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**Oregon Transit Association  
Board of Directors Meeting  
September 12, 2017**

***Present***

Members: President Julie Brown, Vice President Lisa Scherf, Dwight Brashear, Cynda Bruce, Mary Jo Carpenter, Kim Curley, Aaron Deas, Karen Friend, Hal Gard, Jeanine Gordon (phone), Andi Howell, Allan Pollock, Kimberly Stanchfield, Mike Stinson, Elaine Wells

Guests: Edward McGlone (Lane Transit District, by phone); Dale Penn (Salem-Keizer Transit); Karyn Criswell (ODOT-RPT); Sean Tate (RVTD)

Staff: Kelly Ross (Western Advocates) and Drew Hagedorn (Tonkon Torp)

***Meeting was called to order at 10:04 a.m. by President Julie Brown.***

***Agenda***

Motion by Pollock, seconded by Brashear, to approve the agenda as distributed. Motion passed unanimously.

***Minutes***

Motion by Scherf, seconded by Wells, to approve the August 8<sup>th</sup> Board meeting minutes as distributed. Motion passed unanimously.

***Treasurer's Report***

In the absence of Treasurer Pilant, Ross summarized the financial report and highlighted the fact that the 41% of dues received so far is nearly identical to the 42% of dues that had been received at the same point last year; \$531.25 in Conference Miscellaneous was for logo development by the graphic designer.

Ross said that, in response to a request from Vice President Scherf at the last Board meeting, he had reviewed the bylaws requirement on reserves and had analyzed the current level of reserves to determine whether the requirement was being met. His findings were:

- As of August 31st, there was a total of \$122,929 in reserve accounts. This represents 53% of the 2017-18 budgeted expenses of \$230,245.
- At the end of the last fiscal year, when reserves were at their lowest amount of \$88,355, this was 50.1% of 2016-17 budgeted expenses of \$174,150.

The conclusion from these findings was that OTA was more than meeting the bylaw requirement for at least a cash reserve of 25% of the annual budget to cover any unexpected budgetary problems.

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Brown said that OTA needs to do some planning for the future with a goal of providing increased services to members. Pollock said that we should plan on building up reserves during even years and spending more during odd years when there is a long legislative session.

Scherf said that dues should be kept stable, but need to assume that spending will naturally fluctuate.

Brown said that CTAA is willing to help OTA with increased training opportunities. Curley reported that ToGo is interested in partnering with OTA on training sessions.

### ***Legislative Update***

Hagedorn reported:

- No referendum petition on HB 2017 has been filed.
- Still a big lull in legislative activity—the next legislative days/committee meetings are next week.
- The Joint Committee on Transportation is now a statutory standing committee.

Brown said that everything went well with the Governor's visit to Medford and signing of HB 2017.

Tate commended Hagedorn on all the work he had put in on passage of HB 2017. Brown said there is still more work to be done on senior/disabled funding.

Friend said that the Governor also came to Bend for a signing ceremony and most of the comments were on freight.

Brown suggested having something at the conference for everyone to sign thanking legislators.

### ***Executive Director's Report***

Ross reported:

- Registration for the conference is lagging behind numbers from previous years and he will be sending out a reminder later today.
- Reminded Board members of the Board dinner on Sunday evening at 6:00 p.m., at the Hamley Steakhouse.

Ross also asked whether the Board wants to hold its regularly scheduled meeting on October 10<sup>th</sup>. Consensus of the Board was that the meeting should be re-scheduled for one week later on October 17<sup>th</sup>.

### ***ODOT/PTD Report***

In Gard's absence, Criswell reported:

- The conversation has begun on 2021-24 STP funding and the Division will be encouraging the Oregon Transportation Commission to continue funding.

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- STIF update and implementation of work plan is under way.
  - HB 2017 Rulemaking Advisory Committee (RAC) will convene soon – the OTC will be considering the committee charge and members later in October

Brown asked why Transportation Options and Environmental Justice are being invited to the RAC. Criswell said that if we don't have them at the table with us, we'll probably be bombarded with objections from them.

Scherf asked whether there might be a compromise under which they could be sent meeting notices and given an opportunity for public comment, but have a second group of transit representatives who would be the decision makers. Criswell said this approach would be discussed.

- Working on the concept of how to integrate old programs with new programs; goal is to get the 90% formula rules through the process first, then work on the 4% and 5% rules.
- ODOT financial staff are talking with Department of Revenue staff about administration of tax collection and disbursement; unsure about how much the Department of Revenue will take down and when for their admin costs.

Deas commented that the Legislature specifically didn't want there to be entitlement for specific cities—that's why the bill directs funding to go through counties, mass transit districts, and transportation districts.

### ***Agency Updates***

- Scherf (City of Corvallis) – Working through final stages of second public outreach for transit plan; eclipse went very well with many private jets coming into the airport; extra transit service and shuttles were provided.
- Friend (Central Oregon Council of Governments) – They expected 250,000 people for the eclipse, but turned out to be much fewer; Derek Hofbauer is starting today as new public outreach director; "Ride the River" program just finished and numbers were highest ever; started union negotiations; getting first low floor buses.
- Curley (ToGo) – Drive Less challenge starting soon, suggests adding information (drivelessconnect.com) to OTA website information regarding the conference.
- Stinson (Basin Transit Service) - Everyday a new experience, spending most of his time just learning the business.
- Wells (Ride Connection) - Second round of interviews for new CFO are occurring; Portland picnic was on Sunday and seemed successful (a few thousand people attended). Their Tualatin shuttle driver crashed into an old grocery building in Tualatin, but no injuries.
- Brashear (SMART/City of Wilsonville) - Survived eclipse and coordinated closely with Salem- Keizer; plan for intercity service was presented to the Washington County Coordinating Committee; on-board survey was completed and he was surprised at how many riders are completely transit dependent.

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- Pollock (Salem-Keizer Transit) – Eclipse largely uneventful except for traffic delays; working on service plan for new funding; Stott Advertising has started putting ads on buses.
  - Howell (City of Sandy) – Also had an eclipse event at a park, and used new trolley, which is now in the shop; hired a new employee; working on tourism grants. Received a planning grant to update the TSP.
  - Carpenter (Community Connection of Baker County) – Eclipse was very manageable, though there were quite a few more people in the county; attended the OTC meeting in Enterprise in August.
  - Bruce (Lincoln County Transit) - Working on bus route development.
  - McGlone (Lane Transit District) - Sunday is the launch of the West Eugene EMX; released RFP for a comprehensive operations analysis.
  - Brown (Rogue Valley Transportation District) – Served breakfast to all employees on the morning of the eclipse; gearing up for new route to the airport and in White City; getting used buses from Marathon, Georgia; Board wants to use all the reserves for electric buses.

Criswell summarized what happened with the Columbia Gorge Express during the wildfires in the Columbia Gorge.

Meeting adjourned at 12:09 p.m.