

OREGON TRANSPORTATION COMMISSION

Minutes of the Regular Monthly Meeting

May 15, 2013

Salem, Oregon

On Wednesday, May 15, 2013, at 9:00 a.m., the Oregon Transportation Commission (OTC) and Oregon Department of Transportation (ODOT) staff held a premeeting briefing session in Room 240, the Stuart Foster Conference Room, at the Transportation Building, 355 Capitol Street NE, Salem, Oregon. Highlights of the premeeting were:

•
A review of the agenda – Matt Garrett reviewed the agenda.

•
Legislative update – Betsy Imholt provided an overview of the legislative process and the status of various pieces of legislation.

•
Joint Commissions meeting (Sept.) – Patrick Cooney explained that the Washington State Transportation Commission staff sought to schedule a joint meeting in September to address matters pertaining to the CRC. The Commission expressed its view that until we know what Washington State was going to do to authorize funding the CRC, there was no reason to schedule a meeting. Patrick Cooney said he would convey that to the Washington staff.

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The regular monthly meeting began at 10:40 a.m. in the Gail L. Achterman Conference Room.

Notice of these meetings was made by press release of local and statewide media circulation throughout the state. Those attending part or all of the meetings included:

Commission Chair Pat Egan
Commissioner Dave Lohman
Commissioner Tammy Baney
Commissioner Mary Olson
Director Matthew Garrett
Chief of Staff Dale Hormann
Deputy Director Central Services Clyde Saiki
Trans. Development Div. Admin. Jerri Bohard
Communication Div. Admin. Patrick Cooney

DMV Division Administrator Tom McClellan
Public Transit Division Administrator Hal Gard
Trans. Safety Division Administrator Troy Costales
Region 1 Manager Jason Tell
Region 2 Manager Sonny Chickering
Region 3 Manager Frank Reading
Region 4 Manager Bob Bryant
Region 5 Manager Monte Grove
Commission Assistant Jacque Carlisle

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Chair Egan called the meeting to order at 10:40 a.m.

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Director's Report

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DMV – Lana Cully's 35 Years of Service

Director Garrett spoke about Lana Cully, who just completed 35 years of service with ODOT. Lana started her state government career in 1977 with the Oregon Department of Revenue, where she worked as a Key Punch Operator. In 1984, she was hired by DMV as a Clerical Specialist, and later was promoted to Administrative Specialist in 1988. Lana moved into management as a Principal Executive Manager C in 1995, and worked the next 13 years as DMV Vehicle Programs Manager until being hired into her current position as DMV Program Services Manager in 2008. She also served three months as the interim Rail Division Administrator from July through September 2011.

Director Garrett said Lana Cully has been an outstanding employee and representative of ODOT and state government throughout all of her assignments. Her commitment to public service, and the citizens of this state, is commendable.

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MCTD – Pilot of EROAD

Director Garrett said the first domestic application of a commercially available, automated weight-mile tax data collection system (EROAD) has been launched. The system is coupled with an allied electronic tax return, and New Zealand firm EROAD is working with the ODOT Motor Carrier Transportation Division.

The Motor Carrier Transportation Division (MCTD) has secured the cooperation of the Oregon Secretary of State Audit Division to oversee and validate the outcomes of a regulatory pilot of the EROAD weight-mile tax automated solution, which commenced on May 1, 2013, and will run through the end of July.

Upon successful conclusion of the pilot and favorable review by auditors, EROAD has scheduled the commercial launch of this new commercial service for October 1, 2013. EROAD has established a business presence in Oregon and has commenced active marketing of its product. This represents the successful achievement of MCTD's goal of attracting the private sector to follow up and carry on the work it began with its successful proof of concept known as TRUE, or Truck Road Use Electronics.

Having now attracted interest from the private sector, ODOT can anticipate that other vendors and other states will follow in the footsteps of ODOT as it blazes the trail in this leading edge technology. This is not unlike what occurred as the Green Light weigh station preclearance

technology was first introduced by Oregon in the early 1990s, and has since spread across all lower 48 states from coast to coast.

This achievement was made possible by the combined multiple-year-long efforts of talented ODOT staff working together across division lines in both the Motor Carrier Transportation Division, as well as the Motor Carrier Application Development section with Information Systems.

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Distinguished Business Partner Acknowledgement

Oregon State University recently acknowledged ODOT as a Distinguished Business Partner, specifically to the work ODOT does with the Transportation Operations Center System (TOCS). The Oregon State Business Solutions Group began working with ODOT in 2003, the result being TOCS, which connects all data surrounding the state highway system. When someone breaks down or an accident occurs, law enforcement needs to be notified, as well as incident response teams, maintenance workers, and travelers. TOCS also supports ODOT's internal systems, other state and local agencies, electronic road signs, and ODOT's TripCheck.com website.

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Public Comments

Public comments - none.

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Jurisdictional Transfer

The Commission received an informational update to the jurisdictional transfer presentation from the October 2010 Oregon Transportation Commission (OTC) meeting, from Highway Division Administrator Paul Mather. ***(Background materials in Director/Commission/History Center File, Salem.)***

Background:

*As seen in the **Fix-It** presentation last month, as resources are more focused on critical statewide routes, less important routes suffer. These district and regional highways are often the most important routes in local communities. In some cases, the local jurisdiction may be willing to take over jurisdiction of those segments if there is revenue to cover the ongoing liability of maintaining these roads/streets.*

Paul Mather gave the presentation on Orphan Highways. Highlights of the presentation were:

- "Orphan" highways are state highways that look like city streets or county roads, are critical to the success of local communities, and are low priority for ODOT
- the goal is to align the appropriate jurisdiction with roadways so there will be local control and decision making around land use, access management, and permitting

- create efficiencies by allowing ODOT focus on highways and interstates, and reduce duplication of equipment and expertise
- candidates for jurisdictional transfer
- funding is key issue
- ODOT/AOC/LOC Roadway Transfer Pilot Test during past year
- lessons learned
 - transferring highways in growing communities has most advantages
 - transferring to counties is a financial decision
 - there is little interest in ODOT managing local bridges
 - most jurisdictional issues can be worked through
 - most important, transfers need to be evaluated on a case-by-case basis
 - small cities/counties have difficulty working with ODOT on federally funded projects
- the proposal for a new funding package is to target new **Fix-It** funds to district/regional highways, allow cities/counties to apply for these funds to do **Enhance** projects and take over jurisdiction, and use these state funds to “fund exchange” with local federal funds to streamline local projects
- benefits of this proposal would be to give communities control of their direction, investment in key community routes, provide a more efficient system and allow ODOT to focus on statewide policies and routes, and streamline local federal projects

Chair Egan said it will be critical to put on a timeline how we are going to quantify what we are shooting for. We need a prioritized list of what those projects would be, what the benefits would be, and how ODOT or local governments would get a reduced maintenance budget. This should fit into a proposal made to the legislature at some point, and would hopefully lead to support from local government. Our target should be no later than the retreat at the end of the year in Silverton. He asked Paul Mather for a sense of what work would be needed to accomplish this. Paul Mather responded that there are five or six good examples of projects that are ready to move forward that show in a tangible way what we are talking about.

Public comments were received from District 48 State Representative Jeff Reardon who spoke about the need for transportation options in his district. That foundation needs to be laid if there is going to be any economic development in the community. That could be true of many other projects across the state. He advocates this whole process and what needs to happen in the state, and pledged to do anything he could to help facilitate the process. When we come back for the 2015 legislative session, we are going to need a big transportation package, and we need to start getting support now, and helping people understand by communicating that out to communities, and getting legislators on board and understanding that this is a priority.

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TIGER V Funding

The Commission considered approval of the Oregon Department of Transportation applications for Transportation Investment Generating Economic Recovery (TIGER) V funding, and designate statewide priority projects. Federal Affairs Advisor Travis Brouwer requested

the approval and designation. (*Background materials in Director/Commission/History Center File, Salem.*)

Background:

U.S. DOT recently announced the opportunity to apply for \$474 million in funding for surface transportation projects under the Transportation Investment Generating Economic Recovery (TIGER) V program. Applications are due June 3, 2013. Funding will be awarded on a competitive basis for projects that have a significant impact on the nation, a metropolitan area, or a region. In the first four rounds of TIGER funding, Oregon received a total of \$65 million (out of about \$3 billion available nationwide) for five infrastructure projects around the state.

In response to the TIGER V announcement, the Oregon Department of Transportation (ODOT) requested proposals for projects from its regions, divisions, and local governments. As it did with past rounds of TIGER, the Oregon Transportation Commission (OTC) expressed interest to support both ODOT and local government applications. To maximize Oregon's ability to compete, ODOT and the OTC will:

- apply for funding for ODOT projects;*
- have ODOT serve as a partner for projects submitted by local governments that are on, adjacent to, or otherwise impact the state highway system or other areas of ODOT responsibility;*
- offer letters of support for all meritorious projects; and*
- designate a small number of projects as statewide priorities for TIGER funding regardless of mode or ownership.*

Statewide Priority Projects

ODOT requests that the OTC designate a number of projects as statewide priorities. ODOT staff reviewed preapplication materials, and evaluated them against how well they meet the explicit and implicit TIGER V criteria, as well as the statewide importance of the project. Projects designated as statewide priorities will receive a special letter of support indicating this designation and can include this information in their applications. ODOT also plans to weigh in with U.S. DOT on the OTC's statewide priorities.

ODOT Applications

ODOT is limited to being the lead applicant on no more than three TIGER V applications. From among the ODOT projects that are proposed within the agency and by local governments, ODOT will select the projects that would be most competitive and seek Commission approval to apply for funding.

Partnership with Local Governments

ODOT can serve as a partnering agency (essentially a co-applicant) on an unlimited number of projects local governments propose. In general, ODOT will serve as a partner on projects that are on, adjacent to, or otherwise impact the state highway system or other areas of ODOT responsibility.

Letters of Support

ODOT staff will review TIGER proposals across the state and provide letters of support to all those judged to be meritorious.

Travis Brouwer said a rigorous selection process developed a list, which includes both ODOT and non-ODOT projects, of seven projects as statewide priorities. However, because of the compressed time to submit applications, and the fact that most applicants have only known about this for about three weeks, it's quite likely that one or more of these projects will not be submitted as an application.

ODOT is limited to three applications for projects, and is planning to apply for a project that would begin the bridge seismic retrofit activities, and two rail related projects. ODOT will also serve as a supporting partner, or co-applicant, on a number of projects.

Commissioner Lohman asked for clarification as to why some projects were considered a statewide priority project, such as the Beaverton project. Travis Brouwer explained that that in the case of the Beaverton project, it is a state highway facility this is located on, and it has substantial benefits across all the TIGER criteria. It also serves a major economic activity center and provides access to a large number of jobs in Washington County. Travis also explained why the Lincoln City and Coos Bay Rail Line projects were considered statewide priorities.

Travis Brouwer answered questions from Commissioner Baney about matching funds requirements, the selection process, and funding for the Newberg/Dundee project.

Chair Egan said we are very thankful for the TIGER grants and the opportunities. These are good projects and deserve support. He thanked all the applicants for the hard work and effort put into the applications. This is a good exercise because it allows us to identify what these benefits are, and to maybe translate to a future revenue package or federal dollars.

Public comment was received from:

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Yamhill County Commissioner Mary Stern spoke in support of the application for the Newberg/Dundee bypass. She also provided the Commission a letter from Senator Larry George and Senator Brian Boquist stating their support for the project.

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Dundee Mayor Ted Crawford said the City of Dundee is fully in support of the bypass. They are disappointed that the lack of funding shortened the bypass causing the fishhook, which will be a noise and livability issue.

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Dave Haugeberg said that what he hopes to see by this is the implementation of some design work that's already been done by Region 2 staff. Given the level of thought that has already gone into this, he urges that we don't immediately assume it couldn't fit within the TIGER grant application timeframes.

Travis Brouwer gave a quick update on federal funding for the short-term, medium-term, and the long-term. Bottom line, he cautioned that states should not expect salvation from the federal government. There is no indication from the federal government that it is going to step up and take care of the nation's infrastructure challenges. It's going to be much more on the backs of states, regions, and local government to take care of these challenges.

Commissioner Lohman noted for the record that if we were spending state money, he would want a lot more information about the Coos Bay Rail Line project, and what amount is left to be spent there to make that line viable. He will vote for this, but with that reservation.

Commissioner Baney noted for consideration that one project that has been on these lists for many years is the Newberg/Dundee bypass. While she is respectful of the process and the limited funds, her concern is that at one point this was a statewide significance. There has been significant investment from the local jurisdictions, and we need to continue the partnership to get this done. She suggested that should a project drop off the priority list for statewide significance, and it was marked as an ODOT project, that this project move up. There was discussion on the logistics of this.

Commissioner Lohman moved to add the Newberg/Dundee bypass to the Statewide Priority List, and approval of the rest of the list. Commission members unanimously approved the motion.



Internal Audit Function

The Commission received an informational presentation about the Oregon Department of Transportation's internal audit function. The presentation was given by Deputy Director for Central Services Clyde Saiki and Chief Audit Executive Marlene Hartinger. ***(Background materials in Director/Commission/History Center File, Salem.)***

Background:

The Oregon Department of Transportation's internal audit function is established in state law under Oregon Revised Statute 184.639, which requires that the "Director of Transportation shall designate an internal auditor for the Department of Transportation, who shall perform internal audits of the department and report findings to the director."

Internal audits are independent reviews that identify ways to improve ODOT operations. The function has an important role to promote accountability and to provide managers with information needed to carry out their responsibilities.

The ODOT Audit Committee provides oversight of the internal audit function and its role is set in ODOT policy. The director chairs the committee.

Clyde Saiki started the presentation by giving an overview of Audit Services, and Marlene Hartinger spoke in more detail about the internal audit function. Highlights of the presentation were:

- Audit Services has three sections: external audit, performance measurement, and internal audit
- the External Audit section ensures costs charged to ODOT are accurate and comply with regulations
- the Performance Measurement section develop and report performance information
- the Internal Audit section conducts independent and objective audits and reviews to improve ODOT operations
- consulting services provide technical advice and audit perspective
- federal Government Auditing Standards are followed
- independence, (allowed unrestricted access to department personnel and all activities, records and property), is crucial to a successful audit function
- the ODOT Audit Committee, chaired by the ODOT director and composed of top ODOT management and an OTC member, is independent, approves the audit work plan, receives audits, and follows up on recommendations
- how we decide what to audit: topics identifies through risk assessment, required by statute, follow-up on previous audits
- recent audits: construction quality assurance, Voyager Fuel Card Program
- Enterprise Risk Management identifies risk issues and mitigation strategies across the enterprise

Commissioner Olson asked if there is an audit rating system, and if all audit reports go directly to Director Garrett. Marlene Hartinger said ODOT moved away from the rating system used in the past, a traffic sign with green, yellow and red lights, because the audits are so different. The conversation should be on the issues, and not the traffic light color. Director Garrett is a member of the Audit Committee and receives audits as soon as they are released. The Audit Committee has the report for seven days, and then it is released elsewhere, like the Secretary of State, Federal Highway Administration, Department of Administrative Services, and other interested parties.

Chair Egan said if the ethic at the front end is to welcome the audit and review, to make sure we are doing it right, that's part of the benefit.



Over lunch, Jerri Bohard updated the Commission on the **Enhance** discussions taking place, with the Area Commissions on Transportation (ACTs) and Advisory Committees, to whittle down the 150-percent lists to 100-percent lists. A need exists to create a "strawman" to further refine the process to get the desired outcome.

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Sustainability Program Progress Report

The Commission received an Informational overview of the Sustainability Program, and a briefing on the 2012 Oregon Department of Transportation Sustainability Progress Report, which focuses on internal operations. Transportation Development Division Administrator Jerri Bohard and ODOT Sustainability Manager Margi Bradway presented the report. ***(Background materials in Director/Commission/History Center File, Salem.)***

Background:

The Oregon Department of Transportation is proud to be a leader in the state and the nation in sustainability. ODOT was the first transportation agency to have a comprehensive Sustainability Plan, with its initial plan in 2004. ODOT continues to improve its efforts to protect the natural beauty of our great state, while balancing economic and social needs, and providing a safe, efficient transportation system.

ODOT institutionalized the concept of sustainability through the development of an integrated Sustainability Program. The program provides central oversight and coordination and is a resource to staff incorporating sustainability into its work. To assist the work of this program, the ODOT Sustainability Council was established. The council is doing tremendous work to lead ODOT into a more sustainable future. This work includes the creation and approval of the ODOT Sustainability Plan -Volumes I and II, implementation of those plans, an initiative on Sustainability in Project Delivery, and the adoption of "Sustainability" as one of the seven key value statements of the agency.

[ODOT's Sustainability Program](#) publishes an annual progress report to highlight sustainability related accomplishments for the year, and report on progress made towards the performance measures and goals outlined in [Volume II of ODOT's Sustainability Plan](#). Volume II, Sustainability Management Framework for ODOT's Internal Operations, set goals, strategies, and performance measures for ODOT's internal operations, including facilities and fleet.

A few of the main highlights from the 2012 ODOT Sustainability Progress Report include:

- A 17.2 percent reduction in kWh (energy) use per square-footage of facility space over the 2004 baseline.*
- ODOT is exceeding its biodiesel use goals. The agency used 46 percent B-20 biodiesel equivalent in its fleet in 2012, (an increase of 9 percent more than 2011).*
- More than half of the bids received for highway and bridge construction in 2012 were electronically submitted (59 percent). This helps reduce paper waste and costs associated with paper bids, and provides a more accurate and faster process for contractors.*

These are just a few of the initiatives that are covered in the 2012 progress report. The progress report provides information on all of the sustainability focus areas and subareas that are the framework of the greater [Volume I of the Sustainability Plan](#).

Margi Bradway gave a presentation on the Sustainability Program's 2012 Progress Report. Highlights of the presentation were:

- overview of ODOT's sustainability program
- ODOT definition of sustainability is using resources in a manner that enables people to meet their current needs, while allowing for future generations to meet their needs
- practices and performance - implementing sustainability in our own back yard
- sustainability as part of ODOT's core mission and values
- external/internal coordination and partnerships
- strategic plan for sustainability
- focus areas: health and safety, social responsibility, environmental stewardship, land use and infrastructure, energy and climate change, material resource flows, and economy
- annual progress report: conserving energy and reducing GHG from ODOT fleet; reducing paper waste; conserving water
- performance measures, lessons learned
- sustainability in project delivery
- the audit process and its results
- next steps: prioritize strategies from audit report, develop implementation for new initiatives, implement pilot projects
- Governor's 10-Year Energy Plan
- New charge by the Oregon Sustainability Board

In 2013, the Oregon Sustainability Board asked executive agencies to revisit their Sustainability Plans to address goals in relation to the Governor's Directives, along with internal policies, and internal and external practices. To that end, ODOT is working to complete Volume III of its Strategic Plan, "*Sustainably Managing Oregon's Transportation System*" by the fall of 2013.

Commissioner Baney cautioned to get deep enough analysis when looking at the return for the use of energy, say the return for solar panels is "X", but the lifespan of the panels is "X". That sort of analysis needs to be deep enough for the Commission to speak to because it will be challenged on something like having \$6 million in savings, but having spent \$10 million to get there.

Commissioner Olson said to always question yourself in terms of how you measure criteria. For instance, energy use that's measures per square-foot might be more reflective on a per-employee basis.

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Driving Privileges and Suspension Actions

The Commission received an informational presentation on programs related to driving privileges and suspension actions within Driver and Motor Vehicle Services Division, from DMV Division Administrator Tom McClellan and DMV Driver Control Unit Lead Bill Merrill. ***(Background materials in Director/Commission/History Center File, Salem.)***

Background:

DMV is required to retain records for all individuals who are issued driving privileges in Oregon. These records include personal identifying information, and also convictions, suspensions, cancellations and reinstatement of driving privileges.

DMV administers several programs related to driving privileges, including suspension actions that result in loss of driving privileges. Driver Improvement Program, Crash Reporting, and Implied Consent are three examples of these programs. Several thousand suspensions, cancellations, revocations and reinstatements are posted to driving records every day through court orders or administratively by DMV.

Tom McClellan has given the Commission a series of reports on the Driver and Motor Vehicle Division of ODOT. In the last few months, he has reported on the Driver Issuance, Fraud Prevention, and At Risk Driver programs, and next month he will talk about titling and registering vehicles. Later this summer he will report on a comprehensive study of DMV's fees and costs.

Tom McClellan introduced DMV Driver Control Unit Lead Bill Merrill who talked about the programs in the Driver Control Unit and how they impact a person's driving privileges. Bill said DMV is required to create and maintain a record of an individual's driving privileges, including their driver license, permits and ID cards, along with convictions, suspensions, cancellations and any reinstatements.

The programs that provide information include:

- Driver Improvements
- Suspensions
- Accident Reporting and Insurance Reporting
- Implied Consent / DUII / IID (Ignition Interlock Device)
- Hardship and Probationary Permits
- Medically At-Risk

These programs have been in place quite some time, but have changed due to legislation, improvements in technology, or as a result of recommendations received from different studies. This continues to be true and some of the changes that might be seen in the future include:

- eliminating suspensions for nondriving and nonsafety reasons like not being able to pay a fine
- new legislation proposes requiring installation of an IID before a suspension can end – DUII suspensions require installation of a IID for one to two years, but some people opt to sit out that time period
- oversight of the IID program
- receive all electronic convictions from courts

Chair Egan asked when the Commission would hear the report on DMV's fees and costs. Tom McClellan said that would come before the Commission in July or August. He said the cost

study is the most comprehensive look at costs and fees in over 20 years. It looks at driver licensing programs, vehicle registrations, records, and activities we don't currently charge for, and trying to roll those activities into logical groupings to determine if the various fees are covering the actual costs.

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Silverton Industrial Park IOF

The Commission considered approval to amend the City of Silverton – Silverton Industrial Park Immediate Opportunity Fund (IOF) grant conditions. Region 2 Manager Sonny Chickering presented the request. **(Background materials in Director/Commission/History Center File, Salem.)**

Background:

In September 2006, the Oregon Transportation Commission (OTC) approved a \$160,568 "Type A" IOF grant to the City of Silverton. The funding provided aid to construct a new cul-de-sac in the Silverton Industrial Park. The agreement states that the improvements were necessary to allow three businesses (Heritage Woodcraft, Inc.; Wedge Components, Inc.; and Kuenzi Electric, Inc.) the ability to locate facilities along this street. Within five years after project completion, documentation was to be provided which indicated that 15 full time equivalent (FTE) positions had been retained, and 20 new FTE had been created at the project location.

The road improvements were completed in January 2008, but due to the economic downturn the plans of the businesses, which are located or had intended to locate in the Industrial Park, have been delayed or changed. Two of the businesses are still planning to expand when the economic climate improves; however, the third business, Wedge Industries, ceased operations in 2010. The owner of the property on which Wedge Industries had planned to locate has indicated he plans to construct a "flex building," also dependent on an improvement in the economic climate. The other two businesses have seen a decrease in total FTE. The city is actively marketing the property and as a result of the road improvements, additional businesses have shown interest in the vacant parcel.

Business Oregon worked with the City of Silverton and recommends the following changes to the current agreement:

- 1) The contract shall be extended by five years to allow additional time for the job creation and retention requirements to be met;*
- 2) The jobs created or retained by all businesses that locate/relocate on the five parcels served by the IOF transportation improvements, (the Industrial Park), shall be credited toward the job creation and retention requirements;*
- 3) "Retained jobs" shall be redefined as: Relocating companies shall maintain its level of employment during relocation, and a minimum of 15 total jobs shall be retained in the Industrial Park;*

- 4) *The current requirement to create 20 new jobs shall be retained. These 20 jobs are in addition to the 15 jobs to be retained by businesses at the time they locate in the Industrial Park;*
- 5) *If all five parcels in the Industrial Park are filled without retaining a total of 15 positions, then additional new positions must be created to supplement the difference; and,*
- 6) *A minimum total of 35 positions present in the Industrial Park must exist at the end of the extended agreement.*

ODOT Region 2 Manager Sonny Chickering supports Business Oregon's recommendation to take into account the effects that the economic downturn has had on the City of Silverton, and requests approval. He introduced Business Development Officer for Marion, Polk, and Yamhill County for Business Oregon Mitchell Gee, and Silverton Public Works Director Gerald Fisher, who gave a first-hand accounting of their experience in Silverton to help inform the Commission's decision on this particular item, and the IOF program in general.

Mitchell Gee said the City of Silverton was impacted greatly during the recession. Business Oregon worked with the City of Salem to develop the recommended changes to the IOF listed above, and believes that with the five-year extension, the City of Silverton should be able to meet those targets.

Commissioner Baney moved to approve the amendments to the Silverton IOF. Commission members unanimously approved the motion.

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Public Transit Division Fiscal Year 2013-2014 Discretionary Grant Programs

The Commission considered approval of the Public Transit Division Fiscal Year 2013-2014 Discretionary Grant Programs for Older Adults and People with Disabilities and Rural Intercity Bus, and approval of the updated 2013 Public Transportation Advisory Committee (PTAC) Purpose and Structures document and PTAC membership list. The request was submitted by Public Transit Division Administrator Hal Gard. ***(Background materials in Director/Commission/History Center File, Salem.)***

Background:

The Commission appointed PTAC in January 2000. The Purpose and Structure document, which guides PTAC's work, was last updated in 2005. To be relevant to the current conditions of the committee, PTAC requested to update the Purpose and Structure document. Specifically, the addition of a smaller subset of the whole PTAC to act as the executive group. This executive group's membership, roles and responsibilities are identified.

Public Transit Division's (PTD) Discretionary Grant program commits an estimated \$29,595,672 in discretionary program funding for the state's "Older Adults and People with Disabilities" (OA&PD) and "Rural Intercity Bus" program participants for the Federal Fiscal Year (FFY) 2013-15 Biennium. Program participants will use the funds to carry out their public transportation activities in accordance with local transportation coordination plans, and to meet the

requirements of federal and state law. Funds are estimates of federal funds available and do include a small contingency for changes in project or appropriation amounts.

PTD commits \$27,545,190 in Federal Transit Administration (FTA) Section 5310 and Federal Highway Program Surface Transportation Program (STP) funding for the state's OA&PD program participants for FFY 2013-15. PTD commits \$2,050,482 in FTA Section 5311(f) funding for the state's Rural Intercity Bus Program participants for FFY 2013-15.

Hal Gard introduced Public Transit Advisory Committee (PTAC) Outgoing Chair Terry Parker and PTAC Committee Co-Chair Sue Dreier. He said a proposal was brought to the last OTC meeting to change PTAC membership to basically refresh the committee's charter in an effort to re-energize the group, provide better strategic direction, provide more visibility, and elevate the group's profile. Following a good discussion at the OTC meeting, Hal to the OTC's input to PTAC. That group agreed to incorporate all recommended OTC changes.

One of the primary changes was to establish an executive committee to get better efficiency for this larger group. Another recommendation was to retain the second Association of Oregon Counties representative, which was going to be dropped. With the OTC's approval of these changes, all current members will be asked to step down, agencies will appoint new representatives, and a selection process will begin.

Hal Gard said the second piece of the discussion at the last OTC meeting was how PTAC envisions the OTC's engagement with the Advisory Committee. He said that in the future, PTAC would like to bring the formulas it develops to allocate funds to the Commission for review and approval, and get feedback on the application process for some of its programs.

Commissioner Olson said public transportation is going to become a bigger and bigger part of how people get around, and we need to be visionary advocates.

Terry Parker said one of the things that has been frustrating, particularly with the stovepipe funding environment, that we would look at FTA Section 5311 isolated from 5310, even though programs get monies from both pots. The challenge is to get a picture of that the public transit needs are statewide. Is it heavy in one region and weak in another? In order to come up with a strategic plan, the key questions are starting to be asked. We can't make a decision unless we know what we have, and then we can start to prioritize where we need to fill in the gaps.

Commissioner Baney moved to approve the proposed revisions to the Public Transit Advisory Committee's (PTAC) 2013 Purpose and Structures document and the PTAC membership list. Commission members unanimously approved the motion.

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Consent Calendar

The Commission considered approval of the Consent Calendar. *(Background materials in Director/Commission/History Center File, Salem.)*

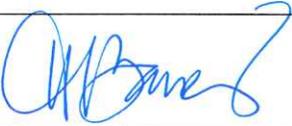
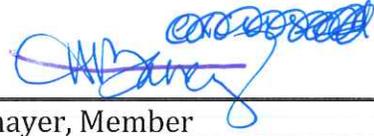
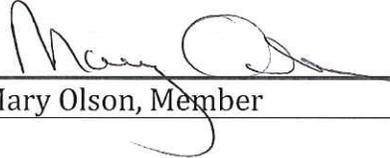
1. Approve the minutes of the April 17, 2013, Commission meeting in Salem.
2. Confirm the next two Commission meeting dates:
 - Wednesday, June 19, 2013, meeting in Salem
 - Wednesday, July 17, 2013, meeting in Salem
3. Request approval to adopt a resolution for authority to acquire real property by purchase, condemnation, agreement or donation.
4. Request approval of the following Oregon Administrative Rules:
 - a. Amendment of 731-001-0000 relating to administrative rulemaking notice.
 - b. Amendment of 734-075-0010 and 734-075-0011 relating to maximum allowed tow length for mobile homes.
 - c. Amendment of 735-050-0100 relating to future responsibility filings following a mandatory suspension or revocation.
 - d. Amendment of 735-070-0080 relating to requirement for installation of an ignition interlock device following a DUII conviction.
 - e. Amendment of 735-164-0000, 735-164-0010 and 735-164-0020 relating to snowmobiles.
 - f. Adoption of 740-055-0035 relating to a change in fee basis.
5. **Action 1:** Request approval to amend the 2012-2015 Statewide Transportation Improvement Program (STIP) to change the name and reduce the scope of the current Full Federal Oversight (FFO)-Oregon 58: Salt Creek Tunnel – Oregon 429 (Phase 2) project to reflect the new scope. Redistribute the savings to three new preservation projects in Lane County. The total estimated cost of this project is \$4,071,000.
Action 2: Request approval to amend the 2012-2015 STIP to add the following three preservation projects in Lane County to use \$7.15 million reallocated from K17819 - FFO-Oregon 58: Diamond Peak Viewpoint to Odell Maintenance Station.

Director Garrett noted technical changes to the Consent Calendar: the June 19 OTC meeting will be held in Portland, and the July 17 meeting will be held in Silverton.

Commissioner Baney moved to approve the Consent Calendar. Commissioners unanimously approved the motion.

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Chair Egan adjourned the meeting at 3:19 p.m.

 <hr/> Pat Egan, Chair	 <hr/> Tammy Baney, Member
 <hr/> David Lohman, Member	Not present  <hr/> Mark Frohnmayer, Member
 <hr/> Mary Olson, Member	 <hr/> Roxanne Van Hess, Commission Support