



**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 suballocation 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.