



BENTON COUNTY

SPECIAL TRANSPORTATION ADVISORY COMMITTEE

AGENDA

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

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

1. Call Meeting to Order / Introductions (Mary)
 2. Approve July 25, 2017 Meeting Minutes (2 Minutes)
 3. Introduction of Rocio Munoz - Health Representative to STAC (5 Minutes)
 4. Old Business: (10 Minutes)
 - a) Coordinated Plan Status – Regional Section Meeting moved to November 8th
 - b) Action Item: Approve Amended Bylaws (Lee and Mary)
 5. New Business: (60 Minutes)
 - a) Action Item: Samaritan Senior Companion Program (Lee)
 - b) Action Item: Approve Title VI Update (Lee)
 - c) Update on HB2017 Transportation Bill (Lee & Lisa)
 - d) Update on LB Loop TAC/Board Business (Lee)
 - e) FTP Site Link to Access Large Files Electronically (Tim)
 6. Upcoming STAC Business Items: (5 Minutes) (Lee)
 - a) For October - NW Connector Management Plan & MOU; Dial a Bus Vehicle Insurance Update
 - b) For November - Draft Reasonable Access Policy; STAC 2018 Meeting Schedule
 7. Informational:
 - ✓ Launch of Amtrak Connector Service (Steve & Lee)
 - ✓ Solar Eclipse Review and Feedback (Lisa, Tim, Lee)
 8. Roundtable (5 Minutes)
- Conclusion
-

NEXT MEETING: Tuesday, October 24, 2017, 1:30 – 3:00 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	Rocio Munoz – Member (Health Rep.)	

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

Tuesday, January 3, 2017 (Special Budget Meeting)
1:30 – 3:00 pm

Tuesday, January 24, 2017 (Regular Meeting – Special Budget)
1:30 – 3:00 pm

Tuesday, February 28, 2017 (Cancelled)

Tuesday, March 28, 2017 (Coordinated Plan Workshop)
1:30 – 3:30 pm

Tuesday, April 25, 2017 (Coordinated Plan Community Open House)
12:30 – 2:30 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
July 25, 2017**

Present

Mary Marsh-King, Chair
Tim Bates, Vice Chair
Tera Stegner
Drew Foster
Steve Harder
Axel Deininger (remote)
Steven Black
Dave Zaback

STF and City/County Staff

Lee Lazaro, STF Coordinator
Cathy Williams, STF Assistant (Recorder)
Lisa Scherf (City of Corvallis)

Visitors/Presenters

Danny Magana (Rideline Brokerage)
Brenda Mainord (Rideline Brokerage)

Absent

Tom Wogaman
Debie Wyne (Benton County Public Works)

1. Introductions

Chair Mary Marsh-King called the meeting to order at 1:36 PM. Committee members present introduced themselves. Mary also acknowledged that Axel Deininger was present via speakerphone.

2. Review and approval of meeting minutes

The Committee reviewed the June 27th, 2017 minutes. Steve Black moved to accept the minutes and Drew Foster seconded the motion. The minutes were approved unanimously as submitted.

3. Old Business

a) Coordinated Plan Status – Lee informed the Committee that the Board of Commissioners is scheduled to adopt the plan on August 1st, 2017.

4. New Business

a) Rideline Brokerage – Brenda Mainord and Danny Magana gave a thorough presentation regarding services offered by the Rideline Transportation Brokerage, operated by the Oregon Cascades West Council of Governments. They provide Non-Emergency Medical Transportation (NEMT) to eligible Medicaid and Oregon Health Plan clients traveling to covered medical appointments and services. Handouts were distributed, then discussion ensued surrounding specific details for operations and client assistance. They also discussed growth comparison within the Brokerage, from when the Brokerage was first established to the current year. They invited Committee members to contact them anytime if needed for more information.

b) BOC Request for Health Representative on STAC (bylaws Amendment) – Mary Marsh-King said that the Board of Commissioners has expressed the desire for a representative from the health community to be a member of STAC. Lee informed the Committee that this

issue arose during the review of the Coordinated Plan, and the partnering involvement for medical rides, specifically Samaritan Health Services. He indicated that the Board asked that Lee work with County Counsel and the STAC to amend the STAC Bylaws to provide for a Health representative on the STAC, and bring those Bylaws back to the STAC for approval. Chair Marsh-King asked what was needed from the STAC to enable that? Lee indicated that a motion to direct staff to work with County Counsel to amend the Bylaws to provide for a Health representative on the STAC, and to bring the amended Bylaws back to the STAC for approval, would be the appropriate action. Steven Black made a motion to direct staff to amend the Bylaws as indicated, and Steve Harder seconded the motion, with unanimous approval by the STAC.

c) Update on HB2017 Transportation Bill – Lee announced the news that the legislature passed the Oregon Transportation Bill for use in road construction, road rebuilding, public transit, and bicycle/pedestrian projects. Funds will be generated thru a gas hike beginning in 2018. There will also be additional taxes such as bicycle, increase in car registration fees, new car purchase, and hybrid electric purchases. There will also be a new transit payroll tax for all employers, which will generate significant revenues for public transit in Benton and other Oregon counties, beginning in January 2019. More to follow on this in future meetings.

d) Update on Corvallis Transit Bus Cameras – Tim Bates informed the group that the cameras have been in service for one month. There are 5 cameras per bus on all 15 Corvallis Transit buses. The cameras have already proven to be useful when there are complaints or questions regarding specific individuals, drivers, other passengers, and even determining if proper procedures were followed by the driver when passenger accidents have happened.

e) Informational – Lee Lazaro had several items of which to provide updates on:

1) Save the Date – There will be a Volunteer Appreciation Dinner at the Fairgrounds on the evening of September 21, 2017. Watch for more details and a personal invitation from the Board of Commissioners on this event in the near future.

2) Amtrak Connector Bus Service Update – Mr. Lazaro announced that the service will begin on August 3rd, 2017. Driver training is scheduled for July 27th with Dial-A-Bus, and a reporter from the Gazette Times will attend.

3) Solar Eclipse – Steve Harder confirmed that Dial-A-Bus will be closing on Monday the eclipse day only. Lee Lazaro said that shuttle buses will be provided for the Adair Park campground. Tim Bates said that Corvallis Transit System will have bus service on Sunday, shuttle buses for the Crystal Lake campground to Benton County Fairgrounds/Oregon State University/Corvallis Transit Center.

5. Roundtable: (None)

5. **Conclusion:** Steve Harder made a motion to adjourn and Steven Black seconded the motion. The meeting adjourned at 2:40 PM.

NEXT MEETING: Tuesday, September 26, 2017, from 1:30 PM to 3:00 PM. It was noted that the August meeting is cancelled.

BY-LAWS
BENTON COUNTY SPECIAL TRANSPORTATION ADVISORY COMMITTEE

ARTICLE 1
Name

The name of this organization shall be the Benton County Special Transportation Advisory Committee.

ARTICLE 2
Definitions

The following definitions shall apply to the terms used in these Bylaws:

“The Committee” shall mean the Benton County Special Transportation Advisory Committee.

“User” shall mean an individual with special transportation needs, who in no event shall be an employee or representative of a Provider.

“Provider” shall mean an official from an agency that receives STF funds.

“System” shall mean the Benton County Special and Rural Transportation System of public transportation buses and services.

“Provider Representative” shall represent a service that is engaged in providing transportation services to the elderly or disabled community within the County, but does not receive STF funds.

“User Representative” shall be someone representing the needs of elderly and/or disabled system users, and who is familiar through association with groups or individuals with special transportation needs of disabled or elderly users, and shall in no event be an employee or representative of a Provider.

“Health Representative” shall be someone specifically from the health profession, representing the needs of elderly and/or disabled system users, and who is familiar through professional association with the health-related special, and non-emergency medical, transportation needs of disabled or elderly users, and shall in no event be an employee or representative of a Provider.

“Senior” or “elderly” shall mean persons sixty (60) years of age or older.

“Person(s) with Disabilities” shall mean individuals with disabilities which limit or constrain their ability to use general public fixed-route transportation, and may include, but is not necessarily limited to, physical, intellectual, cognitive, developmental, and/or emotional disabilities.

ARTICLE 3 Function

The Committee shall assist the Benton County Board of Commissioners in matters affecting transportation services for seniors and persons with disabilities, as well as regional transportation services in Benton County. The Committee shall also develop recommendations for the proposed distribution of State and Federal Special Transportation Fund monies by the County.

ARTICLE 4 Membership

Section 1. Number and Selection: To be qualified to serve on the Committee, an individual must reside in Benton County and must be:

- (a) A person who is an elderly individual or an individual with a disability and uses transportation services in the county;
- (b) A person who is an elderly individual or an individual with a disability and lives in an area of the county where there are no public transportation services;
- (c) An individual engaged in providing transportation services to elderly individuals or individuals with disabilities in the county, who can be either a Provider or a Provider Representative;
- (d) A representative of elderly individuals, who can either be a User or a Health Representative; or
- (e) A representative of individuals with disabilities, who can either be a User or a Health Representative.

The Committee shall consist of no less than five (5), and no more than nine (9) members, appointed by the Board of Commissioners, as follows:

No member shall be an employee of Benton County;

Up to three members may be Providers or Provider Representatives, engaged in providing transportation services [Section 1, paragraph (c)];

Up to six members may be individuals from the other four membership categories [Section 1, paragraph (a, b, d and e)].

Consideration should be given to including users of the County transportation service, ideally including at least one person with a disability and at least one senior.

Section 2. Ex Officio Members: The Committee may additionally consist of the following ex officio members, appointed by the Board of Commissioners as follows:

One (1) County representative;
One (1) Transit representative;
Any additional representatives which the Board of Commissioners deems appropriate.

Section 3. Terms of Office: Terms shall be three (3) years. Any member may serve two (2) successive terms if reappointed by the Board of Commissioners. Terms begin on July 1 and end on June 30. Terms shall be staggered, with three members' terms expiring each year.

Section 4. Responsibilities: Committee members shall regularly attend meetings of the Committee and any meetings of the subcommittees to which they are appointed, and shall fulfill other duties as appointed by the Chairman.

Section 5. Termination of Membership: The Board of Commissioners shall follow Benton County Code Chapter 3 in appointing and removing Committee members.

- (1) The Board of Commissioners may remove any appointee for failure to attend three or more consecutive regular committee meetings.
- (2) The Board of Commissioners may also remove any appointee for cause following public hearing, for reasons including, but not limited to:
 - (a) Commission of a felony;
 - (b) Corruptness;
 - (c) Intentional violation of open meetings law;
 - (d) Failure to declare conflicts of interest;
 - (e) Incompetence.

Section 6. Vacancies: The Board of Commissioners shall make appointments to fill vacancies as they occur. Such appointments shall be for the duration of the unexpired term of that position.

ARTICLE 5

Officers

The following officers shall be elected from the Committee membership during the first meeting of each calendar year:

Chair: The Chair shall have the responsibility of conducting all meetings and hearings in an orderly manner. The Chair may not initiate a motion, but may second, and shall vote on each issue after the question is called. However, in the event the Chair's vote shall create a tie, the Chair shall refrain from voting.

Vice Chair: The Vice Chair shall be responsible for conducting the meetings and hearings in the absence of the Chair.

ARTICLE 6 Subcommittees

Section 1. Creation of Subcommittees: The Committee shall have the power to create subcommittees with such responsibilities as the Committee directs.

Section 2. Naming of Subcommittees: The Chair shall appoint and charge each subcommittee with its responsibilities, shall appoint the members of the subcommittee, and shall appoint the chair of the subcommittee in the event the subcommittee consists of more than one person. The subcommittee chair shall be responsible for scheduling meetings, assigning specific tasks within the mandate of the subcommittee, and reporting to the Committee concerning the work of the subcommittee.

ARTICLE 7 Advisors

The Committee and the subcommittees may call on lay citizens and professionals as advisors without voting rights to provide technical assistance, participate in deliberations, and attend meetings to the extent deemed appropriate and approved by the Committee and the Chair.

ARTICLE 8 Meetings

Section 1. Regular Meetings: Meetings shall be held at least quarterly, or more frequently when called by the Chair of the Committee or the Board of Commissioners. These meetings shall be held in accessible areas, and shall take place during transit operating hours, to ensure attendance of all interested citizens.

Section 2. Special Meetings: Special meetings may be called by the Chair or by the Board of Commissioners by giving the members and the press written or verbal notice at least 24 hours before the meeting.

Section 3. Quorum: A simple majority of the voting membership shall constitute a quorum. All business conducted with a majority vote of the quorum shall stand as the official action of the Committee.

Section 4. Voting: Each Committee member, except ex officio members, shall have one vote. In the event the Chair's vote shall create a tie vote, the Chair shall refrain from voting. A Committee member shall not vote on any funding decision in which they are an applicant for funds.

Section 5. Staffing: Staff for recording the proceedings of the STAC shall be provided by the County.

Section 6. Agenda: The Chair, with the assistance of the County-provided staff, shall prepare the agenda of items requiring Committee action, and shall add items of business as may be requested by individual Committee members and/or the Board of Commissioners.

Section 7. Notice: All members shall be given written notice of time, date, location, and purpose of the meetings at least three (3) days before a regular Committee meeting, and written or verbal notice one (1) day before a special meeting. In the event a member is provided with less than three (3) days written notice of a regular meeting, or less than one (1) day actual notice of a special meeting, and objects to the proceedings based on a lack of adequate notice, all business conducted at that meeting shall be reconsidered at the next regular meeting or at a special meeting called with adequate notice.

Section 8. Minutes: Minutes recording all motions and subsequent action including the number of yes or no votes on each issue shall be taken. In addition, all conflicts of interest shall be noted. Minutes of all meetings shall be filed with the Board of Commissioners.

ARTICLE 9 Public Records and Meeting Law

The Committee is a public body for the purposes of ORS Chapter 192, and is subject to the statutory procedures related to public records and meetings.

ARTICLE 10 Parliamentary Procedure

The current edition of Robert's Rules of Order shall govern the Committee where not inconsistent with these by-laws or any special rules of order the Committee shall adopt.

ARTICLE 11 Conflict of Interest

A potential or actual conflict of interest shall be declared by any member who has or may have a conflict of interest as defined by Oregon law (ORS 244.020), prior to taking any action on the matter causing the conflict. No member shall vote upon any motion which requires declaration of an actual conflict of interest.

ARTICLE 12 By-Law Amendments

These by-laws may be amended by the Board of Commissioners upon its own motion. Prior to an amendment, the Board of Commissioners may request a recommendation from the Committee which may recommend changes at any regular meeting of the Committee by a two-thirds vote of the membership, provided that the recommended amendment has been submitted in writing to the Committee members no later than three days before the regular meeting.

Adopted this 16th day of June, 2015.

Signed this 16th day of June, 2015.

BENTON COUNTY BOARD OF COMMISSIONERS

Jay Dixon, Chair

APPROVED AS TO FORM:

Annabelle Jaramillo, Commissioner

Vance Croney, County Counsel

Anne Schuster, Commissioner



**SPECIAL & RURAL TRANSPORTATION
PROGRAM**

PO Box 1083
Corvallis, Oregon 97339-1083
Phone: (541) 766-6916

To: STAC Members

Date: September 22, 2017

From: Lee K. Lazaro, Transportation Coordinator

Re: **Samaritan Senior Companion Program**

Background

Over the course of the last year, we have been experiencing increasing problems with responsiveness from the Senior Companion Program ("SCP"). Their quarterly reports were submitted increasingly late, and required multiple prompting by staff. Finally, for the last Quarter of 2016-17 (April-June), despite multiple emails and phone contacts by Cathy Williams and myself, no quarterly report was received from SCP. This is a requirement for funding under their Agreement with the County for STF funding.

Two weeks after the deadline, we did finally receive a brief email acknowledgement from Suzette Boydston that the report was late, and a reference that she had lost her staff and was trying to catch up, and a promise to submit it. However, despite additional email reminders, it was never received, and it was necessary to submit our Quarterly Report to ODOT for that quarter without SCP data included. Since submission of the quarterly report also serves as the basis for making payment to our STF sub-providers, we did not make a payment to SCP for that quarter.

Additionally, again despite numerous inquiries, we have never received back a signed copy of the STF Agreement for this new Biennium 2017-19, despite the fact that we are now three months into the biennium and a week away from the time for sub-providers to submit their first quarterly report and receive their first quarter payments.

Status

On September 8, 2017, an email was received from Suzette Boydston, addressed to Mark Volmert, the Special Transportation Coordinator for Linn County, and to me. (The Linn County STAC also allocates STF funds to SCP.) The email from Suzette advised that this was an "official notice". The key points of her email are as follows:

"The current Senior Companion Program federal grant is drawing to a close, giving us an opportunity to make a difficult decision to end our sponsorship of the SCP effective November 30, 2017. Volunteers and clients will be notified later this week...I have decided to retire from Samaritan December 22 from both the SCP and Volunteer Services...both the Director of SAGH Volunteer Services and SPCH Senior Companion Program positions will be eliminated."

The email goes on to state that they are in discussion with another local non-profit organization interested in applying to sponsor the SCP program for a future federal fiscal period next year, and if successful, that new program would be in touch with us at a future time.

Staff Recommendation

That the STAC recommend to the Board of Commissioners to exercise the County's option to rescind the 2017-19 allocation to SCP in the amount of \$6,800, and have the funds remain in reserve at this time. The STAC may wish to hear presentations at a future date from any new sponsor of a senior companion program serving Benton County, should that program transition in fact take place.