

**Oregon Public Transportation Advisory Committee (PTAC)
May 13, 2013 Meeting Minutes
Oregon Department of Transportation
Technical Learning Center – Diamond Lake Conference Room
4040 Fairview Industrial Drive, Salem Oregon**

Member Attendees:

Terry Parker, Chair, **Henry Heimuller**, Columbia County Commission, AOC rep., **Julie Brown**, RVTD, Vice Chair, small urban rep., **John Wenholz**, Morrow County, STF rep at large, **Ernest Palmer**, GM Basin Transit, OTA rep., **Bob Lowry**, OPRAC, Passenger Rail Rep, **Susan Dreier**, SAMTD, **Dennis Dick**, Valley Retriever Bus,

Member Attendees via Phone:

Karen Friend, Central Oregon Intergovernmental Council, Small Urban Provider rep., **Mary Jo Carpenter**, Community Connection of Baker County

Rail and Public Transit Division (RPTD) Staff to PTAC:

Hal Gard, Administrator; **Dinah Van Der Hyde**; **Martha Smith**; **Rhonda Urben**.

Visitors (in person and via phone):

Mark Volmert, Linn County; **Ken Bronson**, Sweet Home/Linn Shuttle; **Jay Flint**, Sunset Empire; **Brenda Williams**, City of Woodburn; **Colette Rees**, LTD; **Paula Leslie**, Bike PAC of Oregon; **Julie Wilcke**, Ride Connection; **Lisa Nell** Region 2 ODOT.

RPTD Staff Visitors (in person and via phone):

Robin Bjurstrom, **Marsha Hoskins**, **Dan Kaempff**, **John Johnson**, **Lee Lazaro**, **Matthew Barnes**, **Larisa Varela**, **Dave Galati**.

1:00 p.m.

Item A: Welcome, Introductions and Announcements - Terry Parker, Chair

Chair Parker opened the meeting with introductions of the Committee members and welcome to visitors. Chair Parker, having retired from LTD several months ago, is resigning from PTAC as well as resigning her position as Chair for PTAC.

Meeting Minutes Approval: The meeting minutes from the March 2013 PTAC meeting were approved with no changes. Moved by Henry Heimuller and seconded by Ernie Palmer.

Item B: Opportunity for Public Comment

Ken Bronson spoke about the Drug and Alcohol Training he attended recently. He learned that 80% of impaired drivers of public transit vehicles aren't held accountable because current federal law does not cover many prescription and over-the-counter drug types. Henry Heimuller shared that the Federal Transit Administration (FTA) doesn't preclude or prevent providers from expanding or increasing their own in-house requirements.

ACTION: Members and participants encouraged resource sharing with/between providers and others who have already increased their D&A requirements to save providers from duplicating

efforts. Providers should become familiar with the DOT website, which has additional information. ODOT will seek ways to share additional information on this topic.

Item C: OTC Presentation Report - Terry Parker, Chair & Hal Gard, RPTD Administrator

Chair Parker, Jay Flint (co-chair of the PTAC Purpose and Structure workgroup) and Administrator Gard presented at the April 2013 Oregon Transportation Commission (OTC) meeting. Presented were the approved updates to the PTAC membership representation list and the Purpose and Structure document. It was a very engaging discussion. The Commission was interested and complimentary to the work of PTAC and offered some suggested changes.

OTC Recommendations:

1. In the Purpose and Structure document, PTAC should include the formation of an executive committee. Since the Committee meets every other month, this would give the opportunity for a smaller subset of the entire Committee to address business between full Committee meetings.
2. There were questions and a concern raised regarding the suggested membership changes that included adding more rural representation and reducing the representation for the Senior and Disabled group, which is already heavily represented by others on the Committee. The suggested change of reducing the number of members representing the Association of Oregon Cities (AOC) from 2 to 1 was also questioned.
3. Chair Egan asked how the OTC is expected to work with PTAC.

ACTION: Henry Heimuller moved that we accept the member list as presented, but add back in the deleted AOC representative to bring the full Committee to 21. He also moved that we change the Strategic Planning (Standing) Committee to an Executive Committee. Dennis Dick seconded the motion and the matter was unanimously passed by the Committee.

Discussion & Next Steps: PTAC is moving to a more direct relationship with the OTC. PTAC is not asking for OTC's involvement in early decisions and discussions, but rather engagement regarding the big picture of public transit as well as approval of the final process for distributing FTA and state grant monies. An agenda item has been added to the May 2013 OTC meeting to bring forward the approved changes to the PTAC Purpose and Structure document and the member representation list based on the OTC feedback. Chair Parker and Administrator Gard will present the information to the OTC. Administrator Gard will also present the grants awarded based on formulas developed in consultation with PTAC.

Administrator Gard discussed the importance of PTAC's role to help OTC understand the current funding structure of the public transportation system. Legislative action and OTC direction has established federal funding for transit projects that are administered through the RPTD's planning process with PTAC consultation. OTC also directs additional federal funds that can be used for transit projects through a regional planning process with Area Commission on Transportation (ACT) consultation.

PTAC needs to become a strong partner with the OTC to help ensure that a coordinated and connected public transportation system is developed. The FHWA Surface Transportation Program (STP) dollars approved through legislative and OTC direction, which are scheduled in ODOT's Statewide Transportation Improvement Program (STIP), fund much of the statewide system of rural and special needs public transit we now have in Oregon.

Item D: PTAC Strategic Investment Workgroup Update - Julie Brown, Workgroup Chair

Julie presented a draft public transportation vision statement developed by the workgroup. PTAC will use the draft to determine the next steps in further developing a vision statement. The workgroup will continue its work on identifying principles and investment strategies that will help guide RPTD grant program development and investments.

Discussion: Members and visitors brought up several topics around investment.

- Public transit providers, RPTD and PTAC need to get creatively engaged and identify transit needs in typical highway projects, particularly as these discussions take place at the local ACTs.
- Public transit projects often compete with roads projects and it will be important to identify the best use of the funds allocated for public transit.
- Administrator Gard reminded the Committee that preparations are already beginning for a non-hwy legislative session in 2 years. It will be important to give information to the Oregon Transit Association (OTA) regarding statewide plans, where we need additional transit, and why we need to keep what we already have.
- Chair Parker reminded members of the different roles that OTA and PTAC play. The OTA looks for the money at the legislative level to create sustainable transit programs. The PTAC helps guide how we use and distribute the money we receive for public transportation projects, both state and federal. It will be important to define what the issues are and to communicate those to the OTC as well.

ACTION: The Strategic Investment workgroup will continue to develop principles for an investment strategy and report back to the full Committee.

Item E: Transportation Options (TO) Update - Dan Kaempff, PTD

Dan Kaempff, Special Project Manager for the Transportation Options Topic Plan, updated members on progress. He clarified the roles of stakeholder committees for the topic plan which will define Oregon's TO goals, objectives and policies. There will also be an implementation document outlining recommended strategies and funding levels intended to carry out adopted policies. A Policy Advisory Committee (PAC) will be established to provide guidance and advice to ODOT in the development of the Plan's policy elements. A contract has been finalized with Nelson Nygaard Consulting Firm, realigning the project's scope of work. The plans moving forward, including establishing the PAC, will be presented to the OTC in June 2013.

PTAC will be asked to consider and provide input into the TO planning process at key points. Additionally, PTAC will be asked to make a recommendation to OTC regarding the adoption of the final TO plan.

Comments: Ken Bronson suggested we add an elected official to chair the PAC and suggests that ACTs should be included on the PAC. The TO planning project was funded to find a strategic guiding model for TO and more permanent TO funding. Jerri Bohard (ODOT) and Hal Gard will co-chair the PAC. It will be important to explore such issues as TO options to link to the inter-city network as well as school transportation for community college students.

ACTION: Think about who should be included on the TO Policy Advisory Committee. Dan will continue to bring information and updates about the TO plan to PTAC.

Item F: RPTD Regional Transit Coordinators (RTC) Update - Dave Galati, RTC Region 2B

The RTCs will be a regular agenda item per PTAC's request. This was the dry run for this new agenda item. Dave presented a PowerPoint presentation as an overview of what is happening in Region 2B. Feedback and requests for future RTC presentations:

- Create a region map showing available public transit and existing gaps in service. Also, what are the programs, where are they located, what size are they, and what is their specialty?
- Add a list of who gets funding and how much they get so we can make better decisions about what to do with the available money.
- Add a list of things that are working and those that are specific to the providers in your region. Maybe add a list of ideas that may get funded because the idea was shared regionally.

Other Comments: Is it possible to get individuals involved with the planning process (city, state, and county) to include PTAC/RPTD involvement at the beginning of all transportation planning projects? Goals for the RTCs are to: enhance the local presence in ODOT regions, expand technical assistance, increase regional integration and improve communication and coordination in all regions regarding public transit issues.

ACTION: RPTD and the RTCs will provide regional transit maps showing services and service gaps. RTCs to connect with local (within their regions) planners, builders and designers to engage in the planning process and try to be more proactive regarding access to public transportation.

Item G: Map-21 Bus Safety/Asset Management Plan- John Johnson & Lee Lazaro

Lee and John presented a PowerPoint presentation that included an overview of the new FTA safety program elements. FTA will publish draft interim guidelines for the MAP-21 safety program in the near future. RPTD will follow FTA's progress and update PTAC as information becomes available. Training and safety plan formats will also be provided in the future. Today FTA released information about funding for Safety Oversight program activities. The amount currently designated is approximately \$22,000,000.00 annually nationwide.

Questions:

- **Will RPTD develop plans only after hearing from the Feds?** No, planning has begun, but we don't want to get too far ahead without further guidance from FTA. Plans will be scaled according to the size of the agency. For example, a smaller agency may have a five page plan while a large agency like TriMet may have a plan the size of a book.
- **Can existing plans be referenced in the new plan?** Yes, if you have to update your D&A plan, you only have to update the one plan.
- **Can the identified safety person be a contracted person for the services provider?** FTA has not given the answer. We know providers have to have a safety officer that reports to the "General Manager".
- **Is there a guess as to when the guidelines will be published?** Before September 2013.

ACTION: As information becomes available, RPTD will post it on the Public Transit webpage.

Item H: RPTD Administrator Update – Hal Gard, ODOT RPTD Administrator

Three handouts were presented showing the recommended and actual funding of grant awards. It was noted that the final lists include technical changes based on final information about funds available and that the affected applicants have been informed of those changes. The correct federal fiscal year for these grants is 2013-2014.

Terry Parker has retired and Julie Brown will be the acting Interim Chair. Thanks to Terry for her service and her willingness to re-energize and start the quest for a new integrated vision statewide, and thanks to Julie for stepping in. Special thanks go to several long time members of the PTAC: John Wenzholz, Bob Lowry, Claire Potter and Dennis Dick.

Next steps for PTAC re-set of membership: All current Committee members are being asked, as a formality, to step down. If members wish to continue as a PTAC member for the next membership cycle (July 2013-June 2016), they should send an email to Martha Smith or Dinah Van Der Hyde indicating interest. Organizations will appoint their representatives and should inform RPTD (Martha or Dinah). ODOT will be selecting the new members for other vacant positions.

At the September PTAC meeting, RPTD will begin bringing forward baseline information about public transportation to the Committee. In September, information will be presented on the 2010 study conducted by Portland State University that outlines the state of rural public transit in Oregon. A goal will be for PTAC to regularly present important information to OTC over the course of the year.

As there is a lot of work to do on the Strategic Vision, the grant application process and investment strategies, do we need to rethink the logistics of this Committee? Should the Committee meet more often or have longer meetings? It was agreed that individual meeting time changes to address work load could be made at the discretion of the Chair.

Comments: Julie Brown commented that the PTAC has a heavy lift in front of us and should not add another meeting at this time. John Wenzholz would like us to look into presenting the meeting in a true video conferencing format so he could attend via Skype or a similar program. Winter travel can be dangerous and he would like to continue to serve. Also mentioned was that RTCs will conduct video conferencing on a semi-annual basis to answer questions and resolve on-going issues with agencies in their particular regions.

ACTION: RPTD will research tele-conferencing possibilities by using ODOT Region office facilities. There is also the possibility of periodically changing the location of the meeting to other parts of the state.

Item I: General Updates and Round Table - Terry Parker, Chair

Thanks to RPTD for helping get emergency grant agreements out when a vehicle provider went out of business.

4:15 p.m.- Adjourn