



**BENTON COUNTY
SPECIAL TRANSPORTATION ADVISORY COMMITTEE
MEETING MINUTES
October 23, 2018**

Present

Mary Marsh-King, Chair
Tim Bates, Vice-Chair
Tera Stegner
Steven Black
Debie Wyne
Axel Deininger (remote)
Dave Zaback
Drew Foster
Rocio Munoz
Tom Wogaman
Steven Harder

STF and City/County Staff

Lee Lazaro, STF Coordinator
Cathy Williams, STF Assistant (Recorder)

Visitors/Presenters

(None)

Absent

Lisa Scherf

1. Introductions

Chair Mary Marsh-King called the meeting to order at 1:37 PM. She also acknowledged that member Axel Deininger was present via speakerphone.

2. Review and Approval of Minutes

The Committee reviewed the September 25th, 2018 minutes. Steven Black moved to accept the minutes as submitted. Dave Zaback seconded the motion and all Members approved.

3. Old Business:

Update on HB2017 Transportation Bill Activities – Lee Lazaro stated that there have been two meetings of the new Special Transportation Improvement Fund Committee (STIF). He gave brief overview of items the STIF Committee has covered thus far during their meetings. Mr. Lazaro also mentioned resources that are assisting with identifying areas of high/low-income within the county and providing data.

4. New Business:

2019-21 Biennium STAC Budget Process Discussion:

a) 2019-21 Budget Briefing & General Overview (Handout 1) – We received .7% of percent this time from state funding (approximately \$3,000) but still have not recovered from the 17% reduction during the last two biennium for Senior and Disabled Transportation (down about \$88,000). Federal 5310 monies includes two components of Rural and Small Urban. Rural figures reflects increase of .3% (almost \$1,200) and Small Urban has 6.7% increase, so overall funds are up 2.7%, which is approximately \$15,000.

b) 2019-21 Formula Funds Allocations/ODOT Advance Grant Solicitation (Handout 1) – The STAC is responsible for allocating the funds in Formula funding.

NOTE: Mr. Lazaro received a thank-you letter following his presentation to Monroe area Seniors at the Legion Hall in August 2018 regarding the Benton County Transportation System Plan (Cathy Williams to send to Committee members).

c) Review Draft STAC Budget Process Activities Schedule (Handout 1) – Mr. Lazaro reviewed the draft activities schedule. November will involve staff conducting the public process, distributing applications, releasing required advertising for grant monies, and gathering information for the January 2019 meeting. Lee Lazaro and his Assistant, Cathy Williams, will attend ODOT grant training in November as well. December 11th at 3PM is the grant application deadline.

Throughout December, Lee will be screening applications for eligibility, sending letters to applicants with process and deadline dates, finalizing information for January 8th, 2019 STAC meeting (which will be longer public meeting with food). Committee members will be reviewing applications for funding at that meeting, hear brief presentations by applicants, and make determinations for funding award amounts. On January 9th, 2019, applicants will be notified (begins their 10-day appeal process), Notices of Intent to distribute funds will be published in media and on STAC Committee page of Benton County website. Then 15-day public comment period will commence and presentations to the Benton County Board of Commissioners will be made on February 5th, 2019. After that date, the final list will be submitted to ODOT and another press release if approved by the Board of Commissioners. February 8th, 2019 is the first deadline to submit the 5311 application. Final allocations and any returned applications for corrections will be reviewed at the February STAC meeting. In February/March we will be finalizing grant applications plus any protests would be considered and responded to at that time. March 15th, 2019 is the deadline to submit applications for STF 5310 grant monies. In June/July, ODOT will finalize grant application funding to us and grant agreements, so we could confirm our sub-grantee agreements, which would end the process.

d) Review Draft 2019-21 Application Packet (Handout 2) – Lee Lazaro provided copies to Committee members of the 2019-21 Biennium STF/5310 cover letter, application packet, and guidelines. These will be sent to all existing STF providers in November 2018, and provided to others upon request.

e) Review Public Process Documents (Handout 3) -- Mr. Lazaro said that the notices for grant money applications will be published in the Gazette Times and Democrat-Herald. He included a copy of the draft news release which will be done by the Benton County Public Information Officer. He also asked members to review the list of responsibilities of STAC members, which is part of the statutes and by-laws. The dates were updated on the appeal process but is same as past two periods. Lee noted that once dates are known, they will be released as to what STAC Committee intends to recommend to the Board of Commissioners. Applicants have 10 calendar days to appeal decision and must submit them to Lee to forward for review to STAC Committee Chair, Mary Marsh-King. Any to be considered would be brought back to next STAC meeting for discussion, then applicants would be notified in writing of decision.

5. Action Items:

a) Recommendations for STAC Motions to move process forward (Handout 1) –

- 1) Steven Black made a motion to accept the Staff's report in terms of the funding available. Dave Zaback seconded the motion and all approved.

- 2) Steven Black made a motion to cancel the November meeting. Tom Wogaman seconded the motion and all approved.

- 3) Steven Black made a motion directing Staff to begin the public process for public notice and solicitation, and proposals for the community-based transportation services serving the elderly and individuals with disabilities in accordance with state and federal guidance within small urban and rural areas to be funded by Federal 5310 and/or State STF funds, and summarize and bring said proposals before the STAC members at their January 2019 workshop. Steve Harder seconded the motion and all approved.

6. Roundtable: Tim Bates requested update from Lee Lazaro on the RFP process for identifying a contractor for Benton County. Lee stated that the process has been conducted received only one proposal, which was from Dial-A-Bus. The contract has been drafted and Benton County decided that they would like to exercise their right to conduct a financial audit (it has been five years since the previous audit) prior to finalizing the contract. Hopefully within 4 to 6 weeks after that then they can move forward with the agreement.

7. Conclusion: Steven Black made a motion to adjourn the meeting at 2:49 PM. Tom Wogaman seconded the motion and all approved.

NEXT MEETING: Next meeting is Tuesday, January 8th, 2019, from 12:30 PM to 3:30 PM AND WILL INCLUDE LUNCH. *The November and December meetings have been cancelled.*