

Harney County STF/STIF Advisory Committee Bylaws

Article 1 – NAME

The name of this body is the

Special Transportation/Statewide Transportation Improvement Fund Advisory Committee

Hereinafter referred to as the Committee.

This document has been prepared to guide the role and operation of the Harney County Statewide Transportation Improvement Fund (STIF) Advisory Committee, known as Special Transportation/Statewide Transportation Improvement Fund Advisory Committee. The document has been reviewed and adopted by Harney County Court.

Article 2 – PURPOSE AND MISSION

This Advisory Committee is established in the interest of low income households including elderly and disabled persons in Harney County prescribed by law. Harney County Court has formed an Advisory Committee to advise and assist Harney County in carrying out the purpose of the STIF and prioritizing projects to be funded by STIF moneys as set forth under OAR Chapter 732, Division 40, Sections 0030 and 0035, Division 42, Section 0020, and Division 44, Section 0025 The purpose of the committee is as follows: 1) to serve in advisory capacity to the STIF Qualified Entity on matters that pertain to the transportation needs of the community with an additional focus on persons who are low income households including elderly or people with disabilities, 2) to act as advocates to encourage and promote services that meet those needs and directly affect the welfare of those who desire or require transportation services, 3) and to perform other duties relating to championing the transportation needs of Harney County and additionally low income households including seniors and persons with disabilities assigned by the STIF Qualified Entity.

DEFINITIONS

The following definitions apply to terms used in these bylaws and the tasks of the Advisory Committee.

Advisory Committee: Either a committee formed by a Qualified Entity to assist the Qualified Entity in carrying out the purposes of the STIF Formula Fund and the Advisory Committee

requirements specified in ORS 184.761(1) or a joint committee formed by two or more Qualified Entities for the same purposes, pursuant to ORS 184.761(5).

High Percentage of Low-Income Households: < For the purposes of Commission review of STIF projects, the definition of ‘high percentage of Low-Income Households’ shall be: An area is determined to have a high percentage of low-income households when the percent of resident population demographics with income at or below 200% of poverty level in that area exceeds the percent of low-income population demographics in the State of Oregon by comparison.

Area of Responsibility: the geographic area for which Harney County is responsible to provide STIF Formula Fund moneys. The Area of Responsibility is the geographic area within the county’s jurisdictional boundaries.

Discretionary Fund: up to five percent of STIF funds to be disbursed to Public Transportation Service Providers, which includes Qualified Entities, through a competitive grant funding process, pursuant to ORS 184.758(1)(b).

Governing Body: The decision-making body or board of a Qualified Entity. For Harney County, this is Harney County Court.

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.

Intercommunity Discretionary Fund: Up to four percent of STIF funds to be disbursed to Public Transportation Providers through a competitive grant funding process, pursuant to ORS 184.758(1)(c).

Project: A public transportation improvement activity or group of activities eligible for STIF moneys and a plan or proposal for which is included in a STIF Plan or in a grant application to a Qualified Entity or the Agency. Examples of project types include, but are not limited to: discrete activities, such as purchasing transit vehicles, planning, or operations; and groups of activities for a particular geographic area or new service, such as a new route that includes purchase of a transit vehicle, and maintenance and operations on the new route.

Public Transportation Service Provider: A Qualified Entity or a city, county, Special District, Intergovernmental Entity or any other political subdivision or municipal or Public Corporation that provides Public Transportation Services.

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.

Qualified Entity: A county in which no part of a Mass Transit District or Transportation District exists, a Mass Transit District, a Transportation District or an Indian Tribe.

STIF Formula Fund: Up to 90 percent of the Statewide Transportation Improvement funds to be disbursed to Qualified Entities conditioned upon the Commission’s approval of a STIF Plan, pursuant to ORS 184.758(1)(a).

STIF or Statewide Transportation Improvement Fund: The fund established under ORS 184.751.

STIF Plan: A public transportation improvement plan that is approved by a Governing Body and submitted to the Agency for review and approval by the Commission in order for the Qualified Entity to receive a share of the STIF Formula Fund.

Article 3 – RESPONSIBILITIES

The Advisory Committee is advisory to Harney County Court. To ensure the success of the group, the following roles have been identified:

Governance

The Advisory Committee has no formal delegated powers of authority to represent Harney County or commit to the expenditure of any funds. The Advisory Committee will submit recommendations to Harney County Judge or designee who is responsible for Reporting recommendations to the Harney County Court

Harney County will include information in the STIF Plan about how the Advisory Committee was consulted when developing the STIF Plan and, if applicable, an explanation of why the Advisory Committee’s recommendation was not adopted by the Harney County Court.

The committee shall:

- A. Advise and make recommendations on the need for services to the county including students, workforce, low income households including seniors and persons with disabilities,
- B. Advise and make recommendations of forms and marketing material and plans.
- C. Advise and recommendations on media plans,
- D. Explore untapped transportation resources,
- E. Advise Harney County on the development process of the STIF Plan
- F. Advise on the development of a definition for “high percentage of low-income households”

- G. Review and prioritize projects proposed for inclusion in the STIF Plan and recommend a funding amount for each project
- H. Advise, prioritize and make recommendations on coordination of existing transportation services
- I. Advise, prioritize and make recommendations on STF/STIF Provider programs, including distribution of funds.
- J. Advise, prioritize and make recommendations on matters that would improve STF/STIF programs or facilitate the needs of the users of the programs.
- K. Advise, prioritize and recommend the 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.
- L. When considering projects for STIF funding the committee shall ensure the project meets at least one of the following criteria, as described in OAR 732-042-0020 :
- Increase the frequency of bus service to communities with a high percentage of Low-Income Households-defined as a household whose income totals less than 200% of the federal poverty level.
 - For the purposes of Commission review of STIF projects, the definition of 'high percentage of Low-Income Households' shall be: An area is determined to have a high percentage of low-income households when the percent of resident population demographics with income at or below 200% of poverty level in that area exceeds the percent of low-income population demographics in the State of Oregon by comparison.
 - Expand bus routes and bus services to serve communities with a high percentage of Low-Income Households as defined above.
 - Improve the frequency and reliability of service connections between communities inside and outside of the Qualified Entity's service area.
 - Increase the coordination between Public Transportation Service Providers to reduce fragmentation in the provision of public transportation service; or
 - Expand student transit services for students in grades 9 through 12
 - Whether the Project would maintain an existing, productive service
 - The extent to which the Project goals meet public transportation needs and are a responsible use of public funds; and
 - Other factors to be determined by the Qualified Entity or Advisory Committee (for example, geographic equity.)
 - Formula Fund recommendations from the Advisory Committee will be considered by Harney County Court in preparation of a STIF Plan.

- Discretionary Fund and Intercommunity Discretionary Fund recommendations from the Advisory Committee will be considered by ODOT when awarding STIF discretionary grants.

M. STIF Discretionary and Intercommunity Discretionary Funds

The Advisory Committee shall advise Harney County on the review grant applications for acceptance, rejection, or prioritization for funding from the Discretionary Fund and Intercommunity Discretionary Funds, consistent with OAR 732-044-0025.

- The STIF/STF committee will review, prioritize and recommend projects proposed for discretionary funds and will provide recommendation to County Judge or designee for county court review and approval.

Advisory Committee members are required to consider the following criteria when reviewing projects under the discretionary STIF Funds as described in OAR 732-044-0025:

- Supports the purpose, as applicable, of the Discretionary Fund or the Intercommunity Discretionary Fund, as described in OAR 732-044-0000, which includes:
 - The Discretionary Fund is intended to provide a flexible funding source to improve public transportation in Oregon. It is not a source of ongoing operations funding.
 - The Intercommunity Discretionary Fund is for improving connections between communities and between communities and other key destinations important for a connected Statewide Transit Network.
- Improves public transportation service to Low-Income Households
- Improves coordination between Public Transportation Service Providers and reduces fragmentation of Public Transportation Services
- Consistent with Oregon Public Transportation Plan goals, policies, and implementation plans, including:
 - Integrated public transportation planning where affected communities planned or partnered to develop proposed Projects
 - Technological innovations that improve efficiencies and promote a seamless and easy to use Statewide Transit Network
 - Advancement of State greenhouse gas emission reduction goals
 - Support or improvement of a useful and well-connected Statewide Transit Network
- Does not substantially rely on discretionary state funding beyond a pilot phase for operations projects
- Supports geographic equity or an ability to leverage other funds (these factors apply when all other priorities are held equal)
- Meets any additional criteria established by the Commission

N. Create policy to govern activities of the committee.

Article 4 – MEMBERSHIP

A list of current members and the interests they represent is attached to these bylaws. Member contact information is considered private and will not be disclosed to any third party unless permission has been provided to do so.

1. The Committee shall consist of no less than five (5) members.
2. A committee member shall be appointed by the Advisory Committee membership for a period of two (2) years.
3. A member may be reappointed by the Advisory Committee membership.
4. All members of the committee must reside within Harney County.
 - The Committee shall, whenever possible, be knowledgeable about the public transportation needs of residents or employees located within or traveling to and or from the county and consist of:
 - Local governments, including land use planners
 - Public Transportation Service Providers
 - Non-profit entities that provide public transportation services
 - Neighboring Public Transportation Providers
 - Employers
 - Public health, social and human service providers
 - Transit users
 - Transit users who depend on transit for accomplishing daily activities
 - Individuals age 65 or older
 - People with disabilities
 - Low-income individuals
 - Social equity advocates
 - Environmental advocates
 - Bicycle and pedestrian advocates
 - People with limited English proficiency
 - Educational institutions
 - Major destinations for users of public transit
 - social and human service providers,
5. Committee members should be knowledgeable about the transportation needs in Harney County. They should be empathetic to the needs of the entire population.
6. Every reasonable effort should be made to ensure that the Committee includes representatives from the senior and persons with disabilities population in proportion to

the actual number and geographic locations of those populations as they exist within the Harney County transportation area.

7. Two alternate committee members may be appointed. This position may be held for up to two years at which time they may be reappointed.
8. Interim vacancies on the Committee shall be filled by appointment by the Committee Chairman.
9. The Committee may recommend removal of one of its members by a vote of two-thirds of the majority of all its members.
10. Should a member need to resign from the Advisory Committee, they may do so by informing the Harney County Advisory Committee in writing. At this time, Harney County may fill the vacancy by way of appointment of committee chair.
11. Regular meetings of the STF/STIF Advisory Committee shall be held at the minimum of two (2) times a year. The meetings shall be held at the Harney County Senior and Community Services Center, 17 S. Alder Burns Oregon 97720 or any other alternate location agreed upon by the committee.
12. Emergency meetings may be called by the Chairman or any other member upon a 24 hour notice to members.
13. Advisory Committee meeting agendas will be provided to group members approximately seven prior to the meeting. Background materials may be included with the agenda for pre-reading and meeting preparation.
14. **Public Notice:** All meetings of the STF/STIF Advisory Committee shall be open to the public. And notice of pending meetings and agenda will be posted on the front entrance of the building no less than one (1) week prior to the scheduled meeting.
15. **Public Engagement:** Verbal or written comments from the public will be accepted at Advisory Committee meetings. Comments will also be collected via email to members.
16. Meeting discussions and outcomes will be documented by Executive Director or designee and made publicly available via publication on the Harney County Web Site.
17. Written copies of meeting materials will be available to the public for no less than six years, pursuant to OAR 732-040-0030(4)(b).

18. A Quorum, of the Committee shall consist of a majority of the total committee membership. A final decision may be made by a majority vote of the quorum. No member may vote unless present.
19. Meeting attendance is mandatory unless previously arranged with the Executive Director. If a member does not attend two or more meetings, Harney County may exchange the member with someone who can attend meetings consistently
20. Members of the Advisory Committee are asked to:
 - Come prepared to achieve meeting objectives described in the published agenda
 - Listen and appreciate a diversity of views and opinions
 - Actively participate in the group
 - Focus on the agreed scope of the group operation
 - Attend all meetings in a timely manner
 - Notify Executive Director or designee if unable to attend a meeting
 - Support and respect each other
21. The meetings of the Committee shall be conducted under Roberts Rules of Order.
22. Any apparent, potential or perceived conflict of interest in matters that may be considered by the Advisory Committee should be declared to the Executive Director or designee to ensure the group's future accountability, transparency and success.

Article 5 – OFFICERS

1. At its first meeting of the new fiscal year, the Committee shall elect, by majority vote, a chairman and a vice-chairman.
2. The duties of the chairman are as follows:
 - a. To Preside at the Advisory Committee meetings,
 - b. Act as the official liaison to the STF Agency/Qualified Entity for the Advisory Committee,
 - c. Perform such other duties as the STF Agency/Qualified Entity shall direct.
3. The duties of the vice-chair are to perform the duties of the chair in the absence of the chair. The vice-chair performs other duties of the office as assigned by the STF Agency/Qualified Entity or Advisory Committee Chair as needed.

4. Officers will work constructively and productively for the purpose and mission of the Committee and the STF Agency/ Qualified Entity and shall remain neutral to maintain order.
5. In the absence of both the chair and vice-chair at a regular meeting, the members present shall elect a temporary chair to reside.
6. All officers shall be elected for one year or until their successors are elected.
7. The chair of the Committee shall not vote except to break a tie vote, not shall she/he vote if voting were to cause a tie vote.
8. The Advisory Committee will maintain written by-laws that include, but are not limited to, name and purpose, committee membership criteria, appointment process, terms of office for the committee members, general procedures of the committee, member duties, meeting schedule, public noticing requirements and engagement processes, and the STIF Plan development process and general decision-making criteria. The STF Agency/ Qualified Entity shall have the authority to amend these Bylaws. Amendments must be adopted by Harney County Court during an open county court meeting.
9. The Committee can make recommendations to the STF Agency/ Qualified Entity regarding amending the Bylaws of this organization by a two-thirds vote of the Committee.

Article 7 – FISCAL YEAR

The fiscal year for the Special Transportation/Statewide Transportation Improvement Fund Advisory Committee shall be the twelve (12) month period from July 1 to June 30.

Harney County

Statewide Transportation Improvement Fund

Advisory Committee Members

August 23, 2018

Name	Interest	Appointment Date
Darlene Needham	Public Transportation Service Provider	8/23/2018
Cathy Oatman	Represent people with disabilities	8/23/2018
John Barrett	Employer/ social and human services provider/Advocate	8/23/2018
Darlene Wingfield	Individual 65+	8/23/2018
Pete Runnels	Local Government	8/23/2018
Jane Parks	School/social equity advocate	8/23/2018
Chelsea Harrison	Bicycle and pedestrian advocate	8/23/2018
Linda Kaesemeyer	Individual 65+	8/23/2018
Angela Lamborn	Non-Profit providing trans	8/23/2018