



## Albany Area Metropolitan Planning Organization

City of Albany • City of Jefferson • City of Millersburg • City of Tangent • Linn County • Benton County • Oregon Department of Transportation

### Technical Advisory Committee Agenda

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**Date:** Thursday, June 13, 2019  
**Time:** 1:30 to 3:30 pm  
**Location:** OCWCOG Albany Office, Upstairs Conference Room  
1400 Queen Ave SE, Albany OR  
**Contact:** Dana Nichols, Transportation Planner  
**Teleconference:** *Available upon request.*

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1. 1:30      **Call to Order, Agenda Review, and Introductions**      **Georgia Edwards**
2. 1:35      **Public Comment**      **Georgia Edwards**
3. 1:40      **Minutes from May 9, 2019 Meeting (Attachment A)**      **Georgia Edwards**  
*Action Requested: Approve Minutes*
4. 1:45      **TIP & STBG Funding (Attachment B)**      **Dana Nichols**  
At last month's meeting, we discussed the current state of the 18-21 TIP, specifically looking at fund exchange projects. Staff has met with City of Albany Staff and will provide an update about project status, as well as some additional information regarding the TIP/STBG process.  
*Action Requested: Discussion*
5. 2:45      **Scenario Planning Project**      **Cody Meyer**  
Cody Meyer with the Department of Land Conservation and Development (DLCD) will provide an update on AAMPO's Scenario Planning project.  
*Action Requested: Information/Discussion*
6. 3:25      **Discussion of Upcoming Work Items**      **Dana Nichols**
7. 3:30      **Adjourn**

**ALBANY AREA METROPOLITAN PLANNING ORGANIZATION  
TECHNICAL ADVISORY COMMITTEE (TAC)  
MINUTES  
Thursday, May 9, 2019**

**Members Present:** Chris Bailey, Chuck Knoll, Gary Stockhoff, Georgia Edwards, James Feldman, and Walt Perry

**Guest Present:** Staci Belcastro; City of Albany; Cody Meyer, DLCD

**Staff Present:** Phil Warnock, Dana Nichols, and Emma Chavez

**1. Call to Order and Agenda Review**

The Chair, Georgia Edwards called the meeting to order at 1:35 pm. There were no changes to the agenda.

**2. Public Comment**

There were no public comments.

**3. Review Minutes from April 11, 2019 TAC meeting**

**DECISION: Consensus to approve the April 11, 2019 meeting minutes as written.**

**4. FY2021-2024 Special Transportation Improvement Program (STIP)**

Staff Dana Nichols advised that conversations around the FY2021-2024 STIP have begun. Nichols provided handouts to members, and went on to review them.

Nichols reviewed the Statewide Transportation Improvement Program (STIP) Surface Transportation Block Grant (STBG) funding allocations from FFY2013 through FFY2020. She noted that AAMPO is currently over budgeted by \$780,602. Members held a discussion on the issue and it was clarified that AAMPO had over allocated funds, and moving forward AAMPO would need to be strategic on how to allocate STBG funds for the next cycle. The City of Albany noted that some of their projects could be moved out to later dates, as they are not ready to move forward yet. The City and AAMPO staff agreed to hold a separate, in person meeting of their projects. Staff will bring back and updated table based on that conversation.

Members held a discussion on STBG funds, and Chris Bailey advised that the City of Albany no longer receives STBG funds. Those funds are channeled to the MPO. She noted that upon the creation of AAMPO, the discussion of STBG disbursement was held, and whether the funds should be disbursed by percentage based on the size of a jurisdiction. Members agreed not to disburse the funds in this manner. She stated that this is the reason for the language on equity distribution in the Policy.

**5. Scenario Planning Project**

Cody Meyer and Brian Hurley (via phone) provided an update on the Scenario Planning Project. Meyers advised that the contract ends on June 2019. However, if the work has not been completed, DLCD will finalize the work for AAMPO. Meyer went on to answer the questions members had at the last meeting.

Questions and Answers:

District Boundary in Millersburg – They do follow the TAZ models so will leave as is.

Bike diversion ways (2% to bile, electric scooter, etc.) – Albany has a 1%.

Transportation Network Company – This refers to utilizing a push button to call on Uber, r other ride-sharing, service. Low category today. This is set to a low for the Region, except downtown Albany which is at a (high).

TDM measures – have been bumped from 0 to 10% after discussing efforts with OCWCOG Staff (e.g. DLC and Ride Amigos)

Parking Numbers – Changed based on conversations (paid parking to downtown Albany)

Vehicle Registration pricing – Verified that it is all consistent with HB 2017.

Transit Numbers – these are still being worked on. Will include the Loop.

Landuse Assumptions – Consultants are meeting with landuse staff for additional input.

Members received a handout of draft reference case and sensitivity test input values. Hurley stated that these can be run in any row as a scenario, and they are put into a matrix. He did note that it is important to be careful to limit the amount of data in order to make sense of the results. Meyer advised that he put data that he heard from members and that the purpose today, was to verify the reference case and base year numbers, and sensitivity case numbers.

Meyer, Hurley, and Nichols will create some strawman proposals based on TAC conversations. The way it works, they can run any row as a scenario, and put it into a matrix. Need to be careful to limit amount of data in order to make sense of it when it comes out. Meyer has used data from existing documents, as well as feedback from TAC, to develop 2040 reference numbers. Sensitivity numbers have also been created to run an initial scenario. Purpose today is to verify if the reference case and base year number, and sensitivity case number. Meyer went on to review the document, and members provided feedback for updates. These updates will be made by the consultants.

Meyer also provided a Model Outputs handout that he briefly reviewed. He asked members to pick out a couple of goal areas, and to think about how AAMPO would achieve those. He advised that the consultant is scoped to run 4-5 different scenarios. The consultants will return next month with an update. With the contract ending in June, the agreement is that if the work is not completed by then; the consultant will turn in all the work to ODOT and DLCDC for completion. Nichols will develop a list of scenarios for sensitivity testing for next month's meeting.

## **6. Discussion of Upcoming Work Items**

Albany Bus Barn – has been approved by the Policy Board.

Letter from the City of Albany – Staff will respond with the Policy Boards input and await for the City of Albany's response.

## **7. Adjournment**

Meeting adjourned at 3:15 pm.



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**TO:** AAMPO Technical Advisory Committee  
**FROM:** Dana Nichols, AAMPO Staff  
**DATE:** June 10, 2019  
**SUBJECT:** **FY21-24 TIP & STBG Funding**

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### **Background**

MPOs are required to develop and maintain a Transportation Improvement Programs (TIP) - a detailed short-term, fiscally constrained program to implement the MPO's regional transportation plan. The TIP covers a four-year period and must contain the following types of projects within the MPO area:

- Federally funded highway, transit, bicycle, pedestrian and other transportation projects
- Regionally significant projects regardless of funding source

Once approved by the MPO, the TIP is approved by the Governor and incorporated without modification into the Statewide Transportation Improvement Program (STIP). Because the TIP becomes part of the STIP, the frequency and cycle of the update must be compatible with the STIP development and approval process.

Historically, AAMPO has included Surface Transportation Block Grant (STBG) funded projects in the TIP and the process for allocation has occurred concurrently. Recent conversations with ODOT concluded that this is not a requirement of MPOs and that, in fact, including Fund Exchange STBG projects in the TIP creates a more lengthy and in-depth administrative process overall. The funding is flexible, intended for state and local projects, and does not have the same requirements as federal dollars once issued through the fund exchange process. An email from Flower Shobe, ODOT, is included as an appendix to provide greater detail.

### **Information about STBG Funding**

Under a cooperative process, ODOT distributes a portion of its Surface Transportation Block Grant funds to cities, counties, and MPOs with populations less than 200,000. STBG program provides flexible funding to address local and State transportation needs, and can be used for construction, operational programs, safety projects, recreational trails and bike and pedestrian projects, projects and strategies designed to support travel demand management, amongst others. Entities eligible to apply include: local governments, regional transportation authorities, transit agencies, natural resource or public land agencies, school districts, tribal governments, nonprofits responsible for administering local transportation safety programs, and any other local or regional entity responsible for transportation or recreational trails. In general, STBG projects may not be used on local roads or rural minor collectors.

**Current State of Funding**

As was presented at the last meeting, the MPO’s STBG fund exchange projects are listed in the 18-21 TIP. It appears that the financial burden of these projects, for the remainder of the TIP cycle, outweighs the resources available through the annual allocation of STBG funding. Through conversations with the City of Albany, Linn County, and Benton County, we have a path moving forward to fund the majority of these projects through the end of this cycle.

Intergovernmental Agreements have been developed, or are in the process of being developed, for the following projects: Hill Street Reconstruction (Albany), Old Salem Road Preservation & Safety (Linn County), and Springhill Drive Overlay (Benton County). Projects that are scheduled, but have not yet received funding, include: 24<sup>th</sup> Avenue (Hill to Geary in Albany), Salem Avenue Street Improvement Project (Albany), and Queen Avenue Street Improvement Project (Albany). Based on current funding projections, AAMPO should have enough STBG funding in 2020 (FFY2019), 2021 (FFY2020), and 2022 (FFY2021) to cover each of these projects, except Salem Avenue Street Improvement Project, which is proposed to be slipped to the net round of projects.

Based on the current year’s allocation of approximately \$780,000, AAMPO should develop a competitive process for allocating this funding similar to year’s past. Since funding should be secured for existing projects, that leaves the MPO with two years, 2023 (FFY2022) & 2024 (FFY2023) of funding for other projects.

Moving forward, AAMPO should discuss whether or not STBG fund exchange projects should continue to be included in the TIP. Removing them from the TIP provides greater flexibility in scheduling and funding of projects, and no longer requires the lengthy amendment process when a project changes timeline or scope. These requests for changes will still be presented to the TAC and Policy Board, but can be accomplished in a more autonomous and streamlined fashion.

**Expected Timeline**

\*Subject to change

	<b><i>AAMPO Action</i></b>	<b><i>ODOT Action</i></b>
<i>Jan '19</i>		<ul style="list-style-type: none"> <li>• Draft STIP developed with ‘bucket’ of AAMPO STBGP funds.</li> <li>• MTIP/STIP Meeting with MPOs</li> </ul>
<i>April '19</i>	<ul style="list-style-type: none"> <li>• Policy Board: Introduction to 21-24 MTIP/STIP Process</li> <li>• TAC: Review criteria and STBG allocation</li> </ul>	<ul style="list-style-type: none"> <li>• MTIP/STIP Meeting with MPOs</li> </ul>

May '19	<ul style="list-style-type: none"> <li>TAC: Review criteria and STBG allocation</li> <li>TAC: Reviews and makes recommendation regarding STBG allocation process</li> </ul>	
June '19	<ul style="list-style-type: none"> <li>Albany Transit prepares projections</li> <li>Policy Board: Finalize STBG Allocation Policy</li> </ul>	
July '19	<ul style="list-style-type: none"> <li>STBG applications are publically available</li> <li>TAC Review STBG applications and makes recommendation to Policy Board</li> </ul>	<ul style="list-style-type: none"> <li>ODOT begins to develop STIP</li> <li>MTIP/STIP Meeting with MPOs</li> </ul>
Aug '19	<ul style="list-style-type: none"> <li>Policy Board makes final decision regarding STBG funding</li> </ul>	
Sept '19	<ul style="list-style-type: none"> <li>FY21-24 Draft TIP approved by Policy Board</li> </ul>	
Feb '20	<ul style="list-style-type: none"> <li>Staff provides project list to ODOT for incorporation into STIP</li> </ul>	<ul style="list-style-type: none"> <li>OTC releases Draft 21-24 STIP for public review</li> </ul>
May '20		<ul style="list-style-type: none"> <li>OTC Review public comments</li> </ul>
June '20		<ul style="list-style-type: none"> <li>OTC approves final 21-24 STIP</li> </ul>
Sept '20		<ul style="list-style-type: none"> <li>USDOT approval of final 21-24 STIP</li> </ul>

### Other Funding Categories in the STIP

- **Fix-It** programs fund projects that fix or preserve the state's transportation system, including bridges, pavement, culverts, traffic signals, and others. ODOT uses data about the conditions of assets to choose the highest priority projects. In recent STIPs the Commission has allocated most funding to Fix-It programs.
- **Enhance** programs fund projects that enhance or expand the transportation system. Area Commissions on Transportation recommend high-priority investments from state and local transportation plans in many of the Enhance programs.
- **Safety** programs reduce deaths and injuries on Oregon's roads. This includes the All Roads Transportation Safety program, which selects projects through a data-driven process to ensure resources have maximum impact on improving the safety of Oregon's state highways and local roads.
- **Non-highway** programs fund bicycle and pedestrian projects and public transportation. Area Commissions on Transportation often help recommend these projects to the Commission.
- **Local government** programs direct funding to local governments so they can fund priority projects.

## Dana Nichols

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**From:** SHOBE Flower E <Flower.E.SHOBE@odot.state.or.us>  
**Sent:** Wednesday, May 29, 2019 3:26 PM  
**To:** Dana Nichols  
**Subject:** STBG Fund Exchange Program Guidelines  
**Attachments:** AOC LOC IGA 28906.pdf; Fund-Exchange-Overview.pdf

Hi Dana,

I'm attaching a couple of documents that are part of how we determine STBG allocation amounts and project eligibility.

First is the AOC/LOC agreement that governs our funding allocation processes and includes local agency guidelines.

Second is the current Fund Exchange (FX) document available on our web site. This is the document I mentioned that is in the process of being revised. It offers a general overview but lacks specific details that agencies may need to fully understand the process. The estimated completion date of the revision is a couple of months out, but I'm including the link so you can access the document when it's ready. <https://www.oregon.gov/ODOT/LocalGov/Pages/Funding.aspx>. This page also offers other local agency resources for specific types of funding.

Below is the information we spoke about over the phone and may also be included in the revised FX document.

### Fund Exchange Allocation Process

On an annual basis, ODOT determines funding amounts allocated to certain local agencies; all cities and counties with more than 5,000 population, and MPO's with less than 200,000 population. Allocation are determined by a calculation that includes data from the prior years' population census, road miles, and the funding issued by FHWA to ODOT. Once allocations are determined, amounts are distributed by our office to the Local Agency Liaisons (LAL's) who then share this with their local agency contacts. This usually happens around January.

### Fund Exchange Request Process

Local agencies contact their LAL to request funding. This is done via written request on agency letterhead naming the project, general location, amount requested (before and after exchange), and acknowledgment of the exchange rate. The LAL reviews the information, determines eligibility and forwards on to our office (Program and Funding Services). We issue a funding authorization letter, an expenditure account for charges, and send back to the LAL. At this point, the LAL will initiate an Intergovernmental Agreement (IGA) and follow up with the local agency to sign. Once the IGA is fully executed with all signatures, the LAL will notify the local agency of Notice to Proceed (NTP). If funds are not fully utilized, the local agency notifies the LAL so the remaining funding can be returned to their balance. Local agencies are allowed to carry over allocated funding for up to four years. Funds over four years in age may be subject to removal.

### Fund Exchange Utilization Process

In general the STBG funding can be used for any "gas tax eligible" projects and/or purchases:

1. **Funding for projects delivered or purchases made by the local agency:** For example, paving, chip seal and overlays performed by the agency's own crew, or sub-contracted out to private construction companies. Purchase of equipment to maintain the roadway is also acceptable. The local agency performs all oversight duties and submits documentation for reimbursement, (this is the most common usage – about 95% of all exchange requests). The funding is converted from Federal to State, and the state issues payment on a reimbursement basis.

## Attachment B: Appendix A

2. **Funding for required match or overmatch on a federal aid project:** For example, the local agency is required to match 10.27% of the total project costs. ODOT deposits the funding to the local agency's deposit account for the project. The funding is converted from Federal to Local.
3. **Funding for a federal aid project:** The local agency wishes to utilize their allocation to fund the federal portion of a federal aid project. Funds are not exchanged, but moved from the agencies allocation balance at 100% to the project. The funding remains Federal and the project is held to all federal aid requirements.

Feel free to reach out to me with any questions or if you need more information.

Thank you!  
Flower

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