 **Metro** | *Meeting Summary*

RTO Subcommittee of TPAC
Wednesday, March 10, 2010
3:00 to 5:00 p.m.
Metro Regional Center, Room 501

Committee Members Present:

Dan Kaempff - Chair	Metro
Dan Bower	Portland Bureau of Transportation
Adriana Britton	TriMet
Susan Drake	Oregon Department of Environmental Quality
Adrian Esteban	Community Representative
Karen Frost	Westside Transportation Alliance
Derek Hofbauer	Community Representative
Jen Massa	City of Wilsonville SMART
Teak Wall	Community Representative
Lori Mastrantonio-Meuser	Clackamas County
Wilda Parks (alternate)	Clackamas TMA
Alison Wiley	Oregon Department of Transportation

Committee Members Excused:

Ken Burgstahler	Washington State Department of Transportation
Jennifer Campos	City of Vancouver
Sandra Doubleday	City of Gresham
Gregg Leion	Washington County
Keith North	Community Representative
Carla Wood	Oregon Department of Energy

Metro Staff:

Pamela Blackhorse	Metro
Ted Leybold	Metro
Deena Platman	Metro
Caleb Winter	Metro

Guests:

Lenny Anderson	Swan Island TMA
Sarah Angell	Swan Island TMA
Elizabeth Jespersen	VPSI
Lynne Mutrie	WTA
Audrey Shuffield	VPSI

I. CALL TO ORDER/DECLARATION OF A QUORUM AND INTRODUCTIONS

Chair Kaempff of Metro and called the meeting to order at 3:05 p.m. and passed around the new City of Tigard bike map. Chair Kaempff declared a quorum at 3:08 p.m. and asked if there were any changes to the meeting summary from January 13, 2010. Ms. Britton of TriMet requested changes to the language for the TriMet College Transit Program.

Action Taken: Ms. Frost made a motion to approve the summary of the January 13, 2010 meeting. Ms. Britton seconded the motion. The Subcommittee unanimously approved the meeting summary with changes as stated.

II. CITIZEN COMMUNICATION

Chair Kaempff asked if there were any citizen comments. Ms. Mutrie briefly talked about WTA's July 2010 Carefree Commuter Challenge.

III. DRAFT 6-MONTH TMA PROGRESS REPORT & FY 2011 TMA WORK PLAN GUIDELINES

Mr. Winter of Metro gave a presentation and discussed the draft Six-Month TMA Progress Report. Mr. Winter acknowledged that TMA progress had been affected by the recession and discussed how TMA's were currently responding to local needs. He provided background information on the TMA program and performance based measures, and stated that they were nearing their third year of performance based funding criteria, originally defined by Council Resolution 02-3183.

The Subcommittee discussed the recent TMA director's meeting and how best to determine goals for funding. TMA directors had expressed concern about hours of effort expected each quarter and stated that TMAs kept a strict accounting of their hours, which made it difficult for directors or staff to take time off. They suggested introducing broader goals for TMAs for the next fiscal year.

Additionally, Ms. Frost voiced the TMA Directors' concern that TMAs were not able to make progress in the economy and expressed the need for more flexibility. She pointed out that they did not want booster grants to guide TMAs away from their priorities and expressed concern that the additional vehicle miles reduced (VMR) of 500,000 was unrealistic. Finally, she requested that TMA directors meet quarterly with RTO staff.

Mr. Winter outlined TMA successes for fiscal year (FY) 2009/2010.

The Subcommittee asked Mr. Winter to clarify regional funding and questioned what the measurement was for the Gresham survey. Mr. Winter stated that regional funding was federal and that the Gresham survey was based on ECO survey questions, plus questions that pertained to downtown Gresham. He pointed out that TMA performance criteria is based on cost-effectiveness measures in the RTO Strategic Plan of \$0.05 per vehicle mile reduced (VMR). Mr. Winter said the performance measures for TMAs meets this cost-effectiveness when VMR is 1 million for total contracts of approximately \$50,000 and VMR is another 500,000 for contracts with an additional \$30,000.

Mr. Winter pointed out additional changes for the work plan, citing adherence to contract standards, administrative efficiency and measurability. He stated that measuring levels of satisfaction would most likely be on a case-by-case basis. Based on Subcommittee responses he pointed out the requested changes based on the following principles:

- change from a “menu” of tasks for services and deliverables provided by a TMA;
- change, “including potential opportunities,” to planning a budget and timeline for next year with TMAs and partners; and
- change, “progress reports with invoices,” to submitting hours and deliverables.

In response to concerns over booster grant funds, Chair Kaempff recommended the item 4 sub-paragraph b be change to read, “...booster pays for reaching a list of new employment sites not currently members of the TMA and not working directly with another RTO partners in over three years.” Further, he requested that item 4 sub-paragraph d be struck from the work plan completely.

The Subcommittee asked if they would lose funding if they did not meet their goals and questioned what other objectives, aside from VMR, could be achieved. Chair Kaempff acknowledged that, given the current economic situation, reaching certain goals may be unrealistic. Additionally, Mr. Winter stated that reduction of VMT is not a goal, but rather a guideline for TMA work plans.

Action Taken: Chair Kaempff proposed that the Subcommittee adopt the current guidelines with the idea that they would eventually look at policy that reflects TMA differences and develop better criteria for funding (including Congestion Mitigation and Air Quality (CMAQ) federal guidelines) TMAs. Ms. Britton moved to approve the draft FY 2011 TMA Work Plan guidelines; Ms. Drake of the Oregon Department of Environmental Quality (DEQ) seconded. As there were no abstentions or opposition, the Subcommittee unanimously approved the motion.

IV. SWAN ISLAND TMA BOOSTER GRANT PROPOSED AMENDMENT

Mr. Winter provided the Subcommittee with the Swan Island TMA work plan and drew attention to the plan changes for VMR, employer outreach and the recent updates to the Swan Island website. He introduced Mr. Anderson of Swan Island TMA, who stated that a reassignment of hours was recommended by RTO staff and that, although car trips had been reduced, transit ridership had dropped considerably in the Swan Island area due to job loss.

Ms. Angell of Swan Island TMA confirmed that they were working to build a website with more content management and existing resources that users could link to. For example: TriMet, bike information, carpool programs, blogging and social media links, as well as links to Business Energy Tax Credit (BETC) forms and information.

The Subcommittee asked how many hours would be devoted to updating the website and whether there would be any outside funding. Mr. Anderson stated that they would dedicate some grant staff hours to updating the website. The remainder of the costs would come from other TMA funds.

Action Taken: Chair Kaempff asked if there were a motion to accept the proposed amendments. Ms. Wiley with the Oregon Department of Transportation (ODOT) moved to accept the proposed amendments to the Swan Island booster grant; Mr. Esteban, a community representative seconded. The Subcommittee unanimously approved the motion.

V. CLACKAMAS TMA BOOSTER GRANT PROPOSED AMENDMENT

Mr. Winter introduced Ms. Parks, CEO of North Clackamas County Chamber of Commerce and Director of the Clackamas TMA while Sandi Burns is away. He stated that the TMA was looking for

partners to work with in an effort to begin shuttle service between the Green Line MAX station at Clackamas Town Center and Clackamas employment sites.

Ms. Parks stated that Clackamas Community College was willing to partner with Clackamas TMA and requested that \$5,000 in booster grant funds be moved to support the shuttle program.

The Subcommittee questioned whether federal Job Access/Reverse Commute (JARC) funding from TriMet should be considered; if there were a way to measure shuttle trips and collect data for the National Transit database (NTD); and if the North Clackamas County Chamber of Commerce would administer the program.

Additionally, Chair Kaempff pointed out that Congestion Mitigation and Air Quality (CMAQ) dollars would allow for three years of funding. However, in order to use CMAQ dollars the shuttle program must be open to the public.

Ms. Parks pointed out that the shuttle program would be a good pilot project, but that measurement may be difficult due to the short time span between now the start of spring quarter. Finally, Ms. Parks stated that there would be no charge for the public to ride the shuttle and acknowledged that they would provide the insurance, vehicle and driver.

Action Taken: Chair Kaempff stated that RTO staff are recommending the proposed booster grant amendment in the amount of \$5,000, details to be finalized once the amendment is accepted. He asked if there were a motion to transfer \$5,000 from the booster grant and adjust 90 hours in the work plan to provide direct fiscal support for the Clackamas shuttle program. Ms. Wall, a community representative moved to approve the transfer of funds; Ms. Wiley seconded. The motion was approved unanimously.

VI. PROGRAM UPDATES

- Ms. Wiley announced ODOT would begin their carpool incentive program and that their rideshare program was moving forward.
- Ms. Britton stated that TriMet was working on producing a Quarterly news letter that would include a regional TMA calendar.
- Ms. Frost reminded the Subcommittee that the WTA annual meeting would be held Thursday, March 18, and would cover Board elections and include presentations by Andy Cotugno of Metro and pediatrician Dr. Phillip Wu.
- Ms. Massa of Wilsonville SMART announced that they had nearly all transit routes posted to Google Transit and that it is possible to plan trips from Portland to Wilsonville. She stated that Salem data would eventually be added. She also mentioned that Wilsonville Westside Express Service (WES) Station had finished the driver break room and public restrooms.
- Ms. Mastrantonio-Meuser of Clackamas County stated that they were still working on the Clackamas County Interactive Carpool website.
- Mr. Bower with Portland Bureau of Transportation stated that the City of Portland Bike Plan would be building 100 miles of bike paths. Additionally, he stated that the Green Line MAX project will eventually reach 33,200 households. Finally, he reminded the Subcommittee that BETC expires July, 2012 and that all BETC funded projects must have a CPA approved scope of work by June 30, 2012.
- Chair Kaempff advised that Google Maps now had a bicycling feature for directions.
- Mr. Winter announced that staff are updating the Bike There! map. A tentative launch date is set for Thursday, May 13, 2010.

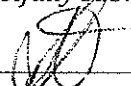
VI. ADJOURN

Chair Kaempff reminded the Subcommittee of the May 12, 2010 meeting. There being no further business, he adjourned the meeting at 5:01 p.m.

Meeting packet materials

Document Type	Date	Description	Document Nbr.
Agenda	031010	Agenda for March 10, 2010	031010-rto01
Summary	031010	Meeting summary, January 13, 2010	031010-rto02
Document	031010	Draft six-month TMA progress report	031010-rto03
Document	031010	Draft TMA work plan guideline for FY 2010-2011	031010-rto04
Document	031010	Swan Island TMA work plan budget	031010-rto05
presentation	031010	TMA six-month progress and guideline changes	031010-rto06

Meeting summary respectfully submitted by,

Pamela Blackhorse  _____

Date: 5-12-10