March Meeting Minutes

Time		Description, Presenter, and Minutes	Action Items
1:00	A	**Welcome, Introductions, and Announcements - Jeff Hazen, *Chair*** • Jeff identified the nearest emergency exits and restrooms. Next, he introduced the newest PTAC member, Kathy Fitzpatrick, and the new RPTD Division Administrator, Karyn Criswell. • Aaron Deas motioned to approve the January meeting minutes, Paige West seconded, and the motion carried.	
1:15	B	**Opportunity for Public Comment** • No public comment was made either by phone or in person.	
1:20	C	**Chair Report and Executive Committee Update - Cosette Rees, *Vice Chair*** • The final deadline for completing the iLearn advisory board trainings is March 15. PTAC members need to also complete the Purpose and Structure Agreement through Cognito. • Last month, Jeff and Cosette presented PTAC's work plan to the OTC, and it was approved.	PTAC Members: Sign Purpose and Structure Agreement
1:40	D	**RPTD Division Administrator Message - Karyn Criswell** • ODOT's organization is shifting from programmatic to functional alignments. For RPTD, the timing of the reorganization is conveniently aligning with the division's expansion. One confirmed change is that the Bicycle and Pedestrian Program will be joining RPTD. Despite changes affecting the Rail Section, passenger rail will remain within RPTD. More information will be made available this month. • Other shifts in the division will be prioritizing climate change and sustainability. The division is specifically looking at equitable access to identify what it means and how the division can incorporate it into their initiatives. The division is looking at congestion relief and how to be a key part of the solution. Karyn noted that it is great time to be in public transportation, as it is at the crossroads of these big initiatives. • Karyn's recent time has been largely occupied with the internal restructuring. However, her focus will soon shift to external partners. She will be travelling around the state to meet with externals in the coming months. • Karyn asked the PTAC to consider their role in the imminent changes and initiatives. PTAC should look at collaborating with the Bicycle and Pedestrian Advisory Committee and the Rail Advisory Committee. • ODOT is working to complete a detailed organizational chart that will be released when the restructure is finalized. • To schedule time on Karyn's calendar, contact Rhonda Urban.	

2:00	E	**PTAC ADA Workgroup Update - Julie Wilcke Pilmer**	

- The PTAC ADA workgroup has been meeting monthly, alternating between phone and in-person meetings. Their mission is to mitigate the barriers to transportation for Americans with disabilities. They are referencing the settlement charges and making a toolkit of accessibility best practices. Accessible bus stops is the first chapter of the toolkit being addressed.
- Although there are existing standards for bus stops, the workgroup is working to assemble the best practices into the toolkit. To gather best practices, a provider survey is being circulated with the help of RTCs. Surveys are due by March 9. A consumer survey will be circulated in mid-March and will be made available to all PTAC members to help widely distribute it.
- The workgroup is attaching timelines and next steps to each of their priorities. They plan to complete the accessible bus stops toolkit chapter by fall 2020 and then start the next section. Upon completion, the workgroup will link to the toolkit on the PTAC ADA webpage.
- The workgroup has encountered varying accessibility statements in their urban design research, therefore they may reach out to PTAC for a unified statement.
- The workgroup is continuing its recruitment for a region 5 representative.

2:10	F	**ODVA Program Temporary Rules and Solicitation Framework - Frank Thomas**	

- In November 2019, ODOT entered an inter-agency agreement with the ODVA to assist them with the lottery funding they received for the Rural Veterans Healthcare Transportation (RVHT) Grant Program. Frank Thomas partnered with them to establish temporary administrative rules.
- RVHT will be on the OTC's March agenda. The final version of the advanced solicitation guide will be released and published in the same week that the support materials are approved by the OTC.
- In mid-April, applications will be collected for a scoring committee. The scored applications will go before PTAC in May with a proposed project list and funding package. Coupled with the request to make the temporary administrative rule permanent, the project list will go to the OTC in May. The goal is to have all RVHT projects ready to launch on July 1, 2020.
- Oregon's nine federally-recognized Tribes are categorically eligible, irrespective of rurality. STF Agencies with areas of responsibility that are not presently served by a Highly Rural Transportation Grant project are eligible to apply if they contain one or more census tracts assigned a Rural-Urban Commuter Area Code (RUCA) of 4 through 10.
- One of the most important benefits of RUCA is that it allows consideration for rural populations what would otherwise be ineligible based on a strict county line approach. The program expands funding opportunities from highly rural to sufficiently rural, and considers more factors than population alone. As a result, the program can micro-target dollars to people who need them.
- Brian Roth has worked with ODOT's GIS unit to make an interactive map that displays RUCA coding in any area of Oregon.
- Applicants are encouraged to think very broadly about the definition of healthcare and related destinations. Access to any goods and services that contribute to a veteran's well-being should be accommodated.
- Since the program is on a tight budget and timeline, it will fund operations and purchased services projects only. There is no local match requirement associated with this opportunity. The underlying funding source is the Oregon

		Lottery which may make it an eligible source of match for a complementary federally-funded program. • Frank anticipates funding up to 25 projects ranging from $10,000 to $50,000 each. • The likelihood of future funding will largely rest on demonstrating that this small amount of money was used quickly and effectively. • Paige West offered to volunteer on the selection committee since her region is ineligible and she has past experience with veterans programs. Angie Jones suggested that the program reach out to highly rural programs for input. • There will be a RVHT application training webinar on March 20, 2020.	
2:25	G	**OPTP Implementation Work Program - Naomi Zwerdling and Marsha Hoskins** • The purpose of the ODOT Implementation Work Program is to provide a roadmap for the agency and to demonstrate ODOT's commitment to the identified actions. ODOT has identified action items from the OPTP that can be implemented within the next 5 years. Naomi and other contributors will be sharing that approach with the OTC, key advisory bodies, and interested stakeholders. • The state, public transportation providers, local governing bodies, and transportation options providers are the four main participants in implementing the OPTP. The OTC and the legislature also play a role in allocating funding and setting policy. • The three key initiatives - technology, regional and intercity service, and plan integration - inform the actions of the work program. • PTAC will continue to guide and inform the implementation of the OPTP. The PTAC's work plan priorities closely resemble and support the OPTP's key initiatives.	
2:40		***Break***	
2:55	H	**Transit Network Report - Sarah Hackett, Krista Purser, and Susan Wright** • The Transit Network Report (TNR) provides a detailed understanding of the interconnectedness, function, and use of the transit network across the state. It creates a useful tool that illuminates opportunities to be capitalized on by agencies and can help shape ODOT policies. Gaps, strengths, and weaknesses in the transit system can be better understood on the statewide level through the use of the report. • The 2019 report provides baseline pre-STIF funding. Periodic updates will show changes supported by STIF and provide a feedback mechanism. • Looking forward, the report will inform decision making on practices, policies, and investments. It will evolve over time as needs change and data advances. • The key data sources in the report include the National Transit Database for historic information and ODOT's Transit Network Exploration Tool, TNExT, which uses GTFS feeds and census information. The report analyzes the data's significance related to connectivity, accessibility, and mobility. • Next, the TNR team will finalize the 2019 report; utilize the report to explore what the data tells us about various policies, programs, and actions; and identify advancements to future reports. A provider survey will identify interest areas where we do not have data. The team will continue tracking the effect of STIF on transit in Oregon.	

		• PTAC provided feedback to the TNR team to be considered for the final report and future report replications.	
3:25	I	**WORKSHOP: Work Plan Priorities Planning and Reporting - Jeff Hazen, *PTAC Chair*** • Jeff introduced the new worksheet for the work plan priorities groups to report progress towards short, medium, and long term goals. • The first/last mile group is hosting a first/last summit meeting on March 3, 2020.	Work plan priorities groups: complete progress report for March
3:45	J	**Legislative Update - Karyn Criswell** • Republican senators walked out of the legislative session which impeded progress and quorum. Although there are rumors of a special session being called, the STIF consolidation will likely have to return for the next session. Assuming no progress, the division and fund recipients will assume that there will be no changes for the 21–23 biennium. If the measure is not passed until next session, the consolidation would not be fully in place until the 23–25 biennium. • The STF was reduced by the general fund contribution without any provisions for a backfill. In regards to the STF forecast of a cigarette tax decline, it is not possible to answer questions regarding funding and backfilling without seeing future projects.	
4:00	K	**Rail and Public Transit Division Updates - Karyn Criswell and Marsha Hoskins** • This week, APTA is holding a webinar for public transportation providers on the topic of the coronavirus and steps they can take to keep staff members and passengers safe. • All of the drug and alcohol audit findings have been corrected and accepted. The next step is to identify ODOT's additional oversight processes moving forward. There will be a mandatory drug and alcohol training on June 2, 2020 for all drug and alcohol program managers. • There will be a special phone meeting in April to review the discretionary 5310 and 5339 awards. The grant agreements will be executed July 1, 2020. • The July PTAC meeting will be in Coos Bay, Oregon. • The Rail Safety Conference will be April 14–15, 2020 in Hood River, Oregon. • Amanda Mathis and Lynda Viray have accepted positions in other state agencies, leaving two vacancies in the division: an operations support analyst and a STIF program coordinator.	
4:15	L	**Roundtable, Final Reminders, and Adjournment - Jeff Hazen, *PTAC Chair*** • Each PTAC member shared their agency's announcements and updates. • Karyn Criswell informed PTAC of Oregon 21, the World Track and Field championships to be held in Eugene, Oregon. It is the first time that the event will be held in the United States. Travel Oregon will be using the publicity as an opportunity to market all of Oregon. Therefore, ODOT has convened a team to get a handle on the statewide impact of the event. • The next PTAC meetings are April 6 (phone meeting) and May 4. • The meeting adjourned at 4:25 p.m.	

PTAC Members					X = In-Person O = By Phone A = Informed Absence
X Jeff Hazen	**X** Henry Heimuller	**X** Aaron Deas	**O** Blake Vaughan	**A** Robert Eaton	**A** Peter Runnels

O	Cosette Rees	O	Julie Wilcke Pilmer	X	Steve Dickey	O	Scott Chancey	A	Terra Hernandez	X	Rob Inerfeld
A	Selena Kelly-Irvin	X	Curtis Raines	X	Kim Curley	A	Steve White	X	Angie Jones		
O	Doug Pilant	X	Paige West	X	Eugene Organ	X	Kathy Fitzpatrick				

Acronym Table	
ADA	Americans with Disabilities Act
APTA	American Public Transportation Association
FTA	Federal Transit Administration
ODOT	Oregon Department of Transportation
OTA	Oregon Transit Association
OTC	Oregon Transportation Commission
ODVA	Oregon Department of Veteran's Affairs
OPTP	Oregon Public Transportation Plan
PTAC	Public Transportation Advisory Committee
RPTD	Rail and Public Transit Division
RTC	Regional Transit Coordinator
RUCA	Rural-Urban Commuter Area Codes
RVHT	Rural Veterans Healthcare Transportation
STIP	Statewide Transportation Improvement Program
STIF	Statewide Transportation Improvement Funds
TNR	Transit Network Report