



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

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**Agenda**

**Monday, August 5; 10:00 am – 12:00 pm**

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

Public Link: [https://us06web.zoom.us/webinar/register/WN\\_mgKMUG-ZTNeV8oSsLpZgBg](https://us06web.zoom.us/webinar/register/WN_mgKMUG-ZTNeV8oSsLpZgBg)

1. Call Meeting to Order/Introductions
  2. Public Comments
  3. Approval of December 11, 2023 and March 25, 2024 Meeting Minutes
  4. OSU Mobility Hub Project Update
  5. Update on STIF Timeline and Funding Estimate
  6. Discussion of Proposed Committee Operational Work Group
  7. Adjournment
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Benton County STIF Advisory Committee Members

Sarah Bronstein  
Representative of Educational  
Institution

Janece 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

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  
Sally Utt – Community Member

**1. Call Meeting to Order**

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

**2. Public Comments**

Sally Utt – Ms. Utt stated she 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 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, including 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 was 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 other 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,~~ **which began in 2023. The Loop Technical Advisory Committee evaluated ridership for the expanded summer service and is considering continuing that expanded service in future summers.**

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 **reiterated that the Bylaws call for a one-week notice period for meetings, and** agreed to speak with Benton County Counsel on the legality of notification timelines. **When asked whether a list of interested parties had been provided, Jocums stated that the National Federation of the Blind had asked the County to be directly notified about the meeting and wasn't. Scherf apologized for that lack of notification.** 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. **She noted that in the past, Committee meeting dates were established for the year and published and suggested doing so again.**

## 9. Paratransit Discussion

Jocums said that she and some others she knows ~~did not approve of~~ **were against** 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. **Some users have opted to stop scheduling rides.**

Jocums made a motion to create a working group or task force to **monitor, review, and** 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, **Benton County**, 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 on the selection panel~~, gave their input and supported selecting the chosen vendor. Jocums asked why the former system was replaced. Stockhoff said the former software was **20 years old and soon to be** too old to be supported. The vendor for the former software was **notified of the procurement and** did not submit a response to the County's RFP for new software. Henry ~~said that it needs to be decided~~ **asked** who community members could contact with their scheduling issues. ~~Scherf~~ **Dillingham** 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 stated that this method isn't working, as she has contacted staff in the past and not received a response. Dillingham noted he has been out of the office for weeks with family issues. In response to a question from Jocums, staff responded that the software purchase cost was in the range of \$90,000.**

Jocums asked for clarification of the **15-minute** pickup "window" of paratransit passengers. Dillingham described this window **as being within 15 minutes before and after the requested time, which is well within the Federal Transit Administration's 30-minute window requirement.** 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~~ **strongly** 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.

**Chair Henry requested that Jocums bring back a proposal regarding working groups for the Committee to consider.**

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

DRAFT



**Benton County**  
**Statewide Transportation Improvement Fund**  
**Advisory Committee Meeting Minutes**  
**March 25, 2024**

*Virtual, 10:00 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 Transit Riders  
David Rabinowitz - Bicycle and Pedestrian Advocate  
Gary Stockhoff - Ex-officio

**Committee Members Absent:** Nick Meltzer - Representative of Local Government

**Staff:** Lisa Scherf - Public Transportation Services Supervisor  
Tiffany Plemmons - Transit Program Assistant

**Guests:** Tim Bates – City of Corvallis  
Rory Rowan - City of Corvallis  
John Gardner – Dial-a-Bus user  
Sally Utt – Dial-a-Bus and BAT Lift user

**1. Call Meeting to Order**

Chair Henry called the meeting to order at 10:05 am attendees introduced themselves.

**2. Public Comments**

John Gardner – Gardner stated he is no longer a BAT Lift client and subscribes to a private service with Dial-a-Bus. He does not like how things have changed over the last few years regarding use of County vehicles for special trips and having to stay within Benton County boundary.

**3. Approval of December 11, 2023, Meeting Minutes**

There were concerns about what was not included in the December 11, 2023, minutes. After a brief discussion, Cook made a motion to consider the minutes, rather than approve, and Jocums seconded.

Following discussion, Scherf summarized requested corrections that Jocums wanted added to the minutes in question:

- 1) Having the Committee discuss operational issues becoming part of the Committee's purview
- 2) Staff agreed to send email notices regarding the March meeting and did not do so
- 3) Staff agreed to provide the cost and ride time windows within the VIA Software and did not do so
- 4) Allegations that staff had not returned phone calls from some community members
- 5) Chair Henry had requested Jocums bring back a work group proposal.

Bronstein had a correction to Item 7, Update on FY23-25 Benton County STIF projects. The minutes said that Committee Member Nick Meltzer stated the Linn Benton Loop Technical Advisory Committee (TAC) is considering recommending expanded summer hours operate year-round. This is not accurate; instead, the TAC evaluated ridership for expanded summer service and was considering continuing expanded summer service in future summers.

Chair Henry asked if the Committee preferred to vote on accepting the corrected minutes or postpone voting on minutes until the next meeting. **Jocums motioned to postpone, Cook seconded, and the motion passed.**

#### **4. CTS Solar Project Update**

Tim Bates reported that following a structural engineering assessment, it was determined the roof of the garage will not support the planned solar panels. This means the money will be returned to the reserves. Accounting for the \$2,800 spent on bid advertising and analysis, \$237,200 will back into STIF reserves.

#### **5. Review of STIF Process and Plan Development**

Scherf presented a high-level overview on the STIF program, including project and plan development. She explained how the former Special Transportation Fund and STIF monies were merged at the State level, how matching funds work, the source of the funds, and the development of the formulas for distribution. The staff report provides more information on this.

#### **6. Presentation on Committee Work Group Formation**

Jocums presented her written proposal for a Committee work group, included in the meeting packet. She hopes the work group could address issues of concern to BAT clients in a more collaborative way. The proposal would include a Committee member to chair the group, a rider, a County staff person, and a Dial-a-Bus representative. She believes this is necessary to review what has been happening with service levels and to look at future needs as they relate to funding. She gave the example of funding a new dispatching system which she said was neither needed nor wanted and resulted in issues for passengers.

Chair Henry thanked Jocums and asked if other Committee members had thoughts. Rabinowitz stated he is a former volunteer driver and is familiar with how the dispatching system used to operate before the new software, and he agrees with the concept of a group reviewing the service. He questioned whether this is a function of the STIF Committee and that a different group was more appropriate for operational issues. Hunter-Zaworski suggested that the rider(s) in the work group represent people with sensory, cognitive, and physical disabilities because the needs of each are very different. Cook agreed with Rabinowitz that another group might be better for this purpose. She noted that another group who should be considered for representation are people unable to read.

Jocums stated that there is a need to problem solve and the Committee represents a mechanism. Bronstein stated she is weighing what Jocums and Rabinowitz have stated about purview. Section 2, Item 6 of the Bylaws has language about this: "Establish, as needed, Work Groups to provide the Committee with additional input on STIF Formula projects." Bronstein wondered if that language is related more to how currently funded projects are going, or whether work groups are useful for deciding which projects to fund. Scherf said she could answer that, having participated in the State's rules committee for the STIF program. There was a robust discussion during rule-writing about work groups and how they would be used. The intent of that language was in the event there was a need for a deeper dive on some projects to gain additional information when the STIF Plan was being developed, particularly if there wasn't



enough money to fully fund submitted projects. Scherf was emphatic that the intent was not to provide operational oversight.

Jocums said there was another section that refers to being able to oversee how current projects are being implemented and review funding for future projects. Rabinowitz asked what standing the group would have with Benton County in this kind of role. It seemed it would be limited to reducing future funding requests, and he didn't think that was a good way to operate. He couldn't think of another place in the County where a committee would function this way.

In response to a question from Gescher about whether there is another way to address these issues within the County, Stockhoff said this group is advisory to the Board of Commissioners. During the last cycle, the Committee recommended projects, the Board had an opportunity to ask questions and ultimately approved them. It's always possible an outside group could weigh in to the Board on the advisability of funding projects that have been recommended by the Committee.

Bronstein suggested another place oversight could take place is the City's Multimodal Operational Advisory Committee, where members of the community can present operational issues. Jocums said her suggestion wasn't about reviewing staff's work, but about considering the need for specific projects. In this case, she opined that the dispatching software upgrade wasn't needed and that it negatively impacted the rider community. She thinks there should be input on implementation of projects that includes the wider community, the County, and the vendor so that appropriate decisions can be made. Rabinowitz stated that he drove for the service contractor for about 10 years and he believed they desperately needed new software. Perhaps the solution didn't work as planned, but he opined that a committee like this can't get into the details of a procurement. Bronstein acknowledged what Jocums is expressing and understands the need to confirm that projects align with the needs of the community. At its core, the Committee is intended to function as representatives of the broader community.

Chair Henry suggested that staff develop options for next steps and bring them to the next meeting. Cook believes this group does have a role in reviewing how projects are delivered and perhaps Benton County could have a similar multimodal group like Corvallis'. Gescher supported Chair Henry's suggestion to bring back options for the Committee to consider. **Rabinowitz moved that the Committee request staff develop a proposal for reviewing the operation of Benton Area Transit and present it at the next meeting. Jocums seconded.** Cook requested information about what didn't work about the dispatching software.

**The motion passed.**

**7. Adjournment 11:40 am**



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

TO: Benton County Statewide Transportation Improvement Fund Advisory Committee  
FROM: Lisa Scherf, Transportation Services Supervisor  
SUBJECT: STIF Committee Operational Working Group Options  
DATE: July 25 for August 5, 2024 meeting

At the March 25, 2024 Statewide Transportation Improvement Fund (STIF) Advisory Committee, staff was directed to bring back options for providing a way to review community concerns related to access to transit for people with disabilities. A proposal to form a STIF Advisory Committee working group was made by a Committee member and this report presents three options for the Committee to consider, along with a staff recommendation.

Option 1 – Form a Standing Work Group of the STIF Advisory Committee

This is the proposal brought forward by a Committee Member (Attachment A). It involves forming a work group (WG) of the STIF Committee to address the concern that access to transit services for people with disabilities has been disrupted/reduced since 2021. Additionally, this proposal aims to address communication between some members of the community using BAT Lift and City/County staff regarding operational issues experienced by these users.

The STIF Advisory Committee Bylaws provide for the formation of WGs, as follows:

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).

As originally proposed, the group would consist of one STIF Committee member, one member of the community who is a user of BAT Lift, a County staff person, and a Dial-a-Bus (DAB) representative. Following discussion at the March 25, 2024 STIF Advisory Committee meeting, others in the group noted there should be other representatives, such as people who don't read well and people or representatives of people with various disabilities (e.g. mobility, intellectual, emotional, visual). This would produce a WG of six to eight members from the community. Staff notes that as the operator of the Corvallis Transit System, the City is responsible for paratransit, through an intergovernmental agreement with Benton County. Since several of the community members expressing issues with BAT Lift are paratransit users, the City should be included in this WG, if formed.

Pros: 1) Responds to a direct request of a STIF Advisory Committee Member; 2) formalizes the WG and creates a paper trail for identification and discussion of issues.

Cons: 1) Does not respond directly to the explicit purpose of Working Groups as referenced in the Bylaws; 2) requires formal report-out to the STIF Advisory Committee, consideration by the Committee, and inclusion in Committee minutes; 3) will take considerable Committee and staff resources.

#### Option 2 – Form a Benton County Multimodal Operational Advisory Committee

At the March 25 meeting noted above, it was suggested that perhaps Benton County could form a Multimodal Operational Advisory Committee (MMOAC) similar to the one Corvallis has. This was in response to comments from staff and some Committee members that the STIF Advisory Committee is not designed to address operational issues. The City of Corvallis underwent a restructuring of its advisory bodies in recent years and eliminated many boards that were advisory to City Council, but added others that were intended to be advisory to staff in various departments. One of these is the MMOAC, which is described as follows on the City's website:

As an operational advisory committee, the MMOAC advises Public Works' staff on operational areas of interest. When staff have specific multi-modal transportation-related issues they would like to solicit advice and feedback on they may bring these items to the committee for presentation and discussion. Multi-modal means all modes of travel such as walking, bicycling, transit, driving, the municipal airport, and potentially emerging mobility technologies and trends.

This option would involve having the Benton County Board of Commissioners form a new operational advisory committee. This is a new category of committee that doesn't currently exist in the County's advisory body structure.

Pros: 1) Has the express purpose of responding to operational issues.

Cons: 1) Requires a new type of committee that doesn't currently exist in the County's advisory body structure; 2) requires BOC authorization; 3) includes modes that are not relevant to the likely operational issues; 4) will take considerable staff resources.

#### Option 3 - Form an ad hoc Stakeholder Group

This option was not discussed by the Committee and was developed by staff. It would form a stakeholder group that exists outside the realm of the STIF Committee. Staff proposes the stakeholder group consist of four to seven members, as follows: a Corvallis Transit System staff member (since paratransit is a CTS service), a Benton Area Transit staff person, one or two representatives of the contractor, Dial-a-Bus, and one to three members who use BAT Lift, either as a paratransit or Benton County client. The group could have standing quarterly or semi-annual meetings to discuss issues of concern to any of the parties. The meetings would not be public meetings with noticing and minutes requirements, and the rider representatives could change as needed, depending on the issues being addressed. A similar model is being used in both City and County programs.

Pros: 1) Does not require involvement of a policy/funding committee in operational issues; 2) is flexible as to membership, issues discussed, and scheduling; 3) does not require minutes and is the least Committee and staff intensive; 4) staff has a record of success with using this type of group in two different topic areas.

Cons: 1) It may not be perceived by some to have the leverage of an official Benton County Advisory Committee.

Recommendation

Staff recommends Option 3. This would most directly address the kinds of communication and operational issues the Committee has heard expressed by a committee member and several community members. A similar ad hoc group was successfully established two years ago within the City Public Works Department to provide a direct pipeline between two members of the active transportation community and a staff person. The community members email questions ahead of the standing quarterly meeting, giving staff time to develop thoughtful and informative answers. A similar group for Benton County could meet without need for noticing or minutes, and both topics and membership could readily adapt to meet the current needs of City, County, contractor, and riders. Prior to the departure of the Special and Rural Transportation Coordinator, he was meeting quarterly with contractor staff and this could be expanded to include the City/CTS staff person and BAT Lift users.

Attachments: A – Transit Access Work Group Proposal

## **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