



AGENDA

Transit Advisory Board Meeting

5:30 pm-7:00 pm

Wednesday, December 14, 2022

Operations Center

16610 Champion Way

Sandy, OR 97055

Click [here](#) for Virtual Meeting Via Zoom

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1. ROLL CALL	
2. APPROVAL OF THE OCTOBER MINUTES AND THE DECEMBER AGENDA	
2.1. Transit Advisory Board - 06 Oct 2022 - Minutes - Pdf July and August Narratives September Narrative	3 - 13
3. CITY COUNCIL LIAISON	
4. NEW BUSINESS	
4.1. Grant Updates	
4.1.1. STIF	
4.1.2. STIF 5310	
4.1.3. STIF Discretionary	
4.1.4. FLAP	
4.2. IGA	
5. OLD BUSINESS	
5.1. Capital Projects	
5.2. Ridership	
6. NEIGHBOR UPDATES	
7. PUBLIC COMMENT	
8. ADJOURN	
8.1. Next Meeting 5:30 pm - 7:00 pm Wednesday, March 15, 2023 Transit Operations Building 16610 Champion Way Sandy, OR 97055	



MINUTES

Transit Advisory Board Meeting

5:30 pm-7:00 pm

Thursday, October 6, 2022

Operations Center

16610 Champion Way, Sandy Or 97055

1. ROLL CALL

Present: Andi Howell, Berenice Tynan, Caren Topliff, Heather Michet, Joseph Lowe, Muna Rustam, Nancy Payne, Roxy Tovla. Mark Hollenbeck with Proterra joined via Zoom.

2. APPROVAL OF THE JUNE MINUTES AND SEPTEMBER AGENDA

The June 2022 minutes and the October 2022 minutes were approved.

3. CITY COUNCIL LIAISON

No news.

4. NEW BUSINESS

4.1. Electrification Planning

4.1.1 Vehicles

SAM was awarded two grants for 3 new electric vehicles and will purchase Proterra buses.

The first grant is for one bus, and the second grant is for two buses and electrification training.

4.1.2 Infrastructure

SAM is working with PGE to complete electric infrastructure through their Fleet Partner Program.

90% of the cost is covered through the program.

4.1.3 Education

The federal grant for 2 of the electric buses also includes driver and mechanic education on electric vehicles.

4.1.4 Maintenance

SAM has also secured funding for the design of the additional building and maintenance bay.

The bay will include plans for electrical maintenance.

5. OLD BUSINESS

5.1 Transit Master Plan Update

The Master Plan was updated in 2020 and to date we have or are in the process of completing four of the six goals.

6. NEIGHBOR UPDATES

None

7. PUBLIC COMMENT

None

8. ADJOURN

Move to adjourn at 7:05 pm by Heather Michet and Andi Howell.

8.1. Next Meeting

5:30 pm-7:00 pm
Wednesday, December 14, 2022
Transit Operations Building
16610 Champion Way
Sandy, OR 97055



Chair, Heather Michet



Chair, Joseph Lowe

Transit Staff Report – July/August 2022

Posted on [September 9, 2022](#) by [ahowell](#)



From the Director — Sandy STIF Plan

Each biennium Transit designs a new STIF Plan, which is funded with Statewide Transportation Improvement Fund (STIF). STIF was created as part of the HB2017 Keep Oregon Moving Legislation that was passed in 2017. Projects funded by this program began in 2019. The projects below in yellow have been funded since 2019 by this plan as well as project 7 in gray.

Each STIF Plan is designed using the Transit Master Plan goals and priorities as each project has to be part of a local plan to be funded. The funding allocations are vetted through the Transit Advisory Board and voted on by the Clackamas County HB2017 Transit Advisory Committee along with plans put forward by all Clackamas County providers. The Plan is then added to TriMet's STIF Plan and approved by the Oregon Transportation Commission.

Below is the STIF Plan for the 2024-2025 Biennium using projected (ODOT estimated) funds in the chart below. These are the highlights of the new plan:

1. Continue to fund route expansions in yellow.
2. Add weekend service to the Shopper Shuttle. (highest community priority from the public and stakeholder feedback during the Transit Master Plan process).
3. Cover administrative costs that are generated through this program such as the audit fees.
4. Program Reserve allows funding to be set aside in case STIF or other expected funds decrease unexpectedly.

5. Carry over, Capacity Project is funding that has been collected since 2019 for the planning and construction of future Sandy Operations Center expansion. These are the funds that will be used as match to the planning grant (5339) recently awarded and approved by Council.
6. Electric Vehicle Infrastructure – these funds will help cover costs associated with the transition to an electric fleet, including infrastructure and vehicle costs.

Project Number	Public Transportation Service Provider	Project name (50 characters)	Project Description	Total Cost	Expand / Improve Service (Yes/No)	Local Plan Name	Local Plan Page Number	Is this project part of a multi-phase project?	FY 24 July 2023 - June 2024	FY 25 July 2024 - June 2025
1	Sandy Area Metro - Gresham	Expanded Services Continuance	Continue funding for existing STIF service on the SAM Gresham route from the City of Sandy to the Gresham Transit Center. This includes at least one hour of service Monday through Friday added during the FY19/21 funding cycle and all other operational costs.	\$ 63,185	Yes	Sandy Area Metro Master Plan	Transit Master Plan, pg. 24	No	\$ 30,822	\$ 32,363
2	Sandy Area Metro - Estacada	Expanded Services Continuance	Continue funding for existing STIF service on the SAM Estacada route from the City of Sandy to Estacada City Hall. This includes at least one hour of service Monday through Saturday added during the FY19/21 funding cycle and all other operational costs.	\$ 63,376	Yes	Sandy Area Metro Master Plan	Transit Master Plan, pg. 28	No	\$ 30,915	\$ 32,461
3	Sandy Area Metro - Shopper	Expanded Services Continuance	Continue funding for existing STIF service on the SAM Shopper Shuttle route in the City of Sandy. This includes at least two evening runs daily added during the FY19/21 funding cycle and all other operational costs.	\$ 96,159	Yes	Sandy Area Metro Master Plan	Transit Master Plan, pg. 19	No	\$ 46,907	\$ 49,252
4	Sandy Area Metro - Shopper	Expanded Services	Funding for STIF service on SAM Shopper Saturdays. This includes operation costs for at least 5 hours of Saturday service.	\$ 49,803	Yes	Sandy Area Metro Master Plan	Transit Master Plan, pg. 19	No	\$ 24,294	\$ 25,509
5	Sandy Area Metro	Administration Costs	Approved category to cover the costs of administering the STIF program, including project/plan development, ongoing operating costs, procurement, surveys of services, expand facilities plans, and audit costs.	\$ 45,000	No	STIF program rules	N/A	No	\$ 25,000	\$ 20,000
6	Sandy Area Metro	Program Reserve	Approved category to cover cost of preserving service if Fed or State grant funding, local tax or other revenuesources fall or if	\$ 20,000		Sandy Area Metro Master			\$ 10,000	\$ 10,000
7	Sandy Area Metro	Carry Over	Carry Over Estimate - for Capacity Planning and Construction Project	\$108,749		Sandy Area Metro Master Plan	Sandy Transit Master Plan/Sandy Operatons Center Master Plan, Pg 37	Yes		
8	Sandy Area Metro	Electric Vehicle Infrastructure	Make Ready Infrastructure for Electric Vehicle, Charging Stations and Match for electric vehicle dependent on amount of funding received.	\$ 60,000	Yes	Transit Master Plan, pg 30		Yes	\$ 30,000	\$ 30,000

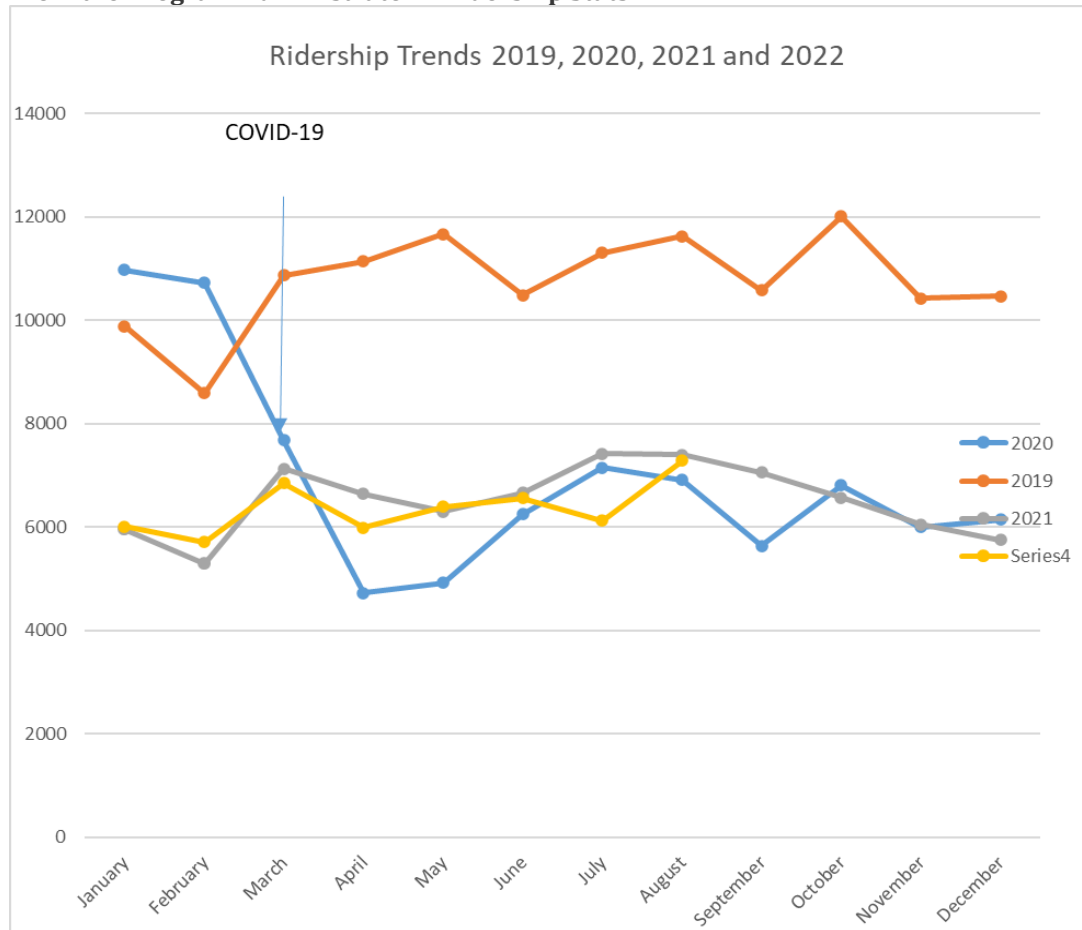
These are the projects that have been funded by STIF in the past:

1. **Route Expansions** – a) 2 runs added to SAM Shopper Shuttle Monday – Friday and a redesign of the Shopper Shuttle to accommodate after school programs b) 1 run added to SAM Gresham Monday – Friday c) 1 run added to SAM Estacada Monday – Saturday
2. **New Bus Stop Signs**
3. **New Computers and Monitors for staff and dispatch**
4. **New Transit Tax Software**
5. **New Dispatch Software**
6. **Accumulating funds for future capacity expansion at the Sandy Operations Center**
7. **Bus Stop Improvements**

STIF Regional Coordination

Additionally there are STIF Regional Coordination Funds that SAM has applied for through the TriMet HB2017 Advisory Committee (PTIP). These funds would be used to create the new SAM Clackamas Town Center Route and would include the procurement of a new vehicle for this route. This project will be voted on by the TriMet HB2017 Committee (PTIP). If successful, this route could begin as early as July 1, 2023.

From the Program Administrator – Ridership Stats



As noted in the chart above, August 2022 SAM ridership provided 7,289 rides, the highest overall ridership of the calendar year. This is down by 1.47% compared to August 2021. Although overall ridership is down slightly, SAM rides experienced a 17.75% increase in ridership as compared with August of 2021, providing 816 rides. Driver shortages and Covid are part of the reason we experienced a small decline in ridership.

Transit Staff Report – September



From the Director –

Last month the Transit Director attended the Zero Bus Emission (ZEB) Conference in Anaheim, CA. This conference is organized by Center for Transportation and the Environment (CTE), a leader in electrification transition. While at the conference, the Director also had the opportunity to tour the Proterra manufacturing facility in City of Industry, CA (San Gabriel Valley/Los Angeles). The 157,100 square foot facility is a “one stop shop” assembling the batteries and buses. Additionally, Sandy was allowed to observe as a California transit agency performed their post build inspections and final road tests before accepting delivery of their vehicles. Proterra is an All American Company with best-in-class electric powertrain technology for heavy-duty vehicles and is the manufacturer the City partnered with for the Federal LowNo Grant Program. Currently SMART, in Wilsonville, operates Proterra Electric Buses with resoundingly positive reviews.



Next-Generation Proterra EV Battery Manufacturing Facility Opens in Los Angeles County

Post conference, the City reached out to PGE with many questions about charging management systems, utility demand services, off peak charging, emergency measures for Public Safety Power Shutoffs (PSPS) and more. As the City begins to build the infrastructure for electrification, it is important that we also build a best practices model that can be followed for optimal costs, range of operation and safety prioritization.

In the beginning of November, PGE will be out for a site walk to begin the design and build process. PGE estimates the design and build to take about 14 months. Proterra also estimates the bus build-out timeline at 14 months. Grant funding will be available for 3 years.

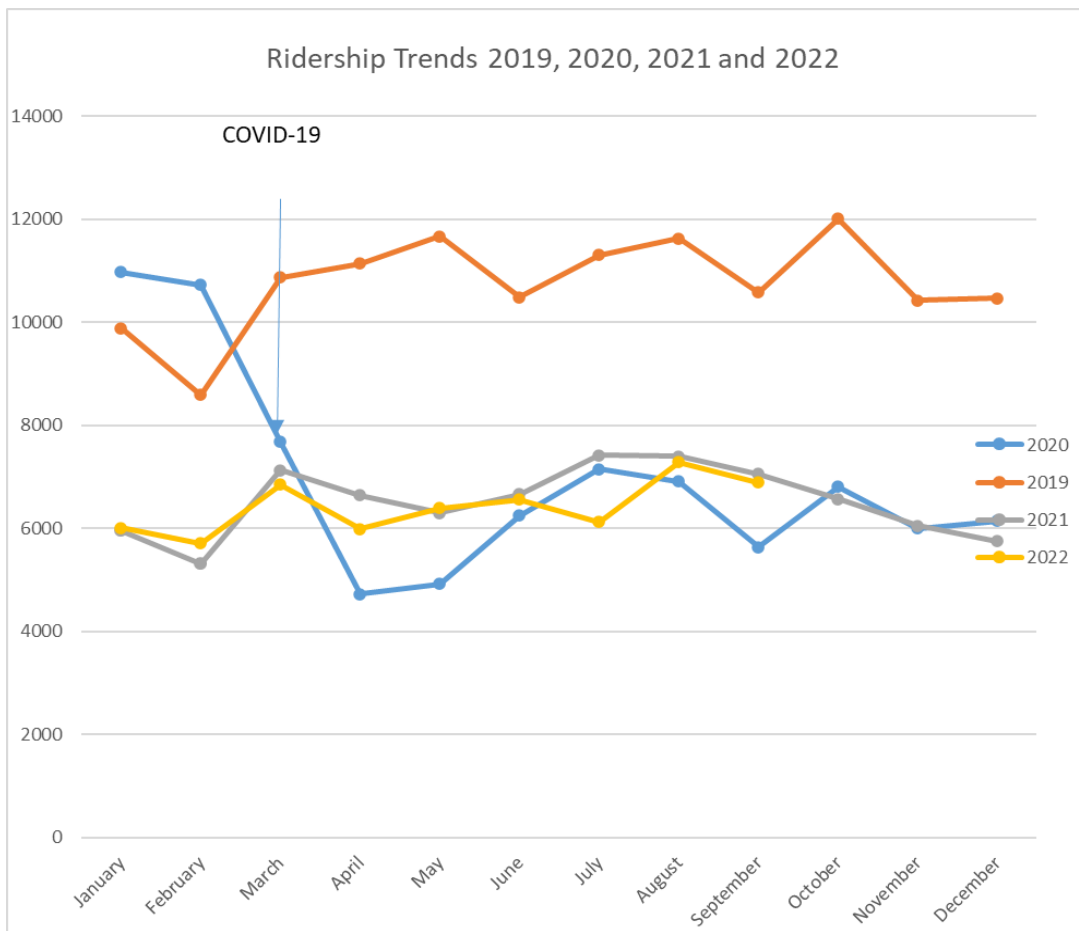
SAM has recently participated in the Special Transportation Fund Advisory Committee (STFAC) for the 24-25 biennium funding process. SAM was successful during the process and was awarded all of the funding requested for a total of \$640,726. This includes:

SAM Estacada: \$89,515; SAM Elderly and Disabled Program: \$85,322; SAM rides local dial-a-ride: \$273,113; Preventative Maintenance: \$146,426; SAM bus and bus stop improvements (upgrades of solar lighting): \$46,350.

Also in September, SAM attended the big kick off celebration of TriMet's first Bus Rapid Transit route (the FX on Division) and was invited on the first official ride of their 60 foot articulated buses.

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From the Program Administrator – Ridership Stats and Other Highlights



Historically, September has typically experienced a decrease in ridership compared to the other months of the year. The usual September decrease, in combination with driver shortages and changes due to the pandemic, showed a slight decrease of 2.30% as compared to September 2021 ridership. Transit agencies nationwide are experiencing similar drops in ridership with an average of 60% ridership compared to pre-pandemic levels. SAM services fall in step with the current trend with some services ranking higher than the average. SAM-Gresham is at 69.39% ridership, Estacada is at 39.88% ridership, the Shopper Shuttle is at 55% ridership and SAM rides is at 66.52%.

SAM, along with SandyNet and Public works, have switched to FirstNet radio service, the same service emergency responders use. Radios are a vital connection for drivers and dispatch. The range and clarity is excellent, and has many additional features in the software that our current radios do not have. The cost remains the same but we are not charged for replacing malfunctioning equipment.

SAM is also in process of updating our dispatch software to Passio Go. This grant funded project will include features that our previous software had including providing riders with real time information on buses, valuable reporting for staff and automated voice announcements. It will also have many new features such as automated call reminders for scheduled rides and electronic manifests that can be updated on demand.

SAM rides provided a group birthday ride for a group to celebrate at Bornstedt Park. The trolley ride was a highlight for the group! This is one of the innovative ways SAM serves the community.



Jackson and Ellie celebrating with family and friends