

 **Metro** | *Meeting Summary*

***RTO Subcommittee of TPAC***  
***Wednesday, April 18, 2012***  
***3 to 4:15 p.m.***  
***Metro Regional Center, Room 270***

**Committee Members Present:**

Dan Kaempff - Chair	Metro
Sarah Angell	TMA Representative
Dan Bower	Portland Bureau of Transportation
Adriana Britton	TriMet
Gail Curtis (alternate)	Oregon Department of Transportation, Region 1
Sandra Doubleday	City of Gresham
Adrian Esteban	Community Representative
Derek Hofbauer	Community Representative
Jen Massa	City of Wilsonville SMART
Lori Mastrantonio-Meuser	Clackamas County
Heather McCarey (alternate)	Westside Transportation Alliance
Alison Wiley	Oregon Department of Transportation

**Committee Members Excused:**

Jennifer Campos	City of Vancouver
Susan Drake	Department of Environmental Quality
Aisha Willits	Washington County

**Metro Staff:**

Mary Ann Aschenbrenner	Metro
Pamela Blackhorse	Metro
Ted Leybold	Metro
Caleb Winter	Metro

**Guests:**

Kelsey Bayless	VPSI
Leslee Moore	Enterprise Rideshare

## I. CALL TO ORDER/DECLARATION OF QUORUM/INTRODUCTIONS

Chair Dan Kaempff declared a quorum and called the meeting to order at 3:05 pm.

## II. MEETING SUMMARY FROM FEBRUARY 2012 MEETING

Chair Kaempff asked if there were any changes to the February 8, meeting summary. There being none, he asked for a motion to approve the meeting summary.

Action taken: Ms. Doubleday moved to approve the meeting summary. Ms. Angell seconded the motion. The February 8 meeting summary was unanimously approved by the Subcommittee. There were no abstentions.

## III. CITIZEN COMMUNICATIONS

There were none.

## IV. RTO STRATEGIC PLAN ADOPTION PROCESS

Chair Kaempff provided a memo and discussed the adoption process of the RTO Strategic Plan. He stated that staff had presented the Plan to the Transportation Policy Advisory Committee (TPAC) and the Joint Policy Advisory Committee on Transportation (JPACT). He pointed out that both committees appreciated the direction RTO staff had taken with the plan. However, they expressed concern for TMAs and how they would continue to receive support through the competitive grant process. Conversely, RTO staff expressed concern that continuing to provide dedicated funding to a specific group would not help the RTO Program achieve its desired regional outcomes.

Chair Kaempff reported on conversations that had taken place between Metro staff and stakeholders to explore options for resolving these concerns. What has emerged as a solution agreeable to all is that a portion of grant funding be targeted for four sub-regions: City of Portland, Clackamas County, East Multnomah County and Washington County. Each sub-region would have the ability to identify their highest priority projects through a local collaborative process, and submit them to the RTO Grant program for consideration.

The Subcommittee asked how grants would be apportioned and if Metro would help guide local groups in defining projects. Additionally, they questioned how the point system would work in terms of new projects that were not through TMA's, or already an existing project.

Chair Kaempff responded that a working group comprised of TPAC members and interested parties would develop grant criteria and targets, for which sub-region would receive a percentage or targeted amount of funds. Additionally, he reminded the Subcommittee that top-priority projects can be any project that is determined to be a high priority by a sub-region.

The Subcommittee acknowledged that this approach was a broader solution that allowed more partners to participate. Chair Kaempff pointed out that it placed resources in partner's hands which would help them develop programs and projects specific to their areas. Further, Mr. Leybold stated that although the memo focused more on TMAs, it was meant to include all partners. He stressed the need to work on language to help clarify this and pointed out that it would be up to communities to decide what tools worked best for their area needs.

#### V. TPAC WORK GROUP NEXT STEPS

Chair Kaempff stated that staff would get the RTO Strategic Plan out to Subcommittee this week and turned their attention to the TPAC working group. He pointed out that the working group's purpose would be to provide input that would be useful to the process. Initially, they would work to provide recommendations for grant criteria, dollar amounts and percentages per region. He stated that the working group would be led by a Metro senior staff member and would include members of TPAC, the TRANSPORT Committee and members of the RTO Subcommittee. He stressed that the Group would not be a voting body, but would be participation driven and not membership driven.

The Subcommittee asked what the value of TRANSPORT would be and how soon they would develop a time line for criteria development. Chair Kaempff responded that transportation demand and transportation systems would need to work closely together. He stated that they had not set a hard time line yet, but that they anticipated a start date sometime in May.

He reminded the Subcommittee that the working group would not make official recommendations. However, TPAC would make official recommendations based on input from the Working Group. The Subcommittee suggested that the working group would need to be strongly facilitated to keep recommendations moving.

Chair Kaempff stated that once the RTO Subcommittee dissolved, the RTO Marketing and Outreach Group will take over and be expanded using RTO members, TMAs and vanpool providers. Finally, he stated that the final RTO Subcommittee meeting would be on May 9, in which they would discuss the TMA funding program for next year and review the RTO budget.

#### VI. VANPOOL PROGRAM CHANGES

Chair Kaempff stated that he did not receive feedback on changes to the Vanpool Program and would therefore assume the changes are acceptable to the Subcommittee. He pointed out that Vanpool performance has been consistent, but that there had been no gains. Ridership averaged out to 5.7 passengers per van and VMT remained around 120,000 per month.

Chair Kaempff stated vanpool providers, VPSI and Enterprise reported success in creating new vanpools without funding from Metro. As such, they indicated that the demand for vanpools had increased and that financial incentive should be made available. RTO staff is recommending a draft vanpool incentive program in which:

- Vanpool groups must have a signed lease agreement with one of Metro's approved vanpool leasing companies (Enterprise or VPSI);
- Vanpool groups must be "new", meaning not having received funding from the previous Metro vanpool program;
- One-way distance must be a minimum of 20 miles, measured by actual distance traveled, not radius;
- The destination of a van must be within the Metro service area boundary;
- The minimum number of participants in a van group is five (5). The average number of daily participants reported must not be lower than four (4) in any of the three month incentive period. If the number for any month drops below four, the incentive for that month and subsequent months will be discontinued;
- Providers agree to continue to report on ridership and mileage of vans created under this program as long as the vans are in existence;

- Vans must not duplicate existing transit service; and
- A vanpool group that changes from one leasing company to the other does not qualify as a “new” vanpool for the purposes of this incentive.

Based on the above, Metro will pay \$350 per month for three months. Failure to meet reporting requirements or other criteria will result in forfeiture of current and future incentive payments. The program budget is to be \$50,000 per year, which would provide funding to start approximately 48 new vans annually.

Chair Kaempff stated that these changes that would go into effect on July 1. He commented that this would be a temporary or transitional program while the Oregon Department of Transportation (ODOT) began the process of developing a vanpool program.

#### VII. ODOT TDM PLANNING UPDATE

Chair Kaempff announced that he would be filling a part-time role with State of Oregon to help develop a Transportation Demand Management (TDM) policy and strategic plan that would guide funding and investment state wide. Chair Kaempff pointed out that they would need to show what the current needs were in the region and around the state in an effort to help creating a vision and solution for each area.

Ms. Wiley announced that Michael Ward with ODOT will be retiring on May 24. The interim Administrator will be Hal Gard, which is whom Chair Kaempff would report to. Further, Ms. Wiley stated that her current position would be dissolved. Sharon Coleman will be the Regional Transit Coordinator for ODOT Region 1 and will engage RTO and its partners concerning grants and TDM. Sponsorships programs will continue for Transportation Demand Options (TDO) and TDM events

Mr. Bower announced that the City of Portland Transportation Options would be dissolved to create an active transportation program with bike and pedestrian coordinators. Mr. Bower will be heading up this new group starting July 1.

#### VIII. ADJOURN

There being no further business, Chair Kaempff adjourned the meeting at 4:12 p.m.

*Meeting packet materials:*

<b>Document Type</b>	<b>Date</b>	<b>Description</b>	<b>Document Nbr.</b>
Agenda	041812	Agenda, April 18, 2012	041812-rto01
Summary	041812	Meeting Summary, February 8, 2012	041812-rto02
Document	041812	Memorandum: 2013-15 RTO Grant Criteria Recommendations	041812-rto03
Document	041812	Memorandum: Recommended Changes to Vanpool Program	041812-rto04

*Meeting summary respectfully submitted by,*



*Pamela Blackhorse  
April 18, 2012*