

RESOLUTION NO. 4730

A RESOLUTION ACCEPTING THE 2002-2003 BENTON COUNTY SPECIAL TRANSPORTATION PROGRAM GRANT FUNDING AGREEMENT FOR THE LINN-BENTON LOOP TRANSIT SYSTEM.

WHEREAS, Benton County has submitted the 2002-2003 annual Special Transportation Program funding support agreement for the Linn-Benton Loop Transit System; and

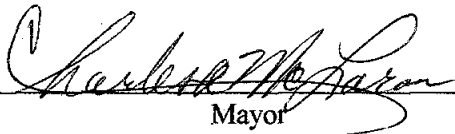
WHEREAS, the City of Albany is the service provider for the Linn-Benton Loop Transit System.

NOW, THEREFORE, BE IT RESOLVED that the City of Albany accepts the Benton County Special Transportation Program funding support agreement in the amount of \$4,600 for operating expenses for the Linn-Benton Loop Transit System for fiscal year 2002-2003; and

BE IT FURTHER RESOLVED that the City Council of the City of Albany, Oregon, accepts these funds and authorizes the City Manager to execute the agreement and conditions for their acceptance; and

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon passage by the Council and approval by the Mayor.

DATED THIS 10<sup>th</sup> DAY OF JULY 2002.

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Recorder

**COUNTY OF BENTON  
SPECIAL TRANSPORTATION FUND  
GRANT AGREEMENT**

CONTRACT PERIOD: From July 1, 2002 to June 30, 2003

NOTICE OF CONTRACT AWARD: Under Authority of Oregon Revised Statutes 391.800 - 391.830, Oregon Administrative Rules Chapter 732, and Benton County Ordinances and Regulations applicable to this program, the following contract is awarded to:

**Linn-Benton Loop Transit System  
P.O. Box 490  
City of Albany, OR 97321**

CONTRACTED SERVICE	CONTRACTED AMOUNT
Operating:	\$4, 600.00

The CONTRACTOR, also known as the provider agency, as an independent contractor, shall perform the necessary services as described herein. CONTRACTOR agrees to prepare and furnish such reports and data as may be requested by the COUNTY. Both CONTRACTOR and COUNTY are bound by applicable Federal Statutes and Regulations, Oregon Statutes and Administrative Rules and Benton County Ordinances and Regulations. Both the COUNTY and CONTRACTOR are bound by the terms of the Special Transportation Fund agreement for FY 02-03 between the COUNTY and the State of Oregon, including provisions of the Governing Body Assurances made a part of this agreement (Exhibit A) by this reference.

It is understood by the parties that this contract is subject to any conditions listed below and that failure to satisfy these conditions may be cause for termination of funding.

**DESCRIPTION OF SERVICES AND SPECIAL CONDITIONS**

CONTRACTOR will perform services as described in its application for FY 02-03 funding, and such application is made a part of this agreement (Exhibit B) by this reference.

Records relating to operations or purchases under this contract shall be kept for three years from the date of the final payment, or when all other matters pending are closed, which ever is later.

The CONTRACTOR agrees to list Oregon Department of Transportation's Public Transit Section as first security interest holder and Benton County as secondary security interest holder on the title of any vehicle purchased in whole or part with special transportation funds.

No operating funds may be converted to purchase equipment or vehicles costing over \$1,000 without the written authorization of COUNTY.

### **Payments**

Payment will be made for allowable operating expenditures up to 100 percent of cost up to the maximum amount identified above. The CONTRACTOR shall receive payment from the COUNTY under this contract for operating expenditures on a quarterly basis with payments disbursed by the 10th working day of the first month of the quarter. No funds will be advanced to CONTRACTOR if there is insufficient cash in the COUNTY Special Transportation Fund.

Payment for capital equipment, if any under this agreement, will be made by COUNTY to the CONTRACTOR at the time of delivery, upon receipt of invoice, purchase agreement or other proof of purchase price. The CONTRACTOR is responsible for payment to the vendor and all costs associated with the acquisition including title and insurance.

Payments will be made by check to:

Linn-Benton Loop Transit System  
P.O. Box 490  
City of Albany, OR 97321

COUNTY may terminate this contract effective upon delivery of written notice to the CONTRACTOR, or at such later date as may be established by COUNTY, under any of the following conditions:

(1) If COUNTY funding from the State of Oregon or other sources is not obtained or continued at a level sufficient to allow for provision of the services contemplated in this agreement. This contract may be amended to accommodate a reduction in funding.

(2) If State or County regulations are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this contract, or are no longer eligible for the funding authorized by the contract.

CONTRACTOR acknowledges that a review of the Special Transportation system is underway, and funding is subject to mid-year review of the program by COUNTY. The contract amount may be adjusted to accommodate any changes required as a result of this review. Notice of this adjustment will be made by contract amendment.

### **Quarterly Reports**

The CONTRACTOR shall submit a quarterly expenditure report in a form approved by the COUNTY no later than 20 days following the quarter. Quarters will be based on the July 1 to June 30 fiscal year. Failure to submit expenditure reports when due may result in the withholding of subsequent payments.

### **Withholding of Payments**

Notwithstanding any other payment provision of this contract, failure of the CONTRACTOR to submit required reports when due, or failure to perform or document the performance of contracted services, may result in the withholding of payments under this contract. Such withholding shall begin for the payment period beginning 30 days after written notice is given by the COUNTY to the CONTRACTOR. The COUNTY may deny payment for cause, and may continue to withhold payment until the CONTRACTOR establishes, to the COUNTY's satisfaction, that such failure arose out of causes beyond the control of and without the fault or negligence of the CONTRACTOR.

### **Audits and Inspections**

The CONTRACTOR shall permit authorized representatives of the COUNTY, the State of Oregon Department of Transportation, the State of Oregon Secretary of State's Audit Division, or the State of Oregon Executive Department, to review the records of the CONTRACTOR in order to satisfy audit or program evaluation purposes deemed necessary by the COUNTY or State of Oregon and permitted under law, and shall permit authorized representatives of the COUNTY or State of Oregon to perform site reviews of all services covered by this contract.

**Indemnification**

The CONTRACTOR agrees that it is an independent CONTRACTOR and not an agent of the COUNTY or State of Oregon. The COUNTY shall not be responsible for any liability, claims, demands, and causes of action of any kind or character arising in favor of any person, on account of personal injuries, or death, or damage to property occurring, growing out of, incidental to, or resulting directly or indirectly from the operations or activities of the CONTRACTOR. CONTRACTOR shall defend, hold harmless, and indemnify COUNTY on account of any and all such liability, claims, demands, and causes of action, including attorney's fees and witness costs, except liability arising out of the sole negligence of COUNTY and its employees.

**Non-Discrimination**

The CONTRACTOR, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The CONTRACTOR shall carry out applicable requirements of 49 CFR part 26 in the award and administration of ODOT-assisted contracts. Failure by the CONTRACTOR to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

**Insurance**

The CONTRACTOR and its subcontractors shall maintain insurance acceptable to the COUNTY in full force and effect throughout the term of this contract. It is agreed that any insurance maintained by COUNTY shall apply in excess of, and not contribute with, insurance provided by CONTRACTOR. The policy or policies of insurance maintained by the CONTRACTOR and its subcontractors shall provide at least the following limits and coverages:

General Liability	\$500,000
Automobile liability covering any vehicle used on any County Business	Bodily Injury \$200,000 per person \$500,000 per occurrence Property Damage \$50,000 per occurrence OR Bodily Injury & Property Damage \$500,000

Workers' Compensation Insurance As Per Oregon State Statutes

Each insurance policy required by this contract shall contain the following clauses:

- A. "This insurance shall not be canceled, limited in scope of coverage or non-renewed until after thirty (30) days written notice has been given to the County Administrative Officer in the Benton County Board of Commissioner's Office, 180 NW 5th, Corvallis, OR 97330."
- B. "Benton County, its officers, agents and employees are added as additional insured as respects operations performed for Benton County."

Clause A shall be included in any Workers' Compensation insurance policy where such guarantee of notification is obtainable. Clause B is waived as respects any Workers' Compensation Insurance Policy. If CONTRACTOR employs subject workers under ORS 656.027, CONTRACTOR is a subject employer under ORS 656.023 and shall provide workers compensation coverage for all subject employees under ORS 656.017.

CONTRACTOR agrees to deposit with the COUNTY, at the time it returns the executed contract, Certificates of Insurance, including endorsements as relate to Clauses A and B or a Binder of Insurance, if the policy has expired, necessary to satisfy the COUNTY that the insurance provisions of this contract have been complied with and to keep such insurance in effect and the certificates and binders thereof on deposit with the COUNTY during the entire term of this contract.

The procuring of such required insurance shall not be construed to limit CONTRACTOR'S liability hereunder nor to fulfill the indemnification provisions of this contract. Notwithstanding said insurance, the CONTRACTOR shall be obligated for the total amount of any damage, injury, or loss caused by negligence or neglect connected with this contract.

**Termination**

If CONTRACTOR fails to perform any of its obligations under this contract, within the time and in the manner provided, or otherwise violates any of the terms of this agreement, COUNTY may terminate the agreement by giving CONTRACTOR written notice stating the reason for the termination. If COUNTY terminates pursuant to this paragraph, CONTRACTOR shall submit a report of total expenditures for the revised contract period. There shall be deducted from such amount the amount of damage, if any, sustained by COUNTY due to the breach of the agreement by CONTRACTOR. Any COUNTY funds not obligated at the date of termination or cancellation shall revert to the COUNTY according to instructions furnished by the COUNTY.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed, in two (2) copies, by their officers, thereunto duly authorized.

CONTRACTOR

BENTON COUNTY

Steve Bryant                      7/16/02  
Signature                                      Date

\_\_\_\_\_  
Signature                                      Date

Steve Bryant  
Type Name

Roger M. Irvin  
Type Name

Albany City Manager  
Title

Public Works Director and Contracting Officer  
Title

Approved as to form:

Carol M. Cronley 6-25-02  
County Counsel

Governing Body
Fiscal Year 2003 July 1, 2002 – June 30, 2003

**Part 1**  
**Oregon Department of Transportation**  
**Public Transit Division**

**Governing Body Certification Statement FY 2003**

Name of County or District: \_\_\_\_\_

Certification: We acknowledge Special Transportation Fund revenues available to our county or transit/transportation district for July 1, 2002 through June 30, 2003. We understand that the use of the funds is restricted by law to the maintenance, enhancement, or creation of transportation services for the elderly and disabled, as defined in Oregon Revised Statutes (ORS 391.800-391.830) and Oregon Administrative Rules (OAR 732-005, 732-010, and 732-020). We agree to comply with the administrative rules governing the Special Transportation Funds, including consultation with an appointed advisory committee, financial management and record-keeping, and oversight through contract with all providers/contractors selected by the governing body to receive the funds.

We also make the following assurances:

1. The governing body certifies that it will adhere to financial management procedures in accordance with Oregon State laws.
2. The governing body certifies that no person shall, on the grounds of race, color, creed, religion, sex, age, national origin, or disability, be excluded from participation in, or be denied the benefits of, any activity for which the governing body receives Special Transportation Funds.
3. The governing body shall not discriminate against any employee or applicant for employment because of race, color, creed, religion, sex, age, national origin, or disability.
4. The governing body and/or its contractor assures that it will maintain and operate any vehicles purchased with Special Transportation Funds in accordance with maintenance and inspection schedules provided by the manufacturer.
5. The governing body and/or its contractor assures that it has or it will have, in amounts and form satisfactory to the State of Oregon, such insurance or self insurance as will be adequate to protect vehicle drivers and assistants, vehicle occupants, project facilities, and project equipment throughout the period of use.
6. The governing body and/or its contractors assures that it will comply with all requirements established by the Americans with Disabilities Act of 1990 and FTA 49 CFR, parts 37 and 38.

A legally authorized representative of the governing body must review and sign below.

\_\_\_\_\_  
Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print or Type)

\_\_\_\_\_  
Title

**Return this form with the completed application.**

# Benton County Special Transportation Fund Support Application

This form must be completed to be considered for funding. Additional information may be attached.

## Applicant General Information

Linn-Benton Loop Transit System (City of Albany, operator)

Name of Organization

PO Box 490

Mailing Address

Albany

City

OR

State

97321

Zip Code

Edna Campau

Preparer or Contact Person

(541) 917-7606

Telephone Number

Type of Service Provided (Check all that apply)

- Volunteer Driver
- Voucher Subsidy
- Fixed Route
- Taxi
- Other (describe)
- Demand Response
- Curb to Curb
- Door to Door
- Door through Door

Type of Organization

- Public Agency
- Non-Profit
- Profit

Total amount of Special Transportation Funds requested:

Operating Funds \$4,600

Glenda J. Radvansky  
Signature of Authorized Agency Representative

3/27/02  
Date

Glenda J. Radvansky, P.E., Transportation Services Supervisor

Print/Type Name & Title

## Description of Organization

What is the mission or purpose of this organization? What services are provided, who is served, and how are services delivered?

*The mission of the Linn-Benton Loop Transit System is to serve citizens by providing efficient, low cost public transportation between Linn and Benton counties.*

*The Loop provides fixed route transit service between the downtown areas of Albany and Corvallis, Linn-Benton Community College, and Oregon State University.*

*The Loop is a general public transit service that provides rides for all individuals including persons with disabilities and elderly citizens.*

*Services are delivered by a regular fixed route transit service operating Monday through Friday between the hours of 6:30 a.m. and 6:30 p.m.*

Describe any specific limitations or restrictions on the services you provide.

*The Loop is limited to fixed route transit service between designated points. It does not have the flexibility to go off-route; however, stops for pick-up and drop-off are made along state highways 20 and 34 by passenger request. There are no passenger restrictions.*

What are your organization's procedures for making client referrals for additional services and for services you are unable to provide?

*When dispatch receives a request for service outside the bounds of the Loop's ability (usually a request to a Corvallis medical facility), the caller is referred to a community service such as Interfaith Volunteer Caregivers who can provide door-to-door service.*



**Linn-Benton Loop Transit System**

**Why is the organization requesting Special Transportation Funding?**

*Special Transportation funding is needed to keep the intercounty/intercity transit system operational. Operating funds are received from a state operating grant and the following participating agencies: City of Albany, City of Corvallis, Benton County General Fund, Linn-Benton Community College, Linn County STF, and Hewlett-Packard Company. Benton County STF support is vital to maintaining the current schedule of daily runs.*

**What new financial support has been solicited for this service over the past 12 months, and what were the results?**

Source	Amount Requested	Results
Oregon State University	\$12,000	Providing funds to make OSU/LBCC dual enrollment pass program whole.
ODOT-Section 5311 Formula Fund	\$51,560	Receiving \$51,288 (down \$272).
Linn County STF	\$9,500	Unknown. Applications not reviewed; expect \$7,500 or less.
City of Albany, City of Corvallis, Linn-Benton Community College	\$39,000	A 3-percent increase over last year—granted.
Benton County STF	\$4,600	Unknown. Last increase was in 1994-95. A 3-percent increase over 5 years, compounded, results in a total of \$4,600.

**How has this proposed budget changed from the current budget?**

*The pass program funding from OSU helps to make up for the \$12,000 loss of revenue from the Section 5311 grant experienced last year. For the past several years, the Loop's public partners have accepted a 3-percent annual increase as a cost of living expense.*

**How will these changes affect your new budget?**

*Effective April 1, 2002, the Loop eliminated the final run of the day, thus saving approximately \$8,000 per year. This cost-cutting measure was appropriate as the run had an extremely small ridership and the budget is expected to run into the red due to unexpected vehicle maintenance and personnel costs. The budget as presented allows the Loop to continue 11 runs per day with no further cuts.*

**What portion of this funding request will finance these changes?**

*Benton County STF support is allocated to the general operating expenses of the Loop system. Monies received from Benton County STF will permit the Loop to continue operation with no further service cuts.*

**Who is responsible for collecting service data and preparing program reports for this service?**

*Edna Campau, Transit Coordinator*

### Cost Analysis of Transportation System

Compute the costs below from information provided in this application and actual data from the current and prior year(s). It is understood in some cases information is the result of estimates, and will be used only as general indicators of cost effectiveness.

	Actual FY 00-01	Budgeted FY 01-02	Revised Est. FY 01-02	Proposed FY 02-03
Total # of rides	62,410	59,600	63,000	64,400
Cost per ride	2.71	2.72	2.59	2.59

(Current total transportation budget expense divided by # of rides)

	Actual FY 00-01	Budgeted FY 01-02	Revised Est. FY 01-02	Proposed FY 02-03
Unduplicated persons served*	*			
Cost Per Person*	*			

(Current total transportation budget expense divided by # unduplicated persons)

	Actual FY 00-01	Budgeted FY 01-02	Revised Est. FY 01-02	Proposed FY 02-03
Annual Miles Driven	77,868	79,100	77,820	77,700
Cost Per Mile	2.17	2.05	2.10	2.14

(Current total transportation budget expense divided by annual miles)

Describe limitations or accounting procedures that might affect results above.

Example: Transportation costs are estimates because accounting system does not separate.

**\*The Loop's ridership is such that "unduplicated riders" cannot be determined.**



### Financial Information — Revenues

List below in the appropriate category revenues received by the organization in total from all operations. Please list data for the actual amounts from the last completed fiscal year, the budgeted current fiscal year, the revised estimate current fiscal year, and proposed fiscal year for each of the three options listed below.

Revenue Sources	Actual FY 00-01		Budgeted FY 01-02		Revised Estimate FY 01-02		Proposed FY 02-03	
	Organization Total Actual	Transportation Total Actual	Organization Total Budget	Transportation Total Budget	Organization Total Budget	Transportation Total Budget	Organization Total Budget	Transportation Total Budget
Cash Carryover		16,453		8,500		5,425		0
Direct from Federal								
Direct from State		61,726		51,600		51,600		51,300
County Contracts								
Local Funding		41,550		41,300		41,300		43,000
Mental Health Trans.								
Special Trans. Operating (Linn & Benton)		12,950		12,500		11,500		11,500
Special Trans. Capital								
Foundations/Grants								
United Way								
Donations/Fundraising (Misc. Income)		42						
Business Income								
Rider Fares		17,908		22,300		22,300		22,300
Investment Income (Interest Earned)		808		600		600		600
Other: Advertising		84		200		600		700
Other: Pass Programs		23,400		25,200		25,200		37,200
<b>Total Revenues</b>		<b>174,921</b>		<b>162,200</b>		<b>158,525</b>		<b>166,600</b>

Please provide any information to clarify revenues or explain special conditions:

### Financial Information — Expenditures

List below in the appropriate category expenditures by the organization in total from all operations. Please list data for the actual amounts from the last completed fiscal year, the budgeted current fiscal year, the revised estimate current fiscal year, and proposed fiscal year for each of the three options listed below.

Expenditures	Actual FY 00-01		Budgeted FY 01-02		Revised Estimate FY 01-02		Proposed FY 02-03	
	Organization Total Actual	Transportation Total Actual	Organization Total Budget	Transportation Total Budget	Organization Total Budget	Transportation Total Budget	Organization Total Budget	Transportation Total Budget
Salaries other than Drivers*		16,633		18,700		18,700		16,716
Benefits other than Drivers		7,217		8,340		8,340		7,536
Drivers Salaries*		58,445		59,600		59,600		56,884
Drivers Benefits		28,870		33,360		33,360		29,964
Other Payroll Costs (Unemployment)		97		600		600		1,400
Volunteer Expenses								
Training/Conference		338		400		0		400
Professional Fees								
Office Materials/Supplies		574		500		500		500
Printing and Publications		5,442		2,000		2,400		2,000
Postage and Shipping		59		100		100		100
Radio/Telephone		37		500		300		500
Advertising/Promotion		995		500		900		500
Organizational Dues/Fees				100		80		100
Building Rental/Lease		900		500		500		1,700
Insurance - Property/Liability								
Insurance - Vehicle		1,118		1,600		1,475		1,800
Accident Claims/Reserve								
Vehicle Maintenance/Repairs		13,353		14,000		16,000		14,000
Fuel/Oil		17,290		15,000		15,000		15,000
Utilities								
Capital Purchase (Reserve)		8,900		0		0		8,100
Equip. Repair/Maint Services								

Expenditures	Actual FY 00-01		Budgeted FY 01-02		Revised Estimate FY 01-02		Proposed FY 02-03	
	Organization Total Actual	Transportation Total Actual	Organization Total Budget	Transportation Total Budget	Organization Total Budget	Transportation Total Budget	Organization Total Budget	Transportation Total Budget
Other: Duplication & Fax		231		300		200		300
Other: Administrative Services		6,900		4,400		4,400		7,300
Other: Building Maintenance		689		400		400		400
Other: Delivery Service		704		800		800		800
Other: Uniforms		436		300		0		400
Other: Safety Awards		115		200		0		200
<b>Total Expenditures</b>		<b>169,343</b>		<b>162,200</b>		<b>163,655</b>		<b>166,600</b>

\*Complete Personnel Summary Form

Please provide any information to clarify expenditures or explain special conditions:

*Revised Estimate FY 01-02: The Loop vehicles have experienced unexpected repairs. The primary Loop driver has a serious medical condition and was off on extended paid leave while a temporary driver took her place. In an effort to reduce the expected shortfall, the final daily run was eliminated effective April 1, 2002. The Loop partners will be approached to make up the shortfall of approximately \$6,000.*

**Total Agency Personnel Summary**

<b>Positions</b> List each position separately	<b>(A)</b> Wages Last Year	<b>FTE</b>	<b>(B)</b> Wages This Year	<b>FTE</b>	<b>(C)</b> Proposed Wages	<b>FTE</b>	<b>(D)</b> % of Change
1 Transportation Manager	5,988	.10	6,385	.10	6,816	.10	+ 6
2 Transit Coordinator	9,312	.25	9,552	.25	9,900	.25	+ 3
3 Transit Operator	28,380	1.0	30,471	1.0	29,952	1.0	-1
4 Transit Operator	22,344	.75	20,213	.75	13,704	.50	-32
5 Transit Operator			3,452	.13	3,600	.12	+ 5
6 Laborer	3,924	.16	4,020	.16	4,596	.16	+ 12
7							
8							
9							
10							

- 4. Position reduced from 75% to 50% FTE.
- 6. Position had step increase plus COLA.

List and explain differences of 10% or more. Attach additional sheets if necessary.

**Total Agency Personnel Summary**

<b>Positions</b> List each position separately	<b>(A)</b> Wages Last Year	<b>FTE</b>	<b>(B)</b> Wages This Year	<b>FTE</b>	<b>(C)</b> Proposed Wages	<b>FTE</b>	<b>(D)</b> % of Change
1 Transportation Manager	5,988	10	6,385	.10	6,816	.10	+ 6
2 Transit Coordinator	9,312	.25	9,552	25	9,900	.25	+ 3
3 Transit Operator	28,380	1 0	30,471	1.0	29,952	1.0	-1
4 Transit Operator	22,344	.75	20,213	.75	13,704	.50	-32
5 Transit Operator			3,452	13	3,600	.12	+ 5
6 Laborer	3,924	.16	4,020	.16	4,596	.16	+ 12
7							
8							
9							
10							

- 4. Position reduced from 75% to 50% FTE.
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List and explain differences of 10% or more Attach additional sheets if necessary.

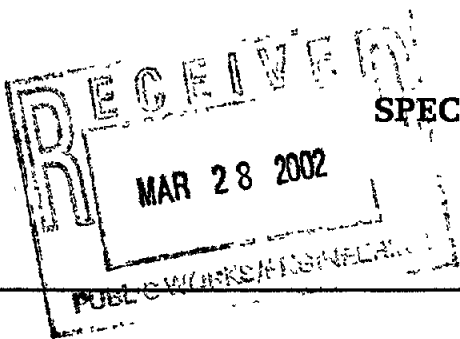


April 8, 2002

- For FY 2001-02, the revised estimate for Linn and Benton STF is \$1,000 less than budgeted because Linn County cut the Loop's STF grant request from the budgeted \$8,500 to \$7,500.
- Less than \$7,500 is expected from Linn STF this year because the county's program funding has been cut approximately 9.5% (from \$211,357 in FY 2001-02 to \$191,191 in FY 2002-03). The Loop will request \$7,500 and point out that ATS was sacrificed last year in the hopes that there will be mercy for the Loop.
- The additional \$600 requested from Benton County STF does not reflect in the budget because the policy is to not budget funds we're not reasonably assured of receiving. If the request for additional funding is granted, the Loop's budget will be revised prior to going to the City's budget committee.
- In the FY ending June 30, 2001, the Loop provided 29,961 rides for LBCC students, staff, and faculty. They are identified as LBCC students by display of their LBCC ID card with a current term sticker on the back of the card. The sticker color changes each term so it's readily identifiable and if an individual does not have the current term sticker, they are required to pay the regular fare.
- Loop drivers have no way of checking if the students are dually enrolled. If this information is important to the STAC, we can ask Diane Watson, Dean of Student Services at LBCC, if she or her staff can provide the number of students in the dual enrollment program and how many show Corvallis as their residence. However, this will not tell us how many of them ride the bus.
- No statistics are requested or recorded on students who solely attend OSU since they are not involved in the pass program. However, in FY 2000-01, five student term passes were sold. We can infer that these five were OSU students as the LBCC pass program was in place and it's unlikely that LBCC students would have purchased a term pass.

STF and County General Fund History Fiscal Years 1995 through 2002

1994-1995		
Benton County		\$ 5,000
Linn County		0
Benton County STF		4,000
Linn County STF		5,000
1995-1996		
Benton County		\$ 3,100
Linn County		0
Benton County STF		4,000
Linn County STF		2,000
1996-1997		
Benton County		\$ 3,100
Linn County		0
Benton County STF		4,000
Linn County STF		0
1997-1998		
Benton County		\$ 3,200
Linn County		0
Benton County STF		4,000
Linn County STF		0
1998-1999		
Benton County		\$ 3,200
Linn County		0
Benton County STF		4,000
Linn County STF		5,200
1999-2000		
Benton County		\$ 3,300
Linn County		0
Benton County STF		4,000
Linn County STF		8,300
2000-2001		
Benton County		\$ 3,300
Linn County		0
Benton County STF		4,000
Linn County STF		7,000
2001-2002		
Benton County		3,500
Linn County		0
Benton County STF		4,000
Linn County STF		7,500



**SPECIAL TRANSPORTATION PROGRAM**

P.O. Box 1083  
Corvallis, OR 97339-1083  
(541) 766-6916  
FAX (541) 766-6920

**Addendum No. 1  
Benton County Special Transportation Program  
Voluntary Pre-Application Conference  
March 18, 2002**

**Prospective applicants in attendance were:**

<u>Representative</u>	<u>Organization Name</u>	<u>City, State</u>
Mark Lindgren	Senior Companion Program	Corvallis, Oregon
Stella Transue	DHS, Disability Services	Lebanon, Oregon

**Staff:** Michelle Rhoads, Special Transportation Coordinator

**Notice:** This document serves as Minutes to the voluntary pre-application conference and as Addendum No. 1 to the application for FY 02-03 Benton Special Transportation Fund(STF) project funding. It includes all requests for information received by the March 22, 2002 deadline.

**Minutes**

Applicants will be offered an opportunity to make a brief presentation regarding their application at the beginning of the 2:00 p.m. April 16, 2002 meeting of the Benton County Special Transportation Advisory Committee (STAC). That meeting will be held in the Main Meeting Room of the Corvallis Public Library located at 645 NW Monroe. Staff will make arrangements with the applicants.

The Oregon Department of Transportation (ODOT), Public Transit Division (PTD) is projecting Benton County will receive \$144,406.00 in STF formula allocations and \$2,000.00 in an STF administrative allocation, for a total of \$146,406.00 during FY 02-03. This is a reduction of almost 9% from the FY 01-02 state STF allocation of \$160,441.00. A copy of ODOT PTD's January 25, 2002 announcement regarding statewide FY 02-03 STF allocations is attached to these minutes.

The Benton STF Program is funded by a combination of STF, and state and federal grants and contracts. The County does not contribute local General Fund to its STF Program budget. There are not any significant changes projected for the Program during FY 02-03.

Benton County allocated its \$160,441.00 in FY 01-02 State of Oregon to the following organizations, and in the following amounts:

- Linn-Benton Loop Transit System - \$4,000.00
- Janus House - \$2,805.00
- Senior Companion Program - \$2,000.00 (through a sub-contract with the Senior Citizens Council of Benton County Dial-A-Bus, with an additional 10% contract management fee of \$200.00 paid to Dial-A-Bus; these rides were included in Dial-A-Bus state STF quarterly reports)
- Balance - used by Benton County to fund its FY 01-02 STF operating agreement with the Senior Council, and to leverage as local match with state and federal transportation capital, operating, and planning grants and contracts

**All applicants shall acknowledge receipt and acceptance of Addendum No. 1 by signing in the space provided on this form and submitting the signed Addendum with their Benton STF project funding application. Applications submitted without acknowledging receipt of Addendum No. 1 as described above may be considered informal.**

Receipt is acknowledged and conditions agreed to this \_\_\_\_ day of April, 2002.

*Linn Benton Loop  
City of Albany, operator*  
Organization Name

By: *Elena Damjanovic*  
Authorized Representative

*Michelle Rhoads*

Michelle Rhoads  
Special Transportation Coordinator

Attachment