Rogue Valley Transportation District
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RVTD STIF Advisory Committee
Meeting Agenda
Wednesday, October 2, 2024 2:30pm-4:00pm
Virtual Meeting
Zoom joining info
Public should register in advance for this webinar:
https://us06web.zoom.us/webinar/register/WN_dITKsJAbTN6u1QNNv8tQEw
After registering, you will receive a confirmation email containing information about joining the webinar.

Desired outcomes:

Recommend approval of the following:

- 2025-2027 population-based (ADA) projects
- 2025-2027 payroll-based Project list for non-operating projects
- 2025-2027 payroll-based Project list for PTASP operating project
- 2025-2027 payroll-based Project list for RVTD operating projects

Time	Lead	Topic	Materials
2:30	Committee Members	**Meeting start-up** • Welcome and Introductions. • Review and Adopt STIFAC Minutes from 8/12/2024.	• 8/12/2024 Minutes
2:40	Paige West and Edem Gomez	**STIF 2025-2027 Formula Projects** • Population-based (ADA) projects • Payroll-based Project list for non-operating projects • Payroll-based Project list for PTASP operating project • Payroll-based Project list for RVTD operating projects	• 2025-2027 Project List
3:30	Public Comment	**Public Comment** Opportunity for members of the public to provide comment on RVTD's STIF projects.	• None
3:40	Sandra Padilla and STIFAC	**Action Items: Recommend approval of projects** • Population-based (ADA) projects • Payroll-based Project list for non-operating projects • Payroll-based Project list for PTASP operating project • Payroll-based Project list for RVTD operating projects	• See "Desired Outcomes"
3:50	Edem	**Next Steps and Meeting Close-out**	• None

DRAFT RVTD STIF Advisory Committee
Meeting Minutes

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

Attendance:

- STIFAC: Sandra Padilla, Emile Amarotico, Natalie Mettler, Cara Carter, Jennie Christopherson, Liliana Castillo
- STIFAC Members Absent: Hector Flores
- RVTD: Edem Gomez, Paige West, Debbie Wilbur, Tim Fountain
- Others: Jennifer Boardman, Scott Chancey

Time	Lead	Topic	Materials
11:00am	Committee Members	**Meeting start-up, Review of Minutes** • Chair Sandra Padilla begins the meeting at 11:02am • Role call and introductions from the committee. Members review the January 4th, 2024 meeting minutes. **Motion:** *Emile moved to approve the January 4th, 2024, STIFAC Meeting Minutes. Sandra seconded the motion. STIFAC approves the January 4th, 2024, meeting minutes unanimously.*	• 1/4/2024 Minutes
11:05am		**Public Comment** • There were no comments from the public.	• None
11:05am	Edem Gomez/Paige West	**History and Overview of STIF Program Presentation** • *Edem Gomez* presented to the STIFAC an overview and history of the Statewide Transportation Improvement Fund and HB 2017. Review included the purpose of the Statewide Transportation Improvement Funds, eligible uses, role of the STIFAC as a recommending body and the Accessible Transportation Work Group. • *Paige West* reviewed the planning process RVTD has utilized to plan and implement RVTD STIF Projects as well as where RVTD has sourced the projects from locally adopted plan. • *Edem Gomez* presented on RVTD's STIF Low Income Bus Pass program and a review of how RVTD has previously and is	• Statewide Transportation Improvement Fund History and Overview Presentation

		continuing to use STIF to implement new service and maintain previously funded STIF projects.	
12:02pm	Paige West	**2025-2027 Biennium Process and Timeline** • *Paige West* presented to the STIFAC the process for estimating the cost of STIF funded services and routes as part of the STIF planning process. • *Emile Amarotico* asked if the cost per service hour is calculated internally each year or how that number is calculated. Debbie Wilbur (RVTD Finance Manager) responds that the number is calculated each quarter based on actual amounts and expenses. • *Emile Amarotico* asked is the costs per route varies between routes. Paige West says that there is a standard cost per hour factor but there is a non-revenue hours when a route is traveling to its start destination when it is not carrying passengers or open for service. An example would be the Route 17 traveling to Ashland to begin service or the Route 63 traveling to Eagle Point to begin their service. So, there is some variability between those costs but those are all accounted for as part of the cost estimating process to make sure a correct cost amount is considered. *Debbie Wilbur* clarifies how the cost per hour is allocated across all routes, the entire RVTD route system costs are reviewed, and all costs are allocated on a percent of service hours per route. The estimate for $115 per service hour is an accurate estimate for all routes. • *Paige West* presents on the STIF 2025-27 planning timeline. August 12th meeting is the first meeting as part of this process. RVTD will submit a STIF Discretionary Application by September 5th with approval from the STIFAC and RVTD Board. Paige reviews timeline for 5310 and STIF Population Solicitation process. The Accessible Transportation Work Group will meet to discuss 5310 and STIF Population application at their September 18th meeting. The STIFAC meeting in October will be a review of the RVTD STIF projects and a recommended approval of that plan. RVTD Board will review the STIF Project List and Plan at their October 23rd Board Meeting. With approval RVTD Staff will then begin the process of completing the ODOT STIF Plan application with the approved projects.	• DRAFT STIF Project List Evaluation and Timeline Presentation

12:17pm	Edem Gomez/ STIFAC	**RVTD STIF Discretionary Grant Application and Recommendation** • **Route 17:** *Edem Gomez* provided a quick overview of the proposed STIF Discretionary application to extend hours of operation for the Route 17 in Ashland and add Saturday Service. • *Natalie Mettler* asks if the proposed Route 17 adjustments in the STIF Discretionary Fund Application will also consider the addition of new stops or will it only include the addition of service hours. *Paige West* responds that RVTD's STIF Discretionary Application is only asking to extend hours of operation and the addition of Saturday service, but RVTD is already planning to add a stop near the Ashland Community Food Bank to better serve that destination. RVTD has been working with the Ashland Community Food Bank to identify a stop that will better serve the needs of those who utilize the Ashland Community Food Bank. The addition of that stop will be occurring in September 2024, so it does not need to be included in the STIF Discretionary Application. • **Motion:** *Chair Sandra Padilla asks if there is a motion to approve and recommend RVTD's STIF Discretionary Application. Natalie Mettler moves to recommend RVTD's STIF Discretionary Application for the Route 17 service. Cara Carter seconds the motion. The STIFAC votes unanimously to recommend the STIF Discretionary Application.*	
12:22pm	Edem Gomez	**Next Meeting STIFAC Meeting and Adjournment** • Edem Gomez informs the STIFAC that the next meeting will occur in October and RVTD will be reaching out with a poll for scheduling that meeting. • ***Meeting adjourns at 12:23pm***	• None