Benton County Statewide Transportation Improvement Fund
Advisory Committee Meeting Minutes
March 4, 2019 from 8:30 AM – 12:30 PM
Benton County Public Works
Upper Conference Room #205
360 S.W. Avery Avenue
Corvallis, Oregon 97333

Committee Members Present: Meredith Williams (OSU), Linda Modrell (Vice-Chair), Hal Brauner (LB Loop), Gary Stockhoff (ex-officio, Benton County), Nick Meltzer (ex-officio, CAMPO), Dylan Horne (Chair), Janeece Cook (Strengthening Rural Families)

Committee Members Absent: Pat Hare (City of Adair Village)

Staff Members Present: Lee Lazaro, Debie Wyne, Lisa Scherf (STIF Rules Committee member), Cathy Williams (Recorder), Jenn Ryun (Benton County Finance), Mark Bernard (Oregon Department of Transportation), Tim Bates (Corvallis Transit System), Mary Steckel (City of Corvallis/CTS)

Guests: Helen Higgins (Corvallis Boys & Girls Club), Emily Barton (Corvallis Boys & Girls Club), Mark Volmert (Linn County Special/Rural Transportation Coordinator), Barry Hoffman (Albany Transit System), James Feldmann (Oregon Department of Transportation)

1. Call Meeting to Order
The meeting was called to order at 8:40 AM by Dylan Horne, Committee Chair. Attendees introduced themselves.

2. Public Comments
No public comments received since last meeting.

3. Approve Minutes of January 18, 2019
Approval of minutes deferred to next meeting due to copies not being available for review.

4. Old Business
   a) Update on Board of Commissioners STIF Activities:
      Communities with a High Percentage of Low-Income – approved by BOC.
      Sub-Allocation Methodology Option – approved by BOC.
b) **Updated STIF Committee Meeting Schedule** – Lisa Scherf reviewed changes to the 2019 meeting schedule, including several placeholders, which will be cancelled unless needed for STIF Plan revisions. Ms. Scherf noted that the Committee would likely only need to meet on ONE of the five dates reserved, but that date is currently unknown.

5. **New Business**

a) **Review Staff Report and Discuss Workshop Process** – Lisa Scherf referred to Attachment A “STIF Committee Approved SUB-ALLOCATION FORMULA OPTION” of packet she distributed at the meeting.

b) **Presentation of STIF Proposed Projects by Public Transportation Providers** –

A. **Corvallis Transit System Service (CTS) Enhancement ($2,175,700):**

   **Presenter: Tim Bates**

   This project includes two tasks – operations and staffing. It includes the addition of a transit employee to assist with implementation of the service. It adds Sunday service on all regular routes; extends weekday and Saturday hours on most routes; and expands routes to serve downtown and provide a “cross-town” service. All expansions are within the corporate limits of the City of Corvallis. It is estimated that an additional 23,780 revenue service hours would be added over the three-year period, with an estimated additional 357,000 rides. Approximately 4% of new rides are anticipated to be students grades 9-12.

   *Project 1 on 100% List – CTS Service Enhancement*
   - Operations – Sunday service, more hours and frequency, new routes
   - Project Cost $1,973,700
   - Outcome Measures include 326,737 Revenue Miles and 23,780 Revenue Hours, 356,700 Rides
   - Task 2: Add Program Staff (1 FTE)
   - Project Cost - $202,000 (two years)

   *Project 2 CTS and Philomath Connection Garage Expansion*
   - Upgrade current City of Corvallis maintenance facility to accommodate large transit buses
   - Project Cost $550,000
   - Additional Local Funds $15,000 for planning

   *Project 3 Mid-Life Rebuild for CTS Buses*
   - Mid-life transmission and engine rebuilds for five CTS buses to extend useful life.
   - Project Cost $200,000
*Project 4 CTS Bus Stop Amenities
  - Improved bus stop amenities such as lighting, trash receptacles, bike racks, benches, and shelters
  - Project Cost $76,000

*Project 5 CTS Bus Stop Amenities
  - Wireless infrastructure and live streaming video for bus camera system
  - Project Cost $55,000

130% List:
*Project 1 CTS Fleet Electrification
  - Task 1 Power infrastructure and charging system
    Project Cost: $90,000
  - Task 2 Purchase Electric bus
    Project Cost: $810,000

B. CTS and Philomath Connection (PC) Service Garage Expansion ($550,000):
  Presenter: Tim Bates
  All CTS and PC buses are maintained at the City of Corvallis garage facility. The existing garage was not originally constructed to service large urban buses. Expansion of garage facilities will provide additional service bays and equipment to work on multiple buses at one time.

*100% List
  Project 1 Local Match for new Philomath Connection Bus
  - Provide match to STIF Discretionary grant for new 35-foot bus to replace vehicle past its useful life.
    - Project Cost: $89,400
  - Project 2 Philomath Connection Service Enhancement
    - Task 1 Operations – add service hours, reconfigure route
      - Project Cost: $50,000
    - Outcome Measures: 156,472 revenue miles, 602 revenue hours, 6,020 rides

  *Project 2 Philomath Connection Service Enhancement
    - Task 2 Program Administration
      - Project Cost: $5,000

  *Project 3 Philomath Connection Bus Stop Amenities
    - Improved bus stop amenities such as lighting, trash receptacles, bike racks, benches, and shelters
      - Project Cost: $12,600
130% List:

Project 1 Philomath Connection Service Enhancement
Project Cost: $47,000
*Carry forward to expend in next STIF period

C. Midlife Rebuild for CTS Buses ($200,000):

This project will provide funds for a major rebuild (engine and transmission) of five existing CTS buses. A major rebuild will extend the useful life of these capital assets.

D. CTS Bus Stop Amenities ($76,000):

This project will allow for some passenger shelter replacements and the addition of amenities such as lighting, benches, bike racks, and trash receptacles.

E. CTS Onboard Camera System Enhancement ($55,000):

This project would upgrade the current on-board camera system to provide wireless video transmission on each bus, to provide real-time streaming of on-board events.

F. Philomath Connection Bus Match ($89,000):

Philomath has applied for a STIF Discretionary bus replacement grant, to replace a bus past its useful life. Matching funds are requested from STIF Formula funds.

G. Philomath Connection Service Enhancement ($55,000):

This service expansion includes extended weekday hours. A route change is anticipated that will provide service to a developing high-density area of Philomath. It is estimated that an additional 156,472 revenue miles and 602 revenue service hours would be added, with an estimated additional 6,020 rides over the three-year period. A minimum of 4% of new rides are anticipated to be students grades 9-12.

H. Philomath Bus Stop Amenities ($12,600):

This project will allow for the addition of amenities such as lighting, benches, bike racks, and trash receptacles.
I. **Oregon Cascades West Council of Governments (OCWCOG) Match for 99W Corridor Feasibility Study, Vehicle Purchase, and Pilot Service ($82,750):**

**Presenter: Nick Meltzer**

OCWCOG has applied for a STIF Discretionary grant for $827,340 for a transit corridor feasibility analysis, bus purchase and pilot transit service, on the 99W corridor between Junction City and McMinnville. Matching funds for these three project tasks are requested from Benton County STIF Formula funds.

- **Planning Study** with University of Oregon which includes employment data (estimated 9 months).
- **Decision to whether or not move forward** with the service if there is enough demand.
- If there is enough demand, **determine which size of bus and/or van to purchase** (planned to purchase 2 cutaways and how to operate this service).

J. **Benton County – Match for Federal 5339 Bus Grant ($44,100):**

**Presenter: Lee Lazaro**

In 2018, Benton County was awarded an FTA 5339 Bus Grant to purchase three new cutaway buses; the grant amount total was $198,900. Matching funds are requested from STIF Formula funds.

**100% List** (6) Benton Co Project (includes Adair Village & Monroe Projects) = $558,234
- 110% level includes $150,000 for LB Loop
- Not allocated $82,734

**130% Level 3 Benton Co Projects = $192,290**
**110% level includes $150,000 (STIF & local fund for LB loop)**

**-#1 Match for Federal 5339 Bus Grant = $44,100**
- 2018 Benton County awarded competitive Federal 5339

**#2 Transit Service Capacity Expansion = $134,347**
- Foundation for expanded County transit service capacity in rural general public service ($51,549) and senior/disable service ($82,858)
- Current operations site is Benton Co Sunset Bldg – past maximum capacity for both storage/parking/dispatching of any additional vehicles, and for staff
- Enables relocation of operations to a larger facility site, and additional driver salaries and wages to aid in recruitment and retention
-Additional 65,500 revenue miles; 2,350 revenue service hours; additional 18,250 rides, over the next 3 to 5 years.

**#3 LB Loop Service Expansion Phase 1 = $150,000**
-funds initial Benton Co contribution to Loop expansion plan per “LB Loop Service Development Plan”
-Phase 1 funding assists with purchase of new 40 foot, 38-passenger, 2 w/c station bus for expanded loop service
-Full cost of bus in $440,000

**#4 Computer –Aided Dispatch and GIS System = $120,000**
-replaces 15+ year old legacy transit dispatching system with modern, internet-based dispatch, driver info, reporting, and GPS vehicle management/location system
-demand-response rides have increased from 58,000 to 78,000 rides annually, and logistics are more complex
-rural fixed route ridership increased significantly with addition of Coast to Valley Express and Amtrak Connector services
-Current outmoded dispatch system does not support service growth or expansion; update-able manifests; vehicle tracking

**#5 Adair Village/Monroe Reserves for 99W = $70,411**
-Reserves approved sub-allocation methodology amounts for Cities of Adair Village ($30,238) and Monroe ($40,173), pending outcome of COG 99W Corridor evaluation.
-Both communities served by corridor evaluation and subsequently by a pilot (and potential ongoing) transit service along this corridor.
-The COG project takes up 2019-21 biennium, so it is appropriate to reserve funds for 2021-23

**#6 Project Match for Coast to Valley Expansion = $39,376**
-Benton Co and Lincoln Co Transit operate existing Coast to Valley (CTV) Express route, with two round trips per day between Newport, Corvallis, and Albany Amtrak station.
-STIF Discretionary/Inter-Community Grant submitted to expand CTV Express, adding additional daily runs to the Amtrak station, and potentially incorporating current separate Amtrak Connector service.
-Required local match for Benton County’s share of grant is $39,376, which can be funded from STIF Formula funds.
#1 BGC Training Teens for Tomorrow = $40,220
- transportation component of expanded Boys and Girls Club after-school workforce development program to serve Philomath (PHS) and South Corvallis teens (est. 16,500 rides)
- provides teens with access to job training, entrepreneurial skills, apprenticeships, and summer jobs with partner work sites.
- BGC is matching with other grant funds for the program component.
- This 100% High School-oriented project meets the STIF 1% to grades 9-12 requirement.

K. Benton County Transit Service Capacity Expansion ($134,350):
This project provides a foundation for expanded County transit service capacity for both fixed route rural general public and demand response service. Funds will provide an increase in the contract with the service operator (Dial-A-Bus) to assist with relocation to a larger facility and allow for additional driver salaries and wages to aid in increased recruitment and retention.

L. Benton County – Linn-Benton Loop Bus Purchase ($150,000)
This project funds an initial Benton County contribution to a planned Linn-Benton Loop expansion. It will assist with the purchase of a new 40-foot mass transit vehicle.

M. Benton County Computer-Aided Dispatch System ($120,000):
This project replaces the County’s legacy transit dispatching system with a modern dispatching, driver information, reporting, and GPS vehicle location system.

N. Adair Village and Monroe Reserve for 99W Corridor Project ($70,400):
This project places the funds allocated to the Cities of Adair Village ($30,238) and Monroe ($40,173) under the approved sub-allocation methodology into project reserves. This allows time to complete the OCWCOG 99W corridor evaluation to determine needs prior to implementing new service to these communities.

O. Benton County Match for Coast to Valley Expansion Grant ($39,400):
Benton County and Lincoln County Transit co-manage the exiting Coast to Valley Express service, with each agency operating two round-trips per day between
Newport, Corvallis, and the Albany Amtrak station. Grant applications for the STIF Discretionary program were submitted by both Counties to expand the current Coast to Valley Express system, adding additional daily runs to the Amtrak station. Matching funds are requested from STIF Formula funds.

P. Albany Transit System (ATS):
   Presenter: Barry Hoffman

   This project provides partial funding for the acquisition of a new 35-foot mass transit bus to serve North Albany.

Q. ATS Expanded Transit Service to North Albany ($75,000):

   This project provides extended service hours in the North Albany area. It requires a Benton County contribution for the partial cost of this additional service.

   - Needs to purchase two buses – requesting partial funding from Benton County and STIF Discretionary monies.
   - Would help meet 5 to 10 year plan requirement for medium-term.
   - Will become ongoing request to maintain services.
   - Second bus funded largely out of 5307 funds to Albany, City of Albany funds, and Benton County requested contribution.
   - Start program to allow students to ride at no cost with proof of ID and annual pass.

R. Linn-Benton Loop (Loop) Phase 1 Bus Purchase ($220,000):

   NOTE: this project is duplicative to Benton County’s proposal Project “L” above.

   This project funds the initial Benton County contribution to a planned Loop expansion. It will assist with the purchase of a new 40-foot mass transit vehicle.

   - Partnership between Linn County, Benton County, OSU, and Linn-Benton Community College for regional service.
   - Project budget provided in Fiscal year totals and includes partial funding of $150,000 from Benton County.
5. **Linn-Benton Loop – Phase II Operations ($299,000):**

   *NOTE: this project is duplicative to Benton County’s Linn-Benton Loop expansion project submitted for the 130% Level project list.*

   This project will assist with implementing expanded Loop service described in the draft Linn-Benton Loop Service Development Plan.

   - Partnership service connects with Loop Express and Linn Shuttle at Linn-Benton Community College.

6. **Committee Discussion and Project Evaluation -**

   **Conclusion:** The meeting adjourned at 12:30 PM.

   **Next Meeting:** Friday, March 15th, 2019 from 8:00 AM to 10:00 AM (possibility of extended two hours from 10:00 AM until 12:00 PM). *Debie Wyne to send out calendar invitations.*