



STIF Advisory Committee Meeting Minutes

October 1, 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)

Committee Members Absent: Hal Brauner, Nick Meltzer (ex-officio, CAMPO)

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

Guests Present: Jennifer Ryun (Benton County Finance Department)

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, including guest Jennifer Ryun from the Benton County Finance Department.

Approval of Minutes: Linda Modrell made a motion to approve the minutes as submitted. Janeece Cook seconded the motion and all approved.

Old Business:

- 1) **Timeline of Key Committee Tasks & Estimated Dates** – Lee Lazaro reviewed the draft timeline for the Formula Fund, which included the following:
 - Preliminary notice to be released in December 2018.
 - Early January possibly hold workshop for interested applicants, to provide them with information regarding plans to be referenced, also questions answered on how to properly complete applications and how the process works.
 - Pilot proposal to ODOT by deadline so all documents need to be to the BOC by March 19th, 2019.

NOTES: Date of February 1st needs to be **added** to the timeline for initial applications. **Target dates** for Benton County Board of Commissioners meetings include April 2nd and April 16th (so STIF Committee would need to meet on April 1st, 2019 to meet deadline).

- 2) **Tentative 2018/2019 Committee Meeting & Schedule** – Mr. Lazaro presented a **TENTATIVE** meeting schedule, to be inserted under binder tab “Agenda and Minutes”. He noted that there is expected to be an increase of STIF activities in January to accomplish goals and meet deadlines for Oregon Department of Transportation’s (ODOT) second round of STIF Request for Proposal (RFP) projects.

This increased activity is expected to continue through at least March or April, along with the possibility of needing to meet during the summer if modifications to our STIF Plan application are necessary (anticipating only one summer meeting to make revision approvals).

Lee informed the Committee that part of their role is also to review and monitor projects, but it is unclear at this time as to what that will be specifically, and that may also affect the meeting schedule. He also noted that ODOT will be hiring a consultant firm as well to review projects, so again the Committee may have to shift their meeting schedule to accommodate them.

NOTE: *Meeting changes* were agreed to by the Committee members present for February 15th and March 15th, 2019.

NOTE: The *Stakeholders list* will be updated by Cathy Williams, so that Lee Lazaro can send a Supplemental notice for February 1 applications deadline.

- 3) **STIF Plan – Review of Drop-Down Criterion** – Lee Lazaro responded to Meredith Williams’ question from the previous meeting on September 21, 2018 regarding 3.2 Allocation of STIF funds Item 3C on the agenda. There are (7) criteria taken from the STIF Rules, and ALL projects must meet at least (1) of those criteria, and preferably a good candidate for a project will include 3 or 4 of them. He created an example template to help explain the process.

NOTE: *in response to member questions, Lisa Scherf provided clarification regarding the role for the STIF Committee in the process to submit applications for the Discretionary Fund as follows:*

- a) All Discretionary Grant applications are submitted directly to ODOT.
- b) ODOT must send all applications that it receives from the local area (Benton County) back to the qualified entity.
- c) This STIF Committee shall review each one to determine if it is eligible and whether it should be funded or not.
- d) STIF Committee members may or may not prioritize them, at the Committee’s discretion.

NOTE: *Lisa Scherf clarified the definition from the STIF Rules Committee of who is a designated public transportation service provider: may be a Qualified Entity OR a City or a Transportation District OR an Inter-Governmental or other Political Sub-Division (i.e. Council of Governments).*

New Business:

- 1) **Review Initial Draft Sub-Allocation Formula Options** -- Mr. Lazaro reviewed the initial draft of the Sub-Allocation Formula options are projections and include the following:
 - Chart by population estimate.
 - Allocation by jobs – information obtained from Oregon Department of Employment (DOE) for both full-time and part-time jobs.
 - Allocation by business establishments – site locations for that particular industry
 - Allocation by quarterly wages for that particular business establishment.
 - Allocation by a arithmetic mean of the three economic indicators (jobs, business establishments, and quarterly average wages)

Lee Lazaro thanked Jennifer Ryun from the Benton County Finance Department for her tireless efforts in gathering data information, and for her being present at this meeting to answer questions. At the November meeting, he will bring back the options for a vote of the Committee.

- 2) **Data Development for Low-Income Communities** – Mr. Lazaro provided new tab titled “Low-Income Data” and inserts including “Rural Benton County Fact Sheet” and (4) maps reflecting various information for population versus household (refer to map legends for specific details). Most of the data development statistics for the low-income communities was obtained from the Portland State University demographics online information (most current was 2015 and 2016). He stated that their website is the most accessible for researching low-income indicators. The maps were created by Steve Lucker of the OCWCOG staff.

Additional refinements will be presented at the November meeting.

NOTE: Lisa Scherf reminded the Committee that the Statute refers to “households” and NOT “families”. Households are defined as groups of individuals living in one home and families are related either by blood or by marriage.

The meeting adjourned on schedule at 10:30 AM.

Next Meeting: Monday, November 5, 2018 from 8:30 AM to 10:30 AM at Benton County Public Works Building.