

## STFAC Meeting Agenda

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**Date:** Friday, February 12, 2015<sup>16</sup>  
**Time:** 2:00 pm to 5:00 pm  
**Place:** ODOT Public Meeting Room  
123 NW Flanders Portland  
Public Meeting Room, 1st Floor

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1. Introductions
  - a. Around the room
2. Review of the Charge and Timeline
3. Review Results of the STFAC Project Evaluation
4. Straw Proposal Review
5. Short break around 3:30 pm, then continue
6. Discussion
7. Project Ranking Recommendation
  - a. Develop and approve a recommendation to TriMet Board
8. Review STFAC Bylaws (if time is available at the end of the meeting)

		<b>Sandy</b>	<b>Clackamas County</b>	<b>SCTD</b>	<b>Wilsonville</b>	<b>Canby</b>	<b>TriMet</b>	<b>Ride Connection</b>
1	Transit Service District Population	17,483	N/A	16,687	221,427	17,010	1.5 million	1,641,036
2	Transit Service District Square Miles	78.54	N/A	100	81	51.7*	533	3,025
3	Service Area Square Miles	3.06	264	N/A	7.4	6.0	533	3,025
4	Service Area Population (2010 Census)	9,600	17,000	8,108	21,484	15,829	1.5 million	1,641,036
5	Payroll Tax Rate	0.006	N/A	0.005	0.005	0.006	0.7237%	-
6	FY15 Fare Revenue	123,370	72,154	48,189	248,995	\$ 79,425	\$116,687,395	-
7	FY15 Payroll Tax Revenue	516,182	N/A	428,049	4,597,805	\$ 1,180,173	\$291,294,170	-
8	FY15 Total Operating Cost (includes paratransit)	938,488	427,808	594,932	4,058,141	\$ 981,448	\$298,303,596	\$ 7,782,451
9	FY15 Total System Boarding Rides	136,271	41,415	96,240	343,793	106,903	101,754,048	499,992
10	FY15 Elderly and Disabled Boarding Rides	34,352	3,105	30,937	16,721	46,610	14,004,277	363,089
11	FY15 Fixed Route Boardings	118,510	41,415	96,240	325,921	87,895	100,711,776	59,434
12	FY15 Total System Cost (includes overhead)	1,189,645	\$ 427,808.00	757,138	5,048,861	\$ 1,525,004	\$393,445,892	\$ 9,122,681
13	FY15 Total System Vehicle Miles	323,724	196,147	247,542	674,261	195,169	36,435,624	2,153,773
15	FY15 Operating Cost per Ride (includes paratransit)	\$ 6.88	\$10.33	\$ 6.18	\$9.14	\$ 11.17	\$2.93	\$15.57
16	FY15 Total System Cost per Ride	\$ 8.73	\$10.33	\$ 7.86	\$11.87	\$ 14.27	\$3.87	\$18.25
17	FY15 System Cost per Vehicle Mile (includes paratransit)	\$ 3.67	\$ 2.18	\$ 3.05	\$6.97	\$ 5.03	\$10.80	\$4.24
18	FY15 Complementary Paratransit Service Ridership (Boardings)	17,761	N/A		8,767	19,008	1,042,272	n/a
19	FY15 Complementary Paratransit Service Operating Costs	287,963	N/A		156,187	\$ 524,771	\$30,309,600	n/a
20	FY15 Complementary Paratransit Fares	16,038	N/A		0	\$ 14,122	\$1,211,232	n/a
21	FY15 Complementary Paratransit Vehicle Miles	78,360	N/A		23,311	68,463	7,540,704	n/a
22	FY15 General Fund Payment to Ride Connection for Service	0	N/A		N/A		\$1,085,063	\$ 1,128,444
23	FY15 Complementary Paratransit Cost per Ride, net of fares	\$15.31	N/A		\$17.82	\$ 26.86	32.49	n/a
24	FY15 Complementary Paratransit Cost per Vehicle Mile	\$ 3.67	N/A		\$6.70	\$ 7.67	\$4.02	n/a
25	STF Formula Funds	117,420 (FY15)	\$ 10,000		\$ 103,000	\$ 162,162	\$1,565,854	\$ 1,555,926
26	Payroll Tax per Capita	29.5	N/A		\$ 150.2	69.4	166.19	\$ -
27	STF Formula Funds as a Percent of Complementary Paratransit	41.00%	N/A		35% of STF	30.90%	5.17%	16.00%

**TriMet LIFT Fleet Info**

## Replacement Vehicle Age, Mileage and Condition

<b>Fleet</b>	<b>Year</b>	<b>Vehicle</b>	<b>Odometer</b>	<b>Condition</b>
33	2008	9625	214,169	Fair-operating in revenue service
33	2008	9626	211,069	Fair-operating in revenue service
33	2008	9627	193,043	Fair-operating in revenue service
33	2008	9628	174,888	Fair-operating in revenue service
33	2008	9629	210,559	Fair-operating in revenue service
33	2008	9630	201,327	Fair-operating in revenue service
33	2008	9631	185,040	Fair-operating in revenue service
33	2008	9632	187,954	Fair-operating in revenue service
33	2008	9633	191,816	Fair-operating in revenue service
33	2008	9634	176,183	Fair-operating in revenue service
33	2008	9635	190,653	Fair-operating in revenue service
33	2008	9636	192,675	Fair-operating in revenue service
33	2008	9637	178,028	Fair-operating in revenue service
33	2008	9638	175,649	Fair-operating in revenue service
33	2008	9639	192,377	Fair-operating in revenue service
33	2008	9640	182,015	Fair-operating in revenue service
33	2008	9641	182,319	Fair-operating in revenue service
33	2008	9642	195,876	Fair-operating in revenue service
33	2008	9643	184,253	Fair-operating in revenue service
33	2008	9644	174,381	Fair-operating in revenue service
33	2008	9645	190,049	Fair-operating in revenue service
33	2008	9646	185,732	Fair-operating in revenue service
33	2008	9647	197,524	Fair-operating in revenue service
33	2008	9648	185,056	Fair-operating in revenue service
33	2008	9649	172,730	Fair-operating in revenue service

**Special Transportation Fund Advisory Committee  
of the  
Tri-County Metropolitan Transportation District of Oregon (TriMet)  
  
BYLAWS**

**Article I - STF Program, STFAC Purpose, Roles and Responsibilities**

**Section 1. STF Program**

The State of Oregon has established a Special Transportation Fund (STF) for the purpose of financing and improving transportation programs and services for seniors and people with disabilities. The Oregon Department of Transportation (ODOT), Public Transit Division, administers the STF program. Pursuant to applicable provisions of ORS Chapter 391 and Public Transit Division Administrative Rules, ODOT has designated TriMet as the “STF Agency” or “Agency” for Clackamas, Multnomah, and Washington counties. The terms “STF Agency” or “Agency” as used in these Bylaws shall mean TriMet. As the STF Agency, TriMet is responsible for managing and coordinating the STF process for the tri-county region, including development of the STF Plan, receipt of funding applications, and reviews of proposed distributions of formula funds and applications for discretionary funds.

**Section 2. STFAC Purpose**

A Special Transportation Fund Advisory Committee (STFAC) (hereinafter alternatively referred to as “STFAC” or “Committee”) is established and appointed by the TriMet Board of Directors (Board) to advise and assist TriMet, as the STF Agency, in carrying out the purposes of the STF and STF program.

**Section 3. STFAC Roles and Responsibilities**

The STFAC will:

- (a) Advise the Agency regarding the opportunities to: 1) coordinate STF moneys and STF-funded projects with other transportation programs and services; 2) avoid duplication of service ; and 3) address gaps in service;

- (b) Review the proposed distribution of Formula Program moneys and make informed recommendations to the Agency Board;
- (c) Review Discretionary Grant proposals and make informed recommendations to the Agency Board; and
- (d) Participate in developing STF Plan and biennial review of STF Plan; and
- (e) Participate in annual review of STF funded projects.

## **Article II - Membership, Appointments and Terms**

### **Section 1. Membership**

The membership of the Committee considers geographic diversity, and a balance of qualifications, including persons who are seniors and people with disabilities.

All members will be:

- persons who reside in the tri-county area;
- knowledgeable about the transportation needs of seniors and people with disabilities, and;
- users of and/or be familiar with public and/or community-based transportation services in their area.

More than one-half of all Committee members will be individuals who are seniors and/or people with disabilities.

Membership appointments will be made according to the categories and number of individuals in each of the categories listed below:

Membership Category Description	Number of Persons
Those interested persons who are members of the TriMet Committee on Accessible Transportation (CAT), excepting the CAT member who is a Board member	Up to 14
Seniors or persons with disabilities who reside in Clackamas County	2

Seniors or persons with disabilities who reside in Multnomah County	2
Seniors or persons with disabilities who reside in Washington County	2
Seniors or persons with disabilities who reside outside the TriMet District	2
Staff representatives of the respective County Agencies on Aging and Disability; one per county	3
Staff representative of TriMet	1
Staff representative of Ride Connection	1
Staff representatives of public transit entities other than TriMet, including a rural transit entity representative	2
<b>Seniors or Persons with Disabilities Living in the Service Area</b>	<b>4</b>

## Section 2. Appointments

The TriMet Board will appoint and remove members to the STFAC.

For the first STFAC Board appointments after the effective date of these Bylaws, candidate nominations will be requested by TriMet staff from the TriMet Committee on Accessible Transportation (CAT), those agencies and organizational groups currently being represented on the Committee, and from other sources. Subsequent to the Board’s initial STFAC appointments under these Bylaws, the STFAC will form a nominating committee to assist the Agency on STFAC membership selection.

## Section 3. Terms of Service

Terms of service for Committee members will be as follows:

- (a) For those persons who are members of the CAT, terms of service on the STFAC will be concurrent with the person’s current term of service on the

CAT.

- (b) For those persons who are seniors or persons with disabilities residing in one of three counties and who are not members of the CAT, one-half of the initial appointments to the STFAC will have two-year terms and one-half will have three-year terms, to insure continuity of membership. Subsequent terms of appointments will be two years in length.
- (c) For staff representing agencies and organizations listed in Article II, Section 1, the terms of appointed staff shall be as designated by the represented agency or organization.
- (d) Terms for STFAC members, except those persons who are staff representatives of agencies or organizations listed in Article II, Section 1, will begin on July 1 and end on June 30 of any year.

#### **Section 4. STFAC Chair and Vice Chair**

The Chair and Vice-Chair of the CAT will call the initial meeting of the STFAC. First order of business will be for the members of the STFAC to nominate and elect the Chair and Vice Chair of the STFAC.

The Chair and Vice-Chair will serve for terms of two years. Election of the Chair and Vice Chair will be at the first meeting held in July or a successive month in any year. In the event of a vacancy in the Chair or Vice-Chair, the vacant position will be filled by nomination and election at the first meeting following notice of the vacancy.

#### **Section 5. Chair As Presiding Officer**

The Chair will be responsible for the maintenance of order and decorum at Committee meetings and will control the conduct of the meeting. The Chair will determine all Points of Order subject to the right of any member to appeal the determination to the entire Committee. In the event of an appeal, the majority decision of the Committee will govern and conclusively determine any question of order.

#### **Section 6. Staff Role and Responsibilities**

The TriMet General Manager will designate staff to prepare meeting notices, agendas, and minutes for Committee. Staff will assist the Committee in orientation, and the preparation and presentation of background information concerning agenda items. Staff will advise and furnish technical assistance as appropriate to carry out the Committee's work.

### **Section 7. Participation and Vacancies**

Attendance and active participation is highly valued by the Committee. The Chair may excuse the absence of a member for good cause. In the event of three unexcused absences within a twelve-month period, the Chair and Vice Chair reserve the right to review the circumstances. If the absences are found to be unexcused, the position will be considered to be vacant. Vacancies will be filled per Article II, Section 2.

### **Section 8. STFAC Member Responsibilities**

Members of STFAC are expected to gain a working knowledge of the STF program, and related projects, services, and plans.

## **Article III- Meetings**

### **Section 1. Open Meetings**

All Committee meetings will be open to the public. Notices of meetings will be given in accordance with Oregon Public Meetings laws.

### **Section 2. Quorum**

A majority of the filled positions then appointed to the Committee will constitute a quorum for the purposes of conducting business.

### **Section 3. Voting**

Each member of the Committee has one vote. The Chair will cast a vote only in cases of a tie.

### **Section 4. Actions**



All actions of the Committee will be by motion passed by a majority of the members present and voting.

### **Section 5. Meetings Schedule**

The Committee will meet at least two times in any year, as marked from July 1 to June 30. Staff and Chair and Vice-Chair will confer as to the meeting schedule.

Meetings will be scheduled as often as necessary to carry out the responsibilities of the Committee.

## **Article IV - Agendas, Minutes, and Recommendations to the TriMet Board**

### **Section 1. Agendas**

Staff will consult with the Chair in developing meeting agendas. Staff will be responsible for distributing the final agenda including preparing and/or compiling the associated agenda materials for each meeting.

The agenda and written or electronic copies of information associated with any agenda action items will be distributed to all Committee members in advance of the meeting.

### **Section 2. Minutes**

A record of Committee meetings in any manner or medium permitted by Oregon Public Meetings laws, including written minutes, will be prepared and distributed by staff. The record will note major points discussed and any conclusions reached and/or actions taken.

### **Section 3. Recommendations to the TriMet Board**

The Chair or his/her designee may present recommendations of the Committee to the TriMet General Manager and/or Board of Directors in person or in writing.

## **Article V - Subcommittees**

The Chair may recommend formation of a subcommittee(s), and establish such subcommittee(s) with the Committee's concurrence. Subcommittees may be formed to carry out specific tasks and/or deal with specific issues, bringing their recommendations to the Committee as a whole. The Chair will select subcommittee members and designate a chair. The Chair may appoint persons to serve on subcommittees who are not members of the Committee as a whole, provided they have knowledge and experience that would help the subcommittee in completing its assignment.

### **Article VI - Amendments**

These Bylaws may be amended by a resolution of the TriMet Board. The Committee will have opportunity to propose amendments to these bylaws and to review amendments prior to action by the TriMet Board.

*Note: Bylaws Original Adoption: Resolution 05-02-19; Resolution Amendments: 05-07-58; 06-01-07; 06-02-11; 06-11-81; 15-02-06; and 16-01-02.*

# Straw Proposal

*This is one potential scenario to start the discussion on project ranking.*

Straw Proposal Themes:

Proposed funding amounts are entered using the applicant's scaled request, if provided.

Proposed rank order below follows the same rank order from the STFAC Evaluation Scores handout.

Proposed Rank	App #	Applicant	Name of Program	Proposed Amount
1	9	Ride Connection	Inclusive Planning for Delivery of Dialysis Transportation in a Statewide Setting	\$ 166,986
2	3	SCTD	SCTD Transit & Operations Center	\$ 350,000
3	6	TriMet LIFT	LIFT Revenue Vehicles	\$ 255,991
4	5	City of Canby	CAT Vehicle Match	\$ 60,762
5	15	Ride Connection	Vehicle Match	\$ 127,000
6	10	Ride Connection	Mid Multnomah County Funding Parity	\$ 234,723
7	16	Metropolitan Family Services (RC Partner)	Metropolitan Family Services Project Linkage	\$ 217,154
8	7	TriMet LIFT	LIFT Automated Customer Information	\$ 300,000
9	21	City of Sandy	Deviated Route, "Sandy Shuttle"	\$ 271,099
<b>Sub-Total:</b>				<b>\$ 1,983,715</b>
10	13	Ride Connection	Server Virtualization	\$ 237,764
11	20	Mary's Woods @ Marylhurst (Clackamas County App)	LO Medical Rides Enhancement	\$ 15,900
12	22	City of Canby	CAT Security Cameras	\$ 40,307
13	19	Clackamas County Transportation Consortium	TRP F/T Paid Driver - Dialysis Transportation	\$ 193,553
14	8	Ride Connection	Hands Free Fleet Retrofit	\$ 130,265
15	12	Ride Connection	New Partner Development	\$ 197,168
16	18	Clackamas County Transportation Consortium	TRP F/T Paid Driver - Medical Transportation	\$ 176,679
<b>Sub-Total:</b>				<b>\$ 2,975,351</b>
17	14	Ride Connection	Addressing Unmet Need	\$ 2,376,425
18	2	SCTD	3 - 20 Passenger Vehicles	\$ 200,000
19	4	Clackamas County	Villages Shuttle Restoration/Expansion	\$ 82,580
20	1	Wilsonville SMART	Medical Transportation for E&D operations	\$ 252,388
21	11	Ride Connection	Mileage Reimbursement Rate Unification	\$ 290,215
22	17	Impact NW (RC Partner)	Transportation Services	\$ 76,135
23	24	City of Canby	CAT Southern Canby Connector	\$ 233,988
24	23	City of Canby	CAT Wilsonville Midday	\$ 89,148
<b>Total:</b>				<b>\$ 6,576,230</b>
<b>Total Available for ODOT Region 1: \$2,117,000 (Including Hood River)</b>				
<b>Total Available Statewide: \$2,000,000</b>				

## STFAC Evaluation Scores

*2016 STF Discretionary Project Applications ranked in order of highest to lowest scores*

<b>Rank</b>	<b>App #</b>	<b>Applicant</b>	<b>Program</b>	<b>Average Project Score</b>
<b>1</b>	9	Ride Connection	Inclusive Planning for Delivery of Dialysis Trans. in a Statewide Setting	<b>17.73</b>
<b>2</b>	3	SCTD	SCTD Transit & Operations Center	<b>17.19</b>
<b>3</b>	6	TriMet LIFT	LIFT Revenue Vehicles	<b>16.89</b>
<b>4</b>	5	City of Canby	CAT Vehicle Match	<b>16.09</b>
<b>5</b>	15	Ride Connection	Vehicle Match	<b>15.98</b>
<b>6</b>	10	Ride Connection	Mid Multnomah County Funding Parity	<b>15.89</b>
<b>7</b>	16	Metropolitan Family Services (RC Partner Application)	Metropolitan Family Services Project Linkage	<b>15.61</b>
<b>8</b>	7	TriMet LIFT	LIFT Automated Customer Information	<b>15.28</b>
<b>9</b>	21	City of Sandy	Deviated Route, "Sandy Shuttle"	<b>15.13</b>
<b>10</b>	13	Ride Connection	Server Virtualization	<b>15.07</b>
<b>11</b>	20	Mary's Woods @ Marylhurst (Clackamas County Application)	LO Medical Rides Enhancement	<b>14.96</b>
<b>12</b>	22	City of Canby	CAT Security Cameras	<b>14.84</b>
<b>13</b>	19	Clackamas County Transportation Consortium	TRP F/T Paid Driver - Dialysis Transportation	<b>14.78</b>
<b>14</b>	8	Ride Connection	Hands Free Fleet Retrofit	<b>14.65</b>
<b>15</b>	12	Ride Connection	New Partner Development	<b>14.52</b>
<b>16</b>	18	Clackamas County Transportation Consortium	TRP F/T Paid Driver - Medical Transportation	<b>14.51</b>
<b>17</b>	14	Ride Connection	Addressing Unmet Need	<b>14.39</b>
<b>18</b>	2	SCTD	3 - 20 Passenger Vehicles	<b>14.21</b>
<b>19</b>	4	Clackamas County	Villages Shuttle Restoration/Expansion	<b>13.88</b>
<b>20</b>	1	Wilsonville SMART	Medical Transportation for E&D operations	<b>13.75</b>
<b>21</b>	11	Ride Connection	Mileage Reimbursement Rate Unification	<b>13.69</b>
<b>22</b>	17	Impact NW (RC Partner Application)	Transportation Services	<b>13.68</b>
<b>23</b>	24	City of Canby	CAT Southern Canby Connector	<b>13.42</b>
<b>24</b>	23	City of Canby	CAT Wilsonville Midday	<b>13.23</b>