

RVTD STIF Advisory Committee

Meeting Minutes

Monday, November 7, 2022 | 10:30am-12:00pm

Attendance:

STIFAC: George Adams, Amber Robles, Isleen Glatt, Brad Earl, Sandra Padilla

STIFAC Absent: Kristin Milligan

RVTD: Paige West, Debbie Wilbur, Tim Fountain, Edem Gomez

Others: Jennifer Boardman, ODOT; Scott Chancey, Josephine Community Transit

Time	Lead	Topic	Materials
10:40	George	<p>Meeting start-up and Review of Minutes Role call and introductions from the committee and members present. Review of September 21 STIFAC minutes.</p> <p><u>Motion:</u> Brad moved to approve September minutes and Isleen seconded, the committee voted and the motion passes.</p>	<ul style="list-style-type: none">9/21/2022 Minutes
10:46	Paige	<p>STIF 2023-2025 Formula Projects Overview</p> <p>Paige reviewed the goals of the meeting and provided quick overview of STIF projects, including in-district and out of district funds and project. George asked question on eligibility regarding the PTSP application submitted from Scott Chancey for funding of the Route 100. Paige explained that JCT is eligible for out-of-district STIF funds and staff recommends that the project be funded. The Route 100 operates between Grants Pass and Front Street Station in Medford. Paige provided an overview of the Population based funding and how funds are distributed. Paige reviews the 2023-25 STIF Project List spreadsheet and explains the fund amounts for the proposed STIF projects and the priority for the STIF service projects. Priority of projects are important due to the programming of funds. Limits on the contingency was explained to the STIFAC, and why each group of projects has their own contingency funds assigned. George: Asks how the change of Chair and Vice-Chair of the STIFAC would affect the STIF plan for RVTD. And asks questions regarding the increased STIF fund formula estimate. Paige: Explains that the increased formula funds are due to higher-than-expected return from the payroll tax that funds STIF. RVTD has designed STIF plan project list to over program funds to make sure we have enough project for the funds, even in the case of higher than anticipated funds. After the STIF project list and prioritization are recommended by the STIFAC and forwarded to the Board of directors the STIFAC will not need to weigh in again for 2023-25 funds.</p>	<ul style="list-style-type: none">2023-2025 STIF Project List

11:02	Paige/STIFAC	<p>STIF Out-of-District Projects and Population Based ADA Projects</p> <p>Paige reviews STIF out-of-district funding amounts and projects including Route 63 project, JCT Route 100, and Contingency. Reviewed the out-of-district population based, ADA funds including the transfer of out-of-district population-based ADA funds to in-district funds. Paige explains that RVTD has been unable to utilize the out-of-district ADA funds on feasible projects/services for several reasons. Instead of having funding go unused RVTD would like to shift \$200,000 of those out-of-district funds into in-district population based ADA funds. This would allow RVTD to fully fund the projects in the in-district funds including project requests by Living Opportunities, CVN, and RVTD. Paige explains that the shift of funds has been reviewed and recommended by the Accessible Transportation Work Group at their last meeting. George: Asks if there are any questions from any STIFAC members. Isleen: Has a question regarding the Valley Lift subsidy but can wait until the next agenda item.</p> <p><u>Motion, Brad: Makes a motion to recommend/approve the shift of population-based funds from out-of-district to In-District. Amber: Seconded the motion. George calls a vote the STIFAC approves the motion passes unanimously.</u></p>	<ul style="list-style-type: none"> • 2023-2025 STIF Project List
11:07	Paige/STIFAC	<p>Population based ADA Projects</p> <p>Paige reviews the population-based ADA projects. The Valley Lift Fare Subsidy will lower the Valley Lift fare from \$4 to \$2 and will greatly benefit Valley Lift passengers. The Valley Lift subsidy is budgeted at \$160,000 for the biennium. Isleen: Asks if the subsidy will apply to all Valley Lift passengers or only to selected low-income passengers. Paige: Currently RVTD would like to reduce the cost for all Valley Lift passengers. Confirms that the subsidy would reduce the fare to \$2 per trip. Isleen: It would provide an incredible benefit to passengers. Tim: Hopes the Valley Lift subsidy will be well received. George: Asks about implementing a reward system using the Umo system. Incentives for greater ridership. Amber: Is it currently possible to do this in the system? Edem: There is no current feature to allow for a rewards system with Umo. It would have to be done manually. Sandra and Brad: Good idea but it may be better to consider later. The fare subsidy is the most important for passengers. Paige: Likes the idea and RVTD will certainly consider how it may implement a system like George described down the road.</p>	<ul style="list-style-type: none"> • 2023-2025 STIF Project List

		<u>Motion, George: Motion to pass the population based STIF projects with priority outlined by RVTD. Brad seconded the motion. A vote is taken, and the motion passes unanimously.</u>	
11:17	Paige/STIFAC	<p>STIF Non-Operating Projects</p> <p>Paige provided summary of the non-operating STIF projects. RVTD has added a project that will provide an additional match for the construction of a new transportation building with STIF funds. Escalating costs due to inflation of labor and material costs. ADA maintenance facility needed as shop space is now outgrown. The District is looking at building a dedicated maintenance shop with STIF funds. Reviewed projects for paratransit vehicles, Transportation Options program management, Low Income Bus Pass Program, and Contingency. George: Asks what type of fuel system will be used for the purchase of the paratransit vehicles. Paige: Have not identified the fuel system yet. Explains that purchase will be made using the state approved procurement list for vehicles. The district has considered several fuel systems for the vehicles.</p> <p><u>Motion, Brad: Motion to approve the non-operating project list including contingency funds. Isleen: seconded the motion. A vote is taken, and the motion passes unanimously.</u></p>	<ul style="list-style-type: none"> • 2023-2025 STIF Project List
11:26	Paige/STIFAC	<p>STIF Operating Projects</p> <p>Paige provided summary of the operating STIF projects and described the description of each of the routes. Including in-district and out-of-district service projects.</p> <p><u>Motion, Amber: Motion to approve all of RVTD operating projects. Brad: Seconded the motion. A vote is taken, and the motion passes unanimously.</u></p> <p>Paige reviews the PTSP application submitted by Josephine Community Transit to use out-of-district STIF funds to fund a portion of the service. RVTD recommends that project be funded at the requested amount due to available funds. The project would not enhance the service but would allow the service to continue operating. George: Asks how many buses will be used for the Route 100 service. Scott: Multiple buses will be used to maintain the scheduled service. Scott is only asking for marginal costs and did not include administration or other costs to his request. George: Asks if the Route 100 funding is approved will he be seeking future RVTD STIF funding to operate the project. Scott: Yes, JCT will be asking for future funding in 2025 to again help with funding the service. It would only be asking for 45% of the cost of the service. Approximately 45% of the ridership is generated from Medford.</p>	<ul style="list-style-type: none"> • 2023-2025 STIF Project List

		<p><u>Motion, Brad:</u> Motion to approve funding of JCT’s Route 100 at the requested funding amount. Amber: Seconded the motion. A vote is taken, and the motion passes unanimously.</p> <p>Paige: Points out that in this biennium the out-of-district funds are available to fund JCT at the requested amount and fund RVTD’s out-of-district route. That may not be the case in future biennium’s and will need to be considered by the STIFAC down the road if funds are not available to support all requested projects.</p> <p>George: Asks if the Ashland Connector would resume if drivers were available. Paige: Explains that the Ashland Connector service was suspended in December 2021 due to driver shortage. At the time ADA paratransit drivers were used to operate that service and with declining driver resources it was determined that the priority was to maintain paratransit services. It is the district’s hope to resume service with increased driver resources. The Ashland micro-transit service is the priority for new service projects. George: Asks about the Central Point service. Paige: The Central Point service could look like the Ashland Connector, a micro-transit service, but is a lower priority than the Ashland service. The district would also need to hire additional driver to be able to add the Central Point service. Paige also announced the return of pre-covid evening service on December 12th.</p>	
11:38	Paige/STIFAC	<p>Public Comment George and Paige checked in the Public Comment agenda item. Edem confirmed that there was not public comment received and no member of the public attended the STIFAC meeting.</p> <p>STIF Discretionary Projects Paige reviews the STIF discretionary projects that RVTD will be applying for and the budgets for each project. The Discretionary projects are competitive, statewide grants. Paige noted that STIFAC needs to provide recommendation/approval for RVTD to apply for the STIF-D Grants.</p> <p><u>Motion, Isleen:</u> Motion to approve submission of applications for RVTD’s STIF-D projects. Sandra: Seconded the motion. A vote is taken, and the motion passes unanimously.</p> <p>Edem provides information regarding the next steps. RVTD staff will present the STIF prioritized project list and budget as approved by the STIFAC to the Board of Directors. The RVTD board will review and provide approval for RVTD staff to complete the STIF application by</p>	<ul style="list-style-type: none"> • STIF-D Project List

		<p>January 16th. RVTD will submit STIF-D application by November 30th. Next steps for the committee will be in 2023 to review applications for the low-income bus pass program. Edem and Paige thanked the committee for their hard work the last few months. Special thanks to George and Isleen who will be leaving the committee as their terms expire this year.</p> <p><u>George adjourns the meeting at 12:02pm</u></p>	
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