



# Rogue Valley Transportation District

3200 Crater Lake Avenue · Medford, Oregon 97504-9075  
Phone 541-779-5821 · Fax 541-773-2877 · [rvtd.org](http://rvtd.org)

## RVTD STIF Advisory Committee

Meeting Agenda

Monday, August 12, 2024 11:00pm-12:30pm

Virtual Meeting

Zoom joining info

**Public should register in advance for this webinar:**

[https://us06web.zoom.us/webinar/register/WN\\_f\\_MeZ5J6RY-laRRNSShzGw](https://us06web.zoom.us/webinar/register/WN_f_MeZ5J6RY-laRRNSShzGw)

*After registering, you will receive a confirmation email containing information about joining the webinar.*

### Desired outcomes:

Understand STIF Funding and Purpose.

STIFAC recommendation for STIF Discretionary Grant.

Time	Lead	Topic	Materials
11:00	Committee Members	<b>Meeting start-up</b> <ul style="list-style-type: none"><li>Welcome and Introductions of new STIFAC Members.</li><li>Review and Adopt STIFAC Minutes from 1/4/2024.</li></ul>	<ul style="list-style-type: none"><li>1/4/2024 Minutes</li></ul>
11:10	Public Comment	<b>Public Comment</b> <ul style="list-style-type: none"><li>Opportunity for members of the public to provide comments.</li></ul>	<ul style="list-style-type: none"><li>None</li></ul>
11:15	Edem Gomez	<b>Overview of STIF Program</b> <ul style="list-style-type: none"><li>History and overview of STIF (HB-2017)</li><li>RVTD's STIF Projects: Services, Capital Projects, Low-Income Bus Pass Program, and Mobility Management.</li><li>Current 2023-25 STIF Plan</li></ul>	<ul style="list-style-type: none"><li>2023-25 STIF Plan and Presentation</li></ul>
11:45	Paige West	<b>2025-2027 Biennium Process and Timeline</b> <ul style="list-style-type: none"><li>RVTD Service Cost spreadsheet.</li><li>Review STIF 2025-27 process, timeline.</li></ul>	<ul style="list-style-type: none"><li>STIF Timeline</li></ul>
12:00	Paige West	<b>STIF Discretionary Grant</b> <ul style="list-style-type: none"><li>STIF Discretionary Grant: Route 17</li></ul>	<ul style="list-style-type: none"><li>STIF Discretionary Letter of Intent</li></ul>



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12:25	RVT Staff	<b>Meeting Close-out</b> <ul style="list-style-type: none"><li>• Final comments, next meeting date and adjourn</li></ul>	<ul style="list-style-type: none"><li>• None</li></ul>
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## RVTD STIF Advisory Committee

### Meeting Minutes **DRAFT**

Thursday, January 4, 2024 3:30pm-5:00pm

#### Attendance:

- STIFAC: Brad Earl, Amber Robles-Myre, Emile Amarotico, Sandra Padilla
- STIFAC Absent: Liliana Castillo, Kristin Milligan
- RVTD: Julie Brown, Edem Gomez, Paige West

Time	Lead	Topic	Materials
3:30pm	Committee Members	<p><b>Meeting start-up, Review of Minutes</b></p> <ul style="list-style-type: none"><li>• Role call and introductions from the committee. Members reviewed the June 12<sup>th</sup>, 2023 meeting minutes.</li></ul> <p><b>Motion:</b> <u>Amber moved to approve the June 12<sup>th</sup>, 2023 STIFAC Meeting minutes. Emile seconded. The committee voted and the motion passed unanimously.</u></p>	<ul style="list-style-type: none"><li>• 6/12/2023 Minutes</li></ul>
3:32pm		<p><b>Public Comment</b></p> <ul style="list-style-type: none"><li>• There were no comments from the public.</li></ul>	<ul style="list-style-type: none"><li>• None</li></ul>
3:33pm	Edem Gomez/ Committee Members	<p><b>STIF Advisory Committee Applications and Review of Members</b></p> <ul style="list-style-type: none"><li>• This January 4<sup>th</sup> meeting will be the last meeting for long serving members Brad Earl, Kristin Milligan, Amber Robles-Myre. RVTD staff thanked those members for their years of service. Edem Gomez reviewed the current members of the STIFAC Committee and the needed category representation as required by STIF rules. RVTD held a solicitation in December 2023 for community members to apply to serve on STIFAC. RVTD received a lot of public interest to join the STIFAC. RVTD Staff reviewed the applicants internally and staff recommended that applicants Cara Carter, Hector Flores, Jennifer Christopherson, and Natalie Mettler be appointed to serve on the STIFAC. Applicants would represent needed categories on the committee, would replace departing members, and fill one current vacant position.</li></ul> <p><b>Motion:</b> <u>Brad Earl moved to recommend the RVTD Board to appoint Cara Carter, Hector Flores, Natalie Mettler, and Jennifer</u></p>	<ul style="list-style-type: none"><li>• STIFAC Applicants</li></ul>

		<u>Christopherson, to serve on the STIFAC. Amber Robles-Myre seconded. The committee voted and the motion passed unanimously.</u>	
3:42pm	Edem Gomez	<p><b>Update on STIF Low Income Bus Pass Program</b></p> <ul style="list-style-type: none"> <li>• <u>Edem</u> provided an overview of the STF Low Income Bus Pass and STIF Low Income Requirements. The STIFAC awarded \$93,540 in free bus passes to 22 eligible organizations for the 2023-25 Biennium, with the inclusion of the mini-solicitation awards at the end of the 2021-23 biennium RVTD and STIFAC was able to fund 100% of the eligible bus pass requests for the biennium. The remaining funds will be distributed either through a Mini solicitation with current awardees or may be used internally by RVTD to service low-income communities directly. A progress report was given on the distribution of fare through the Low-Income Bus Pass Program. Through September 2023 \$59,354 of free fare has been picked up by organizations. 702 individuals have received free transit fare through the 1<sup>st</sup> quarter of the biennium.</li> </ul>	<ul style="list-style-type: none"> <li>• 2023-2025 STIF Low Income Bus Pass Program Award List</li> </ul>
3:48	Edem Gomez/ Paige West	<p><b>STIF Project and RVTD Updates</b></p> <ul style="list-style-type: none"> <li>• <b>Route 17:</b> <u>Edem Gomez</u> provided an overview of the new STIF funded service, Route 17, which began operation on June 26, 2023. The new route funded by STIF dollars was a priority project in the 2023-25 STIF Plan. The route is a circulator route that begins and ends in Ashland serving previously unserved neighborhoods in Ashland. Route 17 ridership data was presented to the group through November 2023.</li> <li>• <b>RVTD Construction:</b> <u>Paige West</u> provided an update on RVTD's Transportation Building Construction Project which began construction in September 2023. The project is primarily being funded by a \$12.5 million grant from the Federal Transportation Administration, local match, and a STIF Discretionary Grant. The new building is expected to be completed by the end of 2024. The building is an important project that will help meet the current and growing needs of the District to provide transit services to the community over the next 20 years. The project also includes a parking structure that will help open up RVTD's campus to park additional buses and vehicles and provide enough space for growing bus operator staff in the coming decades. RVTD is also beginning work on a new Administration Building that will be housed across from Front Street Station in a</li> </ul>	<ul style="list-style-type: none"> <li>• 2023-25 STIF Budget and Plan</li> </ul>

		<p>building purchased from Rogue Community College in 2021. That building remodel project is expected to be completed by Summer of 2024. The project is also being funded by Federal and State grants. Both projects are in coordination with RVTD's Campus Master Plan.</p> <ul style="list-style-type: none"><li>• <b>RVTD STIF Budget Adjustment:</b> <i>Paige West</i> shared an update to the STIF 2023-25 budget, the proposed Central Point Service Project, and the service frequency increase projects to the Route 40 and Route 60 in the STIF Plan. After research through community and passenger surveying a more robust Central Point service will provide better transit outcomes. After consultation with RVTD staff and ODOT Staff, RVTD is planning on shifting funds from the frequency increase projects on the Route 60 and contingency funds into the Central Point Service project and modification of the Route 40. This shift will provide more funds to build a better Central Point Service rather than just an increase to service frequency on existing routes. <i>Amber Roble Myre:</i> Asked if the new service would be an express route in Central Point to connect them to the route serving Medford. <i>Paige West:</i> Clarified that a final service plan has not been completed and staff is still working on the conceptual route planning for the new service. Information from the passenger surveys has been useful in informing how best to plan the new service. Survey indicated that 70% of Medford residents using the Route 40 were staying in Medford and not traveling to Central Point. The budget shift within the plan is compliant with STIF but needs to be reviewed by the STIFAC. <i>Emile Amarotico:</i> Is this essentially a reallocation of funds to another approved project? <i>Paige West:</i> It is a shift of funds between projects of the approved STIF Plan as per STIF rules. <i>Amber Robles Myre:</i> Do we need to formally approve this now or is this laying groundwork for a final recommendation later. <i>Paige West:</i> When we get closer to a route alignment, we will present back to the STIFAC. We wanted to inform the STIFAC on potential changes and updates to the service project. Maybe later this summer. We may also discuss the transportation building project. RVTD planning staff will continue to work on a conceptual plan for the Central Point service.</li></ul>	
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		<ul style="list-style-type: none"> <li>• <b>Final Meeting for STIFAC Members:</b> RVTD Staff and STIFAC members thanked Amber, Kristin, and Brad for their years of service on STIFAC. This will be their last STIFAC Meeting.</li> </ul>	
4:24pm	Committee Members	<p><b>Election of New Co-Chair:</b></p> <p>Committee members discuss election of new Co-chair as Amber will be leaving the committee and longer serving as STIFAC Chair. Sandra Padilla is nominated to serve as Co-chair alongside Liliana Castillo.</p> <p><b>Motion:</b> <u>Amber makes a motion to appoint Sandra Padilla as Co-chair of STIFAC. Emile seconded. The committee voted and the motion passed unanimously.</u></p> <p><i>Meeting Adjourned at 4:26pm</i></p>	<ul style="list-style-type: none"> <li>• None</li> </ul>

**2025-27 Statewide Transportation Improvement Fund (STIF) Discretionary/Statewide Transit Network  
Letter of Interest: Rogue Valley Transportation District | Submitted 7/24/2024**

**Agency Name (Public Transportation Service Provider)** Rogue Valley Transportation District

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**Applicant Name** Paige West

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**Applicant Email Contact** [pwest@rvtd.org](mailto:pwest@rvtd.org)

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**Name of Person Authorized to Sign Grant Agreement** Paige West

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**Email Contact of Person Authorized to Sign Agreement** [jbrown@rvtd.org](mailto:jbrown@rvtd.org)

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**Transit Agency Type (Select one that best applies to your organization):** Transportation District

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**ODOT Region** Region 3 - Southern Oregon and South Coast

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**Please identify the Local Plan that supports the proposed project and include a citation (i.e page number(s)) to the appropriate reference:** 2012 City of Ashland Transportation System Plan (Section 9 Transit Plan, pages 126-138), 2019 City of Ashland Transit Expansion Study (pages 10-11)

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**Project Name** Ashland Transit Expansion Pilot

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**Project Description - Please provide a brief (1-2 paragraphs) description of the proposed project. Identify clear project deliverables and avoid generalizations.** RVTD began operating a new circulator within the City of Ashland in 2023 with extremely limited service. The Route 17- Ashland Circulator currently only operates weekdays between 9:00am to 4:00pm on an hourly basis. RVTD's other

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**For operations projects, please indicate whether the resources, equipment, and infrastructure (e.g. vehicles, drivers, etc.) have already been procured or if they would need to be procured prior to project implementation.**

routes generally operate between 6:00am to 8:00pm weekdays and 7:00am-6:00pm on Saturdays. RVTD would use funding to expand service to be consistent with other route's service times and improve service to 30 min. frequency. Vehicles are available to implement this service and drivers are continually being recruited. Enhancing service in Ashland has been a priority since the original 2019 STIF Plan but it came after 5 other projects. Finally, in 2023 RVTD had the opportunity to begin this STIF-funded project however due to rises in the cost-of-service RVTD lacked the funds to implement the route as originally planned. The City of Ashland supports this project and looks forward to improved service. The funding request is exclusive to the additional hours of service and frequency during the 2025-2027 biennium. RVTD currently contributes \$312,000 annually toward the Ashland service. The total annual cost for the route with the proposed expansion is \$1,021,000 bringing the funding request to approximately \$700,000 each year or \$1.4 M for the biennium. RVTD does not have the ability to include this expansion in the biennium STIF Formula Plan as the amount of funds we anticipate will not be enough to maintain STIF-funded projects already in service.

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**If this is an operations project, would the grant fund ongoing operations (i.e. an existing service that would not be expanded through the grant)?**

No

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**Will the Applicant hire a sub-contractor to implement all or part of the project?**

No

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**Vehicle Replacement Project**

No

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**Is this a construction project that will disturb the ground/require an environmental evaluation?**

No

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**Estimated total project cost (Please identify the anticipated total project cost as accurately as possible):**

\$1,400,000.00

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**RVTD STATEWIDE TRANSPORTATION IMPROVEMENT FUND ADVISORY COMMITTEE**



First	Last	Employer/Affiliation	MEMBER OF OR REPRESENT THE FOLLOWING CATEGORIES															Term Ends		
			Local Government	Non-Profit PTSP	Employer	Transit User	Individual over 65*	Low Income*	Environmental Advocate	LEP	Major Destination	PTSP	Neighboring PTSP	Public Health, Social HS	Dependent Transit User	Person with Disabilities*	Social Equity Advocate		Bike/Ped	Educational Institution
Emile	Amarotico	Ashland Resident/ Baydin Inc			x	x					x						x		1/31/2025	
Liliana	Castillo	Community Member (Co-Chair)		x		x								x	x	x	x		x	1/31/2025
Sandra	Padilla	HAJC (Co-Chair)	x				x	x		x	x						x		1/31/2025	
Cara	Carter	HAJC					x		x					x		x			1/31/2026	
Hector	Flores	City of Talent	x			x													1/31/2026	
Jennifer	Christopherson	Community Member/School				x			x									x	x	1/31/2026
Natalie	Mettler	Ashland Senior Center	x			x	x	x						x		x				1/31/2026

**\* MUST INCLUDE AT LEAST ONE MEMBER WHO IS OR REPRESENTS ONE OR MORE OF THESE CATEGORIES**  
**ALL ADVISORY COMMITTEE MEMBERS MUST BE KNOWLEDGABLE ABOUT PUBLIC TRANSPORTATION NEEDS OF RESIDENTS OR EMPLOYEES**  
**LOCATED WITHIN JACKSON COUNTY**



## 2025-2027 STIF & 5310 Solicitation Timeline

August 12th	STIFAC - Review timeline and process, review and approve STIF-D project
August 12 <sup>th</sup> August 22 <sup>nd</sup> August 27 <sup>th</sup>	5310 and STIF QE Notice Published 5310 Applications Available STIF Applications Available
August 22-Sept. 5 <sup>th</sup>	5310 and STIF Population Solicitation
August 28 <sup>th</sup>	RVTD Board - Review timeline and process, review and approve STIF-D project
September 5 <sup>th</sup>	STIF-Discretionary Application Due
September 18th	AWG Meeting- Review 5310 and STIF Population projects
September 25th	RVTD Board – Review and approve 5310 and STIF Population projects
October – Date TBD	STIFAC - Review and Approve Full STIF plan
October 23rd	RVTD Board - Review and Open Public Comment for Full STIF Plan
November 20 <sup>th</sup>	5310 Formula Fund Application due
December 18 <sup>th</sup> (tentative)	RVTD Board - Review and Adopt STIF plan
January 16 <sup>th</sup>	Complete and Adopted STIF Plans due
July 1, 2025	Biennium Begins