

**PUBLIC TRANSIT ADVISORY COMMITTEE
MEETING NOTES
May 14, 2012**

Date: Monday, May 14, 2012
Time: 1:00 pm
Location: Salem Transit Administrative Offices

Members Present:

Terry Parker, (Chair) Large Urban Provider, Lane Transit District (LTD)
John Wenholz, Morrow County, Ex-Officio
Roxanne Daniel, Transportation Options Group of Oregon
Mary Jo Carpenter, Oregon Transit Association (OTA)
Julie Brown (Vice-Chair), Small Urban Provider, Rogue Valley Transportation District (RVTD)
Heather Ornelas, Small Urban Provider, Bend Area Transit District, City of Bend, *via telephone*
Bob Lowry, Oregon Passenger Rail Advisory Committee (OPRAC)
Karen Friend, COIC/ Cascades East Transit
Ernest Palmer, General Manager, Basin Transit Service
Dennis Dick, Valley Retriever Bus Lines, Intercity Bus Service Provider

Members Absent:

Bill Hall, Association of Oregon Counties (AOC)
Ernie Palmer, Basin Transit Service, Klamath Falls
Claire Potter, TriMet
David Ritacco, Oregon Vocational Rehabilitation Services
Roxanne Daniel, Transportation Options

ODOT Public Transit Staff Present:

Michael Ward, Administrator (retiring)
Hal Gard, Rail Administrator, Interim Public Transit Administrator
Dinah Van Der Hyde, Senior Policy Analyst
PJ Pippin, Executive Support
Rhonda Urben, Executive Support
Jean Palmateer, STF Program Manager
Norm Clark, Training Coordinator
Sharon Peerenboom, Regional Transit Coordinator
David Galati, Regional Transit Coordinator
Marsha Hoskins, Reorganization Project Manager

Item A – Welcome, Introductions, Approval of Minutes.

Chairperson Terry Parker called the meeting to order. Terry Parker introduced Cossette Reese, the new Lane Transit District Accessible Customer Services Manager, who replaces Terry when she retires at the end of June 2012.

The meeting notes from the March 2012 PTAC meeting were reviewed and were accepted by consensus.

The agenda was reordered to move item H to after item C.

Item B – Public Comment: None.

Item C – Rural Population Update Analysis:

Speakers Risa Roehl and Kevin Rancik, PSU. Public Transit Division commissioned a population study by Portland State University to identify service area population in Oregon communities with general public transit services supported by 5311 grants. The presentation provided an overview of the project and initial results. Several sample maps were presented by the speakers.

The deliverables include: Geo-database with routes, stops, and service area boundaries, including demographic data. This database is owned by ODOT so it can be changed, updated and maintained. The report will provide instructions on how to define the service areas and will include a description of the GIS work. A final written report that documents project details and results will be published Fall 2012. The draft document will be reviewed by staff before approved for publication.

From the study results, the division will have a consistent methodology to determine boundaries of service areas and enumeration of populations currently being served by the 5311 program. The study methodology will identify overlapping service areas and will identify areas that are underserved. The data will assist in planning for the future of the 5311 program.

Item C Comments and Questions:

Chair Parker talked about the need in the final report to use consistent language to avoid confusion: there was some confusion around the term “Transportation Districts” v ODOT districts.

Dinah Van Der Hyde requested that the authors clarify the content of several slides showing percentages of population by district and population type in the final report – data elements may not be portrayed clearly.

Item H Oregon Public Transportation Conference Update –

Speaker Norm Clark: Mr. Clark gave an update regarding the 2012 transit conference. The conference title this year is “Connecting Communities: New Routes to the Future” and will be held in Seaside. The conference will have a half day on Sunday, September 9 and will end after lunch on Wednesday, September 12, 2012. The 2013 Conference will be held in Bend, Oregon.

Item D Volunteers for 5311 formula Base Work:

Speaker Michael Ward: The division needs volunteers to help with the 5311 program policy evaluation. Volunteers are Karen Friend, Mary Jo Carpenter, and Jay Flint.

Item F 2012 State Management Plan and Management Review:

Speaker Dinah Van Der Hyde: Ms Van Der Hyde provided a brief update regarding the status of the 2012 State Management Plan (SMP) content update. The purpose of the SMP is to write policy to help administer the FTA Programs. PTAC and their workgroups contribute to the plan. The 2012 edition includes updated ADA Complementary Para-transit Plan requirements and procedures for oversight, PTD priority in funding vehicles for client only providers of

transportation, procedures for ensuring appropriate preventive maintenance, and update of the 5311 Formula to address equity issues.

The division is scheduled for a State Management Review, which is conducted by the Federal Transit Administration on a three year schedule. The review will assess management practices and program implementation by the division. The review schedule is June 6-8, 2012. The review team is Tom Radmilovitch, FTA Region 10, Craig Woodell and Mike Baker, FTA Consultants.

Item E Public Transit Administrator Report:

Michael Ward introduced Hal Gard, the new Rail Division Administrator and the Interim Public Transit Division Administrator. Hal provided a brief biography including the fact that he has been with ODOT for 18 years and was hired as ODOT's first Archeologist. Moving forward, he looks forward to working with both divisions and loves the idea of the sustainability around Rail and Transit.

Chair Parker thanked Michael Ward for his service, leadership and applauded his accomplishments. Michael Ward spoke about his beginnings and how much he enjoyed working with PTAC. Michael pointed out that he had lots of good help in the beginning and he is sure that Hal Gard will have that same help as Public Transit takes on a larger role with ODOT.

Item G FY 2012-13 supplemental Grant Awards:

Speaker Jean Palmateer: Ms Palmateer gave a report of the results of the division's FY 12 Discretionary Grant Program. There were 45 applicants with 107 projects competing for the \$11,882,656.00 in funds. Thirty-six (36) applicants and 79 projects were selected for funding. Of these projects, 67 are vehicles; the remaining are for transit operations, preventive maintenance, mobility management, and miscellaneous capital equipment items.

Applications for seven large buses were moved from the discretionary program to the Federal Transit Administration's State of Good Repair Program. The request to FTA totaled \$1,980,000.00. If these vehicles are not selected for funding by the FTA, and continue to be a priority for the applicants, the division will fund them in the upcoming 13-15 biennium, as they are highly qualified projects.

An update for the upcoming grant program for 2013-2015 will be presented to the PTAC at the meeting in July 2012.

Item G discussion: PTAC member asked about the amount of funds in the program; response from staff is that the funds were a combination of funds remaining from prior awarded grants and from new funds allocated in the current biennium by ODOT and the Oregon Legislature. Chair Parker said that the process was handled very well and so quickly it helped with budget preparation in that the numbers were ready when she needed them. Michael Ward noted that Jean Palmateer and Joni Bramlett worked very quickly on the process, ensured that it was streamlined and not burdensome.

Item I Round Table:

Mr. Ward clarified the RTC (Regional Transit Coordinators) aspect of the PTD Reorganization. With the PTD RTC staff out in the regions, providers will have direct access to them and they will be more involved in all the regional conversations. The vacant RTC position should be filled shortly and the reclassification portion of the reorganization will move on to the DAS

(Department of Administrative Services) for approval of the position descriptions. We are hoping for a July 1, 2012 for completion of this task.

Dave Galati, ODOT Active Transportation, and Sharon Peerenboom, Non Urbanized Area program, are going to trade positions with a rotational opportunity, with Dave coming up to PTD and Sharon moving to Active Transportation. This rotational assignment will last for one year.

The PTD reorganization will help us deal more effectively with FTA, Regions and grantees. We will be sending out a new copy of the PTD org chart to the committee so you have a record of who your regional coordinator will be, along with a narrative that will explain the changes in the organization. We have been cross training to make the transitions go smoothly.

Dinah reminded the committee that Julie Brown and Terry Parker will go to *ConnectOregon IV* meeting on our behalf on June 13th and 14th, 2012.

Agenda Build: None offered.

Adjourned.