



Benton County:
At Your Service
Every Day

BENTON COUNTY SPECIAL TRANSPORTATION ADVISORY COMMITTEE

AGENDA

Special Budget Meeting

Tuesday, January 3, 2017, 1:30 pm – 3:30 pm

Sunset Meeting Room - Benton County Sunset Building, 4077 SW Research Way, Corvallis

1. Call Meeting to Order / Introductions (Mary)
2. Approve November 29, 2016 Meeting Minutes (3 Minutes)
3. Old Business – Action Items & Activities (3 Minutes)
 - Approved 2017 STAC Meeting Dates (Mary & Lee)
4. New Business – 2017-19 Biennium Grant Allocation Work (60 Minutes)

(Packets Provided at Meeting)

- Brief Update on Current Formula Grant Status (Lee)
 - **Draft** 2017 STAC Grant Activities and Public Process Schedule (Lee)
 - 2017-19 STF Application Form and Letter sent to Existing (and New) Providers (Lee)
 - Confirm STAC General Funding Priorities per Coordinated Plan (Lee)
 - Options Analysis for Meeting Reductions – Presentation (Lee)
 - Options Discussion for Meeting Reductions (Mary & STAC Members)
 - Action Plan for January 24 Meeting Agenda (Mary & Lee)
 - Other Budget Items for Discussion/Consideration? (STAC Members)
5. Roundtable (10 Minutes)
 - Committee Members
 - Transportation Providers
 - Staff & Visitor's Comments

Conclusion

NEXT MEETING: Tuesday, January 24, 2017, 1:30 – 3:30 pm

Benton County STAC Committee Members:

Mary Marsh-King, Chair (Vol. Driver)	Tera Stegner – Member (Grace Center)	Dave Zaback - Member (HomeLife)
Axel Deininger – Member (Disabled Rep.)	Drew Foster – Member (City of AV)	Tim Bates – Vice-Chair (CTS)
Tom Wogaman – Member (Schools ret.)	Steve Harder – Member (Dial-a-Bus)	Steven Black – Member (Vol. Driver)
Lee K. Lazaro – STAC Staff		

Benton County
Special Transportation Advisory Committee (STAC)
Approved Meeting Schedule
For January to December 2017

Tuesday, January 3, 2017 (Special Budget Meeting)
1:30 – 3:30 pm

Tuesday, January 24, 2017 (Regular Meeting – Special Budget)
1:30 – 3:30 pm

Tuesday, February 28, 2017
1:30 – 3:00 pm

Tuesday, March 28, 2017
1:30 – 3:00 pm

Tuesday, April 25, 2017
1:30 – 3:00 pm

Tuesday, May 23, 2017
1:30 – 3:00 pm

Tuesday, June 27, 2017
1:30 – 3:00 pm

Tuesday, July 25, 2017
1:30 – 3:00 pm

August 22, 2017 Meeting (Cancelled)

Tuesday, September 26, 2017
1:30 – 3:00 pm

Tuesday, October 24, 2017
1:30 – 3:00 pm

Tuesday, November 28, 2017
1:30 – 3:00 pm

December 26, 2017 (Cancelled)

MEETINGS ARE OPEN TO THE PUBLIC

Meeting facility: Sunset Building, 4077 SW Research Way, Corvallis, OR 97333
In the **Sunset Room** on the first floor.

The Sunset Building is accessible to the public.

This Agenda and the accompanying Minutes are available in alternate format upon request.
For an alternate format, or if you have any questions, please contact Cathy Williams, STF Assistant, at
<mailto:cathy.williams@corvallisoregon.gov> 541-766-6729 ext. 5012



**BENTON COUNTY
SPECIAL TRANSPORTATION ADVISORY COMMITTEE
MEETING MINUTES
Regular Meeting November 29, 2016**

Present

Mary Marsh-King, Chair
Steve Harder
Tera Stegner
Dave Zaback
Steven Black
Tom Wogaman
Axel Deininger
Drew Foster

Absent

Tim Bates, Vice Chair

STF and City/County Staff

Lee Lazaro, STF Coordinator
Debie Wyne, Benton County Public Works
Cathy Williams, STF Assistant (Recorder)
Lisa Scherf, City of Corvallis

Visitors/Presenters (None)

Agenda Item	Information Only	Action Taken	Held for Review	Comments
1. Call Meeting to Order/Introductions	X			
2. Approval of October 25, 2016 Minutes		X		Approved
3. <u>Old Business:</u> • Coordinated Plan Update	X			
4. <u>New Business:</u> Biennium Budget Preparation - • Approval of 2017 STAC Meeting Dates • Overview of 2017-19 Biennium Funding Reductions • Current contracts & Existing STF Fiscal Allocations • General options for meeting reductions – discussion • DRAFT 2017 STAC Grant activities schedule • Motion to proceed with 5311 Rural Trans. grant application • Motion to proceed with Transit Network grant appl. • Next Steps/Next meetings	X X X	X X X	 X X	Approved Pending Approved Approved Pending

Agenda Item	Information Only	Action Taken	Held for Review	Comments
5. <u>Information Sharing and Discussion Items:</u> None				None
6. <u>Roundtable:</u> <ul style="list-style-type: none"> • Committee Members • Transportation Providers • Staff & Visitor's Comments 				None

CONTENTS OF DISCUSSION

1. Introductions

Chair Marsh-King called the meeting to order at 1:33 PM. Committee members present introduced themselves. Ms. Marsh-King also acknowledged that Axel Deininger was in attendance via speaker phone. Mary also asked staff and other attendees to introduce themselves.

2. Review and approval of meeting minutes

The October 2016 minutes were reviewed by the Committee. Steven Black moved to accept the minutes and Steve Harder seconded the motion. The minutes were unanimously approved as submitted.

3. Old Business

Coordinated Plan Update (Lee Lazaro)

Mr. Lazaro reported that written feedback from STAC members and other meeting attendees on the Draft Strategies, Needs, and Priorities section of the Plan was provided to consultant Jim Owens, following his October presentation to the STAC. However, due to the other Plans he is also working on, Mr. Owens was unable to complete a final draft of the Benton County Plan in time for this November meeting.

It is expected that Mr. Owens will attend the February or March STAC meeting to discuss and present a draft of the completed Plan. Mr. Lazaro explained to Mr. Owens that given the budget work the STAC must complete over its next few meetings, a break of a couple months in planning activities fits well into the STAC's schedule at this point.

4. New Business

2017-19 Biennium Formula Grants Allocation (Lee Lazaro)

Mr. Lazaro distributed a handout "Budget Briefing & Options Analysis" to STAC members, which he compiled as a source of background information, and an explanation of upcoming budget projections and formula grant allocations. Mr. Lazaro spoke at some length to the STAC, covering the topics outlined in the options analysis document.

- Draft 2017 STAC Meeting Schedule

Mr. Lazaro reviewed the Draft STAC meeting schedule for 2017. He noted that due to the accelerated grant application deadlines from ODOT, there is a need for an additional meeting in January to accommodate the deadlines and follow the proper public processes as required for funding eligibility. He also noted that cancellations were assumed for the August and December 2017 meetings, due to summer vacations and Christmas holidays, respectively.

Chair Marsh-King reminded the STAC of her email to them regarding the need for a January 3rd meeting in addition to the January 24th meeting. The Committee voted unanimously (without motion) to adopt the 2017 STAC Meeting Schedule as printed, and agreed that they will make any other adjustments as needed later.

- Overview of STF, 5310, 5311 Funding Reductions for 2017-19 Biennium

Funding Reductions: There will be a 17.2% reduction in STF Formula grant. There are additional reductions expected under 5310 grant of 5.5% for Elderly and Disabled Mobility funding in the statewide and urban categories. The 5311 Rural Formula for rural transportation services is expected to increase by 5.3%, which is a net total reduction of 8.4% in 2017-19 funding.

Public Process: An STF/5310 public process must be conducted as required by law, which includes solicitation of community proposals from existing and other potential providers. A press release will need to be made to announce the solicitation, which could also note that there will be budget reductions this biennium and, therefore, the STAC will place first priority on preserving existing services, as called out in the Coordinated Plan. It could also state that new services will only be considered if and when additional funding becomes available in the future. Mr. Lazaro asked for the STAC's thoughts and suggestions around this matter.

STAC members had brief discussion around the press announcement, and concurred that this was the appropriate direction and wording under the circumstances.

Grant Application Deadlines: Mr. Lazaro informed the Committee that the ODOT grant application deadlines have been moved up to approximately one month earlier than in previous biennium cycles. This biennium the 5311 rural transit applications are due in January, and both the 5310 and STF senior and disabled transit applications are due in February. In the past, they were due in February and March, respectively, and it was challenging for staff to even meet that previous timeframe, while working with the Board of Commissioners meeting schedule.

Mr. Lazaro explained that this means that our public grant allocation and recommendation process will necessarily be extremely short. Lee said that he will need to work closely with Debie Wyne on timing issues for submission for Board of Commissioners approval.

Senior & Disabled Program Funds: Mr. Lazaro said that ODOT is directing us to submit a 10% prioritized add-back list in our STF Grant application. The list will be used by ODOT in the event that additional STF funds should become available from the Legislature at later dates in the budget process. Lee noted that we will need to include this ranking in our public process.

It was also noted by Mr. Lazaro that there may be an opportunity to apply for a modest additional amount of 5310 federal senior & disability funds later in the biennium. He explained that ODOT is withholding approximately \$3.4 million statewide for a competitive discretionary grant program to be awarded in July of 2018.

Transit Network Grant: A new source of \$1.8 million statewide monies entitled "Transit Network and Intercity Program" has been established for a competitive discretionary grant program for regional transportation. Mr. Lazaro noted that this may provide an opportunity to continue funding for the pilot Corvallis-Amtrak Connector project.

Mr. Lazaro informed the Committee that, per the STAC Bylaws, the Rural 5311 and the new "Transit Network and Intercity Program" grants require input/recommendations from the STAC to proceed in the process. It is also required to obtain approval from the Board of Commissioners to submit the applications, but these grants do not require the full STAC public RFP process which is required by State statute for STF and 5310 senior and disabled funds.

Due to the early January submission date of January 20, 2017, for these two grant applications, Mr. Lazaro explained that he requires STAC approval at this November 2016 STAC meeting in order to proceed with the two applications. This will allow Lee and Debie to move forward with Board of Commissioner approval in January.

- Current Contracts & Existing STF Fiscal Allocations

Mr. Lazaro reviewed current 2015-17 allocations for Benton County Special Transportation Funding. It included a comparison of the 2013-15 versus the 2015-17 biennium for existing services/grants/contracts and other service proposals. Also included was an STF supplemental recap from the prior year and the 2015-17 year.

Mr. Lazaro reviewed other relation information for the Committee to consider, which included detailed information tracking the various types of funding for the STF program, showing the gradual decline of State general fund monies into STF across multiple bienniums, and how the upcoming budget reductions may compare to those revenues. He noted that while the 17% reduction in STF this cycle is more drastic, the long-term trend in STF funds is down, due to declining State general fund contributions.

- General Options for Meeting Budget Reductions – Discussion

There was some discussion and questions regarding possible ways to cut costs in order to meet the next biennium budget reductions. Lee briefly discussed several possible options, along with presenting some budget calculations for STAC consideration. Mr. Lazaro also shared details regarding the 2015-16 annual STF budget by major expense breakdown of cost percentages. This included Benton County Public Transportation Service Data charts.

- DRAFT 2017 STAC Grant Activities Schedule

Lee reiterated the need to have a public process as required by statute in addition to extra meetings in the next couple of months. A draft Grant Activities Schedule will be presented at the January 3 STAC meeting.

- Next Steps/Next meetings

The Committee agreed that the January 3rd meeting is mandatory since a quorum is needed. The second meeting for January will be held on the 24th. The meeting times will be extended from 1:30 PM to 3:30 PM for both of the January meetings.

5. Information Sharing and Discussion Items

(None)

6. Round Table

Committee Members

There was no discussion among Committee members.

Transportation Providers

There were no reports from the Transportation Providers.

Staff and Visitor's Comments

There was no input from staff or visitors.

8. **Conclusion:** The meeting adjourned at approximately 3:37 PM.

9. **NEXT MEETING:** Tuesday, January 3rd, 2017, from 1:30 PM to 3:30 PM.