



BENTON COUNTY
SPECIAL TRANSPORTATION ADVISORY COMMITTEE

AGENDA

Tuesday, November 28, 2017, 1:30 pm – 3:00 pm

Sunset Meeting Room - Benton County Sunset Building, 4077 SW Research Way, Corvallis

1. Call Meeting to Order / Introductions (Mary)
 2. Approve October 24, 2017 Meeting Minutes (2 Minutes)
 3. Old Business: (3 Minutes) (Lee)
 - a) STAC Bylaws BOC Approval
 - b) Title VI Plan BOC Approval
 4. New Business: (60 Minutes)
 - a) Action Item: Review & Approve 2018 STAC Meeting Calendar (Mary)
 - b) Action Item: Northwest Connector Management Plan (Lee)
 - c) Action Item: Review DRAFT Reasonable Accommodation Policy (Lee)*
* Handout at meeting
 - d) Update from 11/21 ODOT Grant Management Training (Lee)
 5. Upcoming STAC Business Items: (3 Minutes) (Lee)
 - a) No December meeting
 - b) For January – HB 2017 Transportation Bill Update
 6. Informational: (3 Minutes)
 - a) AMTRAK Two-for-One Voucher Program (Lee)
 - b) Other?
 7. Roundtable (5 Minutes)
- Conclusion

NEXT MEETING: Tuesday, January 23, 2018, 1:30 – 3:00 pm

Benton County STAC Committee Members:

Mary Marsh-King, Chair (Vol. Driver)	Tera Stegner – Member (Grace Center)	Dave Zaback - Member (HomeLife)
Axel Deininger – Member (Disabled Rep.)	Drew Foster – Member (City of AV)	Tim Bates – Vice-Chair (CTS)
Tom Wogaman – Member (Schools ret.)	Steve Harder – Member (Dial-a-Bus)	Steven Black – Member (Vol. Driver)
Lee K. Lazaro – STAC Staff	Rocio Munoz – Member (Health Rep.)	

Benton County
Special Transportation Advisory Committee (STAC)
DRAFT TENTATIVE 2018 Meeting Schedule
For January to December 2018

Tuesday, January 23, 2018
1:30 – 3:00 pm

Tuesday, February 27, 2018
1:30 – 3:00 pm

Tuesday, March 27, 2018
1:30 – 3:30 pm

Tuesday, April 24, 2018
1:30 – 3:30 pm

Tuesday, May 22, 2018
1:30 – 3:00 pm

Tuesday, June 26, 2018
1:30 – 3:00 pm

Tuesday, July 24, 2018
1:30 – 3:00 pm

August 28, 2018 Meeting (Cancelled)

Tuesday, September 25, 2018
1:30 – 3:00 pm

Tuesday, October 23, 2018
1:30 – 3:00 pm

Tuesday, November 27, 2018
1:30 – 3:00 pm

December 25, 2018 (Cancelled)

MEETINGS ARE OPEN TO THE PUBLIC

Meeting facility: Sunset Building, 4077 SW Research Way, Corvallis, OR 97333
In the Sunset Room on the first floor.

The Sunset Building is accessible to the public.

This Agenda and the accompanying Minutes are available in alternate format upon request.
For an alternate format, or if you have any questions, please contact Cathy Williams, STF Assistant, at
cathy.williams@corvallisoregon.gov 541-766-6729 ext. 5012



**BENTON COUNTY
SPECIAL TRANSPORTATION ADVISORY COMMITTEE
MEETING MINUTES
October 24, 2017**

Present

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

STF and City/County Staff

Lee Lazaro, STF Coordinator
Cathy Williams, STF Assistant (Recorder)
Debie Wyne (Benton County Public Works)

Visitors/Presenters

(None)

Absent

Tera Stegner?
Lisa Scherf (City of Corvallis)

1. Introductions

Chair Mary Marsh-King called the meeting to order at 1:35 PM. Committee members present introduced themselves. She also acknowledged that Axel Deininger was present via speakerphone.

2. Review and approval of meeting minutes

The Committee reviewed the September 26th, 2017 minutes. Corrections to the date from July to September in title and header and next meeting date were noted. Dave Zaback moved to accept the minutes and Tom Wogaman seconded the motion. The minutes were approved unanimously with noted corrections.

3. Old Business

a) **Title VI Plan Update Revisions** – Lee Lazaro informed the Committee that the Veterans outreach statement was now included and that he had added an equity statement, which were both suggestions from the last meeting. Mr. Lazaro also sent the revisions to the Public Health Department for review and had incorporated Rocio Munoz's suggestions as well. The next step is for the Board of Commissioners workshop on November 7th, then for final approval by them on November 21st.

b) **Samaritan Contract Status** – Mr. Lazaro has followed up on concerns brought up by Steven Black at the September STAC meeting regarding any legal reimbursements responsibilities to Samaritan volunteers in the contract. He confirmed that there are no further remaining liabilities.

4. New Business

a) **Linn-Benton Loop Draft Service Development Plan** – Mr. Lazaro stated that both he and Tim Bates serve on the Technical Advisory Committee for the LB Loop. The new transportation bill and funding that is going to be received from it, may help fund improvements to the Loop system. That Committee wanted to do a study of the entire Loop schedule and routes (which has not been reviewed for many years) so that the Loop will be in a position to request new funding by submitting an application. The study will include

what routes make sense for the two colleges and major employers that are served. This will provide some options to present to the Loop Board for taking next steps forward with an expansion plan. Estimated cost is \$40,000 to \$50,000 for the study and the AAMPO Board has money set aside that would cover approximately half of the cost. CAMPO was approached but they do not currently have funds to cover a 50/50 split of costs. The idea has been well-received so other sources of funding are being sought.

b) Northwest Connector Management Plan – Mr. Lazaro provided a handout and presented a slideshow regarding the regional system that we Benton County belongs to. Mr. Lazaro asked that Committee members review the information for discussion at the next meeting. He also mentioned the Trillium website that will be shown at a future meeting.

c) ODOT Advance Grants Notice 2018 – Mr. Lazaro stated that there is a rural 5310 Discretionary Grant coming up in January, and a new 5339 vehicle grant also coming up. He will provide more information on both at a future meeting and he intends to apply for both. The vehicle grant will be for replacement vehicles and the rural bus service. An upcoming ODOT training will provide further eligibility information. Mr. Lazaro noted that the deadlines are in January and February, 2018.

5. Upcoming STAC Business Items

a) For November Meeting – Mr. Lazaro informed the Committee that a “Reasonable Access Policy” will need to be approved. It is a requirement of the FTA and has to do with us providing reasonable transportation access for people with various types of disabilities. It includes access to our vehicles, systems, websites, and our meetings.

Mr. Lazaro has drafted policy back in 2015 and presented it to the FTA for review, which confirmed that it met the standards. He asked that Rocio have the Public Health Department review it for their comments as well. Mr. Lazaro plans to update the policy incorporating the new FTA Final Rule for reasonable modifications. We will then need to present the policy to the Board of Commissioners for them to adopt.

Since there is no December meeting, next month the STAC will need to adopt at least a tentative meeting schedule for 2018. Definitely set dates for January and February meetings.

b) No December Meeting

6. Informational

Dial-A-Bus Vehicle Insurance Update – Steven Harder confirmed that the transition has taken place and they are insured. The current policy terminates in November and will immediately begin coverage under the County policy, which covers all vehicles in the County pool. Titling of the DAB vehicles has been made to the County, then County will have to retitle to DAB when vehicles are pulled out of the fleet.

7. Roundtable: (None)

8. Conclusion: Steve Harder made a motion to adjourn and Dave Zaback seconded the motion. The meeting adjourned at 2:22 PM.

NEXT MEETING: Tuesday, November 28th, 2017, from 1:30 PM to 3:00 PM.