

## **Agenda**

**Monday, March 25; 10:00 am – 12:00 pm**

Meeting is accessible virtually from a computer, tablet or smartphone.

[https://us06web.zoom.us/webinar/register/WN\\_W49QJ1kLRQ6ONGXvb4ULUg](https://us06web.zoom.us/webinar/register/WN_W49QJ1kLRQ6ONGXvb4ULUg)

1. Call Meeting to Order/Introductions
  2. Public Comments
  3. Approval of December 11, 2023 Meeting Minutes
  4. CTS Solar Project Update
  5. Review of STIF Process and Plan Development
  6. Presentation on Committee Work Group Formation
  7. Adjournment
- 

### Benton County STIF Advisory Committee Members

Sarah Bronstein  
Representative of Educational  
Institution

Janeece Cook, Vice-Chair  
Representative of People with  
Low-income

Greg Gescher  
Representative of Public  
Transportation Provider

Heidi Henry, Chair  
Environmental Advocate

Katherine Hunter-Zaworski  
Representative of Seniors  
(65+)

Kristen Jocums  
Representative of People with  
Disabilities

Nick Meltzer  
Representative of Local Govt.

David Rabinowitz  
Bicycle & Pedestrian Advocate

Gary Stockhoff  
Ex-Officio, Benton County

Tiffany Plemmons  
Qualified Entity Staff

Lisa Scherf  
Qualified Entity 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

[tiffany.plemmons@corvallisoregon.gov](mailto:tiffany.plemmons@corvallisoregon.gov), 541-766-6772



**Benton County**  
**Statewide Transportation Improvement Fund**  
**Advisory Committee Meeting Minutes**  
**December 11, 2023**

*Madison Avenue Meeting Room, 10:30 am – 12:00 pm.*

**Committee Members Present:**

Chair Heidi Henry - Environmental Advocate  
Vice-Chair Janeece Cook - Representative of Low-income Persons  
Kate Hunter-Zaworski Representative of People 65 and over  
Greg Gescher - Public Transportation Service Provider  
Sarah Bronstein - Representative of Educational Institutions  
Kristen Jocums - Representative of People with Disabilities  
Nick Meltzer - Representative of Local Government  
David Rabinowitz - Bicycle and Pedestrian Advocate  
Gary Stockhoff - Ex-officio

**Committee Members Absent:** None

**Staff:** Lisa Scherf - Public Transportation Services Supervisor  
Brad Dillingham - Special and Rural Transit Coordinator  
Tiffany Plemmons - Transit Program Assistant

**Guests:** Tim Bates – City of Corvallis

**1. Call Meeting to Order**

Janeece Cook ran late to the meeting and Heidi Henry volunteered to Chair the meeting, until Cook arrived. Henry called the meeting to order at 10:35 am and attendees introduced themselves.

**2. Public Comments**

Sally Utt – Ms. Utt relies on ADA paratransit provided through BAT Lift. She said she has been using these services less frequently because it is becoming harder to schedule rides to appointments. She said she worries that when she gets to an unfamiliar destination, she will no longer get the same help from the driver that she is accustomed to getting, as far as getting from the curb to her destination inside a building. It used to be that the driver would help her to the location and make sure she were set up. She is now relying more on other kinds of rides and if she cannot get one, she has to reschedule her appointment. On her most recent paratransit ride, she said that there were several others passengers in the vehicle and the driver dropped off passengers in a non-linear fashion, resulting in a longer-than-necessary trip. She said that rides cannot be requested more than one week in advance.

David Rabinowitz said that these types of issues should be dealt with outside of this meeting, as it is not the purview of the STIF Committee.

**3. Election of Chair and Vice Chair**

Rabinowitz motioned that Janeece Cook be nominated to continue her role as Vice Chair and Heidi Henry be nominated as Chair of the Benton County STIF Advisory Committee. Jocums seconded the motion. The motion passed unanimously.

#### **4. Approval of January 23, 2023 Minutes**

Rabinowitz motioned and Gescher seconded approval of the minutes. The motion passed unanimously.

#### **5. Review of Benton County Updated Title VI Plan (see Staff Report)**

Lisa Scherf said Benton County is required to have a Title VI Plan and update it every three years. The County's Diversity, Equity and Inclusion (DEI) Coordinator was consulted on this Plan update.

Scherf said that within Benton County, the number of Cantonese and Mandarin language speakers have joined Spanish language speakers as exceeding the threshold established by the Federal Transit Administration (FTA). Therefore, "vital" documents, as defined by FTA, will be made available in written form to Cantonese and Mandarin language speakers. The DEI Coordinator provided more updated and appropriate terminology for the Plan. County Commissioners will review the Plan in late January.

Jocums asked if the inclusion of the phrase "individuals with disabilities" should be uniform throughout the Plan. Scherf said language in the Plan was taken verbatim from FTA regulations, but that she would make sure that the language included is the most current language provided on the FTA website. Rabinowitz asked if phone surveys are to be used, as stated in the Plan. He is dubious of them, citing the historical unreliability of phone surveys, and opined that written surveys are a better method of receiving input.

Jocums motioned for approval of the Plan, subject to updating previously-discussed language. The motion was seconded by Meltzer. The motion passed unanimously.

#### **6. Request to Transfer from Reserves to Philomath Connection Project (see Staff Report)**

City of Philomath was not able to complete its 2021-23 STIF project titled "Bus Stop Amenities", in the amount of \$63,000, before June 30, 2023. Philomath was delayed in completing this project due to having to wait for ODOT to complete its work on the same streets as the planned Philomath work.

Rabinowitz motioned, seconded by Meltzer, to approve the request to transfer \$63,000 from reserves to the 2023-25 Philomath Connection project titled "Bus Stop Amenities". The motion passed unanimously.

#### **7. Update on FY23-25 Benton County STIF Projects**

In Barry Hoffman's absence, Meltzer reviewed the City of Albany's Loop Expansion project. It began in 2023 and the Loop Technical Advisory Committee is considering recommending making the expanded summer service hours operate year around.

Dillingham reviewed Benton County STIF projects:

99W Service – This service will operate from McMinnville to Junction City and is still awaiting its debut. Benton County has received the necessary vehicles. Yamhill County, Benton County's partner in this project, is awaiting receipt of their vehicles. A service plan will then be agreed upon by both agencies and drivers will be hired. A definite start date has not yet been identified.

Coast to Valley Expanded Service – Several connections to Amtrak have been added and ridership numbers indicate it is successful.

Camera System Upgrade – This upgrade began and has already been useful in several onboard incidents. 5311 Formula Match – Used to match federal grants for 99 Express to Adair Village and Coast to Valley service.

Bus Stop Amenities – Bus stop improvements have been made to the 99 Adair Village bus stop at Knoll Terrace Mobile Home Park on Highway 99.

Service Advertising – Used to advertise new services and service updates to the public.

Bates updated Corvallis and Philomath STIF projects.

Transit Support Position – This project funds the position that is currently held by Tiffany Plemmons. Tiffany is a vital part of supporting both Corvallis Transit System and Benton Area Transit.

Bus Stop Amenities – This project will fund as-yet-identified shelter locations that may receive a replacement shelter or a bus stop location that will get its first shelter. The bulk of the project in the previous STIF biennium was used for the transit plaza at Kings Blvd. and Monroe Avenue, a site that is the de facto OSU Transit Plaza.

Meltzer reviewed the Council of Governments (COG) STIF projects:

Seamless Transit Continuing Operations – Ongoing and used to support real-time vehicle information.

OSU Mobility Hub Construction Match – 60% design has been completed and the COG is awaiting 90% design from the contractor.

## **8. Meeting Notices**

Jocums said that the Oregon Attorney General's recommendation is to provide a two-week notification of a meeting for those persons who have requested a notification. Scherf said the STIF Committee discussed this issue at a previous STIF meeting and the Committee voted to approve a one-week notification period, which is standard for other public meetings in Benton County. Scherf and Stockhoff agreed to speak with Benton County Counsel on the legality of notification timelines. Jocums committed to providing Stockhoff with a list of interested parties that she is aware of. Scherf said the Committee could ask for a two-week notification on meeting date/location and a one-week notification for the full meeting packet.

## **9. Paratransit Discussion**

Jocums said that she and some others she knows did not approve of the merger between the former Special Transportation Advisory Committee (STAC) and the STIF Committee. Scherf reminded the Committee that merging these committees was the result of ODOT merging two funding streams and writing new Oregon Administrative Rules describing Committee requirements.

Jocums voiced her displeasure with the County's recently-implemented scheduling software, saying that it has been a "nightmare" for users to navigate. Jocums made a motion to create a working group or task force to discuss issues with the City's paratransit service and the County's BAT Lift service. She suggested that the task force would be comprised of a Dial-A-Bus representative, several members of the STIF Committee, and others to be determined by the STIF Committee. Scherf said the STIF Committee was never meant to address operational issues; however, it is possible to form a separate

task force. Meltzer asked if it were appropriate for the County Commissioners to be the entity to form a task force to deal with operational issues.

Stockhoff said the dispatch software that was implemented in September has been the culprit for the ride scheduling issues. Along with Dial-A-Bus schedulers, Scherf and Stockhoff met with the software contractor in an attempt to resolve these issues. Some, but not all, of the issues were resolved at the meeting. Jocums said it was her understanding that the software was purchased without input from Dial-A-Bus, the County's operations contactor. Stockhoff strongly refuted this, stating that two Dial-A-Bus supervisors were involved, gave their input and supported selecting the chosen vendor. Jocums asked why the former system was replaced. Stockhoff said the former software was too old to be supported. The vendor for the former software did not submit a response to the County's RFP for new software. Henry said that it needs to be decided who community members can contact with their scheduling issues. Scherf said that for operational and access issues with the software, users should contact Dial-A-Bus staff with their issues, because they use the software on a daily basis. For more general concerns and complaints, users should contact Brad Dillingham.

Jocums asked for clarification of the pickup "window" of paratransit passengers. Dillingham described this window. Rabinowitz, himself a former Dial-A-Bus driver, said it is incumbent upon the passengers to be ready at the scheduled time so as not to throw off the schedule of other passengers.

Scherf said that regarding Ms. Utt's disappointment with drivers no longer accompanying passengers to their appointments, the County has been strictly advised by the FTA that drivers are not permitted to lose sight of their vehicle or go into buildings, known as "through the door" service. If a passenger needs that level of assistance to get to their appointments, they need to provide their own Personal Care Attendant. Hunter-Zaworski stated that this is also her understanding of FTA regulations.

**10. Adjournment:** The meeting adjourned at 12:10 p.m.



**\*\*\* Memorandum \*\*\***

TO: Benton County Statewide Transportation Improvement Fund Advisory Committee  
FROM: Lisa Scherf, Transportation Services Supervisor  
SUBJECT: Program Overview for STIF Advisory Committee Members  
DATE: March 13 for March 25, 2022 meeting

Throughout the late summer and fall of 2024, the Benton County Statewide Transportation Improvement Fund (STIF) Advisory Committee will be assisting staff in developing a plan of projects (STIF Plan) for recommendation to the Benton County Board of Commissioners (BOC). This report will provide background on the origin of the funds for these projects and the role of the STIF Advisory Committee.

Special Transportation Fund

For decades, Oregon funded what was called the Special Transportation Fund (STF) using a combination of taxes on cigarettes, non-roadway gas tax (known colloquially as the “lawnmower tax”), fees from ID cards, and other State funds. This program, administered by the Oregon Department of Transportation (ODOT), provided State funding to provide transportation services for older adults and people with disabilities. The funds were distributed by population-based formula to what were called STF agencies, which were either Mass Transit Districts, Transportation Districts, Tribes, or Counties. Benton County was the STF agency for that purpose and staffed a Special Transportation Advisory Committee (STAC) to make recommendations about the use of the STF monies within Benton County.

Statewide Transportation Improvement Fund (pre-2022)

In 2017, the Oregon Legislature passed a large transportation bill, which, in addition to numerous other funding pieces, established the Statewide Transportation Improvement Fund. The program is funded by a new state payroll tax of one-tenth of 1 percent and provides a dedicated source of revenue for general public transportation across Oregon. The program was split into a Formula program (90%) and a Discretionary/Transit Network program (Discretionary, 9%), with the remaining 1% set aside to fund a technical resource center. Statewide, the program currently generates about \$120 million dollars annually, which is distributed to what are called Qualified Entities (QE), mirroring the same agencies that handled STF funds. Benton County is the QE for its geographic area.

Combining the Funds

In 2021, the Oregon Legislature directed ODOT to consolidate the STF and STIF programs beginning in the FY23-25 biennium. ODOT convened a STIF Rules Advisory Committee to assist in the development of Oregon Administrative Rules (OARs) to govern the combined funds and their respective programs. The OARs developed over a six-month process were adopted by the Oregon Transportation Commission in 2022. Staff worked with both the Benton County STAC and STIF Advisory Committees in 2022 to develop new bylaws

that comply with both Oregon Revised Statutes and OARs requirements for STIF Advisory Committees. These Bylaws were adopted by the BOC in 2022 (Attachment A).

While the programs were combined, ODOT still tracks revenues generated by each program separately. "Population" funds refer to what were formerly known as STF funds because of the population-based formula used to distribute them statewide, and "Payroll" funds refer to newer funds generated by the payroll tax.

#### Combining the Advisory Committees

Following the consolidation of the State public transportation funding sources, the Benton County STAC and STIF Advisory Committees were similarly consolidated to advise the BOC on use of the combined funds. The new committee was called the Statewide Transportation Improvement Fund (STIF) Advisory Committee, mirroring the State's language. Membership representation on the Benton County STIF Advisory Committee and duties of the Committee are governed by OARs. Members are appointed by the BOC to represent diverse perspectives throughout the County, providing guidance on funding decisions pertaining to the STIF program. Of note, the following seats are mandated:

The Committee must include at least four (4) members who, separately, are members of or represent each of the following four groups:

- (a) A low-income person ;
- (b) A person 65 years or older;
- (c) A person with a disability; and
- (d) A representative of a Public Transportation Service Provider [PTSP] or a non-profit entity which provides public transportation services.

The remaining seats may be filled with representatives from a wide variety of interest groups.

#### STIF Advisory Committee Bylaws

Article 2 of the Bylaws states:

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 4 of the Bylaws lists the nine primary duties of the STIF Advisory Committee. Among them (note that the numbering below mirrors the actual numbering in the Bylaws):

- (1) 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.
- (2) 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.

- (6) 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.
- (7) Recommend to the Board of Commissioners a STIF Plan which includes the prioritization of projects proposed for funding within the Plan.

Per Article 9 of the Bylaws, the STIF Advisory Committee is required to meet at least twice per calendar year. Historically, they have met 4-6 times during years involving STIF Plan development and 2-3 times during "off" years.

#### STIF Population Projects

The Population portion of the STIF program is still intended for transportation services for older adults and people with disabilities. As the primary transportation provider for older adults and people with disabilities in Benton County, Benton County staff assesses whether Population funds can be made available for other providers in the area based on funding needs for the County's special transportation program. Historically and in the current biennium, a small amount of funding has been set aside for subproviders. Currently, the Grace Center for Adult Day Services, Janus House, Oregon Cascades West Council of Governments (OCWCOG) Senior Companion Program and North Albany Call-a-Ride receive this set-aside funding, while the remaining funds BAT Lift through Benton County's contracted service provider, Dial-a-Bus.

#### STIF Payroll Projects

STIF Payroll funds are intended for general public transit projects, for similar activities as the Population funds: service operations, administrative costs, fare relief, safety/security, vehicle and equipment purchases, preventative maintenance, and planning projects. There are two components to the Payroll funds - Formula and Discretionary. Formula funds are distributed just as they sound, by formula directly to the QEs, while Discretionary funds are made available through a statewide competitive process. The STIF Advisory Committee is directly involved in the prioritization and recommendation of projects for Formula funds, but simply provides thumbs up/thumbs down input to ODOT on Discretionary projects submitted within Benton County. The Discretionary projects reviewed during the last cycle included a replacement Linn Benton Loop bus for the City of Albany, replacement vehicles for Benton County, and an OCWCOG project for mobility hubs at Oregon State University and Linn Benton Community College. All of these projects were successful in securing grants.

#### Funding Estimates

During the summer/fall of even years, the Oregon Department of Revenue publishes an estimate of STIF funds, both Population and Payroll, which each QE can expect to receive. This provides parameters for making funding recommendations when PTSPs and subproviders submit project requests.

For the FY23-25 biennium, Benton County's total Formula portion was estimated at \$4,800,000. The population-based money was almost \$500,000 and the remaining \$4,300,000 was from the payroll-based portion (see Attachment D and total the years listed as FY2024 and FY2025). We expect to receive the estimate for the FY25-27 biennium in mid-to late-summer this year.

#### STIF Plan Development

With the revenue estimates in hand, Benton County advises PTSPs of the approximate amount of Payroll funds allocated to each incorporated City within the County (Adair Village, Albany, Corvallis, Monroe,



Philomath) from payroll collection. PTSPs then develop projects and present them to the STIF Advisory Committee for review, prioritization, and recommendation to the BOC. Attachment C shows the Payroll projects the Committee recommended in FY23-25.

As described above, the bulk of the Population funds are used for Benton County's BAT Lift service, with a small amount granted to specialized transportation services in Benton County. Figure D shows the Population projects the Committee recommended in FY23-25.

STIF plans are typically due to ODOT in January of odd years and they are reviewed and adopted by the Oregon Transportation Commission in subsequent months. Benton County receives funding agreements from ODOT by July 1 and is then responsible for disbursing the funds to PTSPs and subproviders quarterly, and reporting on all the projects in the STIF Plan.

- Attachments:
- A – Benton County STIF Committee Bylaws
  - B – Published STIF Formula Estimates for FY23-25
  - C – STIF Payroll-Based Projects for FY23-25
  - D - STIF Population-Based Projects for FY23-25

**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:

- (1) 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.
- (2) 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.
- (3) 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.
  - (4) 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.
  - (5) 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.
  - (6) 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.
  - (7) Recommend to the Board of Commissioners a STIF Plan which includes the prioritization of projects proposed for funding within the Plan.
  - (8) 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.
  - (9) Propose any changes to the policies or practices of the Board of Commissioners that the Committee considers necessary to ensure that:
    - (a) A Sub-Recipient has applied moneys received through the STIF in accordance with and for the purposes described in the project proposal.
    - (b) 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:

- (1) To be qualified to serve on the Committee, an individual must:
  - (a) Be knowledgeable about the public transportation needs of residents or employees located within or traveling to and from Benton County; and
  - (b) Reside or work in Benton County.

- (2) The Committee must include at least four (4) members who, separately, are members of or represent each of the following four groups:
  - (a) A low-income person ;
  - (b) A person 65 years or older;
  - (c) A person with a disability; and
  - (d) A representative of a Public Transportation Service Provider or a non-profit entity which provides public transportation services.
- (3) Remaining members may be representatives from any of the following groups:
  - (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 (BIPOC);
  - (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.

**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:

- (1) One (1) County representative;
- (2) One (1) CAMPO representative; and
- (3) 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:

- (1) 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;
- (2) 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;
- (3) 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.

- (1) Individuals interested in membership will apply through the office of the Benton County Board of Commissioners.
- (2) The Commissioners will interview each applicant and, if requested, staff will provide input on each applicant.
- (3) 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):

- 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.
- 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:

- (1) Percentage of persons who are BIPOC;
- (2) Percentage of estimated households below 200% of the federal poverty line;
- (3) Percentage of persons with Low-English Proficiency
- (4) Percentage of persons who are Seniors;
- (5) Percentage of persons who have disabilities;
- (6) 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 5<sup>th</sup> day of July, 2022.

Signed this 5<sup>th</sup> 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



## Statewide Transportation Improvement Fund Allocation Estimate, Corrected, Sept. 16, 2022

### Overview

On September 6, 2022, the Public Transportation Division (PTD) communicated information regarding the FY2024-2025 and FY2026-2027 Statewide Transportation Improvement Fund (STIF) program estimates. However, these communicated estimates did not include the required adjustment to the base distribution as required by the **ORS 184.758 Distribution of moneys from Statewide Transportation Improvement Fund**.

Effective July 1, 2023, the base distribution must be adjusted to the rate of growth of the consolidated fund's revenues relative to the rate of growth of the fund as a whole. The STIF consolidated fund grew by 15.91% between the 2019-21 biennium and 2023-25 biennium estimates or \$37 million. Therefore, the base allocation adjustment for the 24 providers will increase by an estimated \$2.6 million over the FY2024-FY2025 biennium, which is less than 1% of the consolidated program revenue. Because of the increase in the base amount, eight new providers now qualify for the adjusted base because the payroll collections received within the Qualified Entities' jurisdictional boundary is less than the adjusted base amount.

The table below provides an overview of the growth estimates. An overview of the adjustment will be discussed at the October 3, 2022 Public Transportation Advisory Committee and the Oregon Transportation Commission is anticipated to take action on the adjustment at their November meeting.

<b>GROWTH FROM 19-21 LEVEL OF FUNDING</b>	
\$ 232.6M	19-21 Consolidate Program Revenue
\$ 269.7M	23-25 Consolidate Program Revenue
\$ 37M	Growth in Revenue 19-21 to 23-25
15.91%	Percentage of Increase (Base % Adjustment for 23-25 Allocations)

In addition, we would like all Qualified Entities and Public Transportation Service Providers to plan for funds up to and including an additional 20% of the allocation estimates, shown in the tables below. This will help to ensure that if revenues are higher than forecast, providers will receive those funds during the 2023-25 biennium.

### Introduction

ODOT has completed an update to the STIF allocation estimate. We will continue to update forecasts as we receive revised economic data. This update to the STIF forecast reflects the consolidation with the Special Transportation Fund as required by Senate Bill 1601. Revenues from cigarette taxes, ID card fees, and the non-highway gas tax are included with the payroll tax revenues. This forecast includes payroll shares and populations for 2020 and reflects expected revenues to be received.

### Estimate Assumptions

ODOT can distribute only the revenue it receives, which may be more or less than this estimate, up to each individual Qualified Entity's (QE) approved STIF Plan funding limit for STIF Formula. Distributions typically represent tax collections from two quarters prior; for example, the July distribution (FY 21 Q1) is largely comprised of taxes collected from January through March (FY 20 Q3). Updated estimates for the Formula, Discretionary, and Intercommunity Discretionary funds for FY 24-25 (23-25 biennium) and forecasts for FY 26-27 are summarized in the table below.

<b>Fund</b>	<b>Estimate for FY 24-25</b>	<b>Forecast for FY 26-27</b>
Formula	\$242.7 M	\$266.1 M
Discretionary	\$13.5 M	\$14.8 M
Intercommunity Discretionary	\$10.8 M	\$11.8 M
Technical Resource Center	\$2.7M	\$3.0M

The tables on the following pages summarize the estimated Formula fund revenues available to each QE based on the date of distribution by fiscal year. There are tables for the consolidated program, the population based formula, and payroll based formula. Population based formula funds must be dedicated to transportation services for older adults and individuals with disabilities.

**Estimate Calculation Method**

- Gross payroll tax revenue is multiplied by projected tax payer compliance rate of 97 percent
- Fees and other taxes grow at a nominal historic rate
- Department of Revenue collection and administration costs are deducted from the gross revenue
- The result is multiplied by 90% to determine the projected Formula Fund net total
- 10.2% is allocated for population basis distribution
- The projected net total is multiplied by the QE payroll shares resulting in QE revenue estimates
- QE payroll shares are calculated using the most current annual payroll data from the Oregon Employment Department, with adjustments made to ensure each QE receives the minimum allocation

The remaining ten percent of STIF funds collected is dedicated to the Discretionary Fund (five percent), Intercommunity Discretionary Fund (four percent), and the Technical Resource Center (one percent).

**Correction: Adjustment of Base Allocation**

<b>Program Totals (Population + Payroll)</b>				
<b>Qualified Entity</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2027</b>
Baker County	\$ 296,904	\$ 307,920	\$ 326,052	\$ 337,195
Basin Transit Service District	\$ 1,117,488	\$ 1,175,471	\$ 1,227,903	\$ 1,286,565
In district	\$ 878,359	\$ 923,575	\$ 965,132	\$ 1,010,875
Out of district Klamath County	\$ 239,129	\$ 251,896	\$ 262,771	\$ 275,690
Benton County	\$ 2,340,165	\$ 2,460,411	\$ 2,571,339	\$ 2,692,986
Burns Paiute Tribe	\$ 194,378	\$ 194,378	\$ 213,151	\$ 213,151
Columbia County	\$ 628,627	\$ 661,561	\$ 690,752	\$ 724,076
Confederated Tribes of Coos, Lower Umpqua and Siuslaw	\$ 194,378	\$ 194,378	\$ 213,151	\$ 213,151
Confederated Tribes of Grand Ronde Community of Oregon	\$ 194,378	\$ 194,378	\$ 213,151	\$ 213,151
Confederated Tribes of Siletz Indians	\$ 194,378	\$ 194,378	\$ 213,151	\$ 213,151
Confederated Tribes of the Umatilla Indian Reservation	\$ 194,378	\$ 194,378	\$ 213,151	\$ 213,151
Confederated Tribes of Warm Springs	\$ 194,378	\$ 194,378	\$ 213,151	\$ 213,151
Coos County	\$ 1,154,317	\$ 1,214,052	\$ 1,268,365	\$ 1,328,798
Coquille Indian Tribe	\$ 194,378	\$ 194,378	\$ 213,151	\$ 213,151
Cow Creek Band of Umpqua Tribe of Indians	\$ 194,378	\$ 194,378	\$ 213,151	\$ 213,151
Crook County	\$ 425,163	\$ 442,647	\$ 466,976	\$ 484,661
Curry County	\$ 330,228	\$ 342,924	\$ 362,666	\$ 375,509
Deschutes County	\$ 4,798,843	\$ 5,045,497	\$ 5,272,903	\$ 5,522,431
Gilliam County	\$ 194,378	\$ 194,378	\$ 213,151	\$ 213,151
Grant County Transportation District	\$ 194,378	\$ 194,236	\$ 213,151	\$ 212,934
Harney County	\$ 194,378	\$ 194,177	\$ 213,151	\$ 212,868
Hood River County Transportation District	\$ 651,259	\$ 680,144	\$ 715,398	\$ 744,616
Jefferson County	\$ 371,851	\$ 386,646	\$ 408,399	\$ 423,365
Josephine County	\$ 1,378,995	\$ 1,450,603	\$ 1,515,251	\$ 1,587,699
Klamath Tribes	\$ 194,378	\$ 194,378	\$ 213,151	\$ 213,151
Lake County	\$ 196,106	\$ 198,712	\$ 215,051	\$ 217,707
Lane Transit District	\$ 8,245,647	\$ 8,670,454	\$ 9,060,244	\$ 9,490,010
In district	\$ 7,663,015	\$ 8,056,883	\$ 8,420,015	\$ 8,818,473
Out of district Lane County	\$ 582,633	\$ 613,571	\$ 640,230	\$ 671,536
Lincoln County	\$ 831,756	\$ 874,883	\$ 913,937	\$ 957,570
Linn County	\$ 2,452,661	\$ 2,579,364	\$ 2,694,977	\$ 2,823,161
Malheur County	\$ 602,964	\$ 632,870	\$ 662,364	\$ 692,688
Morrow County	\$ 409,526	\$ 426,221	\$ 449,795	\$ 466,682
Rogue Valley Transportation District	\$ 4,722,346	\$ 4,965,728	\$ 5,188,876	\$ 5,435,099
In district	\$ 4,212,192	\$ 4,428,480	\$ 4,628,289	\$ 4,847,096
Out of district Jackson County	\$ 510,154	\$ 537,248	\$ 560,587	\$ 588,003
Salem Area Mass Transit District	\$ 9,961,283	\$ 10,473,790	\$ 10,945,341	\$ 11,463,825
In district	\$ 6,786,415	\$ 7,134,154	\$ 7,456,775	\$ 7,808,558
Out of district Marion County	\$ 2,357,286	\$ 2,479,288	\$ 2,590,188	\$ 2,713,618
Out of district Polk County	\$ 817,581	\$ 860,348	\$ 898,378	\$ 941,649
Sherman County	\$ 194,378	\$ 194,378	\$ 213,151	\$ 213,151
Sunset Empire Transportation District (Clatsop County)	\$ 854,172	\$ 898,211	\$ 938,558	\$ 983,112
Tillamook County Transportation District	\$ 483,271	\$ 504,140	\$ 530,822	\$ 551,922
Tri County Metropolitan Transportation District	\$ 66,766,475	\$ 70,176,573	\$ 73,361,180	\$ 76,810,861
In district	\$ 63,411,056	\$ 66,647,785	\$ 69,674,255	\$ 72,948,540
Out of district Clackamas County	\$ 2,522,731	\$ 2,653,019	\$ 2,771,968	\$ 2,903,779
Out of district Multnomah County	\$ 77,798	\$ 81,856	\$ 85,486	\$ 89,592
Out of district Washington County	\$ 754,890	\$ 793,911	\$ 829,471	\$ 868,950
Umatilla County	\$ 1,532,760	\$ 1,611,934	\$ 1,684,192	\$ 1,764,292
Umpqua Public Transportation District (Douglas County)	\$ 1,960,570	\$ 2,062,048	\$ 2,154,276	\$ 2,256,943
Union County	\$ 481,562	\$ 501,889	\$ 528,944	\$ 549,506
Wallowa County	\$ 194,378	\$ 195,374	\$ 213,151	\$ 214,178
Wasco County	\$ 577,622	\$ 602,794	\$ 634,489	\$ 659,951
Wheeler County	\$ 194,378	\$ 194,378	\$ 213,151	\$ 213,151
Yamhill County	\$ 1,921,478	\$ 2,020,904	\$ 2,111,321	\$ 2,211,911
<b>Totals Statewide</b>	<b>\$ 118,409,703</b>	<b>\$ 124,284,710</b>	<b>\$ 130,097,632</b>	<b>\$ 136,040,928</b>

## POPULATION Formula Breakout

Qualified Entity	FY 2024	FY 2025	FY 2026	FY 2027
Baker County	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Basin Transit Service District	\$ 175,781	\$ 186,273	\$ 193,206	\$ 203,832
In district	\$ 99,379	\$ 105,310	\$ 109,230	\$ 115,237
Out of district Klamath County	\$ 76,402	\$ 80,963	\$ 83,976	\$ 88,594
Benton County	\$ 241,043	\$ 255,431	\$ 264,938	\$ 279,508
Burns Paiute Tribe	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Columbia County	\$ 133,176	\$ 141,125	\$ 146,378	\$ 154,428
Confederated Tribes of Coos, Lower Umpqua and Siuslaw	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Confederated Tribes of Grand Ronde Community of Oregon	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Confederated Tribes of Siletz Indians	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Confederated Tribes of the Umatilla Indian Reservation	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Confederated Tribes of Warm Springs	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Coos County	\$ 164,425	\$ 174,240	\$ 180,725	\$ 190,664
Coquille Indian Tribe	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Cow Creek Band of Umpqua Tribe of Indians	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Crook County	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Curry County	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Deschutes County	\$ 502,054	\$ 532,021	\$ 551,823	\$ 582,171
Gilliam County	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Grant County Transportation District	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Harney County	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Hood River County Transportation District	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Jefferson County	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Josephine County	\$ 223,078	\$ 236,394	\$ 245,192	\$ 258,677
Klamath Tribes	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Lake County	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Lane Transit District	\$ 969,831	\$ 1,027,721	\$ 1,065,972	\$ 1,124,596
In district	\$ 801,749	\$ 849,606	\$ 881,228	\$ 929,692
Out of district Lane County	\$ 168,082	\$ 178,115	\$ 184,744	\$ 194,905
Lincoln County	\$ 127,620	\$ 135,237	\$ 140,271	\$ 147,985
Linn County	\$ 325,690	\$ 345,131	\$ 357,977	\$ 377,664
Malheur County	\$ 81,132	\$ 84,722	\$ 89,003	\$ 92,708
Morrow County	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Rogue Valley Transportation District	\$ 565,378	\$ 599,126	\$ 621,425	\$ 655,601
In district	\$ 417,730	\$ 442,664	\$ 459,140	\$ 484,391
Out of district Jackson County	\$ 147,648	\$ 156,462	\$ 162,285	\$ 171,210
Salem Area Mass Transit District	\$ 1,097,418	\$ 1,162,923	\$ 1,206,207	\$ 1,272,543
In district	\$ 594,136	\$ 629,600	\$ 653,034	\$ 688,948
Out of district Marion County	\$ 337,390	\$ 357,529	\$ 370,836	\$ 391,231
Out of district Polk County	\$ 165,892	\$ 175,794	\$ 182,337	\$ 192,365
Sherman County	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Sunset Empire Transportation District (Clatsop County)	\$ 104,010	\$ 110,219	\$ 114,321	\$ 120,608
Tillamook County Transportation District	\$ 78,470	\$ 78,925	\$ 86,048	\$ 86,499
Tri County Metropolitan Transportation District	\$ 4,652,506	\$ 4,930,215	\$ 5,113,716	\$ 5,394,950
In district	\$ 4,203,714	\$ 4,454,634	\$ 4,620,434	\$ 4,874,540
Out of district Clackamas County	\$ 331,287	\$ 351,062	\$ 364,128	\$ 384,154
Out of district Multnomah County	\$ 14,594	\$ 15,465	\$ 16,041	\$ 16,923
Out of district Washington County	\$ 102,911	\$ 109,054	\$ 113,113	\$ 119,334
Umatilla County	\$ 202,781	\$ 214,885	\$ 222,883	\$ 235,141
Umpqua Public Transportation District (Douglas County)	\$ 281,604	\$ 298,413	\$ 309,520	\$ 326,542
Union County	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Wallowa County	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Wasco County	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Wheeler County	\$ 78,470	\$ 78,470	\$ 86,048	\$ 86,048
Yamhill County	\$ 272,794	\$ 289,077	\$ 299,836	\$ 316,326
<b>Totals Statewide</b>	<b>\$ 12,082,064</b>	<b>\$ 12,685,351</b>	<b>\$ 13,274,600</b>	<b>\$ 13,885,603</b>

## PAYROLL Formula Breakout

Qualified Entity	FY 2024	FY 2025	FY 2026	FY 2027
Baker County	\$ 218,434	\$ 229,450	\$ 240,004	\$ 251,146
Basin Transit Service District	\$ 941,707	\$ 989,198	\$ 1,034,697	\$ 1,082,734
In district	\$ 778,981	\$ 818,265	\$ 855,902	\$ 895,638
Out of district Klamath County	\$ 162,727	\$ 170,933	\$ 178,795	\$ 187,096
Benton County	\$ 2,099,122	\$ 2,204,980	\$ 2,306,401	\$ 2,413,478
Burns Paiute Tribe	\$ 115,908	\$ 115,908	\$ 127,102	\$ 127,102
Columbia County	\$ 495,451	\$ 520,436	\$ 544,375	\$ 569,648
Confederated Tribes of Coos, Lower Umpqua and Siuslaw	\$ 115,908	\$ 115,908	\$ 127,102	\$ 127,102
Confederated Tribes of Grand Ronde Community of Oregon	\$ 115,908	\$ 115,908	\$ 127,102	\$ 127,102
Confederated Tribes of Siletz Indians	\$ 115,908	\$ 115,908	\$ 127,102	\$ 127,102
Confederated Tribes of the Umatilla Indian Reservation	\$ 115,908	\$ 115,908	\$ 127,102	\$ 127,102
Confederated Tribes of Warm Springs	\$ 115,908	\$ 115,908	\$ 127,102	\$ 127,102
Coos County	\$ 989,892	\$ 1,039,812	\$ 1,087,639	\$ 1,138,134
Coquille Indian Tribe	\$ 115,908	\$ 115,908	\$ 127,102	\$ 127,102
Cow Creek Band of Umpqua Tribe of Indians	\$ 115,908	\$ 115,908	\$ 127,102	\$ 127,102
Crook County	\$ 346,694	\$ 364,177	\$ 380,928	\$ 398,613
Curry County	\$ 251,758	\$ 264,454	\$ 276,618	\$ 289,460
Deschutes County	\$ 4,296,790	\$ 4,513,476	\$ 4,721,080	\$ 4,940,260
Gilliam County	\$ 115,908	\$ 115,908	\$ 127,102	\$ 127,102
Grant County Transportation District	\$ 115,908	\$ 115,767	\$ 127,102	\$ 126,885
Harney County	\$ 115,908	\$ 115,707	\$ 127,102	\$ 126,820
Hood River County Transportation District	\$ 572,789	\$ 601,675	\$ 629,349	\$ 658,568
Jefferson County	\$ 293,381	\$ 308,176	\$ 322,351	\$ 337,316
Josephine County	\$ 1,155,917	\$ 1,214,210	\$ 1,270,059	\$ 1,329,023
Klamath Tribes	\$ 115,908	\$ 115,908	\$ 127,102	\$ 127,102
Lake County	\$ 117,637	\$ 120,243	\$ 129,003	\$ 131,659
Lane Transit District	\$ 7,275,816	\$ 7,642,733	\$ 7,994,272	\$ 8,365,413
In district	\$ 6,861,266	\$ 7,207,277	\$ 7,538,787	\$ 7,888,781
Out of district Lane County	\$ 414,550	\$ 435,456	\$ 455,485	\$ 476,632
Lincoln County	\$ 704,136	\$ 739,645	\$ 773,667	\$ 809,585
Linn County	\$ 2,126,971	\$ 2,234,233	\$ 2,337,000	\$ 2,445,498
Malheur County	\$ 521,832	\$ 548,148	\$ 573,361	\$ 599,980
Morrow County	\$ 331,056	\$ 347,751	\$ 363,747	\$ 380,634
Rogue Valley Transportation District	\$ 4,156,967	\$ 4,366,602	\$ 4,567,450	\$ 4,779,498
In district	\$ 3,794,461	\$ 3,985,815	\$ 4,169,149	\$ 4,362,705
Out of district Jackson County	\$ 362,506	\$ 380,787	\$ 398,302	\$ 416,793
Salem Area Mass Transit District	\$ 8,863,865	\$ 9,310,867	\$ 9,739,134	\$ 10,191,282
In district	\$ 6,192,279	\$ 6,504,554	\$ 6,803,741	\$ 7,119,610
Out of district Marion County	\$ 2,019,896	\$ 2,121,759	\$ 2,219,352	\$ 2,322,387
Out of district Polk County	\$ 651,690	\$ 684,554	\$ 716,041	\$ 749,284
Sherman County	\$ 115,908	\$ 115,908	\$ 127,102	\$ 127,102
Sunset Empire Transportation District (Clatsop County)	\$ 750,162	\$ 787,993	\$ 824,238	\$ 862,503
Tillamook County Transportation District	\$ 404,802	\$ 425,216	\$ 444,774	\$ 465,423
Tri County Metropolitan Transportation District	\$ 62,113,968	\$ 65,246,357	\$ 68,247,464	\$ 71,415,911
In district	\$ 59,207,343	\$ 62,193,151	\$ 65,053,820	\$ 68,074,000
Out of district Clackamas County	\$ 2,191,444	\$ 2,301,958	\$ 2,407,840	\$ 2,519,626
Out of district Multnomah County	\$ 63,204	\$ 66,391	\$ 69,445	\$ 72,669
Out of district Washington County	\$ 651,978	\$ 684,857	\$ 716,358	\$ 749,616
Umatilla County	\$ 1,329,979	\$ 1,397,049	\$ 1,461,309	\$ 1,529,151
Umpqua Public Transportation District (Douglas County)	\$ 1,678,965	\$ 1,763,635	\$ 1,844,756	\$ 1,930,401
Union County	\$ 403,092	\$ 423,420	\$ 442,896	\$ 463,457
Wallowa County	\$ 115,908	\$ 116,904	\$ 127,102	\$ 128,130
Wasco County	\$ 499,152	\$ 524,324	\$ 548,441	\$ 573,903
Wheeler County	\$ 115,908	\$ 115,908	\$ 127,102	\$ 127,102
Yamhill County	\$ 1,648,684	\$ 1,731,827	\$ 1,811,485	\$ 1,895,584
<b>Totals Statewide</b>	<b>\$ 106,327,638</b>	<b>\$ 111,599,359</b>	<b>\$ 116,823,032</b>	<b>\$ 122,155,324</b>



**FY 2023-25 Benton County STIF Formula Payroll Project Rankings**

#	Project	Request	Rank
BAT-1	Coast to Valley Express Expanded Service	\$ 160,000	1
ATS-1	Linn-Benton Loop Preservation of Service	\$ 99,000	2
ATS-2	Linn-Benton Loop Expanded Service	\$ 725,000	2
CTS-1	Corvallis Transit System Expanded Service	\$ 2,155,000	2
PC-1	Philomath Connection Expanded Service	\$ 164,000	2
CTS-2	Transit Support Position	\$ 205,000	3
BAT-3	5311 Formula Grant Match	\$ 115,000	4
BAT-8	Fareless BAT Lift	\$ 52,500	5
PC-2	Fareless Philomath Service	\$ 60,000	5
COG-1	Seamless Transit Continuing Operations	\$ 54,000	6
BAT-2	Preventative Maintenance	\$ 100,000	7
COG-3	LBCC Driver Training Center	\$ 60,000	8
BAT-6	99W Service Pilot Discretionary Grant Match & Additional Funding	\$ 170,000	9
ATS-4	Linn-Benton Loop Bus Purchase Match	\$ 90,000	10
BAT-7	99W/CARES Vehicle Overrun	\$ 300,000	10
BAT-9	Bus Purchases Match	\$ 155,000	10
BAT-11	Bus Purchases (Full Project)	\$ 770,000	10
ATS-3	ATS expansion, North Albany Expanded Service	\$ 150,000	11
COG-2	OSU Mobility Hub Construction Match	\$ 300,000	12
BAT-4	Administration and Licensing	\$ 45,000	13
CTS-4	Mid-life Rebuild for CTS Buses	\$ 140,000	14
BAT-10	Bus Stop Amenities	\$ 50,000	15
CTS-5	Bus Stop Amenities	\$ 200,000	15
PC-3	PC Bus Stop Amenities	\$ 24,000	16
COG-4	OSU Mobility Hub Construction Full Project	\$ 1,500,000	17
BAT-5	Service Advertising	\$ 24,000	18
CTS-3	CTS & PC Garage Solar Roof Installation	\$ 240,000	19
R	Reserve	\$ 695,072	---
POP	Population Projects	\$ 496,474	---

<b>Total Request</b>	\$ 9,299,046
<b>Total Program Amount</b>	\$ 8,802,572

STIF Formula Population Fund Projects						
Project ID	Agency	Project Title	FY21-23 Request (if applicable)	Request for FY24	Request for FY25	TOTAL Request for FY23-25
POP-1	Benton County	"BAT Lift" Special Transportation Services	\$ 399,234	\$ 217,043	\$ 231,431	\$ 448,474
POP-2	Grace Center	Community Outing Program & Client Transportation Services	\$ 7,500	\$ 4,000	\$ 4,000	\$ 8,000
POP-3	OCWCOG	Senior Companion Program	\$ 7,000	\$ 7,000	\$ 7,000	\$ 14,000
POP-4	Janus House	Janus House / Mental Health Association of Benton County	\$ 9,600	\$ 6,000	\$ 6,000	\$ 12,000
POP-5	City of Albany	North Albany Call-a-Ride Service	\$ 10,000	\$ 7,000	\$ 7,000	\$ 14,000
Providers who did not reapply			\$ 7,000	\$ -	\$ -	\$ -
			\$ 440,334	\$ 241,043	\$ 255,431	\$ 496,474

Federal 5310 Urban and Rural Projects						
Project ID	Agency	Project Title	FY21-23 Funds	Request for FY24	Request for FY25	TOTAL Request for FY23-25
5310-R	Benton County	"BAT Lift" Special Transportation Services	\$ 363,356	\$ 111,590	\$ 111,590	\$ 223,180
5310-SU	Benton County	City of Corvallis & Philomath Paratransit	\$ 232,185	\$ 174,493	\$ 174,493	\$ 348,986
			\$ 595,541	\$ 286,083	\$ 286,083	\$ 572,166

**NOTE:** The total of project requests are meant to use all Benton County allocated funds without a reserve

## **Proposal for Transit Access Work Group**

### **The Need**

Access to transit in Benton County for people with disabilities has been seriously disrupted since 2021. People with disabilities are missing important medical appointments, needlessly incurring long wait times and having their work and social lives negatively affected by changes made by BAT. In short, BAT is negatively impacting the quality of life of people with disabilities in our community. As a result, people with disabilities simply aren't participating in our community or are relying on over-burdened family members to assist them with transportation which used to be provided by BAT. Finally, both complaints and offers of cooperative problem solving have gone largely unnoticed by Bat. People with disabilities thus don't feel heard, the contractor which provides a large amount of the accessible transportation services doesn't feel heard, and the County's resources are being misdirected and wasted due to a failure to communicate effectively with both the service provider and the service recipients.

### **The Solution**

The history, causes and problems with accessible services are so complex and detailed as to render them very difficult to resolve within the standard meeting structure of the full STIF Committee. The by-laws of the STIF predicted that there might be times that a more concentrated approach to issues might be needed. Under Section 6 (see attached partial STIF by-laws), a work group can be formed by the STIF Committee to review and address programs under the STIF purview (see sections 2(iii), 2(iv) and 5 regarding topics of coverage). The formation of such a work group would allow a smaller, knowledgeable team of individuals to drill down into the causes of the reduction in access and thus also find a way to curtail and hopefully cure the problems. Finally, since very little time has been spent learning what the disabled community thinks and actually needs in the overhaul which has been undertaken by the County, a work group which contains representatives from stakeholder groups could not only solve current issues, it could prevent future issues from negatively impacting the community served by the STIF and the County.

## **The Structure**

A small work group consisting of four representatives could serve the STIF very well. The work group should consist of at least four members: A County/Accessible Transit representative, a Dial A Bus representative, a transit rider with a disability, and a STIF member as a chairperson. Getting all four of these stakeholders in the same room will allow for critical communication and common problem solving.

## **The Mission**

The mission of the work group is to:

1. Identify the areas which are decreasing access and causing interruption of services
2. Create pathways for resolution of those problems
3. Identify areas of future needs of the disabled community in transit services
4. Ensure that future plans for restructuring and/or providing services are not contrary to the needs of the disabled.
5. Report findings and recommendations to the STIF at its regular meetings

## **The Potential Members**

The STIF may establish its own procedures for selecting members, but the following named members have agreed to serve if approved:

County/Accessible transit rep – selected by County/City

Dial A Bus representative : selected by the Chair or the STIF - Thomas Hendricks, DAB Board member and former safety supervisor

Rider representative: selected by the Chair or the STIF

STIF work group chair: elected by the STIF

## **Term of Work Group**

This should be a standing committee of the STIF

## STIF By-Laws Relevant to Duties Of Advisory Committee

### 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:

- (1) 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.
- (2) Consider the criteria established under OAR Chapter 732, Division 040 when identifying Projects for inclusion in the STIF Plan, including but not limited to:
  - (i) expanded service and frequency in areas with a high percentage of low income households;
  - (ii) improved service connections between communities;
  - (iii) reduced fragmentation of service and closure of service gaps;
  - (iv) maintenance of existing services;
  - (v) and other factors such as geographic equity.
- (3) 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.
- (4) It shall be the responsibility of the Advisory Committee to review data, receive, public input, and make a recommendation to Benton County Board 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.
- (5) 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.

- (6) 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.
- (7) Recommend to the Board of Commissioners a STIF Plan which includes the prioritization of projects proposed for funding within the Plan.
- (8) 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.
- (9) Propose any changes to the policies or practices of the Board of Commissioners that the Committee considers necessary to ensure that:

  - (a) A Sub-Recipient has applied moneys received through the STIF in accordance with and for the purposes described in the project proposal.
  - (b) A project proposal submitted by a Sub-Recipient does not fragment the provision of public transportation services.