



**BENTON COUNTY**  
**STATEWIDE TRANSPORTATION IMPROVEMENT FUND**  
**ADVISORY COMMITTEE**

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**AGENDA**

**Monday, December 3, 2018, 8:30 – 10:30 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 November 5, 2018 Meeting (Chair)
4. Old Business (Lee Lazaro)
  - a) Updated Follow-up on Questions from November STIF Committee (Lee Lazaro)
  - b) Copies of approved Sub-Allocation Methodology Option and Definition of Communities With a High Percentage of Low-Income Communities
5. New Business (Lee Lazaro)
  - a) STIF Informational Press Release for ODOT Discretionary Grant Solicitations
  - b) Review/Update Committee Meeting Schedule
  - c) Draft STIF Solicitation Packet for Benton County Formula Grant Projects
  - d) Other New Business?
6. Discuss January Meeting Topics (Chair)

Conclusion

**NEXT MEETING: January 7, 2019, 8:30-10:30 am**

**Benton County STIF Advisory Committee Members:**

Commissioner Annabelle Jaramillo (Liaison)  
Hal Brauner (Linn-Benton Loop)  
Janeece 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  
8:30 – 10:30 am

Friday, January 25, 2019 (CANCEL?)  
8:00 – 10:00 am

Monday, February 4, 2019  
8:30 – 10:30 am

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

Friday, February 22, 2019 (EXPAND TIME?)  
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](mailto:cathy.williams@corvallisoregon.gov) 541-766-6729 ext. 5012



## STIF Advisory Committee Meeting Minutes

November 5, 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:** Mary Steckel, Pat Hare, Linda Modrell, Meredith Williams, Janeece Cook, Dylan Horne (Chair), Nick Meltzer (ex-officio, CAMPO), Hal Brauner, Gary Stockhoff (ex-officio, Benton County)

**Committee Members Absent:** (None)

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

**Guests Present:** (None)

The meeting was called to order at 8:32 AM by Dylan Horne, Committee Chair.

**Welcome:** Mr. Horne welcomed the Committee members and asked them to introduce themselves.

**Approval of Minutes:** Linda Modrell made a motion to approve the minutes with correction that Nick Meltzer was not in attendance at meeting. Meredith Williams seconded the motion and all approved.

There was some discussion regarding the process of how the Committee should receive and share public comments. It was suggested that regardless of how the questions and/or comments are received (phone, email, etc.) that they should be written up as part of the records and shared with Committee members. Lisa Scherf was able to follow up with one public comment via email regarding transit service to West Hills Road, which is currently accessible by the Philomath Connection (PC). This was resolved by an email communication to the resident, explaining where the PC bus stop is, very near her residence.

Mr. Lazaro gave an update and distributed handouts on **2018 Oregon Public Transit Conference STIF Information**. There was a "STIF Track" offered at the conference which provided several sessions of very useful technical information for staff, some of which was put to immediate use in developing the documents presented with today's agenda.

**Lee Lazaro addressed the more prevailing of the several questions from the October STIF Committee Meeting:**

- 1) Question from Mary Steckel regarding recusal of herself from voting on issues that involve her own (i.e. CTS) services. This issue was reviewed with County Counsel Vance Croney, and Mr. Lazaro recapped Mr. Croney's response. Ms. Steckel's involvement is encouraged in active conversations right up to any vote that would be a direct conflict of interest (for example, voting

on approval for a CTS project). She is also not necessarily constrained from voting on broader matters which may incidentally, but not exclusively, involve her agency: these should be considered individually by the circumstances. (For example, voting on final approval of a comprehensive list of projects which may include some CTS projects, but where those CTS projects were previously individually approved by the Committee in separate votes from which Ms. Steckel had recused herself.)

- 2) Clarification that the application submission process will be directly to ODOT. Lee updated the Gantt Chart and suggested that the Committee review the meeting date calendar to adjust as necessary in the best interest of meeting deadlines.
- 3) To address the question from Meredith Williams regarding press releases to announce availability of funds, they will be made through Lili'a Neville (Public Information Officer for Benton County) by Lee Lazaro. He will include a link to the applications and will list himself as a resource person in Benton County, in case people need additional information or have questions although the applications will be submitted directly to ODOT.

#### **Old Business:**

Mr. Lazaro provided handouts and gave a presentation and discussed equity analysis data examples – how the 200% poverty level is calculated and how low-income areas are not the only determining criteria for agencies to provide services and/or transportation.

- 1) **Updated STIF Advisory Committee Schedule Gantt Chart** – Mr. Lazaro updated the Gantt Chart information and distributed copies to Committee members. More information to follow.
- 2) **ACTION ITEM: Review Options and Tentatively Adopt Sub-Allocation Methodology** – *Mr. Lazaro reviewed the seven (7) sub-allocation methodology options: 1) 100% allocation by population, 2) by employment, 3) by business establishments, 4) total payroll, 5) three-factor mean: jobs/businesses/payroll, 6) weighted ten-factor equity analysis, 7) four-factor mean: jobs/businesses/payroll/ten-factor equity analysis. The staff recommendation was that the Committee should focus on selecting from Options 2, 3, 4, 5, and 7. Options 1 (population) and 6 (equity analysis) were offered primarily for information, and in staff's opinion did not necessarily meet the Rules requirements.*

There was considerable discussion regarding the options. Hal Brauner noted that the sub-allocation methodology is really just a target for the Committee to use as a measuring stick when they are developing the STIF Plan. Mr. Lazaro confirmed this – it is a requirement for the Committee to adopt the methodology, and for the Commissioners to approve it, but it is not a “distribution formula” in any way. No monies will be disbursed based on it. It is the STIF Plan of projects that will ultimately guide the allocation of HB 2017 funds within the County, not the Sub-allocation Methodology.

***Meredith Williams made motion to accept #7 as final option. Hal Brauner seconded motion and Option 7 was approved unanimously.***

3) **ACTION ITEM: Review Data and Tentatively Adopt Draft Definition for High Low-Income Communities** – *Mr. Lazaro presented a draft definition for the Committee’s consideration, based on guidance provided at the recent Oregon Public Transit Conference:*

“In Benton County, for purposes of the Statewide Transportation Improvement Fund, a community with a high percentage of low-income households is defined as a geographic area with, at minimum, a percentage of households below 200% of the 2016 Federal poverty level, that is equal to or greater than the 2016 Oregon State average of 35%. Said geographic area may be a town; a community; a neighborhood or collection of neighborhoods; or a subdivision or group of subdivisions; but in no event shall be smaller than a Benton County US Census block group. Other augmenting indices of social and economic equity may also be used to help determine a community’s need for improved transportation services.”

There was considerable discussion of the difference between Census block, vs. Census block group. A block group is a larger entity than a block, so the Committee’s preference was to move to the smallest geographic unit.

*Mary Steckel made a motion to approve the language as presented minus the word “group” after Benton County US Census block. Linda Modrell seconded the motion as amended and the vote was unanimous to approve the amended definition.*

**New Business:**

- 1) **Draft STIF Informational Press Release for ODOT Discretionary Grant Solicitations** – Mr. Lazaro will draft a press release for Lili’a Neville to do in November, depending on her availability to do so.
- 2) **Draft STIF Solicitation Packet for Benton County Formula Grant Projects** – Mr. Lazaro will be completing a DRAFT application packet for the Committee’s review at their December meeting. There will include a cover letter along with the STIF Project Plan template form, which is an actual sub-portion of the STIF Plan Template itself (this is the approach ODOT recommends). ***He will bring to the December 3 meeting for Committee review.***

**Other New Business** – (None) **NOTE:** *Lee Lazaro recommended that the Committee review the meeting schedule at a future date, in case additional Spring meetings are necessary, to ensure ODOT deadlines are met once their schedule has been determined.*

**Discuss December Meeting Topics**

**Debie Wyne to remove second November 2018 meeting from calendar.**

The meeting adjourned on schedule at 10:32 AM.

**Next Meeting:** Monday, December 3, 2018 from 8:30 AM to 10:30 AM at Benton County Public Works Building.

Item 4-B

Statewide Transportation Improvement Fund Advisory Committee

SUB-ALLOCATION FORMULA OPTION APPROVED BY STIF COMMITTEE 11/5/18

For Recommendation to the Board of Commissioners

100% Allocation by Four-Factor Mean: Jobs/Businesses/Payroll/Ten-Factor Equity Analysis										
City / County	Average Annual Employment (Jobs)	Business Establishments	Total Payroll	Ten-Factor Equity Share	Four-Factor Mean Percentage	FY 2019 Share	FY 2020 Share	FY 2021 Share	Three-Year Combined Share	
<b>Albany</b>										
North Albany	809	133	29,690,514	150,982	3.05%	20,579 \$	46,746 \$	52,882 \$	120,207 \$	
<b>Benton</b>										
Adair Village	130	19	3,543,116	71,264	0.75%	5,067 \$	11,511 \$	13,022 \$	29,600 \$	
Corvallis	31,002	1,963	1,571,570,976	2,811,337	77.02%	519,135 \$	1,179,222 \$	1,334,038 \$	3,032,395 \$	
Monroe	153	21	4,819,650	102,278	1.00%	6,733 \$	15,293 \$	17,301 \$	39,327 \$	
Philomath	1,077	167	37,590,824	206,617	3.99%	26,874 \$	61,045 \$	69,060 \$	156,979 \$	
Unincorporated	4,214	595	179,744,749	594,523	14.19%	95,612 \$	217,183 \$	245,697 \$	558,492 \$	
<b>Total</b>	<b>37,385</b>	<b>2,898</b>	<b>1,826,959,829</b>	<b>3,937,000</b>	<b>100%</b>	<b>674,000 \$</b>	<b>1,531,000 \$</b>	<b>1,732,000 \$</b>	<b>3,937,000 \$</b>	
130% Allocation by Four-Factor Mean: Jobs/Businesses/Payroll/Ten-Factor Equity Analysis										
City / County	Average Annual Employment (Jobs)	Business Establishments	Total Payroll	Ten-Factor Equity Share	Four-Factor Mean Percentage	FY 2019 Share	FY 2020 Share	FY 2021 Share	Three-Year Combined Share	
<b>Albany</b>										
North Albany	809	133	29,690,514	196,261	3.05%	26,753 \$	60,771 \$	68,748 \$	156,272 \$	
<b>Benton</b>										
Adair Village	130	19	3,543,116	92,637	0.75%	6,587 \$	14,963 \$	16,928 \$	38,478 \$	
Corvallis	31,002	1,963	1,571,570,976	3,654,740	77.02%	674,875 \$	1,532,988 \$	1,734,249 \$	3,942,112 \$	
Monroe	153	21	4,819,650	132,951	1.00%	8,752 \$	19,880 \$	22,490 \$	51,122 \$	
Philomath	1,077	167	37,590,824	268,589	3.99%	34,936 \$	79,357 \$	89,776 \$	204,069 \$	
Unincorporated	4,214	595	179,744,749	772,922	14.19%	124,297 \$	282,341 \$	319,409 \$	726,047 \$	
<b>Total</b>	<b>37,385</b>	<b>2,898</b>	<b>1,826,959,829</b>	<b>5,118,100</b>	<b>100%</b>	<b>876,200 \$</b>	<b>1,990,300 \$</b>	<b>2,251,600 \$</b>	<b>5,118,100 \$</b>	



# BENTON COUNTY

## STIF ADVISORY COMMITTEE

Item 4-B



## Approved Definition of Communities With a High Percentage of Low-Income Households

### STIF Requirements (from ODOT Guidance)

#### 1. Oregon Administrative Rules

##### Definitions

- 732-040-0005(15) "Low Income Household" means a household the total income of which **does not exceed 200% of the poverty guidelines** updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2) for the 48 contiguous States and the District of Columbia.

##### STIF Plan Contents

- 732-042-0015(1)(e) The STIF Plan must contain an explanation of how the plan defines and identifies communities with a **high percentage of Low-Income Households**.
- 732-042-0015(3)(c) Anticipated benefits and **discrete measurable outcomes** associated with each Project with specific reference to communities with a high percentage of Low-Income Households

##### STIF Discretionary and Intercommunity Funds

- 732-044-0030(1) The Commission's investment priorities are: (a) Improvement of Public Transportation Service to **Low-Income Households**...

#### 2. How Low-Income Household Data is Used

##### Advisory Committee Bylaws

- Definition of high percentage of Low-Income Households to inform project selection

##### Local Plan

- Current and future conditions analysis that includes locations of Low-Income Households to inform service planning

##### Formula Fund Allocations & Advisory Committee Project Selection Criteria

- Increase in frequency of bus service to communities with a high percentage of Low-Income Households
- Increase in hours or days of service to communities with a high percentage of Low-Income Households
- Expand new bus routes and services to service communities with a high percentage of Low-Income Households
- Reduce fares in communities with a high percentage of Low-Income Households

##### Measurable Outcomes

- Number of low income households served
- Annual report on actions taken to mitigate tax impacts on passengers in low-income communities

# **Definition of Communities With a High Percentage of Low-Income Households**

**Approved by the STIF Committee 11/5/18**

**“In Benton County, for purposes of the Statewide Transportation Improvement Fund, a community with a high percentage of low-income households is defined as a geographic area with, at minimum, a percentage of households below 200% of the 2016 Federal poverty level, that is equal to or greater than the 2016 Oregon State average of 35%. Said geographic area may be a town; a community; a neighborhood or collection of neighborhoods; or a subdivision or group of subdivisions; but in no event shall be smaller than a Benton County US Census block. Other augmenting indices of social and economic equity may also be used to help determine a community’s need for improved transportation services.”**

## **Next Step After Committee’s Approval of the Definition:**

- a) Informal review by our ODOT Regional Transit Coordinator (Mark Bernard) to ensure we have covered all the required statutory bases.
- b) Review by County Counsel
- c) Submittal to the Benton County Board of Commissioners for formal adoption and incorporation into the (modified) STIF Advisory Committee Bylaws.



Item  
5-A

**BOARD OF COMMISSIONERS**

205 NW Fifth Street  
P.O. Box 3020  
Corvallis, OR 97330-3020  
(541) 766-6800  
FAX (541) 766-6893

**DRAFT NEWS RELEASE**

November XX, 2018  
View article online: (link)

**Statewide Transportation Improvement Fund (STIF) – Discretionary Grant Funds Available for 2019-21; Applications due February 1, 2018.** Corvallis, OR.— Funding is available from the new Statewide Transportation Improvement Fund (STIF) for two statewide competitive discretionary grant programs, administered through the Oregon Department of Transportation (ODOT) Rail and Public Transit Division.

Eligible project applicants are Oregon Public Transportation Providers, which may include transit districts, transportation districts, Indian Tribes, cities, counties, special districts, and other public agencies engaged in providing public transportation services. Nonprofit and for-profit transit providers are not eligible. However, eligible applicants may contract with a non-profit or for-profit entity to provide transportation services under an approved grant.

**STIF Discretionary Fund** – Approximately \$10.9 Million statewide is available for planning, capital projects including vehicles, facilities, equipment, technology, and mobility management. This program is not intended for funding ongoing operations, however, a pilot project may be considered if the application includes a sustainable financial plan for supporting ongoing operations. A 20% local match to the grant is required, which may be reduced to 10% under specified circumstances.

**Statewide Transit Network Program** – Approximately \$10 Million is available from combined State and Federal funding sources for inter-community projects that connect or support the statewide and regional transit network, benefitting multiple transit providers and/or closing a significant gap in the existing transit network. Eligible projects include capital vehicles, equipment, facilities, technology, planning, mobility management, and ongoing operations. A 20% local match to the grant is required, which may be reduced to 10% under specified circumstances.

Questions about either or both Discretionary Grant programs may be addressed to the ODOT Intercommunity Fund Coordinator, Patrick DePriest, at [Patrick.DePriest@odot.state.or.us](mailto:Patrick.DePriest@odot.state.or.us) or by telephone at 503-986-3312. Electronic copies of the ODOT guidance documents and application forms may be obtained at the website: <https://www.oregon.gov/ODOT/RPTD/Pages/Funding-Opportunities.aspx>

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Staff Contact:  
Lee Lazaro, Special Transportation Coordinator  
(541) 754-1748, [lee.lazaro@corvallisoregon.gov](mailto:lee.lazaro@corvallisoregon.gov)



# Rail & Public Transit Division

October 26, 2018

## **STIF Discretionary Fund and Statewide Transit Network Program grant application materials and trainings now available.**

Learn how to apply for Statewide Transportation Improvement Fund Discretionary and Statewide Transit Network Program grants on the [ODOT Public Transportation Funding Opportunities web page](#). You will find the solicitation summary and these application resources for both of these solicitations:

- Guidance and Grant Application Instructions
- Online application form
- Statewide Transit Hubs map and description, October 2018 update
- Methods for Determining Low-Income Household

Applications are due to ODOT no later than February 1, 2019.

For the first time, the ODOT Rail and Public Transit Division is using a single grant application form for two grant programs that draw from three fund sources:

- **STIF Discretionary** solicitation funded using five percent of the moneys from the Oregon STIF employee payroll tax of one-tenth of one percent on wages paid to employees.
- **Statewide Transit Network Program** discretionary solicitation, funded from two sources: Federal Transit Administration (FTA) Section 5311(f) moneys and four percent of the moneys from the Oregon STIF employee payroll tax, known as the Intercommunity Discretionary Fund.  
The Statewide Transit Network Program replaces the Transit Network/Intercity Program.

### **Discretionary solicitation training opportunities**

There are two upcoming opportunities to learn more about the STIF Discretionary and Statewide Transit Network Program solicitations:

- Attend the session at the Oregon Public Transportation Conference on Sunday, Oct. 28 from 1 - 2:15 p.m.
- Participate in a training webinar on November 14, 2018 from 9 – 10 a.m. Register for the [GoToWebinar here](#). Webinar content will be similar to the presentation at the conference, but may be refined to address questions asked at the conference. The webinar will be recorded and posted on the [STIF web page](#) following the webinar.

You will receive a confirmation email from EnviroIssues Inc. with information on how to join the webinar. You can request a calendar invitation to remind you at the time of the training.

*For more information: Patrick DePriest, STIF Intercommunity Fund Coordinator, 503-986-3312, [patrick.depriest@odot.state.or.us](mailto:patrick.depriest@odot.state.or.us) or Karyn Criswell, STIF Project Manager, 503-856-6172, [karyn.c.criswell@odot.state.or.us](mailto:karyn.c.criswell@odot.state.or.us)*