



LANE TRANSIT DISTRICT BOARD OF DIRECTORS SPECIAL TRANSPORTATION FUND COMMITTEE

Tuesday, December 11, 2018

11:00 a.m.

NextStop Center 1099 Olive Street, Eugene (at the Eugene Station)

AGENDA

Table with 3 columns: TIME, ITEM, PAGE. Contains agenda items from 11:00 a.m. to 12:00 p.m., including Call to Order, Roll Call, Comments for the Chair, Agenda Review, Audience Participation, Meeting Minutes, Coordinated Plan Review, Next Meeting, and Adjournment.

SPECIAL TRANSPORTATION FUND COMMITTEE MEETING

LANE TRANSIT DISTRICT

Tuesday, November 20, 2018

Pursuant to notice given to *The Register-Guard* for publication on November 13, 2018, and distributed to persons on the mailing list of the District, the Special Transportation Fund Committee of the Lane Transit District held a meeting on Tuesday, November 20, 2018, beginning at 4:00 p.m., at the Next Stop Center, 1099 Olive Street, Eugene, Oregon.

Present: Ruth Linoz, Chair
Alan Baas (via teleconference)
Pete Barron, Vice Chair
Hoover Chambliss (via teleconference)
Ed Necker
Lise Schellman

CALL TO ORDER/ROLL CALL — Accessible Services Specialist John Ahlen convened the meeting of the Special Transportation Fund (STF) Committee and called the roll. Those present introduced themselves.

Mr. Ahlen said the committee was established to make recommendations to the LTD Board of Directors on use of STF funds. He said this was the initial meeting of the new STF Committee and the first order of business was to elect a chair and vice chair. Elections would be followed by a review of the committee's operating documents, including bylaws, the Lane Coordinated Public Transit-Human Services Transportation Plan, a timeline for STF funds and Project Management Plan (PMP) for 5310 funds.

COMMENTS FROM THE CHAIR — There were no comments.

AGENDA REVIEW — There were no changes to the agenda.

AUDIENCE PARTICIPATION — There was no one wishing to speak.

ELECT OFFICERS — Mr. Ahlen described the duties of the committee chair and vice chairs and asked if there were volunteers for the position.

Ms. Linoz volunteered to be chair and Mr. Barron volunteered to be vice chair. There were no other volunteers or nominations.

VOTE Ms. Linoz and Mr. Barron were elected unanimously as follows:
AYES: Baas, Barron, Chambliss, Linoz, Necker, Schellman (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

SPECIAL TRANSPORTATION FUND (STF) DOCUMENTS REVIEW — Mr. Ahlen reviewed the 2018-2019 STF grant program schedule established by the state for the period October 2018 through June 2019. He said he had developed a timeline for the STF committee by working

backwards from deadlines on the state's schedule, although that timeline could be adjusted if necessary. He said the process would culminate with the submission of applications to the state by March 15, 2019, for 5310 and STF funds for the next two fiscal years. He said he expected an increase of about 6.5 percent in 5310 funds, a 10 percent increase in 5311 rural funds, although there would be a decrease in funds for Cottage Grove, and little change in the amount of STF funds.

Mr. Necker asked if 5311 funds impacted the Diamond Express service. Mr. Ahlen said it would not as that service used Intercity Network Grant funds, formerly known as 5311(f). He said those funds were awarded competitively.

Mr. Ahlen said LTD employees would be attending grant solicitation training in Salem, offered by the Oregon Department of Transportation (ODOT), on November 29. He said he would check on whether committee members, if interested, could attend. He said online training would also be available.

Mr. Ahlen said LTD would be receiving \$1.75 million in STF; \$176,000 in 5311 funds for LTD and \$248,000 for Cottage Grove; and \$2 million in 5310 funds. He said those were the funds the committee would make recommendations on for the next two fiscal years.

Mr. Necker asked if the allocations should be split evenly between the two fiscal years. Mr. Ahlen said that was something the committee could discuss, including the option of allowing LTD to make the determination of how much was allocated between fiscal years. He said the committee was being asked to make general recommendations on how the funds would be spent among programs, understanding that if small incremental adjustments were required between fiscal year, LTD would use its best judgment on how that would occur. He said the committee's recommendations would go to the LTD Board for approval.

Mr. Ahlen said a grant notice would be issued to the public on November 30, followed by a grant workshop/open house on December 7 to provide technical assistance to prospective grant applicants. He said committee members were welcome to attend if they wished. The committee was scheduled to meet twice in December, on the 11th and 18th to discuss a scoring system and evaluation criteria for application, which were due on December 31. The committee would meet on January 8 and 15, 2019, to receive presentations from applicants and it was important that committee members participate in those meetings as it was an opportunity to gain a broader understanding of project applications and ask questions of applicants. He stressed again that the dates were proposed and committee members should let him know if they had scheduling conflicts.

Mr. Ahlen explained that LTD would apply for 5311 funds, which had an earlier due date for applications to the state, on behalf of Oakridge and Florence and the committee would not be asked to make decisions on those applications because they were for services that already existed: the Diamond Express and Rhody Express. The committee would be asked for recommendations on matching funds to support those services. The committee would review and make recommendations on applications for 5310 and STF dollars.

In response to questions from Ms. Linoz, Mr. Ahlen said he would provide a matrix of programs and funding sources at the committee's next meeting. He said the dates of LTD Board meetings and submission deadlines on the schedule could not be adjusted.

COORDINATED PLAN REVIEW — Mr. Ahlen reviewed the Lane Coordinated Public Transit-Human Services Transportation Plan, which established guidelines for STF Committee recommendations. He encouraged committee members to familiarize themselves with the needs assessment, coordination practices and projects in the plan prior to its review of 5310 and STF applications. He said all project proposals recommended by the committee should be reflected in the plan. He said historically a top priority was to continue to fund existing projects and programs. The next priority was to find innovative ways to expand existing or provide new programs. He said the 5310 Project Management Plan was a separate document that also provided guidance on funding recommendations. He said staff would be updating both plans.

Ms. Linoz asked if the committee could suggest additions and updates to the plans. Mr. Ahlen welcomed suggestions from the committee. He said once updates were done the plans would be presented to the committee and community partners.

Ms. Linoz asked if the updated plans would be available in January, prior to the committee's deliberations on applications. Mr. Ahlen said the intent was to have those updated documents available to the committee when it was making decisions.

Ms. Linoz asked that a committee contact list be provided to members. Mr. Ahlen said he would do that, but cautioned the committee to review the section of the bylaws regarding public meeting requirements and communication among committee members in order to avoid any violations. He encouraged committee members to communicate through himself or Camille Gandolfi.

Ms. Linoz asked about conflict of interest as some committee members would have connections with applicant agencies. Mr. Ahlen said the bylaws addressed conflicts of interest and LTD staff would also guide committee members through those situations and advise whether a committee member needed to recuse him- or herself.

Mr. Ahlen asked committee members to consider him a resource and contact him with any questions or concerns.

NEXT MEETINGS: Tuesday, December 11 from 11:00 a.m.-12:00 p.m. and Tuesday, December 18 from 3:00 p.m.-4:00 p.m.

Mr. Ahlen commented that the committee's meetings in January 2019 would be much longer.

ADJOURNMENT

Ms. Linoz adjourned the meeting at 4:50 p.m.

(Recorded by Lynn Taylor)