



**Benton County
Statewide Transportation
Improvement Fund
Advisory Committee**

AGENDA
Thursday, May 26, 2:30 pm – 4:00 pm

A virtual option is also available via Microsoft Teams:

[Click here to join the meeting](#)

- | | |
|---|--------------------|
| 1. Call Meeting to Order/Introductions | Chair, Hal Brauner |
| 2. Approve Minutes of STIF Advisory Committee Meeting - October 7th, 2021 | STIF |
| 3. Approve Minutes of STAC Meeting – December 9th, 2021 | STAC |
| 4. Public Comments | |
| 5. Unanticipated Projects of Regional Significance | STIF |
| 6. STIF/STF Consolidation Bylaws | Both |
| 7. Adjournment | |

Benton County STIF Advisory Committee Members

Hal Brauner (Advocate)	Janeece Cook (Advocate)	Linda Modrell (Advocate)
Greg Gescher (City of Corvallis)	Meredith Williams (OSU)	Pat Hare (City of Adair Village)
Vacant (1 seat)	Gary Stockhoff (Ex-Officio, Benton County)	Nick Meltzer (Ex-Officio, OCWCOG)
Bradley Dillingham (BAT, Staff)	Tiffany Plemmons (Staff)	Lisa Scherf (Staff)

Benton County Special Transportation Advisory Committee Members

Steven Black (Advocate)	Tim Bates (City of Corvallis)	Robin de la Mora (Advocate)
Steven Harder (Dial-a-Bus)	Axel Deininger (Advocate)	Nathan Mart (Advocate)
Vacant (3 seats)	Gary Stockhoff (Ex-Officio, Benton County)	Jasper Smith (Ex-Officio, Benton County)
Bradley Dillingham (BAT, Staff)	Tiffany Plemmons (Staff)	Lisa Scherf (Staff)

This agenda is available in alternate format upon request. For an alternate format, or if you have any questions, please contact Tiffany Plemmons, Transit Program Assistant, at tiffany.plemmons@corvallisoregon.gov 541-766-6772



Benton County
Statewide Transportation Improvement Fund
Advisory Committee Meeting Minutes
October 7, 2021
Virtual GoToMeeting

Committee Members Present: Hal Brauner (Chair), Meredith Williams (Vice Chair), Greg Gescher, Janeece Cook, Gary Stockhoff (ex-officio), Nick Meltzer (ex-officio).

Staff Members Present: Lisa Scherf, Brad Dillingham, Tiffany Plemmons.

Guests: Tim Bates (Corvallis Transit System), Barry Hoffman (Albany Transit System).

1. Call Meeting to Order

The meeting was called to order at 1:30 PM by Hal Brauner, Chair.

2. Approve Minutes of September 30, 2021

Chair Brauner requested a motion to approve minutes. A motion was made and seconded to approve minutes. The minutes were approved.

3. Public Comments

No public comments.

4. Summary of FY18-21 STIF Cycle

Staff provided a summary of the status of projects funded in the first STIF cycle. Several projects, including the full planned expansion of the Coast to Valley Express (a partial expansion was implemented) and an expansion of the Linn Benton Loop were not initiated due to factors related to the pandemic. Many projects were implemented, including Corvallis' garage expansion, a Corvallis Transit System expansion representing the Short Term Scenario in the Corvallis Transit Development Plan, and the addition of a Transit Program Assistant. The City of Albany acquired vehicles for use in future service expansions for the Linn Benton Loop and the Oregon Cascades West Council of Governments completed its Seamless Transit Project for the region.

5. STIF/STF Consolidation

Staff reviewed the status of the rulemaking process for the consolidation of the Statewide Transportation Improvement Fund and the Special Transportation Fund. Scherf noted that in the State's Rules Advisory Committee (RAC), there was a lot of discussion around the process for allocating funds below the Qualified Entity level. The starting place for allocation has always been tied to generation of the transit payroll tax revenue. In Benton County, the committee went through an adjustment process and came up with a sub-allocation formula that we have been using. In the RAC meetings, other QE's and Public Transportation Service Providers had issues with this. The original rule language said the sub-allocation used "must be proportional to the amount" of payroll tax generated. This proposed language is "shall consider the amount" of payroll tax generated, which is considerably softer language. In the end, funding is not guaranteed but meant for meritorious projects. The PTSPs in our area understood this and it worked well for us, though apparently other agencies have struggled.

With that background, staff asked the Committee for comments.

Barry Hoffman with City of Albany shared his perspective. In Linn County, some felt there was a disproportionate allocation method that didn't seem to use payroll revenue collection as a starting point. Lisa agreed that different areas in the State had different experiences and opinions about this, noting that eventually the RAC opted to change the draft rule language from "must be" to "shall consider", as noted above. Committee Member Cook asked how that would work in a cross-county/regional sense. Scherf explained that the State intends for providers to collaborate on regional projects that cross QE boundaries. In addition to streamlining the travel experience, this could help to address inequities that can occur when a rural system is transporting people to an urban area for jobs. The rural area gets little of the STIF money by formula but they provide the transportation to the urban area which collects the payroll tax. ODOT expects some of that to be evened out through collaboration.

6. Reimbursement Process Changes

Dillingham explained that during the last cycle (FY18-21), Benton County decided to proactively disburse the Benton County STIF funds to the PTSP's based on the projects that were funded in the STIF Plan. The County broke the funding down into quarterly payments to each of the PTSPs. While a reasonable strategy, the pandemic interrupted many of the projects that were planned, but the money was still paid out to providers. This resulted in a need for an end-of-biennium reconciliation that had PTSPs paying back unused funds, along with interest earned on those funds (required by ODOT). Learning from this experience, the County is moving to a reimbursement process. Each quarter, PTSPs are required to report on their projects, including expenses (with documentation) for reimbursement. When reporting to ODOT is finished, the County will pay the providers, assuming the request aligns with the project funding per the STIF Plan.

Tim Bates asked about a hypothetical scenario for a smaller agency, without a lot of cash on hand, and with a project that required significant up-front costs. He wondered if there is a provision to get funded in advance in order to have the cash to pay the vendor at the time. Dillingham responded that the County is not set up to do that. He did note that if a large expense occurs prior to quarter ending, the County could consider working with the PTSP on a process to have Benton County pay the vendor directly on behalf of the project.

7. Unanticipated Projects of Regional Significance (UPRS)

As Dillingham noted in his summary of the last biennium, Benton County had a significant amount of money left over from unspent STIF funds. In the current STIF plan, that money was made available for projects. However, it was possible to fund all PTSP requests with FY22-23 money, so the FY19-21 funding was still in reserve. Further, STIF revenue from the State was a little higher than earlier projections. This allowed for the creation of the UPRS "project", which could be used mid-biennium to fund unforeseen gaps or opportunities. These projects still require review by the STIF Advisory Committee. The two projects under discussion today include: 1) the Philomath Connection becoming fareless; and 2) the BAT dispatching system upgrade.

Tim Bates explained that the Philomath City Council has recommended that Philomath adopt the fareless model that CTS implemented in 2011. He explained the benefits of going fareless. Vice Chair Williams noted that replacing fares is an ongoing expense and asked if there were plans for a similar

mechanism to what Corvallis did with City services fee. Chair Brauner agreed this will be an ongoing cost to the Benton County STIF monies without outside revenue and wondered how fare replacement will be funded in the 3rd year and thereafter. Scherf explained that while it's hard to know what the revenues will look like, ODOT estimates so far have been very conservative. There is a good chance that Benton County will receive more revenue this biennium than last. Dillingham provided a description of the dispatching software project, which was included in the last STIF Plan. Staff believed it would be completed prior to adoption of the new STIF Plan, and therefore didn't include it for FY22-23. However, this was not the case, so Benton County is requesting funds to initiate this project now.

Chair Brauner stated he'd entertain a motion to approve or deny the recommendation for these two UPRS projects to the Board of Commissioners. Committee Member Cook moved and Vice Chair Williams seconded. The motion passed.

8) Adjournment 2:25 pm

Next Meeting: TBD



Benton County
Special Transportation Advisory Committee
Meeting Minutes
December 9, 2021
Virtual GoToMeeting

Committee Members Present: Steven Black, Chair-elect, Tim Bates, Vice Chair, Axel Deininger, Steve Harder, Robin de la Mora, Nathan Mart.

Staff Members Present: Gary Stockhoff, Lisa Scherf, Brad Dillingham, Tiffany Plemmons.

1. Call Meeting to Order/Introductions

Chair Steven Black called the meeting to order at 1:37 PM.

2. Approval of Meeting Minutes

The Committee reviewed the January 26, 2021, meeting minutes. Chair Black moved to approve the minutes as submitted. Vice Chair Bates seconded the motion. Only two people were present from previous meeting, so the minutes were approved informally as meeting notes.

3. Public Comment -

N/A

4. Introduce New STAC Members

New STAC members Nathan Mart, Home Life Executive Director and Robin de La Mora, CEO of Collaborative Employment Innovations, were introduced.

5. STF/STIF Consolidation

Scherf stated that rule development for the consolidation of these two State funding streams is underway. Benton County will be developing new by-laws that will be adopted and in place for the FY23-25 biennium. Key proposed changes, noted in the STAC meeting packet, were discussed. Information on the consolidation process, including all meeting materials, can be found at <https://www.oregon.gov/odot/RPTD/Pages/STF-STIF-RAC.aspx>

6. Program Update

Dillingham reviewed the staff report and provided committee members a program update.

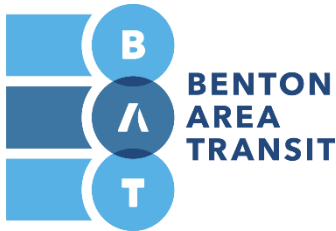
7. Updates from Members

Vice Chair Bates provided an update for Corvallis Transit System.

8. Adjournment

Chair Black made a motion to adjourn the meeting at 2:40 PM. Vice Chair Bates seconded the motion, which was approved.

NEXT MEETING: TBD



*** Memorandum ***

TO: Benton County Statewide Transportation Improvement Fund (STIF) Advisory Committee
Benton County Special Transportation Advisory Committee (STAC)

FROM: Brad Dillingham
Benton County Special and Rural Transportation Coordinator

SUBJECT: Joint STIF/STAC Advisory Committee Meeting

DATE: May 26th, 2022

Unanticipated Projects of Regional Significance (UPRS)

The UPRS is included as the last project on the Benton County STIF Plan and has a current balance of \$1,288,463. The UPRS is intended to fund projects and opportunities for Public Transportation Service Providers (PTSPs) as they arise over the current STIF cycle. Importantly, projects funded by the UPRS that require ongoing STIF funding should be carefully considered to assure financial sustainability of both that project and others funded in the Benton County STIF Plan. Capital projects, covering a small shortfall in an already-approved project, or helping PTSPs deal with short-term financial obstacles don't create the same potential issues with ongoing funding.

Projects proposed by PTSPs for UPRS funding must be approved by the STIF Advisory Committee. Below is a list of proposed projects:

1. Corvallis/Philomath – Transit Support Position Additional Funding – \$60,000
The City of Corvallis requests an additional \$60,000 in FY22-23 STIF Formula funds. The funds are for the current Corvallis STIF project titled “Transit Support Position”, which supports a Transit Program Assistant position for Corvallis, Philomath, and Benton County transit services. The original request amount of \$122,700 for the FY22-23 biennium will not cover the position. For reference, City of Corvallis requested \$202,000 for the FY19-21 biennium for this project. *This is an ongoing project.*
2. Benton Area Transit – Samsara GPS Units – \$7,000
Through the Seamless Transit Project delivered by the Oregon Cascades West Council of Governments and included in Benton County’s STIF Plan, BAT has installed GPS units on its fixed-route vehicles. These GPS units have proven to be a helpful tool for program oversight and customer service, as they allow BAT staff to see where vehicles are located and communicate with passengers regarding the location of their bus. This project will purchase and install GPS units for the remainder of its fleet and will also pay for the software licensing associated with the units for 1 year and 3 months. *This is an ongoing project.*
3. Oregon Cascades West Council of Governments – Mobility Hub Additional Match – \$12,500
In the current FY21-23 STIF Plan, OCWCOG requested enough funding to cover the 10% match requirement that was laid-out in their application. The mobility hub project did not qualify for the 10%

match rate and instead requires a 20% match amount. This request is for an additional \$12,500, for a total line item match amount of \$25,000. The total project cost is \$280,000 and the required match will be jointly funded by Benton County STIF, Linn County STIF, and OCWCOG.

Statewide Transportation Improvement Fund (STIF)/Special Transportation Fund (STF) Bylaws

Background

At the direction of the Oregon Legislature, the Statewide Transportation Improvement Fund (STIF) and the Special Transportation Fund (STF) programs will be consolidated at the State level beginning in the next biennium (FY23-25). The Benton County STIF Advisory Committee and the Benton County Special Transportation Advisory Committee (STAC) will similarly be consolidated to advise the Benton County Board of Commissioners (BOC) on use of the combined funds. The new committee will be called the Statewide Transportation Improvement Fund (STIF) Advisory Committee, mirroring the State's language.

The Oregon Department of Transportation convened a STIF Rules Advisory Committee to assist in the development of Oregon Administrative Rules (OARs) that will govern the combined funds and their respective programs. This group met monthly from June of 2021 to December 2021 and developed OARs that have now been adopted by the Oregon Transportation Commission. As a Qualified Entity for the receipt and distribution of STIF money, the Benton County Board of Commissioners is required to adopt bylaws that comply with OAR.

Discussion

Staff has drafted STIF bylaws (Attachment A) to reflect the Advisory Committee requirements of the new OARs, Section 732-040-0030 (Attachment B). Once the bylaws are reviewed by the STIF Advisory Committee and the STAC, a final draft recommendation will be forwarded to the Board of Commissioners.

The State requires each Qualified Entity to have a definition for "Areas of High Percentage of Low-income Households". This has been defined in the draft bylaws, using the definition produced by the STIF Advisory Committee in its initial development of the STIF program.

ACTION REQUESTED

1. Review and either recommend approval, denial, or recommended changes to the proposed UPRS Projects.
2. Review and provide comments on the STIF Advisory Committee Draft Bylaws.

Attachments: A – Benton County STIF Advisory Committee Draft Bylaws
 B – Oregon Administrative Rules, Section 732-040-0030

**BYLAWS
BENTON COUNTY
STATEWIDE TRANSPORTATION IMPROVEMENT FUND
ADVISORY COMMITTEE**

ARTICLE 1

Name

The name of this organization shall be the Benton County Statewide Transportation Improvement Fund Advisory Committee (STIF).

ARTICLE 2

Citations

This Committee and these Bylaws are established for the purpose of carrying out the statutory requirements as established under ORS 184.758 and ORS 184.761, and the rules establishing the procedures and requirements for administration of the Statewide Transportation Improvement Fund, as set forth under OAR Chapter 732, Division 040.

ARTICLE 3

Definitions

The following definitions apply to the terms used in these Bylaws:

“Areas of High Percentage of Low-Income Households” means geographic areas within Benton County with a percentage of households below the current federal poverty level, which is equal to or greater than the percentage of households below the current federal poverty level for the State of Oregon. The geographic area may be a city, unincorporated community, neighborhood, or collection of neighborhoods, but in no case smaller than a Benton County US Census block.

“Active Transportation Advocates” are individuals within Benton County who represent the needs and interests of people who use active transportation modes, particularly as these modes interface with public transit.

“Client-based Transportation” means a transportation service offered to a limited group of people and not to the general public.

“Commissioners” means the Benton County Board of Commissioners.

“Committee” means the Benton County Statewide Transportation Improvement Fund Advisory Committee. Outside of these Bylaws, this Committee may commonly be referred to as “the STIF Committee”.

“Employer Representative” means any employee, supervisor, manager, or owner of a business

enterprise legally operating within the boundaries of Benton County.

“Environmental Advocates” are individuals representing standing committees associated with local governments within Benton County which exist to advise local government elected officials on matters related to the environment or to environmental features of public property, or individuals who advocate locally for any of a wide range of environmental or sustainability issues, goals, projects, or interests.

“Local Government Representative” are employees of a County, municipal, or special district governmental organization formed and organized under the Oregon Revised Statutes and operating within the jurisdictional boundaries of Benton County.

“Low Income Households” are households within Benton County, the total income of which does not exceed 200% of the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2) for the 48 Contiguous States and the District of Columbia.

“Major Destination” means a well-known and commonly recognized destination within Benton County, which may either be at one physical location (e.g. Benton County Historical Museum) or a group of destination locations within an industry (e.g. local restaurants). A “Representative of Major Destinations” may be an employee, manager or owner of a destination or representing a destination industry group, or a member of an organization which promotes tourism within Benton County generally.

“Person(s) with Disabilities” are individuals with physical or mental impairments that substantially limits one or more major life activities, and may include, but is not necessarily limited to, physical, intellectual, cognitive, developmental, and/or emotional disabilities.

“Persons with Limited English Proficiency” are individuals who do not speak English as their primary language and may have a limited ability to read, speak, write, or understand English.

“Public Transportation Service Provider” means a Qualified Entity or a city, county, Special District, Intergovernmental Entity or any other political subdivision or municipal or Public Corporation that provides public transportation services.

“Qualified Entity” means, a county in which no part of a Mass Transit District or Transportation District exists, a Mass Transit District, a Transportation District or an Indian Tribe.

“Representative of Educational Institutions” is a person who is employed by or on the Board of Directors of a K-12 public school; chartered or state-licensed private K-12 school, community college, university, private college, or trade school operating within the jurisdictional boundaries of Benton County.

“Representative of Low Income Individuals” is a person representing the needs of low income transportation system users, and who, through association with programs, agencies, groups, individuals, or facilities serving low income persons, is familiar with the transportation needs of low income individuals.

“Representative of Persons with Disabilities” is a person representing the needs of disabled transportation system users, and who, through association with programs, agencies, groups, individuals, or facilities serving persons with disabilities, is familiar with the transportation needs persons with disabilities.

“Representative of Persons with Limited English Proficiency” is a person representing the needs of transportation system users with limited English proficiency, and who, through association with programs, agencies, groups, or local schools, is familiar with the transportation needs of limited English proficiency users.

“Representative of Seniors” shall be someone, who may also be a senior, representing the needs of transportation system users age 65 and older, and who, through association with groups, individuals, or facilities serving seniors, is familiar with the transportation needs of elderly users.

“Seniors” are individuals 65 years of age and older.

“Social and Human Service Provider Representative” is a representative of a social, human, or health services agency operating within Benton County. Said agency may be a public agency, a non-profit agency, or a not-for-profit institution such as a health center.

“Social Equity Advocate” is an advocate for equity for persons who may be disadvantaged due to but not limited to ethnicity; income or other economic circumstances; limited English proficiency; housing status; citizenship status; gender identity; sexual orientation; or whose work or advocacy it is to advise local government elected officials on matters related to equity.

“Sub-Recipient” means any entity that has entered into an agreement with Benton County in order to complete one or more tasks specified in the agreement between the Oregon Department of Transportation and Benton County.

“Transit Dependent User” shall mean an individual who is dependent on public transportation for mobility due to economic or other reasons.

ARTICLE 4

Function

Section 1. Purpose.

The Committee shall assist the Commissioners in carrying out the purposes of the STIF and prioritizing Projects to be funded by STIF moneys received by the Qualified Entity per OAR Chapter 732, Division 040.

Section 2. Primary Duties.

The Committee shall perform the tasks consistent with the requirements set forth under OAR Chapter 732, Division 040, as follows:

- a) Hold public meetings to assist and advise staff with the development of the County’s local STIF Plan by reviewing and advising on the development, composition, and prioritization of proposed projects by Public Transportation

Service Providers, consistent with the guidelines promulgated by State administering agencies and the County's allocation process for the distribution of STIF moneys;

- b) Consider the criteria established under OAR Chapter 732, Division 040 when identifying Projects for inclusion in the STIF Plan, including but not limited to: expanded service and frequency in areas with a high percentage of low income households; improved service connections between communities; reduced fragmentation of service and closure of service gaps; maintenance of existing services; and other factors such as geographic equity;
- c) Review data, provide a forum for public input regarding low-income households within the County, of municipalities within the County, and make and publish a determination of where those communities exist for purposes of guiding the STIF Plan;
- d) It shall be the responsibility of the Advisory Committee to review data, receive, public input, and make a recommendation to Benton County Board of Commissioners as to the areas of Benton County in which there exist high percentages of low-income households, and to publish said determination in Committee meeting minutes.
- e) Advise regarding the opportunities to coordinate STIF-funded projects with other local or regional transportation programs and services to improve transportation service delivery and reduce gaps in service.
- f) Establish, as needed, Work Groups to provide the Committee with additional input on STIF Formula projects. Work Group members may be composed of both Committee and non-Committee members. Input from any Work Groups formed will be considered and documented in the Committee's meeting minutes.
- g) Recommend to the Board of Commissioners a STIF Plan which includes the prioritization of projects proposed for funding within the Plan;
- h) Develop processes for review and monitoring of ongoing funded projects and local Plans, which may include reporting and site visits to local public transportation providers receiving STIF project funding;
- i) Propose any changes to the policies or practices of the Board of Commissioners that the Committee considers necessary to ensure that:
 1. A Sub-Recipient has applied moneys received through the STIF in accordance with and for the purposes described in the project proposal.
 2. A project proposal submitted by a Sub-Recipient does not fragment the provision of public transportation services.

ARTICLE 5

Subcommittees

Section 1. Creation of Subcommittees.

The Commissioners or Committee may appoint a Work Group to provide additional input on STIF Formula projects. A Work Group may or may not be composed of members of the Committee. Input from the Work Group shall be considered and documented in the Committee's meeting minutes in the completion of its duties as described in OAR 732-040-0030(1).

ARTICLE 6

Membership

Section 1. Number, Qualifications, and Selection of Members.

The Committee will consist of no less than five (5), and no more than nine (9) members, appointed directly by the Commissioners, as follows:

- a) To be qualified to serve on the Committee, an individual must:
 1. Be knowledgeable about the public transportation needs of residents or employees located within or traveling to and from Benton County; and
 2. Reside or work in Benton County.
- b) The Committee must include at least four (4) members who, separately, are members of or represent each of the following four groups:
 1. A low-income person ;
 2. A person 65 years or older;
 3. A person with a disability; and
 4. A representative of a Public Transportation Service Provider or a non-profit entity which provides public transportation services.
- c) Remaining members may be representatives from any of the following groups:
 1. Local governments, including land use planners;
 2. People with disabilities;
 3. Veterans;
 4. Low-income individuals;
 5. Social equity advocates;
 6. Environmental advocates;
 7. Black, indigenous, and people of color (BIPOC);
 8. Bicycle and pedestrian advocates;
 9. People with limited English proficiency;
 10. Public health, social and human service providers;
 11. Transit users who depend on transit for accomplishing daily activities;
 12. Individuals age 65 or older;
 13. Educational institutions;
 14. Public Transportation Service Providers;
 15. Non-profit entities which provide public transportation services;
 16. Neighboring Public Transportation Service Providers;
 17. Employers; or
 18. Major destinations for users of public transit.

Section 2. Ex Officio Members.

The Committee may additionally consist of any the following ex officio members, appointed by the Board of Commissioners as follows:

- a) One (1) County representative;
- b) One (1) CAMPO representative; and
- c) Any additional representatives which the Board of Commissioners deems appropriate.

Section 3. Terms of Office.

Terms are three (3) years. Any member may serve two (2) successive terms if reappointed by the Board of Commissioners; partial terms shall not be counted toward the successive term limit. Terms begin on July 1 and end on June 30 or when the board position is filled, whichever is later. Terms shall be staggered, with either two or three members' terms expiring each year.

Section 4. Member Responsibilities.

All Committee members must regularly attend meetings of the Committee and any meetings of the subcommittees to which they are appointed, and fulfill other duties as appointed by the Chair.

Section 5. Termination of Membership.

The Board of Commissioners may remove Committee members as follows:

- a) Failure to attend two or more consecutive regular Committee meetings. The Board of Commissioners may declare a member's position vacant when the member has had two (2) absences in one year or no longer meets the residency or work requirement;
- b) For cause following public hearing, for reasons including, but not limited to commission of a felony, corruption, intentional violation of open meetings law, failure to declare conflict of interest, or incompetence;
- c) Without cause pursuant to Benton County Code Chapter 3.035.

Section 6. Vacancies and Appointment Procedure.

The timing of appointments to vacant seats will be at the discretion of the Board of Commissioners. Appointments to vacant positions described Article 6, Section 1. (2), must be appointed prior to the next meeting of the Committee, if at all possible. Appointments to vacant seats will be for the duration of the unexpired term of that position and shall not count toward the successive term limit.

The Commissioners will seek to appoint Committee members who represent the diverse interests, perspectives, geography, and the demographics of the County. Consideration may also be given to individuals within these categories who are users of public transportation services provided within the County.

- a) Individuals interested in membership will apply through the office of the Benton County Board of Commissioners.
- b) The Commissioners will interview each applicant and, if requested, staff will provide input on each applicant.
- c) The Commissioners shall make the final decision for each appointment.

ARTICLE 7

Officers

The following officers shall be elected from the Committee membership during the first meeting of each fiscal year (July 1 to June 30 constitutes a fiscal year):

- a) **Chair:**
The Chair is responsible for conducting Committee meetings according to Roberts Rules of Order. The Chair may not initiate a motion, but may second one.
- b) **Vice Chair:**
The Vice Chair is responsible for conducting Committee meetings in the absence of the Chair.

ARTICLE 8

Advisors

The Committee and any Work Groups may call on laypersons and professionals as advisors without voting rights to provide technical assistance, expert guidance and advice, data support and analysis to the extent deemed appropriate by the Committee.

Use of advisors by the Committee will be coordinated by the Chair or Work Group members through County staff assigned to the Committee.

ARTICLE 9

Meetings

Section 1. Regular Meetings.

Meetings will be held a minimum of two times per year, as required by statute, but may be held more frequently to carry out the purposes of the Committee. These meetings will be held in publicly accessible facilities.

Section 2. Special Meetings.

Special meetings may be called by the Chair or by the Board of Commissioners by giving the members and the public written notice at least three (3) calendar days before the meeting.

Section 3. Quorum.

A simple majority of the appointed and filled voting membership constitutes a quorum. All business conducted with a majority vote of the quorum will stand as the official action of the Committee.

Section 4. Voting.

Each Committee member, except ex officio members has one vote. A Committee member is not

permitted to vote on any funding decision in which they are an applicant for funds.

Section 5. Staff.

Administrative staff to the Committee will be determined by the Commissioners in consultation with the County Administrator. Staff to record the proceedings of the Committee will also be provided by the County.

Section 6. Agenda.

The Chair, with the assistance of the County-provided staff, will prepare the agenda of items requiring Committee action.

Section 7. Meeting Notice.

All meeting materials, including agenda, minutes from the prior meeting, staff reports, and supporting materials, will be provided electronically to Committee members and published on the Benton County STIF Advisory Committee website at least seven (7) calendar days before a regular Committee meeting. If unusual circumstances require a special meeting to accomplish the work of the Committee, notice will be provided in the manner described above, at least three (3) calendar days before such special meeting.

Section 8. Minutes.

Draft minutes representing the discussion, motions and subsequent action taken by the Committee will be prepared and posted on the Benton County STIF Advisory Committee website within ten (10) business days of the meeting.

ARTICLE 10

Public Records, Meeting Law, and Public Engagement

Section 1. Public Records and Meeting Law.

The Committee is a public body for the purposes of ORS Chapter 192, and is subject to the statutory procedures related to Oregon public records and meetings. Committee agendas, minutes, staff reports, exhibits, meeting packets and bylaws will be archived in accordance with OAR 166-150, County and Special District Retention Schedule.

Section 2. Public Engagement.

The Committee will seek public engagement in all its deliberative processes. County staff will publicize key meetings and hold public forums as needed to ensure appropriate and transparent public access to information and public participation in priority-setting exercises.

ARTICLE 11

Parliamentary Procedure

The Committee will use Robert's Rules of Order in carrying out its work.

ARTICLE 12

Conflict of Interest

A potential or actual conflict of interest must be declared by any member who has or may have a conflict of interest as defined by Oregon law (ORS 244.020) prior to participating in any discussion on the matter causing the conflict. A member declaring an actual of interest may not vote upon any motion which requires declaration of an actual conflict of interest.

ARTICLE 13

Bylaws and Amendments

Section 1. Bylaws.

The Committee shall maintain written Bylaws pursuant to OARS 732-040-035 that that include, but are not limited to, name and purpose, committee membership criteria, appointment process, terms of office for the committee members, general procedures of the committee, member duties, meeting schedule, public noticing requirements and engagement processes, and the STIF Plan development process and general decision-making criteria.

Section 2. Review of Bylaws.

The Committee shall periodically review its Bylaws and update them as required, but no less frequently than every three (3) years. Committee Bylaws will be reviewed by the County Counsel and presented to the Commissioners for adoption if changes are proposed. The Commissioners may also elect to review Committee Bylaws at any time.

Section 3. Amendments.

Committee Bylaws may be amended by the Board of Commissioners upon its own motion. Prior to an amendment, the Board of Commissioners may request a recommendation from the Committee which may recommend changes at any regular meeting of the Committee by a two-thirds vote of the appointed and filled membership, provided that the recommended amendment has been submitted in writing to the Committee members no later than three days before the regular meeting.

ARTICLE 14

Review of Sub-Recipient Proposals (Population-Based Funding)

Section 1. Availability of Funding.

Benton County Staff will make a determination on whether population-based funding will be made available depending on the funding needs of the Benton County Special Transportation Program. If funding for the Benton County Special Transportation Program is sufficient, Benton County staff will make funds available for project proposals from Special Transportation providers who provide service within Benton County. Benton County holds the right to deny or provide this opportunity at its discretion.

Section 2. Project Proposals.

If population-based funding is made available, Benton County staff will advertise the

opportunity on the Benton County website, in the local newspaper, and on appropriate social media channels. Client-only providers who provide service within Benton County will submit proposed projects to Benton County staff. Benton County staff will remove redundant project proposals from consideration and will advance all remaining eligible projects to the Committee for review.

Section 3. Project Review.

The Committee will provide a recommendation of projects to be funded using the available Benton County population-based funding to the Board of Commissioners. All unallocated funds will be provided to the Benton County Special Transportation Program.

ARTICLE 15

Review of Sub-Recipient Proposals (Payroll-Based Funding)

Section 1. Develop Suballocation Methodology.

Per OAR Section 732-042-0010, staff will work collaboratively with Public Transportation Service Providers and other potential Sub-Recipients, as relevant, to develop a suballocation methodology. This will be presented to the STIF Committee for review and recommendation to the Board of Commissioners. The methodology will, to the extent possible and using the best available data, assign funding that is proportionate to the amount of employee payroll tax revenue generated within the geographic territory of each Public Transportation Service Provider. This data will be updated not less than every 6 years.

Section 2. Apply an Equity Analysis.

Following development of the initial suballocation methodology, and using the best available data, staff will prepare an equity analysis and present it to the STIF Committee for review and recommendation to the Board of Commissioners. The equity analysis may adjust the assigned percentages of funding to each PTSP developed in the suballocation methodology. This is the starting point for how available revenues from the STIF program will be distributed and is not a guarantee of funding to PTSPs. Using census data, the equity analysis will take into account the following attributes for each STIF revenue-generating Benton County community:

- a) Percentage of persons who are BIPOC;
- b) Percentage of estimated households below 200% of the federal poverty line;
- c) Percentage of persons with Low-English Proficiency
- d) Percentage of persons who are Seniors;
- e) Percentage of persons who have disabilities;
- f) Housing affordability;

Section 3. Project Proposals.

Public Transportation Service Providers who provide service within Benton County, as well as other eligible applicants who provide public transportation within Benton County, submit proposed projects to Benton County staff. Benton County staff will advance all projects that are eligible for the STIF program to the Committee for review.

Section 4. Project Review.

Using the assigned percentages as a guide to distributing Benton County’s STIF funds, the Committee will use the criteria defined by OAR 732-042-0020(5) to recommend to the Board of Commissioners projects for inclusion in the Benton County STIF Plan. To assist the Committee in its work, staff will summarize and present information on ongoing operations projects and one-time capital projects. This will ensure that operation projects (services) that are funded can be maintained in future cycles, assuming stable funding from the State of Oregon.

Adopted this ____ day of July, 2022.

Signed this ____ day of July, 2022.

BENTON COUNTY BOARD OF COMMISSIONERS

Nancy Wyse, Chair

Pat Malone, Commissioner

Xanthippe Augerot, Commissioner

APPROVED AS TO FORM:

Vance Croney, County Counsel

732-040-0030**Advisory Committees**

(1) The Governing Body of each Qualified Entity shall appoint an Advisory Committee for the purpose of advising and assisting the Qualified Entity in carrying out the purposes of the STIF and prioritizing Projects to be funded by STIF moneys received by the Qualified Entity.

(2) A Qualified Entity's Governing Body or Advisory Committee may appoint a Work Group to provide additional input on STIF Formula projects. A Work Group may or may not be composed of members of the Qualified Entity's Advisory Committee. Input from the Work Group shall be considered and documented in the Qualified Entity's Advisory Committee's meeting minutes in the completion of its duties as described in OAR 732-040-0030(1).

(3) Two or more Governing Bodies may appoint a joint Advisory Committee for the purpose of advising and assisting their respective Qualified Entities in carrying out the purposes of the STIF for the Qualified Entities' areas of responsibility.

(a) When the Governing Boards of two or more Qualified Entities appoint a joint Advisory Committee, they shall designate their respective roles and responsibilities pertaining to the management of the joint Advisory Committee in a written agreement pursuant to ORS chapter 190. At a minimum, the written agreement must specifically identify how the Qualified Entities' obligations under section (4) of this rule will be allocated between or among the participating Qualified Entities and must describe the selection and appointment processes for joint Advisory Committee members, consistent with OAR 732-040-0035.

(b) The Qualified Entities shall send a copy of the executed agreement to the Agency within 30 days of execution.

(c) The joint Advisory Committee agreement may be included as part of the agreement required to fulfill the requirements of OAR 732-040-0040, if applicable; however, Qualified Entities may form a joint Advisory Committee without agreeing to jointly manage STIF moneys.

(d) Each Qualified Entity that is party to a joint Advisory Committee agreement remains independently responsible to submit its own STIF Plan pursuant to OAR 732-042-0015 and these rules.

(4) An Advisory Committee may also advise the Qualified Entity regarding the opportunities to Coordinate STIF funded Projects with other local or regional transportation programs and services to improve transportation service delivery and reduce gaps in service.

(5) The Qualified Entity shall ensure that:

(a) The Advisory Committee is guided by written bylaws that include, at a minimum: the Committee's name and purpose; the number of Committee members; Committee membership criteria; the appointment process; the terms of office for the committee members; the Committee's meeting schedule; Committee procedures and member duties, including procedures to provide public notice of meetings, to foster public engagement, and to comply with Oregon public meeting and public records laws; and the Committee's process to review Sub-Recipient proposals for Projects funded in whole or part by the STIF Formula Fund, the STIF Discretionary Fund and the Intercommunity Discretionary Fund, and the decision-making criteria identified in these rules. The bylaws must include a definition of "high percentage of Low-Income Households" for the Committee's use in evaluating proposed Projects. The Qualified Entity shall prepare the written bylaws described in this section and set the terms of

office for the Advisory Committee members. The Qualified Entity may seek input on the bylaws from the Advisory Committee.

(b) Copies of Advisory Committee bylaws, meeting minutes and meeting notices are published by the Qualified Entity and made available for public review in a reasonable and timely manner and are maintained for the period prescribed under Chapter 166, Division 150 of the Oregon Administrative Rules.

(c) The Agency is notified of changes in the Advisory Committee membership when the Qualified Entity submits its STIF Plan or grant application.

(6) A Qualified Entity may use another standing advisory committee or combine committees to meet the requirements of these rules as long as that committee also meets all of the committee requirements contained herein.

(7) The Qualified Entity shall appoint an Advisory Committee composed of members that represent diverse interests, perspectives, geography, and the population demographics of the area, as described in OAR 732-040-0035.

(8) In addition to any other duties, the Advisory Committee may also propose any changes to the policies or practices of the Governing Body of the Qualified Entity that the Advisory Committee considers necessary to ensure that:

(a) A Sub-Recipient that has received STIF funds has applied the moneys received in accordance with and for the purposes described in the Project proposal; and

(b) A Project proposal submitted by a Sub-Recipient does not fragment the provision of public transportation services.

STATUTORY/OTHER AUTHORITY: ORS 184.619, ORS 184.658, ORS 184.761

STATUTES/OTHER IMPLEMENTED: ORS 184.751-184.766

732-040-0035

Advisory Committee Composition

(1) If the Qualified Entity is an Indian Tribe, then the Advisory Committee must be composed of at least three members, each of whom must be able to represent the public transportation needs of individuals served by the Indian Tribe. The Governing Body may authorize a larger Advisory Committee.

(2) If the Qualified Entity is a Transportation District or county, then the Advisory Committee must be composed of at least five members. The Governing Body may authorize a larger Advisory Committee.

(3) If the Qualified Entity is a Mass Transit District, then the Advisory Committee must be composed of at least seven members. The Governing Body may authorize a larger Advisory Committee.

(4) If the Advisory Committee is a joint Advisory Committee formed by two or more Qualified Entities, then the minimum number of Advisory Committee members will be determined based

on the types of Qualified Entities participating in the joint Advisory Committee. The minimum number of members of the joint Advisory Committee must be equal to the highest minimum number that would be required for each type of Qualified Entity participating in the joint Advisory Committee.

(5) To be qualified to serve on the Advisory Committee for a Qualified Entity that is a Transportation or Mass Transit District or county, or on a joint Advisory Committee in which a Transportation or Mass Transit District or county participates, an individual must:

(a) Be knowledgeable about the public transportation needs of residents or employees located within or traveling to and or from the Transportation or Mass Transit District or county; and

(b) Be a person who is a member of or represents one or more of the following:

- (A) local governments, including land use planners;
- (B) people with disabilities;
- (C) veterans;
- (D) low-income individuals;
- (E) social equity advocates;
- (F) environmental advocates;
- (G) Black, indigenous, and people of color;
- (H) bicycle and pedestrian advocates;
- (I) people with limited English proficiency;
- (J) public health, social and human service providers;
- (K) transit users who depend on transit for accomplishing daily activities;
- (L) individuals age 65 or older;
- (M) educational institutions;
- (N) Public Transportation Service Providers;
- (O) non-profit entities which provide public transportation services;
- (P) neighboring Public Transportation Service Providers;
- (Q) employers; or
- (R) major destinations for users of public transit.

(6) Notwithstanding other provisions of this rule, if a Qualified Entity is a Mass Transit District, a Transportation District or a county with a population of 50,000 persons or more, then its Advisory Committee, or the joint Advisory Committee in which it participates, must include at least four members who, separately, are members of or represent each of the following four groups:

- (a) low-income individuals;
- (b) individuals age 65 or older;
- (c) people with disabilities; and

(d) Public Transportation Service Providers or non-profit entities which provide public transportation services.

(7) If a Qualified Entity is a county with a population fewer than 50,000 persons, then its Advisory Committee, or the joint Advisory Committee in which it participates, must include at least three members who collectively represent each of the groups listed in 732-040-0035(6)(a-d).

(8) A Qualified Entity that is a Mass Transit District or a Transportation District shall include Advisory Committee members from the district's area of responsibility, both within and outside

district boundaries. If a Mass Transit District or a Transportation District is party to a joint Advisory Committee agreement, the joint Advisory Committee must also include at least one member from outside the district's boundary but within the district's area of responsibility.

STATUTORY/OTHER AUTHORITY: ORS 184.619, ORS 184.658, ORS 184.761

STATUTES/OTHER IMPLEMENTED: ORS 184.751-184.766