

**PUBLIC TRANSPORTATION ADVISORY COMMITTEE
MEETING NOTES
January 8, 2007**

Date: Monday, January 8, 2007
Time: 1:00 p.m. – 4:00 p.m.

Location: 2775 19th St SE
Salem, OR

Members Present:

Michael R. Ward, Administrator - Public Transit Division, ODOT
Bob Lowry, Chair, Oregon Passenger Rail Advisory Committee (OPRAC)
Lorna Adkins, Salem Area Mass Transit District (SAMTD)
Dennis Dick, Intercity Bus Service Provider – Valley Retriever
Debbie Wert, Department of Human Services (DHS)
Terry Parker, Lane Transit District (LTD)
Terry Thompson, Association of Counties (AOC)
Frank Synaground, Statewide Independent Living Council (SILC)
Clair Potter, TriMet
Steve Dickey, Oregon Transit Association (OTA)
John Wenzholz, Association of Oregon Counties (AOC)
Sally Lawson, Oregon Association of Area Agencies on Aging & Disabilities (O4AD)
John Whittington, Interim General Manager - Salem Area Mass Transit District (SAMTD)

ODOT Public Transit Present:

Dinah Van Der Hyde, Operations & Policy Manager
Adam Torgerson, Public Affairs Specialist
Joni Bramlett, Capital Program Manager
Jean Palmateer, Special Needs Program Manager
Diana Huitt, Fiscal Analyst 1
Pj Pippin, Executive Support

Interested Persons:

Tim Wilson

Meeting was called to order at 1:00

A Motion was made to approve the November 14, 2006 PTAC Meeting Notes by Dennis Dick, seconded by Debbie Wert and Committee unanimously approved the meeting notes.

Committee reviewed the 2007 PTAC calendar with the knowledge that it may change. Discussion was around the November meeting that falls on a holiday. The suggestion was made to have another joint OTA/PTAC meeting in November. This item will be discussed at a later meeting.

ITEM B

Administrators message:

Michael Ward said he looked forward to serving on PTAC. He will be visiting several providers over the next several months to discuss challenges and expectations of PTD.

Mr. Ward updated PTAC on the recruitment issues facing the Public Transit Division. The division has hired a clerical temporary employee to help with upcoming projects, such as OPTIS and Tripcheck2. The recruitment was delayed for the open TDM position, there were not enough candidates.

Legislature – No bills will be introduced by PTD but some will have an impact on public transit. OTA is proposing increase in cigarette tax which will add funds for the Special Transportation Program and attempting to address issues with CDL requirements. Mr. Ward gave a brief explanation of budget limitation, which will be discussed later. The division will fund as many projects as dollars within the budget allow. PTD work on budget issues take a lot of time. PTD will be putting together a budget plan for legislature that explains the new programs and additional revenues that must be approved beyond the current budget so that PTD can implement the programs. These issues will be resolved in 07-09 and by the 09-11 biennium, budget and program will be back in balance.

Tripcheck2, the public transportation traveler information website, should be online by January/February. Training is occurring throughout the state.

Committee expressed the need for more time in the Discretionary Grant program process. The level of complexity was enormous. The new Transportation Coordination plan makes it complex and there are no supporting materials from the federal program. Federal regulations are not simple. Committee agreed that coordination is difficult and challenging and discussed providing more training and guidance.

ITEM C

Update to State Management Plan

Update to State Management Plan. PTAC was requested to review and comment on the content of the draft. After the public comment period, PTAC will be asked to adopt the plan at the April meeting.

The plan was updated in the following areas:

- Added the newest federal programs: Job Access and Reverse Commute (JARC) and New Freedom.
- Added the Coordinated Planning requirement for the state and federal programs.
- Updated the 5310 program to include the pilot program (pilot program regards match requirements – 7 states were suggested to participate).
- Updated requirements related to capital procurement and management.

- Updated the section pertaining to PTAC.
- Updated the Discretionary Grant program policies, process and review.

ITEM D

07-09 Revenue Estimate Update – Investment Plan:

Public Transit has projected an investment plan to meet the 07-09 business goals. The Investment Plan will be the first that covers a full biennium of the division's programs.

\$79.3 million under consideration:

There is \$71.4 million in potential revenue available to the division. This is a combination of \$65.0 million in new revenue (07-09) and \$6.4 million revenue remaining from prior biennium.

In addition there is an estimated \$7.9 million in revenue to fund local projects continued from the 05-07 biennium that will carry forward to be completed in the 07-09 cycle. If those projects are included, the total estimate of revenues that the division must manage for the biennium is \$79.3 million.

\$61.3 million Budget Limitation Available:

There is \$61.3 million in budget authority currently requested in the budget proposal to the 2007 legislature. The division must request additional spending authority in order to spend more than \$61.3 on projects during the biennium.

EXPENDITURES/INVESTMENTS

\$3.6 Million Administration:

The 2007-09 plan is a continuation of the current level of administration plus one additional program staff member to administer new and increased federal programs established in 2006.

\$1.2 Million Technical Support:

The 2007-09 plan continues the technical support for providers that the division implemented in 2005-07 and the anticipated new Oregon Public Transportation Plan.

- RTAP program (scholarships, OTA conference, training)
- CCC/driver training (\$75,000)
- TripCheck 2/OPTIS (\$200,000)
- AOC coordination plan consultant (\$200,000)
- Oregon Public Transportation Plan preparation (\$455,000)

\$3.1 million statewide sponsored projects:

The Plan includes several statewide projects that are delivered directly by the division.

- \$1 million intercity bus pilot. FTA is allowing a pilot project to develop intercity bus with a private match partner.

- \$1.8 million mass marketing earmarked for urban area Transportation Options Mass Marketing program by the legislature.
- \$300,000 rural thruway bus connections to AMTRAK. Partnership with ODOT passenger rail program.

Local investments are implemented through grant agreements with local participants.

\$29.3 Million Formula Grants:

- \$15.5 million special transportation formula program
- \$12.4 million Rural Program Formula Program
- \$1.4 million in Urban Transit Planning Program Grants

\$42.2 million Discretionary Grants:

- \$7.9 million projects awarded in 2005-07 discretionary program

\$34.1 million Potential Resources for 07-09 Discretionary Grants:

Grants will be selected in the following prioritized groups

- \$4.2 million urban mass transit vehicle replacement.
- \$16.2 million awarded to begin in July 2007. Projects are selected by staff and PTAC within PTD approved budget limitation. Priority for these projects will be to preserve and sustain service.
- \$10.1 million potential to award selected by staff and PTAC. Awarded upon legislature approval for increased PTD budget limitation.
- \$3.6 million reserved to be awarded when rural/intercity program update is completed and to provide a margin for state funds revenue fluctuations (i.e., ID card income is coming in a little under expected).

Discretionary Projects to be Selected:

- \$4.2 million for mass transit vehicle replacement
- Up to \$1 million for vanpool
- \$1.4 million in JARC
- \$1 million in New Freedom
- Up to \$3.3 million in intercity bus program
- Remaining projects with no target set include:
 - Innovation projects
 - Replacement of rural and special needs vehicles/ preventive maintenance
 - Preservation of Operations
 - Improvement projects (planning, New Freedom, vehicles, facilities, mobility management, travel training, etc.)

Committee members expressed the need to make providers successful. Technical assistance was one of the suggestions to help providers.

BREAK

ITEM E

2007 PTAC Selection Committee – Discretionary Grant Program Review Process:

Applications are due January 31.

Staff will do review and recommendation of projects then give to PTAC to rank. PTAC agreed that staff notes on the process will be available. 305 applications were received last year. More are expected this year.

Last year's meeting of STF committees came and shared additional information, which was helpful. It was agreed that the process will not allow individuals to advocate their application but will have an open time for comments on the process. Applicants should have a means of appeal but no presentations. The committee will solely use the application for its decision. Applications will be available to PTAC to review at the State office. The appeals process was agreed upon that an applicant may submit a response in writing; not in person. It must be submitted within a specific timeframe.

Discretionary Grant Process Calendar:

January/February:

- Screen applications for eligibility
- Review and select preservation projects
- Identify cost for preservation
- Review and rank enhancement applications. Complete score sheets with staff recommendation comments
- Prepare report of preservation and enhancement recommendations (“do” fund/”do not” fund/discussion with committee)

March:

- Staff presents recommendations and strategy to finance the program
- PTAC & staff discuss and resolve individual project questions and confirm project priority
- PTAC confirms project ranking within each category
- PTAC and staff assess results and make adjustments as necessary

April:

- Staff analyzes results and prepares for public comment
- PTAC holds public hearing for comment and approval of discretionary investment priorities

May:

- Staff presents program to Oregon Transportation Commission (OTC)

July:

- Projects are awarded grants. Subsequent grants will be awarded if expenditure limitation issue is resolved.

ITEM F

OPTIS Update:

Adam Torgerson presented a brief update on OPTIS and TripCheck2. OPTIS is an online database that should be available in April. It will greatly benefit everyone. This interactive computer program will make quarterly reports, contracts, applying for grants, etc. easier and more efficient for both staff and providers.

Mr. Torgerson also mentioned the TripCheck2 program. The program should make intercity travel easier, and more reliable and useful for users and providers. TripCheck2 should be up and running by February.

A 5311 proposed allocations hand-out was passed out to committee members for their review.

ITEM G

Agenda Build and Wrap-Up:

Chair Lowry adjourned the meeting at 3:50 p.m.