

Wasco County Public Transportation Advisory Committee

The Dalles Transit Center, 802 Chenowith Loop Road, The Dalles

Via Zoom or In-person (see bottom of agenda)

Tuesday, April 5th, 2022

9:00 - 10:30 am

Topic	Time	Item
Call to Order	9:05	
Minutes • <i>January 18th 2022</i>	9:05 – 5 minutes	Approve
Transit Development Plan Updates & Presentation • <i>Consultant presentation on recommendations presented in the Online Open House</i>	9:10 – 30 minutes	Presentation / Discussion
Link Policy Updates for Riders & Staff • <i>Updated policies governing riders and staff</i>	9:40 – 20 minutes	Information / Discussion
Link Report	10:00 – 10 minutes	Information
Committee Seats and Interim session for Transit Development Plan Approval	10:10 – 20 minutes	Discussion

Zoom Instructions

Join Zoom Meeting

<https://us06web.zoom.us/j/84666147201>

Meeting ID: 846 6614 7201

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WASCO COUNTY PUBLIC TRANSPORTATION ADVISORY COMMITTEE
THURSDAY, Tuesday, January 18, 2022
MCEDD CONFERENCE ROOM & ZOOM TELECONFERENCE

COMMITTEE MEMBERS: Lee Bryant (Senior), Louise Sargent (Chair for meeting- Senior rep), Jim Holycross, Maria Pena (N. Wasco Public Health), Jesus Mendoza (The Link).

STAFF: Kate Drennan (Deputy Director Transportation), Sara Crook (Mobility Travel Trainer), Kathy Fitzgerald (MCEDD Mobility Manager), Jill Brandt (Administrative Assistant)

GUESTS: Steve Kramer (Wasco Co. Commissioner), Theresa Conley (ODOT)

CALL TO ORDER/INTRODUCTIONS

Kate Drennan called the meeting to order at 9:04 a.m. A quorum was present. A short round of introductions took place.

MINUTES

Lee Bryant motioned to approve the minutes of October 28, 2021, as presented. Louise Sargent seconded the motion. All voted in favor, and the motion carried unanimously.

STATE GRANT OPPORTUNITIES

Kate opened this topic by referencing the memo that was sent out in the materials packet. It is time to renew funding for The Link under the Opportunity Through ODOT Grant (#53210) to fund fixed route service operations and capital costs. This is a two-year grant that renews, and this year the rules of application have changed, and Wasco County must apply and receive these funds, and then disburse them to The Link. The grant has a match requirement, and The Link has used STIF money to match in past years. Kate then opened the floor to questions on the grant program. There were none. To move the grant process forward, Kate (representing The Link) requested the Committee's approval to submit at the County commissioners meeting, thereby starting the process for the County's application.

Jim Holycross motioned to approve the recommendation that Wasco County apply for the ODOT Opportunity Grant #53210 funding for The Link. Louise Sargent seconded the motion. All voted in favor and the motion carried.

STAFF UPDATES

Travel Trainer: Kate introduced Sara Crook – our new travel trainer working with both The Link and CAT, to give her report. Sara has been expanding the Gorge Transit Connect Program by bringing four new partners into that program. Her work is providing access to more services to folks in both counties. Sara has also contacted other regions to find out about their programs and services. She has been conducting outreach with community members and social work agencies in both Hood River and Wasco counties. Sara explained that she has been working with Jesus Mendoza to reach out to the local LatinX community, and Jesus has already met with The Next Door and plans to attend the Community Housing Authority meeting coming up in The Dalles on February 12th. Maria Pena asked Jesus if he has been invited to the Community Health worker meeting and offered contact information.

Jim Holycross asked Sara about handicap access to and at the ski resorts this year. Sara promised to be in touch with resources for Jim after the meeting.

GorgePass Program: Kate gave an update on the GorgePass program. Sales continue, focused mostly on employers buying groups of passes for their employees. Kate asked the group for any contact info for neighborhood groups, rotary, Lyons, etc. that she might arrange meetings with to promote this program. Gorge to Mountain service to Meadows has started for the season just last weekend. The service will not go into Government Camp on weekends because the traffic congestion throws time schedules off. There is a spring media campaign planned for GorgePass in the Portland metro area that will advertise the programs' advantages: to alleviate parking and congestion problems. Lots of good reasons to take the bus!

Maria asked for information on the Gorge pass program to post onto her company's website.

Transit Development Plan: Kate reported that the options presented by the consultant are still being refined. The Transit Development Plans has another larger feedback phase coming up with a survey that the consultants will create. The survey will offer considering all of the projected options being presented that will transform the majority of operations to fixed-route service rather than Dial-a-Ride. The possibilities to consider include adding and changing stops, changing the routes into loops, changing the direction of travel, making the routes into figure 8's. This public survey will open after the County Commission's presentation that is scheduled for next week. Kate added that she will send out the survey link to the PTAC group.

STIF updates: Kate reported that consistent ridership on the Hood River to The Dalles route has significantly increased the ridership numbers. Sara's gave more details on her travel training work in progress. Marketing efforts have included local radio interviews as well as personal outreach efforts to spread the word about available transit services. Jesus will continue his outreach efforts with presentations at meetings and continued social media presence. Kate wrapped up her presentation by reporting on facilities improvements activity in the past quarter: the new bus shelter on Kelly Avenue has been completed as is operational.

LINK REPORT

Jesus Mendoza reported on operations at The Link for the past quarter. Service continues to operate at full capacity. All drivers and riders are required to wear masks. However, the exposure to the highly transmissible Omicron has caused personnel shortages when drivers have to stay home in quarantine. Jesus explained that schedules have been modified to keep service levels as steady as possible. He reported that the heavy snow conditions response required canceling the south county shuttle and the shopping bus for safety. Dial-a-Ride remained open for medical and necessities trips. Equipment progress in the past quarter included the sale of the two oldest buses. Jesus added that there are more vehicles to sell that are being using now as backup. There was a winter tires and chains training with all drivers that was conducted by Steve Wilson, The Link's Lead driver. Jesus confirmed Kate's earlier statement that overall ridership has increased due to the Hood River to The Dalles service. Jesus reported on the statistics for service miles of all groups that clearly showed the increases were on the fixed Hood River to The Dalles route. Louise Sargent asked for more information on how the snow incident affected local transportation. Jesus replied that the South County route was cancelled because there were no calls requesting service from that

area. Fixed routes were cancelled only on the first day before the roads were cleared, and many of the drivers weren't able to report in for work. Once the roads were cleared after the first day, enough drivers were able to come in to cover Dial-a-Ride and medical rides. Jesus noted that some personal ride requests were declined, but all medical and essential groceries trip requests were met.

GOOD OF THE ORDER

Louise Sargent asked if the Committee was interested in adding a new committee member – a local resident who regularly rides on the Link. The group agreed to accept the new member. Louise will forward Connie Kumrick's contact information to Kate.

Jim thanked all of the staff for the well-done presentations.

ADJOURN

Kate adjourned the meeting at 9:40 am.

Respectfully submitted by Jill Brandt, Administrative Assistant

Wasco County Transit Development Plan

Open House
April 5, 2022

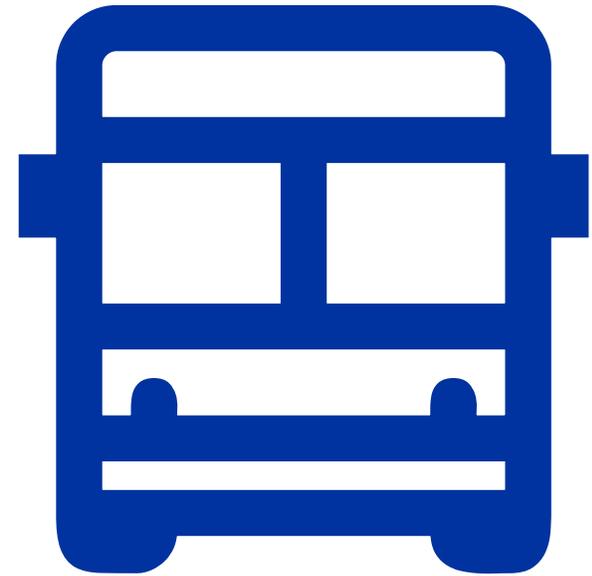


Agenda

- Welcome
- Project Purpose
- Project Schedule
- Vision and Goals
- Needs Summary
- Future Service Opportunities
- Capital Improvements
- Technology Improvements
- Financial Plan
- Q&A

Project Purpose

This plan will guide efforts to improve the transit experience and reduce greenhouse gases by providing a strategy for updating, operating, and funding transit in Wasco County for the next 20 years



Project Schedule



	1 - Project Initiation and Existing Conditions	Spring/Summer
	2 – Transit Needs and Transit Supportive Development	Summer
	3 – Evaluation of Future Service Opportunities	Fall
	4 – Transit Goals, Policies, and Service Design	Winter
	5 – Draft TDP	Winter/Spring
	6 – Adoption	Spring

2021

2022

Vision and Goals



Goal 1: Customer-Focused Services



Goal 2: Accessibility and Connectivity



Goal 3: Coordination



Goal 4: Health

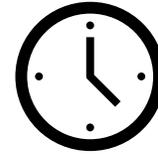


Goal 5: Sustainability

Needs Summary



**Increase
Frequency**



**Extend Service
Hours**



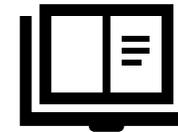
**Increase Weekend
Service**



**Improve Efficiency of
Route Service**



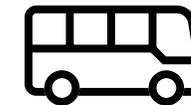
**Update Tools and
Technology**



**Increase Education
and Marketing**



**Improve Bus Stop
Amenities and Access**



Update Vehicle Fleet

Future Service Opportunities

Short-Term Opportunities

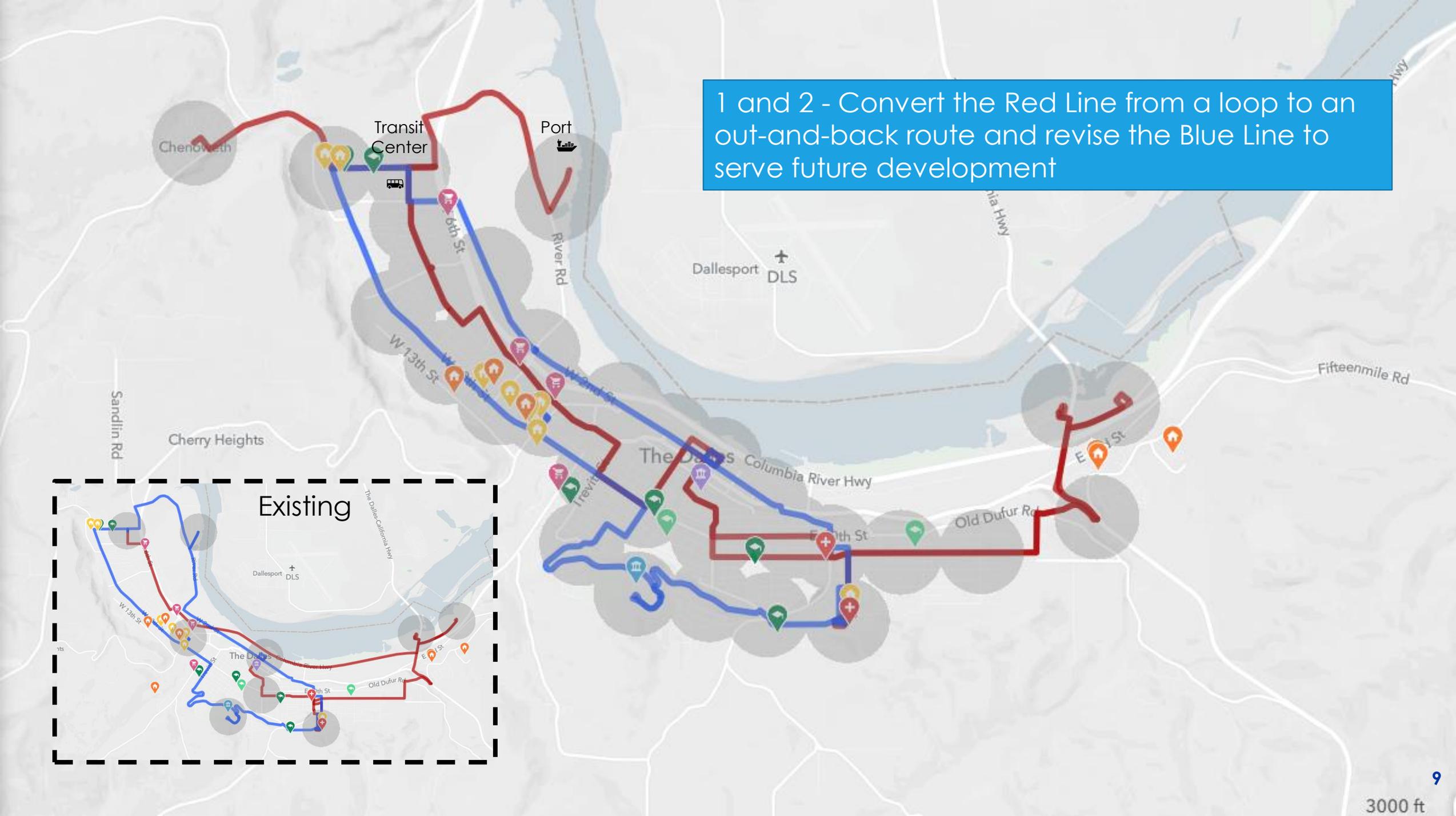
Medium-Term Opportunities

Long-Term Opportunities

Short-Term Opportunities

1. Add stops to the Blue Line
2. Convert the Red Line from a loop to an out-and-back route and revise the Blue Line to serve future development
3. Extend the Intercity Express between The Dalles and Hood River
4. Provide Additional Service to and Around South County
5. Update Information & Technology
6. Update Vehicle Fleet

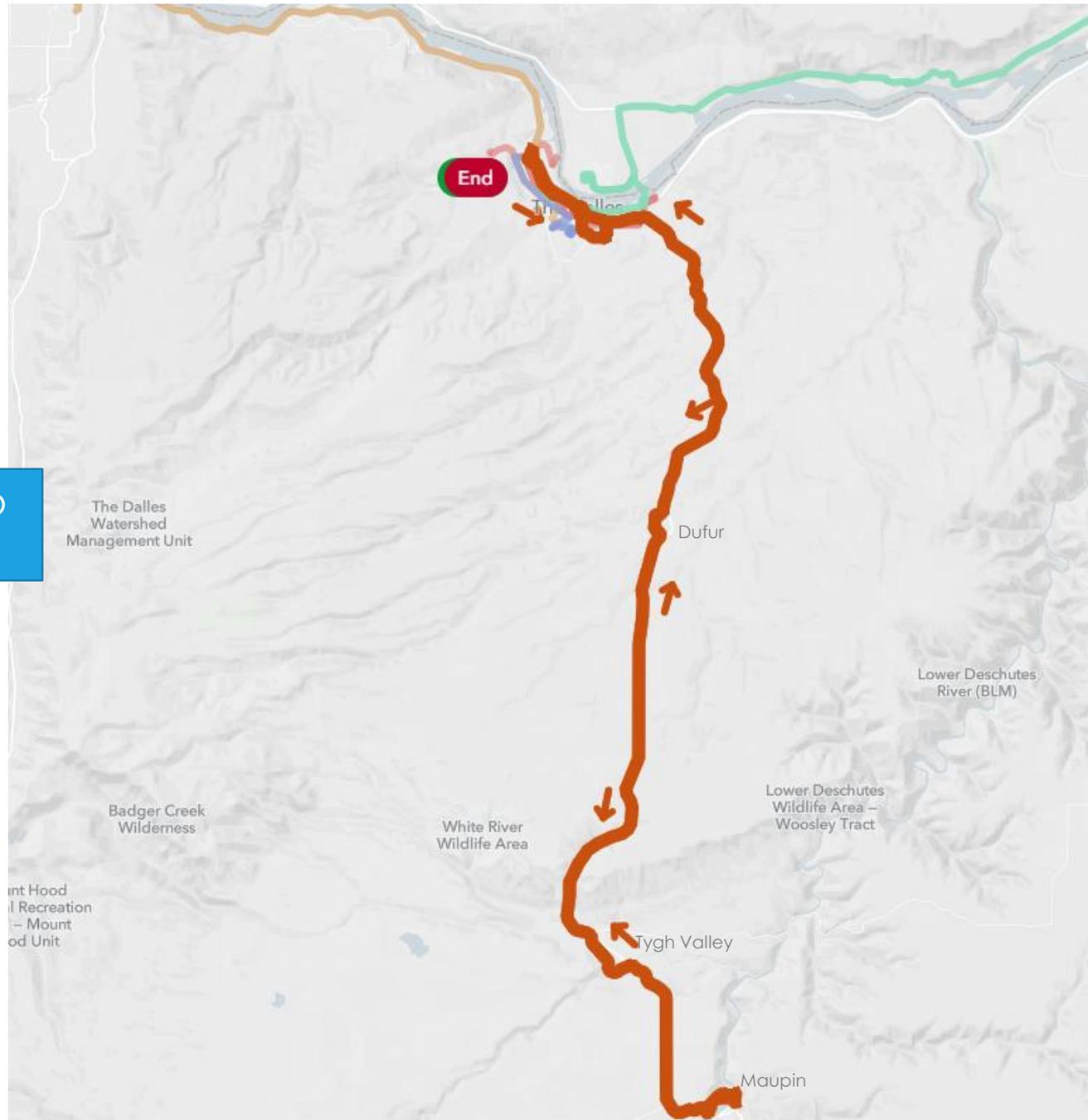
1 and 2 - Convert the Red Line from a loop to an out-and-back route and revise the Blue Line to serve future development





3 - Extend the Intercity Express between The Dalles and Hood River

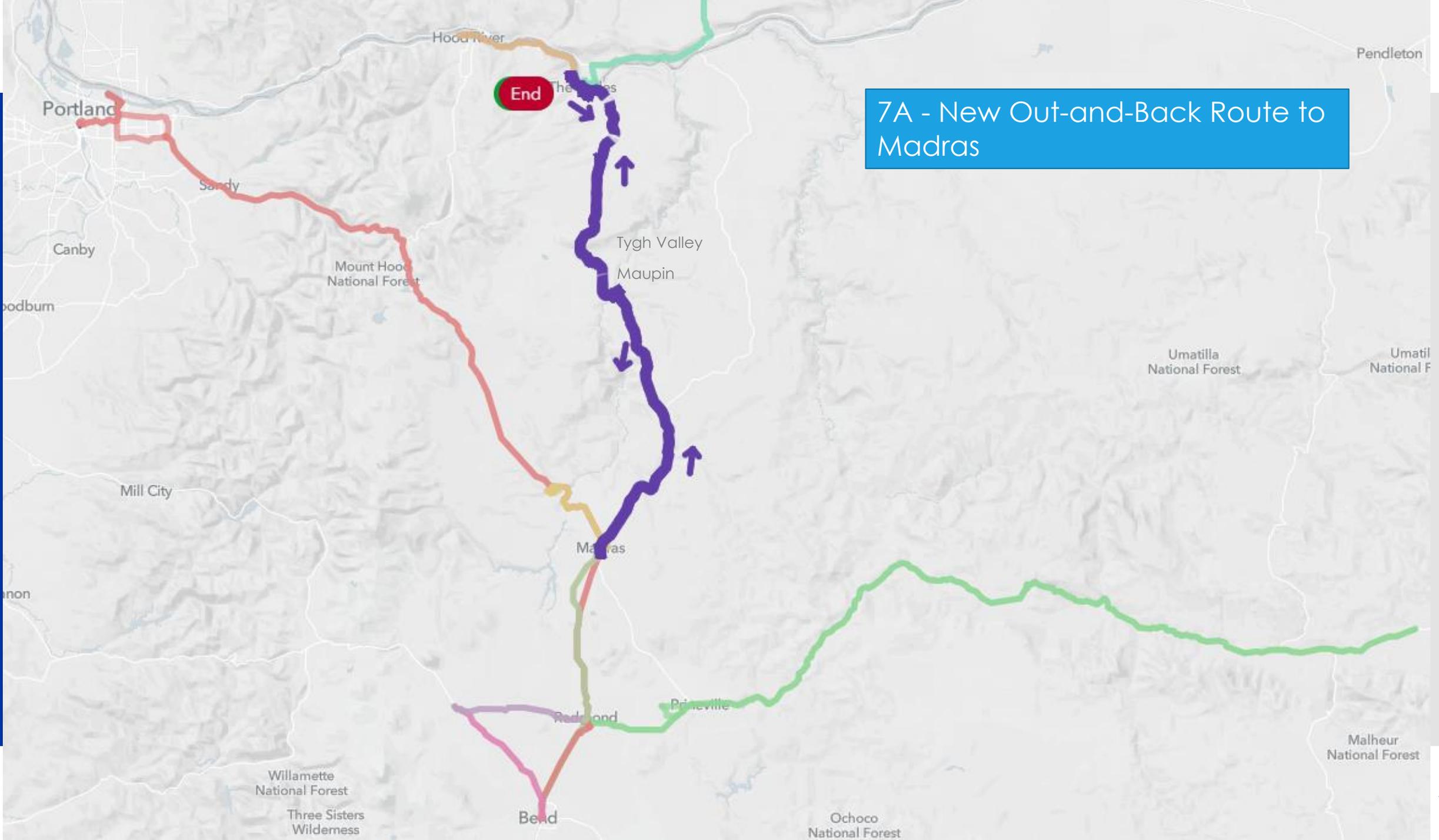
4 - Formalize Out-and-Back Route to Maupin



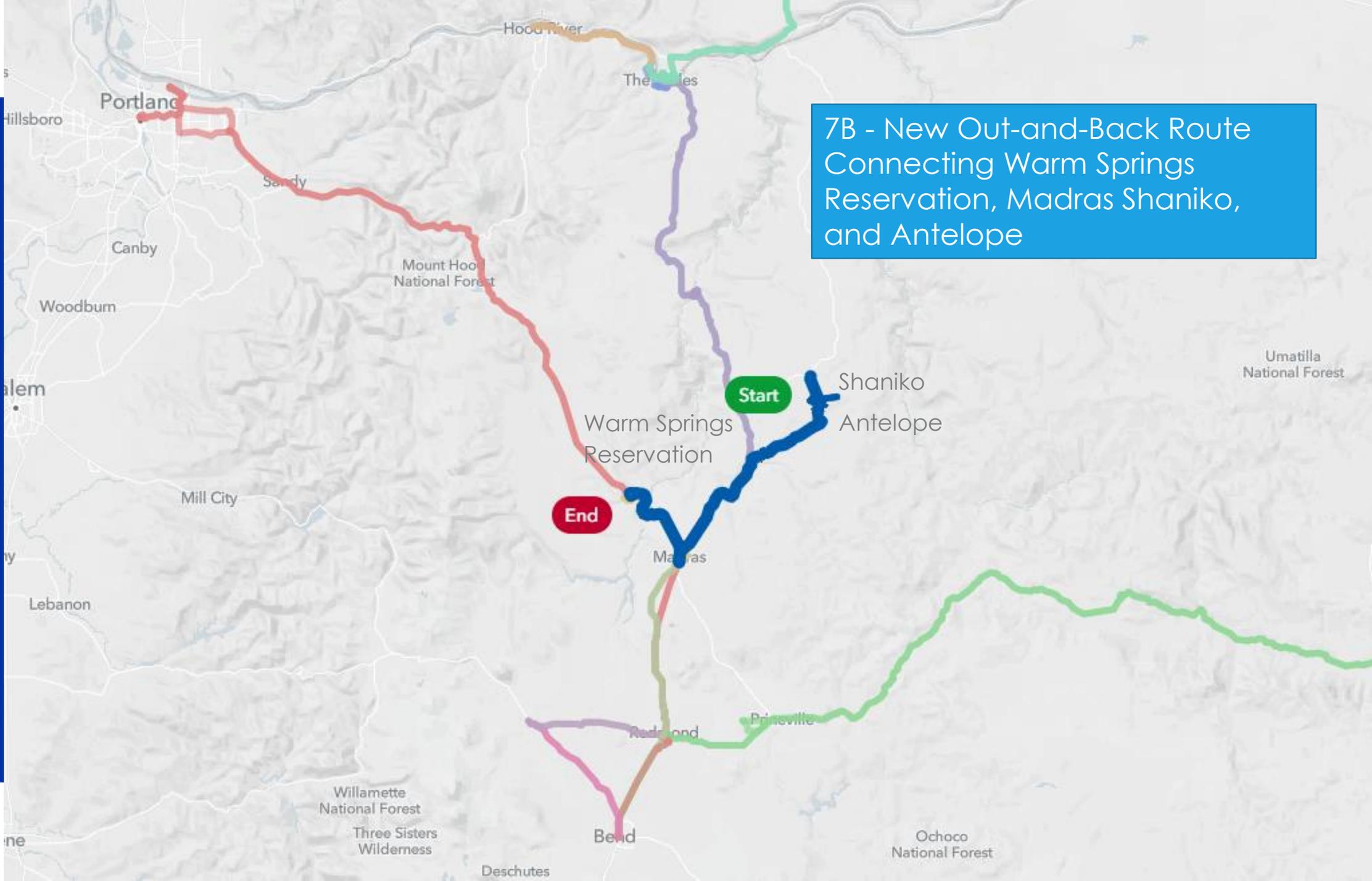
Medium-Term Opportunities

7. Provide Additional Service to and Around South County
8. Provide Service Enhancements in The Dalles
9. Update Information and Technology
10. Update Vehicle Fleet

7A - New Out-and-Back Route to Madras



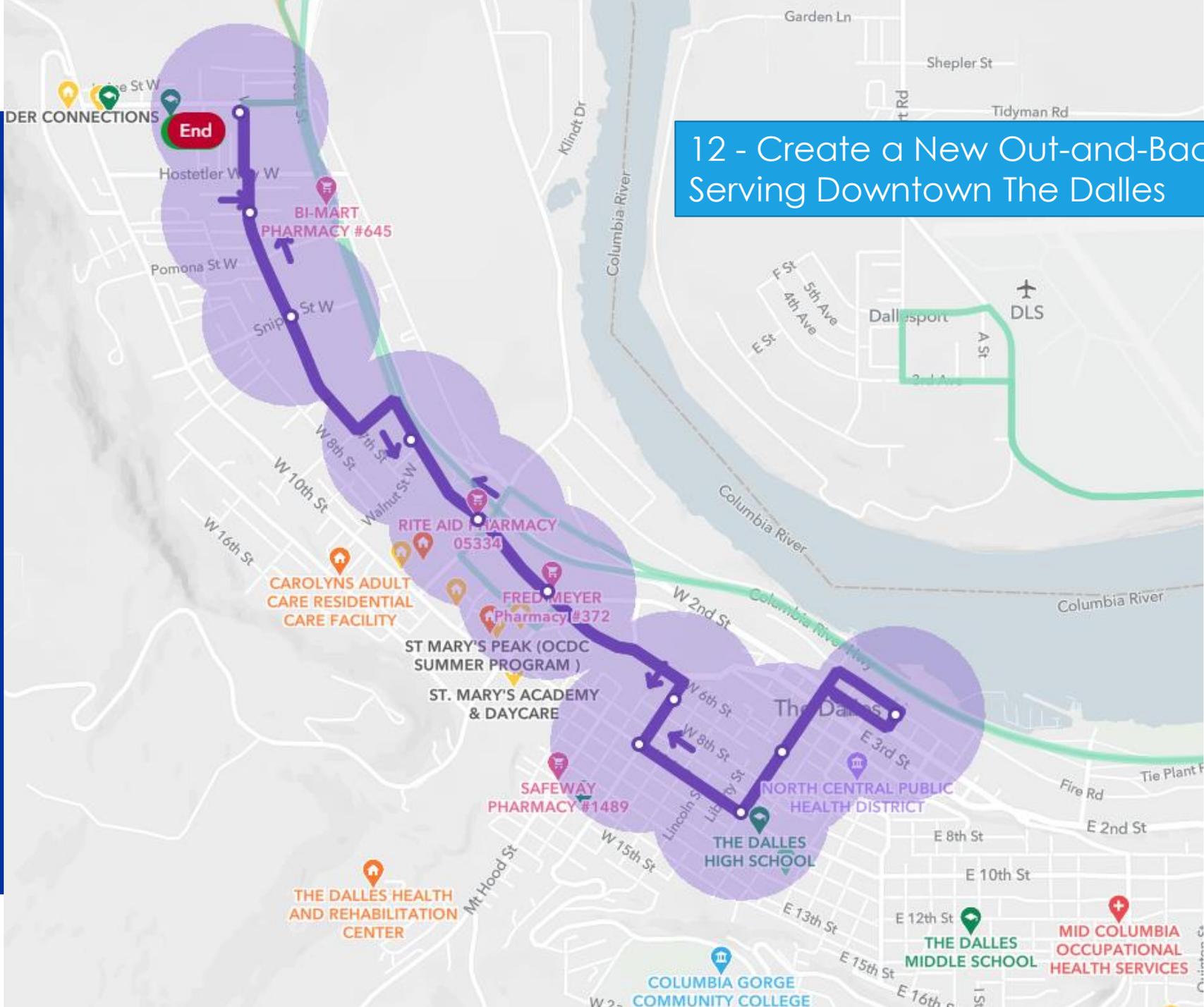
7B - New Out-and-Back Route
Connecting Warm Springs
Reservation, Madras Shaniko,
and Antelope



Long-Term Opportunities

11. Revise the Red Line to Serve Future Development Near the Port
12. Create a New Out-and-Back Route Serving Downtown The Dalles
13. Enhance the Downtown Transit Stop to a Transit Center
14. Provide Service Enhancements in The Dalles
15. Provide Intercity Service Enhancements
16. Update Vehicle Fleet

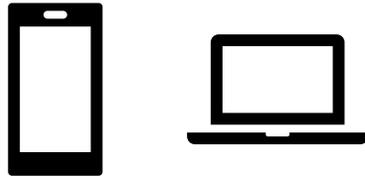
12 - Create a New Out-and-Back Route Serving Downtown The Dalles



Capital Improvements

Capital Needs	Short-Term	Medium-Term	Long-Term	Unconstrained
Vehicles	Replace 2 Vehicles	Purchase 3 vehicles/3 years	Purchase 3 vehicles/3 years	Additional vehicles will be needed based on the amount of additional service provided
Bus Stops	Construct approximately 25 new bus stops	Construct 1 new stop	Create secondary transit center downtown	--

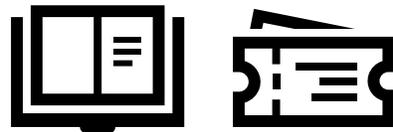
Technology Improvements



- Provide Mobile Apps and Online Trip-Planning Resources



- Provide Real-Time Vehicle Arrival Information



- Increase Education and Support for Purchasing Fares

Financial Plan



Current Funding

- Under current funding, The LINK can **redistribute** resources and provide minor improvements



Increased Funding

- With additional funding, The LINK can provide **additional** service over longer time periods, greater frequency, and/or more geographic area

Q&A

What questions do you have about the service plans?

What would improve these plans?

What should be explored further?





Public Transit Advisory Committee

April 5th, 2022

Agenda

1 | 9:05 Call to Order

2 | 9:05 Minutes Approval

3 | 9:10 Transit Development Plan
| Updates & Presentation

4 | 9:40 Link Policy Updates for Riders
| and Staff

5 | 10:00 Link Report

6 | 10:10 Committee Seats & Interim
| Session for TDP Approval

7 | 10:30 Adjourn



Public Outreach

- **Online Open House March 28 - April 8th**
- *Collect map comments*
- *Survey*
- **Open House with Zoom Presentation - April 5th from 5-6:30pm**
- Q & A with the experts
- Public Comment at City of Dalles, Wasco Co. Commission Presentations
- Final Plan Posted June 15

Stakeholder Presentations

- **PTAC overview and discussion - April 5**
- Technical Advisory Committee - April 7
- City of the Dalles- April 11
- MCEDD Executive Committee - May 4
- **PTAC interim session to form recommendation for Wasco Co. - TBD**
- Wasco County Commission - June 1

Consultant Presentation

(see PPT deck)

● Service Area and Roadway Conditions

- policy around unimproved roadways that are unpaved and narrow in width (<than 20 feet
- If we are not able to travel the road to your home, we will make effort to arrange a meeting place at the nearest accessible location

● Rider Etiquette

- size and number of bags on non-shopping shuttle buses
- removing snow or debris to make their home accessible
- no-show / late cancellation policies

● Driver Policies/ Guidance

- clarification of policies around exposure to bodily pathogens
- attendance and absenteeism policies moved from personnel documents
- personal use of bus policy changed



Policy Updates

What else?

- 1 Committee reappointment
- 2 Schedule interim meeting for TDP Final Draft
- 3 Share the online open house





To: Public Transportation Advisory Committee
From: Kate Drennan, Deputy Director of Transportation
Jesus Mendoza, LINK Operations Manager

Date: April 5, 2022

Re: Quarterly LINK Operations Report

Operations

- Despite the lifting of indoor mask mandates in Oregon and Washington, masks are still required on public transportation until April 18th per TSA guidelines. At that point, they intend to release guidance on continued safety protocols. This means our drivers and passengers will continue to wear masks on buses until further notice.
- We recently did a budget check-in and found that we are running under-budget on personnel expenses due to an unfilled part-time driving position since fall 2021. (Just a reminder that we're hiring!). However, we are over budget on our maintenance and fuel expenses due to the rapid rise in fuel prices and unanticipated maintenance costs from stolen bus parts and vehicle damage sustained during operations.

Grants

- The Link has applied for competitive grants to replace 2 vehicles currently in adequate condition, with electric vehicles. If awarded, the LINK will pursue matching funds in the next STIF plan with purchase and delivery of the vehicles likely 2+years after grant award.
- The Link also applied for competitive grants to fund the purchase of bus stop infrastructure such as shelters, signs, and seats.

Marketing and Planning

- **Marketing:** Our Gorge Pass marketing continues with a stronger focus on the Portland market as Spring approaches and more regional visitors come to the Gorge to recreate. We are coordinating with ODOT regarding their Waterfall Corridor timed entry system, reminding visitors that they can visit anytime without reservations if they arrive by transit. We will also be highlighting the Dog Mountain shuttle in April to help limit the number of personal vehicles at Dog Mtn off SR 14.
- We are also readjusting some of our marketing strategy to refocus on how transit, and the Gorge Pass serves local community members. We continue to market the annual pass as an affordable way to travel throughout Gorge communities.
- The Wasco County Transit Development Plan is presenting recommended service opportunities and investments. An online open house is running March 28th – April 8th, with information and opportunities to offer feedback via an interactive comment map and survey. An in-person open house with zoom presentation from the consultant experts will take place

on April 5th from 5:00 - 6:30. The PTAC may elect to hold an interim meeting to provide a recommendation to Wasco County on the final Plan. Kate will present to the Wasco County Commission on June 1st.

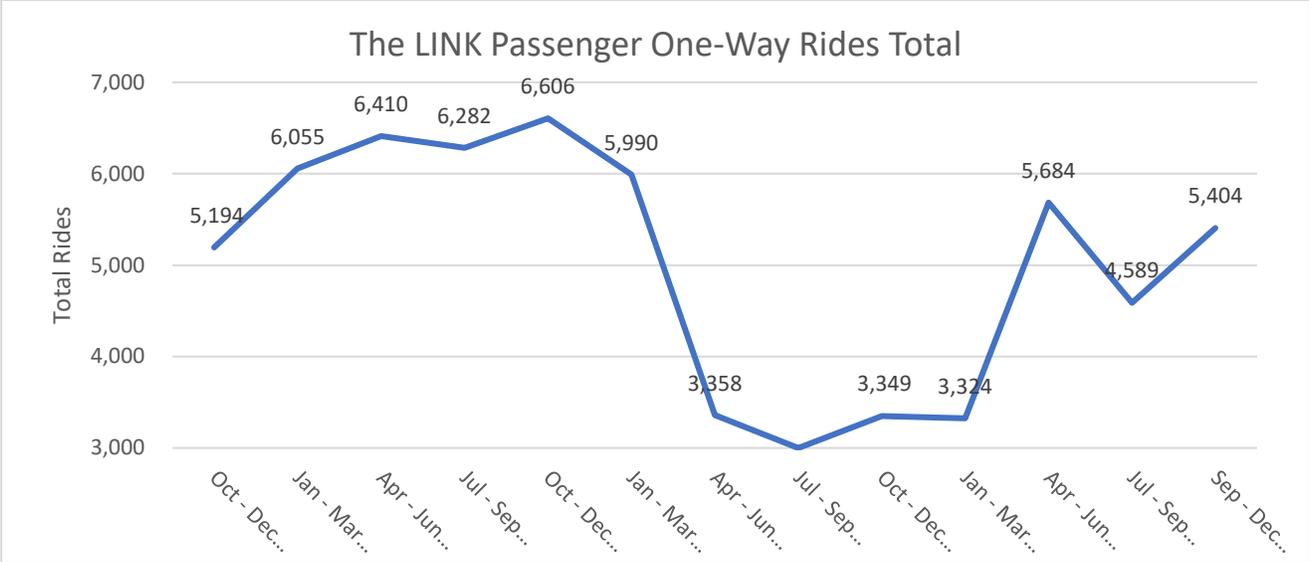
Physical Assets

- Buses – Our final bus taken out of service has been put up for auction.
- Tires on the buses have been rotated and the snow tires have gone back into storage.
- We had a catalytic converter stolen off one of our buses while it was at Ford for transmission service. We have replaced it and will continue to add converter cages/ protectors to our buses as we're able

Ride Information for The Link

ALL DEMAND RESPONSE	OCT-DEC 2021	JAN-MAR 2022*
Total Passenger One-Way Trips	3,053	
Elderly/Disabled One-Way Trips	1,752	
Revenue Service Hours	1,472	
Revenue Service Miles	15,698	
DEVIATED FIXED ROUTE		
Total Passenger One-Way Trips	2,351	
Elderly/Disabled One-Way Trips	165	
Revenue Service Hours	2,112	
Revenue Service Miles	30,661	
TOTAL DAR + DFR* includes South County and Shopping Shuttle		
Total Passenger One-Way Trips	5,404	
Elderly/Disabled One-Way Trips	1,917	
Revenue Service Hours	3,584	
Revenue Service Miles	46,359	

** Quarterly data will not be available until after April 4th, but we hope to have it at the April 5th meeting or will be sent after with meeting minutes.



Memorandum

To: Wasco County Public Transportation Advisory Committee

From: Kate Drennan, Deputy Director of Transportation

Date: April 4th, 2022

Re: Wasco County FY22 Q2 STIF Plan Project Update

Project Name	Project Description in Plan	Status
Planning & Mobility Management	Increased outreach in Wasco County to encourage familiarity and ridership on transit, especially to low income populations and minority communities. Outreach will include development of online travel training materials to improve community knowledge of public transit connections and build confidence in using transit.	Sara has been busy engaging community groups through the Transit Connect program, as well as doing outreach to Veterans for a new grant program. We did tabling and provided after hours transportation for a health fair focused on migrant communities and Native American youth.
Administrative Support	Administrative support for MCEDD-LINK operations to successfully administer the complex STIF Plan, including financial tracking and reporting, outcome measure tracking and reporting, development and implementation of STIF projects.	This task is ongoing and includes regular quarterly reporting, PTAC staffing, and so on.
Routes & Connections	Support for bus routes and bus services to communities with a high percentage of Low-Income Households, to include: <ul style="list-style-type: none"> ongoing support of the deviated fixed routes in The Dalles, service to smaller communities in Wasco County, and maintaining dial-a-ride hours on weekends, early mornings and evenings 	In Q3 we continued to operate our Blue, Red, and Hood River Routes in addition to DAR services. We continue to operate Dial-A-Ride on earlier hours for medical appointments and other needs. Our South Shuttle operates weekly and is partnering with Canyon Rim in Maupin to serve resident shopping needs from smaller communities.
Fleet	This project uses STIF funds to match a grant to replace buses at the end of their lifecycle, and supports vehicle spill protection at the Transit Center.	Completed.
Marketing	Actions to boost ridership on The Link, including marketing, fare subsidies, and Spanish-language outreach.	We have continued marketing through the Gorge Pass marketing contract. This includes creating youtube videos, facebook and Instagram ads, and information included

		<p>in newsletters of outdoors-, climate-, recreation focused organizations. In mid-March, KGW did a feature on the Gorge Pass program and its focus on partnering with groups to bring underserved communities into the outdoors. The Link has also posted to social media and newsletters. We also have been active in presenting to organizations in the community about our offerings. The upcoming TDP open house creates an opportunity to further market our services.</p>
<p>Facilities & Bus Shelters</p>	<p>Increase bus shelters available for service on The Link. 1) Purchase and install two bus shelters</p>	<p>We continue to pursue a shelter investment at MCMC. Additionally, we've applied for competitive grant funds for a significant investment in bus stop signs and seats – using these funds as 'local match' dollars.</p>

**REVISED AND RESTATED BYLAWS OF THE
WASCO COUNTY
PUBLIC TRANSPORTATION ADVISORY COMMITTEE
(FORMERLY KNOWN AS Statewide Transportation Improvement Fund Committee)**

ARTICLE I - NAME

The name of this Advisory Committee shall be Wasco County Public Transportation Advisory Committee.

ARTICLE II - PURPOSE

This Advisory Committee and these Bylaws are established to provide recommendations to Wasco County on funding priorities consistent with the state or federal program guidance for each public transportation fund source and in the best interest of the citizens of Wasco County.

The Committee also specifically advises and assists Wasco County in carrying out the program requirements of the Statewide Transportation Improvement Fund (STIF), Special Transportation Fund (STF), and Federal Transit Administration (FTA) Section 5310. This includes carrying out the statutory requirements for all state and federal regulations related to STIF, STF and FTA Section 5310 funding. As such, this Advisory Committee serves as the STF Advisory Committee and the STIF Advisory Committee for Wasco County and the Wasco County Board of Commissioners.

ARTICLE III - DEFINITIONS

The following definitions shall apply to the terms used in these Bylaws:

Administrator: An individual designated or assigned by the Wasco County Board of Commissioners to be responsible for day-to-day tasks required to implement the Special Transportation Fund and Statewide Transportation Improvement Fund Programs.

Areas of High Percentage of Low-Income Households: Geographic areas within Wasco County which are determined to have a high percentage of low income households. It shall be the responsibility of the Advisory Committee to gather data and seek public input and to make a determination as to the areas of Wasco County in which there exist high percentages of low income households and to publish said determination in its Committee minutes.

Commissioners: The Wasco County Board of Commissioners.

Committee: The Wasco County Public Transportation Advisory Committee.

Elderly: Individuals 60 years of age or older.

High Percentage of Low-Income Households: Higher than the Oregon state average.

Low Income Household: A household the total income of which does not exceed 200% of the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2) for the 48 Contiguous States and the District of Columbia.

Person(s) with Disabilities: Individuals with disabilities which limit or constrain any aspect of their daily life, and may include, but is not necessarily limited to, physical, intellectual, cognitive, developmental, and/or emotional disabilities.

Public Transportation Services: Any form of passenger transportation by car, bus, or other conveyance, either publicly or privately owned, which provides service to the general public (not including charter, sightseeing, or exclusive school bus service) on a regular and continuing basis. Such transportation may be for purposes such as health care, shopping, education, employment, public services, personal business, or recreation.

Representative of Low Income Individuals: A person representing the needs of low income transportation system users, and who is familiar through association with groups or individuals with special transportation needs of low income users.

Representative of Persons with Disabilities: Someone representing the needs of disabled transportation system users, and who, through association with groups or individuals, or facilities serving persons with disabilities, is familiar with the special transportation needs of disabled users.

Representative of Seniors: Someone who may also be a senior, representing the needs of elderly transportation system users, and who is familiar through association with groups or individuals, or facilities serving seniors, with the special transportation needs of elderly users.

ARTICLE IV – FUNCTION

Section 1 - Advisory Committee role related to STF and FTA Section 5310: The Advisory Committee will perform the following:

- (a) Advise the Wasco County Board of Commissioners regarding the opportunities to coordinate STF moneys and STF-funded projects with other transportation programs and services to avoid duplication and gaps in service.
- (b) Review the proposed distribution of Formula Program moneys and make recommendations to the Wasco County Board of Commissioners.
- (c) Review Discretionary Grant proposals and make recommendations to the Wasco County Board of Commissioners.
- (d) Participate in developing and updating the Wasco County Coordinated Transportation Coordinated Plan.
- (e) As necessary to perform these tasks, the Advisory Committee will develop processes and procedures to identify projects for potential funding. The Advisory Committee will review the

projects proposed for funding, including the proposed recipient, project purpose, intended user of the service, and the proposed funding level.

- (f) The Advisory Committee may recommend to the Wasco County Board of Commissioners any changes to the proposed distribution of Formula Program moneys or Discretionary Grant applications it considers necessary.

Section 2 – Advisory Committee role related to STIF: The Advisory Committee will perform the following:

- (a) Advise the Wasco County Board of Commissioners on the development process of the STIF Plan, which will serve as an application for STIF Formula funds.
- (b) Advise on the development of a definition for “high percentage of low-income households.
- (c) Review and prioritize projects proposed for inclusion in the STIF Plan and recommend a funding amount for each project to the Wasco County Board of Commissioners.
- (d) Review and recommend projects to receive STIF Discretionary Funds within Wasco County
- (e) Review and recommend projects to receive STIF Intercommunity Discretionary Funds within Wasco County.
- (f) Advise Wasco County regarding opportunities to coordinate STIF funded projects with other local or regional transportation programs and services to improve transportation service delivery and reduce gaps in service.
- (g) Developing a process for monitoring and evaluating projects to ensure that Public Transportation Providers that have received funds are applying the funds in accordance with and for the purposes described within their project proposal.
- (h) When reviewing projects proposed for STIF Formula Funds, the Advisory Committee must consider the following criteria:
 - a. Whether the proposed project would:
 - i. increase the frequency of bus service to communities with a high percentage of Low-Income Households;
 - ii. expand bus routes and bus services to serve communities with a high percentage of Low-Income Households;
 - iii. reduce fares for public transportation in communities with a high percentage of Low- Income Households;
 - iv. result in procurement of buses that are powered by natural gas or electricity for use in areas with a population of 200,000 or more;
 - v. improve the frequency and reliability of service connections between communities inside and outside of the Qualified Entity’s service area;
 - vi. increase Coordination between Public Transportation Service Providers to reduce fragmentation in the provision of public transportation service;
 - vii. expand student transit services for students in grades 9 through 12;
 - b. Whether the Project would maintain an existing, productive service;
 - c. The extent to which the Project goals meet public transportation needs and are a responsible use of public funds; and
 - d. Other factors as determined by Wasco County or the Advisory Committee such as geographic equity.

Section 3- Additional responsibilities

- (a) The Advisory Committee may be assigned additional tasks by the Board of Commissioners, such as reviewing reports; inspecting equipment and facilities, or participating in planning and public engagement processes as appropriate to the functioning of the committee.
- (b) The Advisory Committee will not lobby.

ARTICLE V - MEMBERSHIP

Section 1 - Membership Qualifications: To be qualified to serve on the Advisory Committee, an individual must:

- (a) Reside within Wasco County;
- (b) Be knowledgeable about the public transportation needs of residents or employees located within or traveling to and or from Wasco County; and

Section 2 – Advisory Committee Composition: The Advisory Committee shall reflect the county's diverse interests, perspectives, geography, and the demographics. The committee must include at least one member each who is a member of or represents the following three groups:

- (a) Low income individuals;
- (b) Seniors or people with disabilities;
- (c) Public Transportation Service Providers or non-profit entities which provide public transportation service. Provider representatives must be in the minority.

Up to four (4) additional members may be representatives from any of the following groups:

1. local governments, including land use planners
2. non-profit public transportation service providers,
3. neighboring public transportation service providers,
4. employers,
5. social and human service providers,
6. transit dependent users,
7. social equity advocates,
8. environmental advocates,
9. bicycle and pedestrian advocates,
10. people with limited-English proficiency,
11. educational institutions,
12. major destinations

Section 3 - Appointment of Members: The Wasco County Board of Commissioners shall appoint members to the Advisory Committee.

Section 4- Ex-Officio Members: The Committee may additionally consist of any ex-officio members, appointed by the Board of Commissioners which the Board of Commissioners deems appropriate.

Section 5 - Advisory Committee Size and Compensation: The Advisory Committee shall have up to nine (9), but not fewer than five (5) members. Members of the Advisory Committee may be reimbursed for expenses incurred relative to business of the organization.

Section 6 -Terms of Membership: Terms shall be three (3) years. Any member may serve two (2)

successive terms if reappointed by the Board of Commissioners. Terms begin on July 1 and end on June 30. Terms shall be staggered, with either two or three members' terms expiring each year.

Section 7 -Member Responsibilities: All Committee members shall regularly attend meetings of the Committee and any meetings of the subcommittees to which they are appointed, and shall fulfill other duties as appointed by the Chair.

Section 8 -Termination of Membership:

- A. The Board of Commissioners may remove Committee members as follows:
 - a) Failure to attend three or more consecutive regular Committee meetings. The Board of Commissioners may declare a member's position vacant when the member has had three (3) unexcused absences in one year or no longer meets the residency requirement;
 - b) For cause following public hearing, for reasons including, but not limited to commission of a felony, corruption, intentional violation of open meetings law, failure to declare conflict of interest, or incompetence.
- B. Committee members who choose to resign should submit a letter of resignation to the Wasco County Board of Commissioners.

Section 8- Vacancies: The Board of Commissioners shall make appointments to fill vacancies as they occur. Such appointments shall be for the duration of the unexpired term of that position.

Section 9- Officers: The following officers shall be elected from the Committee membership during the first meeting of each calendar year:

- a) Chair: The Chair shall have the responsibility of conducting all meetings and hearings in an orderly manner. The chair represents the advisory committee at meetings and communications with Wasco County Board of Commissioners. The Chair may not initiate a motion, but may second, and shall vote on each issue after the question is called. However, in the event the Chair's vote shall create a tie, the Chair shall refrain from voting.
- b) Vice Chair: The Vice Chair shall be responsible for conducting the meetings and hearings in the absence of the Chair.

ARTICLE VI - SUBCOMMITTEES

Section 1 - Creation of Subcommittees: The Committee shall have the power to create subcommittees with such responsibilities as the Committee directs.

Section 2 -Naming of Subcommittees: The Chair shall appoint and charge each subcommittee with its responsibilities, shall appoint the members of the subcommittee, and shall appoint the chair of the subcommittee in the event the subcommittee consists of more than one person. The subcommittee chair shall be responsible for scheduling meetings, assigning specific tasks within the mandate of the subcommittee, and reporting to the Committee concerning the work of the subcommittee.

ARTICLE VII - MEETINGS

Section 1 - Regular Meetings: Meetings shall be held a minimum of two times per year, as required by

statute, but may be held more frequently to carry out the purposes of the Committee. Unless held by telecommunication as noted in Section 3 below, these meetings shall be held in publically accessible facilities, and shall take place during transit operating hours, to facilitate attendance of interested individuals.

Section 2 -Special Meetings: Special meetings may be called by the Chair or by the Board of Commissioners by giving the members and the press written or verbal notice at least 24 hours before the meeting.

Section 3 - Meeting by Telecommunication: Any regular or special meeting of the Committee may be held by telephone, telecommunications, or digital transmission.

Section 3 - Quorum: A simple majority of the appointed, and filled, voting membership shall constitute a quorum. All business conducted with a majority vote of the quorum shall stand as the official action of the Committee. Members may vote in person or by teleconference.

Section 4 - Voting: Each Committee member, except ex-officio members, shall have one vote. In the event the Chair's vote shall create a tie vote, the Chair shall refrain from voting. A Committee member shall not vote on any funding decision in which they are an applicant for funds or in which a conflict of interest exists.

Section 5 - Notice: All members shall be given written notice of time, date, location, and purpose of the meetings at least three (3) days before a regular Committee meeting, and written or verbal notice one (1) day before a special meeting. In the event a member is provided with less than three (3) days written notice of a regular meeting, or less than one (1) day actual notice of a special meeting, and objects to the proceedings based on a lack of adequate notice, all business conducted at that meeting shall be reconsidered at the next regular meeting or at a special meeting called with adequate notice.

Section 6 - Minutes: Minutes recording all motions and subsequent action including the number of yes or no votes on each issue shall be taken. In addition, all conflicts of interest shall be noted. Minutes of all meetings shall be posted in a reasonable and timely manner following all meetings as required under existing County policy.

ARTICLE VIII– PUBLIC RECORDS AND MEETING LAW AND PUBLIC ENGAGEMENT

Section 1 - Public Records and Meeting Law: The Committee is a public body for the purposes of ORS Chapter 192, and is subject to the statutory procedures related to Oregon public records and meetings.

Section 2 - Public Engagement: The Committee shall strive to seek public engagement in all its deliberative processes. The Advisory Committee will work with the Administrator to ensure public access to information and public participation in priority-setting exercises and development of project funding recommendations. This will include publicizing meetings, holding public comment periods during Advisory Committee meetings, and holding public forums as appropriate.

ARTICLE IX – PARLIAMENTARY PROCEDURE

The current edition of Robert's Rules of Order shall govern the Committee where not inconsistent with these Bylaws or any special rules of order the Committee shall adopt.

ARTICLE X – CONFLICTS OF INTEREST

A potential or actual conflict of interest shall be declared by any member who has or may have a conflict of interest as defined by Oregon law (ORS 244.020), prior to taking any action on the matter causing the conflict. No member shall vote upon any motion which requires declaration of an actual conflict of interest.

ARTICLE XI – BYLAWS AND AMENDMENTS

Section 1 - Amendments: Committee Bylaws may be amended by the Board of Commissioners upon its own motion. Prior to an amendment, the Board of Commissioners may request a recommendation from the Committee which may recommend changes at any regular meeting of the Committee by a two-thirds vote of the appointed and filled membership, provided that the recommended amendment has been submitted in writing to the Committee members no later than three days before the regular meeting.

Adopted this 3rd day of June, 2020.

Signed this 3rd day of June, 2020.

WASCO COUNTY BOARD OF COMMISSIONERS



Scott C. Hege, Commission Chair

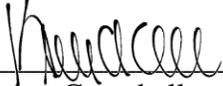


Kathleen B. Schwartz, Vice-Chair



Steven D. Kramer, County Commissioner

APPROVED AS TO FORM:



Kristen Campbell
County Counsel