

## SPECIAL TRANSPORTATION FUND COMMITTEE MEETING

### LANE TRANSIT DISTRICT

Thursday, December 18, 2020

Pursuant to notice provided in accordance with Oregon Revised Statute 192.640, the Special Transportation Fund Committee of the Lane Transit District held a virtual meeting on Friday, December 18, 2020, beginning at 11:a.m., via ZOOM online.

Present: Pete Barron  
Ruth Linoz  
Don Nordin  
Lisa Schellman  
General Manager Aurora Jackson  
Accessible Services Program Supervisor John Ahlen  
Assistant General Manager Service Delivery Mark Johnson  
Director of Specialized Services Cosette Rees  
Ellen Currier, Lane Council of Governments  
Director of Finance Christina Shew  
Director of Planning and Development Tom Schwetz  
Information Technology and Strategic Innovation Director Robin Mayall  
Intergovernmental Relations Manager Tiffany Edwards

Absent: Alan Baas  
Hoover Chambliss  
Emily Secord

**CALL TO ORDER** — Mr. Ahlen welcomed those present and explained the committee's purpose was to conduct the biennial fund allocation for LTD's federal formula 5310 and state Special Transportation Fund (STF) dollars. The intent of the current meeting was to provide an overview of the work to be done over the next two months. He noted a quorum was not present and said officers would be selected at the next meeting.

Mr. Ahlen said 5310 and STF funds were allocated to LTD based on a formula rather than competitively distributed. The funds were intended to benefit older adults and people with disabilities. He anticipated that up to \$1.7 million in 5310 funds and over \$2 million in STF dollars over the upcoming biennium. He did expect any decrease in funds during that period. He said solicitation of proposals from program operators had already begun and a grant workshop had been held. He encouraged committee members to refer any interested entities to him for assistance.

**PUBLIC PARTICIPATION** — None.

### ITEMS FOR ACTION AT THIS MEETING

**SELECT COMMITTEE CHAIR AND VICE CHAIR** — Postponed until a quorum was established.

### ITEMS FOR INFORMATION AT THIS MEETING

**STF DOCUMENT, COORDINATED PLAN AND PROCESS REVIEW** — Mr. Ahlen said the two primary documents that defined the work of the committee were the Lane Coordinated Plan and LTD's Project Management Plan. Copies were available to the committee.

Mr. Ahlen said the top Coordinated Plan priority was to maintain sustainable service levels of viable operations to ensure that transportation services and connections remained at a sustainable level for people who depended on public transportation services in Lane County. A second priority was to respond to growth within existing services. The third priority was to respond to emerging community needs.

Mr. Ahlen said that grant applications would be due on January 4, 2021. The next committee meeting was tentatively set for January 7 to conduct a materials review of applications. Members would be provided with tools for scoring and ranking applications and develop consensus. Ultimately the committee would make decisions about program priorities and funding levels. Applicants would be afforded an opportunity to present their proposals in front of the committee and the tentative dates of January 12, 2:00 p.m. to 5:00 p.m., and January 22, 11:00 a.m. to 2:00 p.m. had been selected for those presentations. He anticipated the committee's work would be completed by January 29, at which point it would finalize its recommendations. Once the committee had reviewed and refined its recommendations a public hearing would be held, tentatively on February 1, 2021, to provide applicants and members of the public to lodge any protests before the final allocation recommendations were presented to LTD's Board for approval. February 8 was tentatively being held as a placeholder in the event a protest was lodged and the committee needed to reconvene. He would keep the Board informed about the status of the committee's work and present its final recommendations at the Board's February 17 meeting.

**SELECT COMMITTEE CHAIR AND VICE CHAIR** — Mr. Ahlen noted a quorum was present and asked members to briefly introduce themselves and indicate if they were willing to serve as committee chair.

Members introduced themselves and Mr. Barron said he was willing to serve as chair.

Ms. Jackson, Mr. Johnson and Ms. Rees thanked members for their service on the committee and commitment to the important work they would perform.

Mr. Nordin expressed concern about the composition of the committee and noted there were considerably more citizen participants when it last met. He asked if more recruitment would be done to increase membership. Mr. Ahlen pointed out that some committee members had been unable to participate in the meeting and he would reach out to determine if there were technological issues that created problems. He had done some outreach with community groups to determine if there were other people who were interested in being on the committee and information had been distributed during grant workshops and on the website encouraging additional participation in the committee's work.

**MOTION:** Ms. Linoz nominated Pete Barron as committee chair. There were no other nominations and Mr. Barron was selection as chair by the following vote.

**VOTE** The motion was approved as follows:  
AYES: Barron, Linoz, Nordin, Schellman (4)  
NAYS: None

ABSTENTIONS: None

EXCUSED: Baas, Chambliss, Secord (3)

In response to a question from Ms. Schellman, Mr. Ahlen said applications were due on January 4 and the January 7 meeting was an opportunity for the committee to review the process for ranking and scoring. Committee members would be provided with the applications as soon as they were available before the meeting in order to familiarize themselves with the proposals before the January 12 presentations meeting.

Ms. Linoz said the important pieces on which to focus a proposal review were the budget and budget narrative. Mr. Ahlen said he had made efforts to refine the process in order to make the applications more streamlined and allow reviewers to focus on the most relevant information. He welcomed suggestions for further improvements.

Staff and members discussed the application review process and decision-making related to funding allocation recommendations.

Mr. Ahlen said he would provide members with any additional information they required. Related documents and background information was available electronically on the LTD website to both committee members and the public.

#### **ADJOURNMENT**

Mr. Barron adjourned the meeting at 4:55 p.m.

*(Recorded by Lynn Taylor)*