



BENTON COUNTY
STATEWIDE TRANSPORTATION IMPROVEMENT FUND
ADVISORY COMMITTEE

AGENDA

Friday, January 18, 2019, 8:00 – 9:30 am

**Benton County Public Works
360 SW Avery Avenue, Corvallis 97333
Upper Conference Room #205 -**

1. Call Meeting to Order (Chair)
2. Public Comment Period (Speakers limited to 3 minutes)
3. Approve Minutes of December 3, 2018 Meeting (Chair)
4. Old Business (Lee Lazaro)
 - a) Copies of Board of Commissioners Presentation & Staff Report:
 - ✓ STIF Committee Activities Update
 - ✓ Definition of Communities With a High Percentage of Low-Income Communities
 - ✓ Sub-Allocation Methodology Option
 - b) Updated STIF Solicitation Pack for Project Plans:
5. New Business (Lee Lazaro)
 - a) Draft Evaluation Criteria & Checklist for STIF Project Plans
 - b) Review Updated 2019 Committee Meeting Schedule (attached)
 - c) Other New Business?
6. Special Announcement & Discussion (Lee Lazaro)

Conclusion

NEXT MEETING: Friday, February 22, 2019, 8:00-12:00 pm
(STIF Project Plan Review Workshop!)

Benton County STIF Advisory Committee Members:

Commissioner Annabelle Jaramillo (Liaison)
Hal Brauner (Linn-Benton Loop)
Janece Cook (Strengthening Rural Families)
Gary Stockhoff (ex-officio; Benton Co.)
Lee K. Lazaro – STIF AC Staff

Dylan Ross Horne (Chair; BPAB; CROW)
Meredith Williams (OSU)
Mary Steckel (City of Corvallis/CTS)
Nick Meltzer (CAMPO)
Debie Wyne – STIF AC Staff

Linda Modrell (Vice-Chair; LBCC)
Pat Hare (City of Adair Village)
Rocky Sloan (ex-officio; Philomath)
Lisa Scherf (STIF Rules Committee)

BENTON COUNTY STIF ADVISORY COMMITTEE

Adopted 2018-2019 Tentative Meeting Schedule
For October 2018 through September 2019

Monday, October 1, 2018
8:30 – 10:30 am

Monday, November 5, 2018
8:30 – 10:30 am

Monday, December 3, 2018
8:30 – 10:30 am

Monday, January 7, 2019 (Cancelled)
8:30 – 10:30 am

Friday, January 18, 2019 (Special date)
8:00 – 10:00 am

Monday, February 4, 2019 (CANCEL?)
8:30 – 10:30 am

Monday February 11, 2019 – STIF PROJECT PROPOSALS DUE TO COMMITTEE

Friday, February 22, 2019 (EXPAND TIME for Project Plan Review?)
8:00 – 12:00 PM?

Monday, March 4, 2019
8:30 – 10:30 am

Friday, March 22, 2019 (As Required)
8:00 – 10:00 am

Monday, April 1, 2019
8:30 – 10:30 am

Friday, April 19, 2019 (As Required)
8:00 – 10:00 am

Wednesday May 1, 2019 – STIF PLANS DUE TO ODOT

Monday, May 6, 2019 (Placeholder - Cancel Unless Needed For Plan Revision*)

8:30 – 10:30 am

Monday, June 3, 2019 (Placeholder -Cancel Unless Needed For Plan Revision*)

8:30 – 10:30 am

Monday, July 1, 2019 (Placeholder -Cancel Unless Needed For Plan Revision*)

8:30 – 10:30 am

Monday, August 5, 2019 (Placeholder -Cancel Unless Needed For Plan Revision*)

8:30 – 10:30 am

Monday, September 2, 2019 (Placeholder -Cancel Unless Needed For Plan Revision*)

8:30 – 10:30 am

* If review and approval of a STIF Plan revision is required, it is likely the Committee would only need to meet on one of these five dates – but exactly when that date would occur is unknown at this time.

Mid-October, 2019 – STIF Plans Approved by Oregon Transportation Commission

STIF Advisory Committee thereafter moves to Quarterly or Tri-annual Meetings
for Project Status Monitoring & Reporting Activities

ALL MEETINGS ARE OPEN TO THE PUBLIC

**Meeting facility: Avery Building, 360 SW Avery Avenue, Corvallis, OR 97333
In the Upper Conference Room #205 on the second floor (unless otherwise noticed).**

The Avery 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
cathy.williams@corvallisoregon.gov 541-766-6729 ext. 5012



**Benton County Statewide Transportation Improvement Fund
Advisory Committee Meeting Minutes**

December 3, 2018 from 8:30 AM – 10:30 AM

Benton County Public Works
Upper Conference Room #205
360 S.W. Avery Avenue
Corvallis, Oregon 97333

Committee Members Present: Meredith Williams, Linda Modrell, Janeece Cook, Hal Brauner, Pat Hare, Mary Steckel, Dylan Horne (Chair), Nick Meltzer (ex-officio, CAMPO), Gary Stockhoff (ex-officio, Benton County)

Committee Members Absent: (None)

Staff Members Present: Lee Lazaro, Debie Wyne, Lisa Scherf (STIF Rules Committee member), Cathy Williams (Recorder)

Guests: Mark Bernard (Oregon Department of Transportation)

1. Call Meeting to Order

The meeting was called to order at 8:42 AM by Dylan Horne, Committee Chair. Attendees introduced themselves and gave a brief explanation of their background and experience with transit and purpose for participating on this Committee.

Mark Bernard (with ODOT) introduced himself and his role at ODOT. He explained how he can assist the Committee with determining how to establish processes. His recent review of projects in the first round of STIF applications has provided him insight to help agencies preparing their plans for May 1.

2. Public Comments

No public comments received since last meeting.

3. Approve Minutes of November 5, 2018

A Committee Member requested that the first sentence on Page 2, Item 3 be revised to read "... announce availability of discretionary funds...". Linda Modrell made a motion, Hal Brauner seconded the motion, and the minutes were approved unanimously with this one revision.

Mr. Bernard explained program details for purpose of STIF Advisory Committee determining how suggested monies are allocated, and to which transit services, to maximize values for communities.

4. Old Business

- a) **Updated Follow-up on Questions from November STIF Meeting** – Lee Lazaro provided update on questions received during last meeting from Committee members. It was agreed that the questions were answered during discussions as they were asked during that meeting.

Nick Meltzer agreed to bring census GIS maps to next meeting. Maps are being developed which would break down different areas into census block groups.

- b) **Copies of approved Sub-Allocation Methodology Option and Definition of Communities with a High Percentage of Low-Income Communities** – Mr. Lazaro noted that the packet contains handouts with both the results of the sub-allocation methodology and the definition of “Communities with a high percentage of low-income households”, as recommended to the Board of Commissioners by the Committee at its November 5 meeting. Meredith Williams requested to have direction available on where to place handouts in binders.

5. New Business

- a) **STIF Informational Press Release for ODOT Discretionary Grant Solicitations** – Mr. Lazaro stated that Item 5A, the draft news release, will be done this week. Mary Steckel noted that the year needs to be corrected from 2018 to 2019 deadline. Mr. Bernard confirmed that there will be informational webinars scheduled but not actual training sessions. Mr. Lazaro will update the draft news release to list Mark Bernard as the contact person for more information.
- b) **Review/Update Committee Meeting Schedule** – The Committee will not need to meet twice in January 2019, but it may be necessary to use the reserved day for additional Friday meetings each month beginning in February. At the request of Mr. Lazaro, the Committee agreed to cancel the January 7, 2019 meeting and meet on January 18 instead.
- c) **Draft STIF Solicitation Packet for Benton County Formula Grant Projects** – Mr. Lazaro briefly reviewed the Application Packet, which includes: 1) Cover Letter, 2) Public Transportation Goals, 3) Project Plan Template, and 4) Detailed Application Instructions.

Ms. Williams suggested putting the project application instructions before the application form.

Mr. Bernard suggested having applicants address collaboration in describing project scopes. He also discussed some ODOT triggers that were issues on submitted projects and how they did not meet criteria by missing specific information (e.g. linking projects to current plans). Mr. Bernard offered to answer any questions the Committee has prior to completing its review of the projects in the STIF Plan, in an effort to avoid delay and/or denial of Plan approval. He will ask about providing a criteria checklist for easier review by the Committee to ensure project requests are complete. Modifications are allowed by applicants if the Committee has questions once applications are submitted.

Ms. Steckel suggested changing the application packet letter to encourage applicants to include a cover letter explaining how projects relate to each other and prioritizing projects if they submit more than one. She noted that the fourth bullet in Section 3.1 on Page 13 needs to be reworded.

6. Discuss January Meeting Topics - This will be reviewed at the evaluation preparation session in January.

Conclusion: The meeting adjourned on schedule at 10:35 AM.

Next Meeting: Friday, January 18, 2019 from 8:00 AM to 10:00 AM.