
ODOT Transportation Bldg., Room 122  
Minutes**

**Meeting Called to Order 1:10 pm**

**Members Present:**

Terry Parker, Lane Transit District, PTAC Chair  
Lorna Adkins, Salem-Keizer Transit, Transportation Options Group of Oregon  
Julie Brown, Rogue Valley Transportation District  
Mary Jo Carpenter, Community Connection of Northeast Oregon, Baker County  
Dennis Dick, Valley Retriever Bus Line  
Bob Lowry, Oregon Passenger Rail Advisory Council (OPRAC)  
Tim McQueary, Governor's Commission on Senior Services  
John Wenholz, Morrow County STF Committee, Ex Officio

**Members Present Via Telephone:**

Heather Ornelas, Bend Area Transit District, City of Bend  
Sally Lawson, Oregon State Area Agencies on Aging and Disabilities, Northwest Senior and Disability Services  
Claire Potter, TriMet  
Bill Hall, Lincoln County Commission

**Members Absent:**

David Ritacco, Office of Vocational Rehabilitation  
Ernie Palmer, Basin Transit District  
Allan Pollack, Salem Area Mass Transit District (SAMTD), Salem-Keizer Transit  
Angel Hale, Oregon Commission for the Blind

**ODOT Public Transit Staff present:**

Michael Ward, Administrator  
Dinah Van Der Hyde, Senior Policy Analyst  
Robin Bjurstrom, Operations Support Manager  
Joni Bramlett, Capital Program Manager  
Lee Lazaro, JTA/STO Program Assistant  
PJ Pippin, Executive Support  
Cary Greenwood, Training Planner/Coordinator  
Jenny Erickson, Program Assistant

**Interested Persons present (not all persons attended the entire session, some attended by telephone):**

Kelly Ross, Western Advocates, OTA  
Mark Volmert, Oregon Cascades West Council of Governments, Linn County Special Transportation Program  
Sharon Fipps, Benton County

**Minutes:**

**A) Welcome, Introductions, Items of Interest;** (Chair, Terry Parker) -- No items of interest brought forward.  
**i) Approval of Meeting** – Notes of March 2010; May 2010 Handout A and B

All were able to review the previous minutes, pages 1-4, plus the attached individual application report.

MOTION: Tim (McQueary)

SECOND: Bob (Lowry) second

RESULT: Unanimous passage

**B) Opportunity for Public Comment** – No public comments offered.

**C) Division Report:** (Michael Ward, Administrator) Handout C

Michael said it is a lengthy report this month because so much is happening. The handout walks through this. Please ask if you have questions.

- **TIGER Grants**

FTA announced two Oregon TIGER projects. One is a TriMet hybrid bus project – \$2 million, 18 buses. Another is the Lane Transit District Gateway Park & Ride, \$2 million for the lot and two curbside transit boarding areas.

- **TIGER II**

PTD will submit an IT project for a web based individual trip planning itinerary tool for Western/Northwestern Oregon bus services and a request for additional Intercity bus services along the I-5 corridor. The trip planning tool will allow travelers access to region and statewide transit travel information similar to information provided by larger urban areas and the airline or rail

Dinah identified that the preliminary TIGER II submissions go in later this month and the final submissions will occur in August. We won't know for six months. There may be additional local submissions from other providers.

- **FTA State of Good Repair Submission**

This FTA program came as a late announcement. PTD solicited projects and Oregon providers requested 65 vehicles for a \$5.4 million request that ODOT will submit to FTA for consideration.

- **Readiness Grants – Update – Learnings**

This initiative developed quickly within a couple of months. OTC was concerned about the Highway division having a pre-existing, long list of projects ready for funding, where Transit, Bike/Ped, Transportation Enhancement, etc. did not. Julie and Lorna attended this review representing PTAC meeting, which was intended to fund projects for preliminary engineering so they qualify for funding with short timeframes. They looked at 27 to 30 projects and prioritized 17 to 19 to receive funding. 6 were Public Transit. There is complexity on the federal side about the criteria that determine eligibility for funding, which makes this planning a challenge.

- **Multimodal Flex Funds Criteria Development**

The legislature expressed a desire to put more funding into non-Highway projects, as a product of HB 2001 discussion, although this text was not in the final bill. There are \$21 million FHWA federal flexible funds available to ODOT in this biennium with one year left. These are STP/FHWA dollars (Capital, not Operations, except Purchased Service) flexed to fund non-Highway projects such as Bike/Ped, Transit, etc (not aviation, port, etc.) There is approximately \$101 or \$102 million in flexible STP funding in a fiscal year. There is a federal requirement to send a percent (\$29 million) to MPO's. That leaves \$76.2 million of discretionary funds. The OTC directed that the Elderly & Disabled program gets 10% of this amount, which is characterized as Jobs and Transportation Act (JTA) funding in the PTD program. The amount remaining for the biennium that is has not yet been obligated to projects is \$21 million to be invested with the new criteria.

OTC directed staff to convene an advisory committee, chaired by OTC Commissioner Mary Olsen, to develop criteria for the investment. ODOT appointed a committee of 16 to 17 people, including representatives from all around the state. The committee had its first meeting on June 28 and will meet again soon, then present the recommendation for criteria to OTC in August. OTC must approve the criteria and then ODOT will create a selection process for investment in the first group of projects. There will be a very tight timeframe because the

federal funds must be obligated by September, 2011 and it will take 6 to 9 months for government agencies to respond to meet the obligation date. The OTC must approve the list in a January to February timeframe. The committee is drafting a purpose and vision statement so it will be ready to present in August at the OTC meeting.

Terry asked about eligibility of funds and definitions of types of operating expenditures. Michael reiterated that it is difficult to explain because the FTA definition of activities defined as capital under its programs is not the same as the FHWA definition, which makes the language unclear. Purchased Services do qualify for these funds in several FTA programs.

- **State Management Review Follow-up**

PTD closed all findings from the September 2009 State Management Plan review, including putting a Cost Allocation Plan in place. We worked with internal ODOT financial staff to create our plan this month and started using it, though it is not yet formally approved by FHWA. FHWA is the controlling agency, so we need their approval, but they have extended the due date multiple times. They recently said we will know by the end of this month. Other findings in the review included preventive maintenance documentation issues, DAS procurement changing their processes to come in line with FTA requirements, and the ADA issue around Paratransit plans and services. PTD needed a plan in place to monitor compliance with fixed route systems ADA plan requirements. We surveyed 14 to 16 entities that need an ADA plan. Some have no plan and some are outdated. We will have a contractor on board in the next two weeks to help the agencies develop plans that comply with the FTA by the end of the year.

Tim revisited the topic of Preventive Maintenance monitoring and the idea of a central [computer] program all can use, maybe on the state server. He felt it would make things easier and identified that the total cost is higher and the data may not be consistent if purchases are made agency by agency. Tim is worried that without a single template to follow, some agencies may slip through the cracks and cited former site visits' results. Michael explained there are no plans to set up a central system now. It is a policy level question of whether we force agencies to use a single application for fleet management or outline rules and regulations and allow agencies to choose the methods that work best for them. Larger agencies that have already made large investments in fleet management software would have to lose that money and transfer data. In the example of the review, the agency did have a fleet software but their subcontractor wasn't using it to its fullest extent and was not maintaining backup documents properly. As long as the data is available and auditable, PTD is satisfied. Michael also noted the significant cost for the state to create and maintain a central system.

Terry reiterated the idea from the last meeting about providers seeking help and referrals from other providers to choose their software and systems. Joni talked about the current draft of the Preventive Maintenance handbook with charts of samples of what we need. It will be published on the PTD website at a later date. PTD will do a pilot review of five agencies to help finalize the information.

- **Oregon Transit Association new management**

Kelly Ross of Western Advocates, Inc. introduced himself. Kelly mentioned he is at day 12 as the new OTA contractor to conduct OTA business for the OTA board. Western Advocates was selected for day to day management – the website, the newsletter, assistance with the conference, meeting management, etc. Michael discussed the RFP process that was conducted for the new lobbyist and management services groups to represent Transit at the state legislature. Western Advocates was selected as they are well-respected with significant experience and good connections. Tonkon Torp was selected as the legislative lobbyist firm for the OTA. The firm has been around for a long time. Many OTA members have already met with them and Michael will do so next week. They say we should already have our OTA Transit lobby agenda well thought out so they can start now laying the groundwork with key legislators regarding what is important in the next session. One high priority is to hold on to the \$10 million in general fund that came our way this last session, which turned into the STO program that you are using for operating costs. We hope to pitch the legislature with the position that it was a good public investment and they should continue it.

Julie said she received emails from both Roger and Kelsey (past OTA contractors) wishing us (PTAC) the best of luck. They have been very gracious. Dinah added that Kelsey has a new job and is very happy. Roger was with OTA for 31 years and Kelsey for 5 to 6 years. It was a big change. It was hard for the board, but we are entering a different era politically and members saw the need for change.

- **Transportation Coordination Study**

In the past, DHS and ODOT worked together to review the 2001 Transportation Coordination Plan, looking for gaps and overlaps between PTD and DHS programs to see if there is a way for us to be more efficient and leverage dollars in a better way. This is a 10 year old AOC study. We will review the recommendations for relevance and apply those we find valid.

Currently DHS is splitting into two groups and it has been difficult to get their attention. This is important to them, but it is not their top priority. They are willing to put money toward it and we will match. We want to work better together, especially into 2011 with the general fund \$2.5 million short.

Julie identified that, since that study, Medicaid has taken on medical transportation brokerages. She expressed concern about medical transportation and its importance. She fears negative impact to the existing DHS support for the area medical brokerage infrastructure with the changes coming in DHS. Michael thanked her for alerting him to that information, and though it is not part of this study, he will bring that forward.

The cost to do a new study would be too great so we are going to start with the work we've already done. Terry suggested that we use practical expertise to identify new ideas, new needs, and where progress has already been made. Michael agreed to send out the 2001 report. Terry asked for notification when we know who the consultant will be. Michael identified he is working with Bobby Wilson, an assistant director at DHS, to get a bid out.

- **Connect Oregon III results**

Michael discussed the Final Review Committee. Julie and Allan presented on behalf of PTAC and Michael was also there to provide support. The process resulted in a nice list of good Public Transit projects around the state. Wilsonville, Central Oregon Intergovernmental Council, Salem Area Mass Transit District, Rogue Valley Transportation District, the City of Portland streetcar, the Confederated Tribes of Umatilla Indian Reservation, and Sunset Empire Transportation District will all receive funding.

During the final review there was a great deal of discussion on the aviation side, and raised tempers on some issues. There were large divides between modes and regional folks, elected officials, etc. PTAC representatives remained calm and got our projects onto the list pretty early. All of the ones this committee prioritized were selected. Julie said the Confederated Tribes of Umatilla Indian Reservation project fell off during the regional review but Julie and Alan helped bring it back into the final review. Michael explained that each region has to spend \$10 million and it was added back in to meet that benchmark. Terry described how in Connect Oregon I we had to fight for our projects and it came down to "horse trading" at the end. The regional and modal committees aligned better in Connect Oregon II. In Connect Oregon III, people were a little more desperate economically.

Julie identified that though we sometimes felt uneasy during the PTAC COIII process, comparing our PTAC process to the others made it clear that our process was much better. Not all regional levels are making decisions and selecting rankings the same way. One region had already sliced and diced their dollars, etc. Others asked for a block of money. There is still lobbying in the hallway, etc., but it seemed like the committee took the time to really read over the projects. Transit came in right around \$12 million, which seems small compared to Rail's \$40 million, but our projects were worthy and we can't say that as clearly for many in the other modes. Wondered how they even got that far. Julie felt that as a participant in the final review she gained a better understanding of transportation in general in the state.

- **Other points**

FTA and Volpe Institute are conducting a Drug & Alcohol Audit – they will be reviewing 12 agencies on the Oregon Coast, in Klamath Falls, and in Malheur County. The final report will come on Friday. FTA is onsite this week and they wanted copies of all policies and procedures, etc., ahead of time.

Sherrin Coleman, PTD Planning Program Manager, would like the committee to be aware that this year is the 20<sup>th</sup> anniversary of the ADA. There will be a celebration on the State Capitol steps, July 26 11:30 a.m. to 1:30 p.m. sponsored by the ODOT Diversity Council If you want to be involved in planning, call Sherrin Coleman at 503-986-4305.

**1:45 p.m. D) 2011-13 Discretionary Program Outline and Timeline: (Joni Bramlett, Capital Program Manager) Handout D**

Joni explained that we will allocate funding for STF agencies like last biennium. Policy and process stay the same but there will continue to be improvements to the forms, including font size and adding some things back in that we needed. A big improvement will be that Public Transit will do forms design in-house, which will allow us to make changes promptly when needed. PTD is publishing a conservative target of funds available for the discretionary program. We have estimated a solid dollar figure to plan for. If additional funds become available we will add to the program. All programs are at funded to at least last cycle amounts except for Intercity Bus, which had an additional bubble to obligate in the prior cycle but is on track now with the current obligation.

Joni noted that we will also ask people to apply for state funds on a separate form because the state money doesn't require match and the federal does. We want each application process to be clear and that will be part of the training. 5310 and STG state discretionary will have their own timeframe, and JARC, New Freedom, and Intercity will have different schedules. We will try to do each as quickly as possible.

PTD is planning three meetings with STF agencies starting July 21 to work on roles and responsibilities and what it means to take on grant agreements for subrecipients who previously applied for grants directly with Public Transit Division. We will continue training anyone on how to apply for grants and stakeholders are invited. When training, it is best if people have a basic understanding so everyone is on the same page. Let Joni know if you have questions, issues, or suggestions during the formative stage.

**2:15 p.m. E) Revitalized PTD Provider Training Program (Cary Greenwood, Training Program Project Coordinator) Handout E**

Cary is in Public Transit to take a look at the training program. She came from a PR background and worked at DMV. She has been a manager in a variety of state agencies.

See the handout/PowerPoint file for her presentation. Additional notes:

Slide 2 – Cary added "Tracking Process" to the 3 points listed. She quoted FTA Circular 9040 regarding agreements and requirements. Part of Public Transit's role is to help with training and technical assistance.

Slide 5 – The state looks at RTAP more broadly as training and assistance. Sharon Peerenboom is the RTAP coordinator and Jean Palmateer is doing several contracts. Sherrin Coleman is the planning manager. These Program Managers have collaborated well to make sure training is appropriately addressed. New federal programs change the training requirements as more programs are funded.

Slide 10 – There is a desire for more.

Slides 14-15 – Cary added that the median age is 52.

Slide 18 – This is a key slide. There is some similarity to the barriers people identify, though their ways of expressing it vary. It is telling that the non-managers feel a lack of support for training.

Slide 20 – Women want more managerial training. This may relate to fact that men are in slight predominance in management. Also people seem to stay in transit once in transit.

Slide 21 – The survey results are in your packet.

Slide 22 – Topics – meeting AND Prioritizing – came up with a budget from the process.

Slide 23 – Review this slide for our request for committee input

Cary walked the group through the budget. She built a budget of about \$300K per year – that is about what we have been spending, which is more than the RTAP money but includes state money. We have provided that in the past and expect to provide it in the future. Unspent RTAP money from prior years sometimes makes the figure larger. Has had some discussion today about Drug & Alcohol and training, site reviews, etc. One discussion was, how do we help you develop a substantive risk management program? Cary is working with, Transportation Safety Institute (TSI, part of USDOT, funded by FTA) next March/April for a 2.5 day training program of how to put a Drug & Alcohol program together. If we guarantee them 12 seats and place them near an airport (like Salem), they will come and invite people from all over the country. We have had a contract with RLS and Assoc. to do site reviews on Drug & Alcohol programs, but we haven't brought in training to tell people how to develop it. There may be another contract for monitoring, etc.

Michael referred to Slide 23 and asked, have we hit the target? Are there any topics you want us to add? How does the timing look to you? And, if there are gaps in training topics, please let us know.

Julie mentioned that, for 5311 recipients whose money comes from the state, they are under federal obligation, which they will learn in the Drug & Alcohol review. They don't realize their obligations. When they are procuring/buying, they are not looking at the federal requirements. Joni identified training for grant management is on the list. Public Transit Division staff is reviewing RFPs more closely now. I reviewed every ARRA RFP, if the subrecipient didn't already have some funding through FTA, to ensure the federal requirements were met.

Terry discussed how peers need to talk to peers about resources. Computer training doesn't appeal to everyone, but the web is sophisticated. Sometimes generic trainings aren't worth travel, but you can train via web to save. We need to promote that kind of time management

Mark asked if ADA includes the Title VI item. Smaller agencies especially need to hone in on Title VI – like language assistance. There may not be time to wait. How do we make sure Title VI provisions are covered? Cary said the ADA came up as high priority and Title VI as medium, identified the internet as a great option, and asked for more input of that kind. Bob asked about timing requirements for Drug & Alcohol testing and training refreshers. Mary Jo discussed the annual transportation conference as an opportunity to train on ancillary things as well as main topics. Her drivers liked the customer service training with Sharon Peerenboom, and she identified that, if it is driver-oriented, it has to be local, especially in small systems. Michael discussed the importance of the train-the-trainer model and how if Public Transit is going to offer training in this way it is his expectation that those people will go out and train peers in their local areas. The committee discussed basic topics around determining which trainings should be sponsored by Public Transit and what should be mandatory.

### **3:10 p.m. Break**

**3:30 p.m. F) Preparation for September PTAC Presentation to the OTC:** (Dinah Van Der Hyde, Senior Policy Analyst) Handout F

Dinah said OTC invites us to check in annually and discuss accomplishments and challenges they can help to solve. In April, 2009, a small working group of PTAC members presented to OTC and it went well. Dinah asked for people who want to work on this and possibly speak to OTC at the meeting on September 22, 2010. There will also be an interim check-in meeting prior to that meeting. We need to communicate what has changed in local transit. See the worksheet in the package which lists everything we've worked on this year. Please identify your priorities and let Dinah know if you can think of anything additional. The written material is likely to be different from the presented material. The committee discussed having a couple of key verbal points for presenting and putting the rest of the information in a packet that we send 2-3 weeks ahead of the meeting to give members ample time to review that information. Lorna emphasized the effectiveness of this approach.

- Claire underscored STP flex funds investment and how transit saves costs and improves the efficiency and effectiveness of the program, identifying how we used it to innovate and save costs, specifically with the Elderly & Disabled program's savings.

- Julie discussed concerns about a need for help leveraging those dollars as federal match. Payroll tax is already causing service cuts. It could be effective to illustrate the use of the money they flexed to capital projects with visuals like pictures of the finished products.
- Mark agreed with highlighting two points, one being the reauthorization, where that goes, and the second being local match.
- Michael described that STO and the \$10 million gen fund will be a hard struggle with a \$2.75 billion deficit, but we can point out how that \$10 million leverages \$100 million.
- The group discussed the delicate nature of pointing out match funds that are not available and the risk of losing other federal funding vs. pointing the importance of advocating for dollars we can leverage and ensuring the OTC understands the entire financial dilemma. We have to present consciously.
- Terry emphasized the importance of telling OTC about things they might not otherwise be aware of and identified that we have some funds OTC doesn't see that we use for match. She said we can offer good examples of how we've leveraged STF and with DHS with match for federal Medicaid, which is significant. She identified the collaboration with Senior and Disabled Services and DHS to provide services they can no longer provide.
- Dinah added BETC examples to the list.

Terry asked to confirm the September 22 date and make a plan for creating written materials, progress updates, and a short and directed verbal presentation with an exchange for the OTC meeting. The group agreed to ask for 45 minutes of presentation and exchange time.

Mark said that Michael, Matt Garrett, and the chair of OTC went to OTREC last week and added that we should discuss how Public Transit adds to livability and sustainability, reduction in Greenhouse Gases, the importance of the EPA, USDOT, HUD, and the Department of Energy relationships. Julie identified that they are tasked with the Governor's initiative on Greenhouse Gases and that could be used as a leveraging point in relation to using the general fund money as match to help them meet their initiative. Terry hinged that into Matt's comments at the last meeting about shifting the agency focus to balanced multimodal transportation. Dinah identified the good timing of this discussion with OTC's other action items.

Mary Jo expressed concern about rural areas and the lack of relevance for alternate modes due to weather, etc. Other committee members stated that true multimodalism identifies a good balance of all modes in a way that feeds livability and sustainability in each individual area. Julie used Maupin's revitalized downtown as an example and others offered other towns. Bob brought up the continued need to improve connections among services like Greyhound, Amtrak, airports, and public transit to offer travelers reasonable ways to travel long distances using transit and other means. He also discussed ridership vs. frequency in relation to operating funds and the ability to purchase vehicles to support available ridership. Dinah called it "Balanced, integrated, livable transportation in urban AND rural areas that are sustainable and multimodal."

Volunteers to help with the OTC presentation:

- Mary Jo, will volunteer if she can help, to give rural perspective
- Lorna would like to see Julie or Allan help and will ask her graphic designer to help format the report
- Julie will present if needed and is confident Allan would also do so
- Bob must verify later as he may have another commitment but will attend and help if he can
- Dinah would like someone from another agency for the coordination piece
- Sally has presented before and may be willing to present again

John has another commitment, as does Tim.

Terry asked for final comments. Tim identified that Public Transit in this state is a necessity in the next 15-20 years and that rural and urban transit have to meld together. It will be the primary way we get around and we have to work together.

Terry adjourned the meeting and announced that the next meeting is September 13, 2010.

**4:10 p.m. Adjourned**