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 discretionary 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.