

**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.

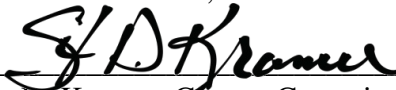
WASCO COUNTY BOARD OF COMMISSIONERS



Scott C. Hege, Commission Chair

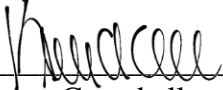


Kathleen B. Schwartz, Vice-Chair



Steven D. Kramer, County Commissioner

APPROVED AS TO FORM:



Kristen Campbell
County Counsel