

# Hood River County Transportation District

## STIF Advisory Committee By-laws

### Article 1: Name

The name of this organization shall be the Hood River County Transportation District Statewide Transportation Improvement Fund Advisory Committee. Hereafter this committee will be referred to as the Advisory Committee.

### Article 2: Citations

This Advisory Committee and these Bylaws are established for the purpose of carrying out statutory requirements as established under ORS 184.758(1)(b), ORS 184.761, and ORS 391.800 and the rules establishing the procedures and requirements for administration the Statewide Transportation Improvement Fund, as set forth under OAR Chapter 732, Division 040. Section 0030 and 0035, Dir 42, Section 0020 and Dir 44 Section 0025.

### Article 3: Definitions

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

“Areas of High Percentage of Low-Income Households” shall mean geographic areas within Hood River County which are determined to have a high percentage of low-income households. Low-Income Household is defined by shall mean a household 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. Pursuant to OAR 732-040-0035(2)(a), it shall be the responsibility of the Advisory Committee to gather data and to seek public input, and to determine the areas of Hood River County in which there exist high percentages of low-income households, and to publish said determination in its Committee minutes and printed public materials.

“Bicycle and Pedestrian Advocates” shall be individuals representing either organizations or standing committees associated with local governments within Hood River County which advocate for and promote bicycle and pedestrian-related issues, goals, projects, or interests, or which exist to advise local government elected officials on matters related to bicycle and/or pedestrian traffic safety and enforcement, pathways and travel lanes, project planning and development, and promote public events.

“Board” shall mean the Hood River County Transportation District Board of Directors.

“Committee” or “The Committee” shall mean the Hood River County Transportation District State Transportation Improvement Fund Advisory Committee. Outside of these Bylaws, this Committee may commonly be referred to as “the STIF Committee”.

“Employer Representative” shall mean any employee, supervisor, manager, or owner of a business enterprise legally operating within the boundaries of Hood River County.

“Environmental Advocates” shall be individuals representing either organizations or standing committees associated with local governments within Hood River County which advocate for any of a

wide range of environmental issues, goals, projects, or interests, or which exist to advise local government elected officials on matters related to the environment or to environmental features of public property.

“Local Government Representative” shall mean an employee of a County, municipal, or special district governmental organization formed and organized under the Oregon Revised Statutes and operating within the jurisdictional boundaries of Hood River County.

“Major Destination” shall mean a well-known and commonly recognized destination within Hood River County, which may either be at one physical location (ex. Hood River County Historical Museum) or a group of destination locations within an industry (ex. local wineries or craft beer breweries.) A “Representative of Major Destinations” may be an employee, manager or owner of a destination or representing a destination industry group, or a member of an organization which promotes tourism within Hood River County generally.

“Non-Profit Public Transportation Service Provider Representative” shall mean a representative of a non-profit transportation service engaged in providing public transportation services within the County, regardless of whether this entity receives public transportation funding.

“Person(s) with Disabilities” shall mean 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.

“Persons with Limited English Proficiency” shall be persons as defined in Hood River County’s Limited English Proficiency Plan adopted by the Board, who did not speak English as their original language and who may have limited proficiency in either speaking or understanding written or spoken English, or both.

“Public Transportation Service Provider Representative” shall mean a representative of a publicly managed transportation service engaged in providing public transportation services within the County.

“Representative of Educational Institutions” shall mean a person who is employed by or on the Board of Directors of a K-12 public school; chartered or state-licensed private K-12 school, community college, university, private college, or trade school operating within the jurisdictional boundaries of Hood River County.

“Representative of Low-Income Individuals” shall be 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” shall be 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 Persons with Limited English Proficiency” shall be someone representing the needs of transportation system users with limited English proficiency, and who is familiar through association with neighborhood groups, local school groups, social service or non-profit agencies, with the transportation needs of limited English proficiency users.

“Senior” or “elderly” shall mean persons sixty-five (65) years of age or older. A “Senior Representative” shall be 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.

“Social and Human Service Provider Representative” shall mean a representative of a social services, human services, or health services agency operating within Hood River County. Said agency may be a public agency, a non-profit agency, or a not-for-profit institution such as a health center.

“Social Equity Advocates” shall be individuals representing either organizations or standing committees associated with local governments within Hood River County which advocate for equity for groups of persons who may be disadvantaged due to but not limited to ethnicity; income or other economic circumstances; limited English proficiency; homelessness; citizenship status; gender identity; sexual orientation; or which exist to advise local government elected officials on matters related to equity.

“Transit Dependent User” shall mean an individual who is dependent on public transportation for mobility due to economic reasons or due to other special transportation needs.

**“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).

**“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.

**“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 4: Function

### 1. Purpose:

- a. Assist the Hood River County Transportation District on matters that pertain to the needs of individuals and persons with disabilities and seniors in Hood River County, to encourage and promote services that meet those needs, and to advocate for a range of services that directly affect the welfare of those who desire or require those services.

- b. Assist the Board in tasks and duties supporting local and regional transportation services funded through the Statewide Transportation Improvement Fund (STIF) and allocated to Hood River County Transportation District, for distribution to Public Transportation Service Providers within and adjacent to Hood River County.
2. Major Tasks: The Committee shall have five (5) major tasks. These are:
- a. Advise staff regarding opportunities to coordinate population-based Formula funds with other transportation programs and services to avoid duplication and gaps in service.
  - b. Participate in updating the Coordinated Transportation Plan every (3) years.
  - c. Review grant applications for acceptance, rejection, or prioritization for funding from the Discretionary Fund and Statewide Transit Network Funds, consistent with OAR 732-044-0025. 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:
    - i. Supports the purpose, as applicable, of the Discretionary Fund or the Intercommunity Discretionary Fund, as described in OAR 732-044-0000.
    - ii. 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.
    - iii. The Statewide Transit Network Fund is for improving connections between communities and between communities and other key destinations important for a connected Statewide Transit Network.
    - iv. Improves public transportation service to Low-Income Households
    - v. Improves coordination between Public Transportation Service Providers and reduces fragmentation of Public Transportation Services
    - vi. Consistent with Oregon Public Transportation Plan goals, policies, and implementation plans, including:
    - vii. Integrated public transportation planning where affected communities planned or partnered to develop proposed Projects
    - viii. Technological innovations that improve efficiencies and promote a seamless and easy to use Statewide Transit Network
    - ix. Advancement of State greenhouse gas emission reduction goals
    - x. Support or improvement of a useful and well-connected Statewide Transit Network
    - xi. Does not substantially rely on discretionary state funding beyond a pilot phase for operations projects
    - xii. Supports geographic equity or an ability to leverage other funds (these factors apply when all other priorities are held equal)
    - xiii. Meets any additional criteria established by the Commission
  - d. Review and prioritize the STIF Formula Fund projects and allocated funding proposed for inclusion within the STIF Plan Per OAR 732-042-0020(5) the Advisory Committee shall consider the following when reviewing STIF Formula Fund Projects:
    - i. The extent to which the Project would advance each of the criteria listed at 732-042-0015(2)(c).
    - ii. Whether the Project would maintain an existing service;

- iii. The extent to which the Project goals meet public transportation needs and are a responsible use of public funds; and
  - iv. The extent to which the Project might benefit or burden historically- or currently-marginalized communities both now and in the long term; and
  - v. Other factors to be determined by the Qualified Entity or Advisory Committee such as geographic equity
- e. Ensure that sub-recipients that have received funds are applying the funds in accordance with and for the purposes described within their project proposal.
3. The Committee shall perform the tasks consistent with the administrative requirements set forth under OAR Chapter 732, Division 40, 42, and 44 as defined by Hood River County Transportation District.

## Article 5: Membership

1. The Advisory Committee shall consist of no less than (3), and no more than (7) members, appointed by the Board, as follows:
- a. To be qualified to serve on the Committee, an individual must:
    - i. Be knowledgeable about the public transportation needs of residents or employees located within or traveling to and from the County.
  - b. At least one member from each of the following, per OAR 732-040-0035(7) who shall be a person:
    - i. With low-income, or a person from a low-income household, as defined in Article 3, or a representative of low-income persons or households who use transportation services in the County; and
    - ii. Who is a senior or elderly individual or an individual with a disability, as defined in Article 3 or a representative of seniors or individuals with disabilities who use transportation in the County; and
    - iii. A representative of a Public Transportation Service Provider or non-profit entity who provides public transportation services, as defined in Article 3.
  - c. Up to four (4) additional members may be representatives from any of the following groups, per OAR 732-040-0035(5)(b) be a person who is a member of or represents one or more of the following:
    - i. local governments, including land use planners;
    - ii. people with disabilities;
    - iii. veterans;
    - iv. low-income individuals;
    - v. social equity advocates;
    - vi. environmental advocates;
    - vii. Black, indigenous, and people of color;
    - viii. bicycle and pedestrian advocates;
    - ix. people with limited English proficiency;
    - x. public health, social and human service providers;
    - xi. transit users who depend on transit for accomplishing daily activities;
    - xii. individuals age 65 or older;
    - xiii. educational institutions;

- xiv. Public Transportation Service Providers;
  - xv. non-profit entities which provide public transportation services;
  - xvi. neighboring Public Transportation Service Providers;
  - xvii. employers; or
  - xviii. major destinations for users of public transit.
- d. The Board will seek to appoint Committee members who represent the diverse interests, perspectives, geography, and the demographics of the County. Consideration may also be given to individuals within these categories who are users of public transportation services provided within the County.
2. Ex Officio Members: The Committee may additionally consist of any the following ex officio members, appointed by the Board as follows:
    - a. One (1) County representative
    - b. One (1) MCEDD representative
    - c. One (1) LINK representative
    - d. Any additional representatives which the Board deems appropriate.
  3. Terms of Office: Terms shall be three (3) years. Any member may serve two (2) successive terms if reappointed by the HRCTD Board of Directors. Terms begin on July 1 and end on June 30. Terms shall be staggered as much as possible.
  4. Member Responsibilities: All Committee members shall regularly attend meetings of the Committee.
  5. Resignation of Membership: Should a member need to resign from the Advisory Committee, they may do so by informing HRCTD staff in writing.
  6. Termination of Membership: The Board may remove Committee members as follows:
    - a. Failure to attend three or more consecutive regular Committee meetings. The HRCTD Board 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.

## Vacancies: The HRCTD Board shall make appointments to fill vacancies as they occur. Article 9: Meetings

1. Regular Meetings: The Advisory Meeting should meet as often as needed to advise HRCTD staff and review project proposals but no less than two times per year. These meetings will be hosted by HRCTD at 224 Wasco Loop unless otherwise noted, and shall take place during transit operating hours, to facilitate attendance of interested individuals.
2. 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.
3. Voting: Each Committee member, except ex officio members, shall have one vote
4. Agenda: Agendas of all meetings will be provided to the group approximately 7 days prior to the meeting. Background materials may be included with the agenda for pre-reading and meeting preparation.

5. Notice: Public notice of meetings must be posted in advance to allow reasonable time for the media and interested parties to react to the information. Public notice options include, but are not limited to:
  - a. Email Lists
  - b. Social Media
  - c. Website
  - d. News Media
  - e. Fliers at transit facilities
  - f. Mailings
  - g. Document repositories
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 following all meetings as required under existing HRCTD policy.
7. Roles: HRCTD staff will coordinate and facilitate meetings to ensure the success of the group.

## Article 10: Public Records & Meeting Law and Public Engagement

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. Pursuant to OAR 732-040-035(2)(b), written copies of Committee agendas, minutes, and By-laws shall be made available to the public for a period of no less than six (6) years.
2. Public Engagement: Pursuant to OAR 735-040-0035, the Committee shall strive to seek public engagement in all its deliberative processes, regarding the selection of projects for inclusion and funding in the HRCTD STIF Plan. The Committee will work with HRCTD staff resources to publicize key meetings and hold public forums as needed to ensure maximum public access to information and public participation in priority-setting exercises.

## Article 11: Parliamentary Procedure

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

## ARTICLE 12 Conflict 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 13: By-Laws and Amendments

1. By-laws: The Committee shall maintain written By-laws pursuant to OARS 732-040-035 that 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.

2. Review of By-laws: The Committee shall periodically review its By-laws and update them as required, but no less frequently than every three (3) years. Committee By-laws will be reviewed by HRCTD staff and presented to the Board for adoption. The Board may also elect to review Committee By-laws at any time.
3. Amendments: Committee By-laws may be amended by the Board of Directors upon its own motion. Prior to an amendment, the Board of Directors 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: August 21, 2024

HOOD RIVER COUNTY TRANSPORTATION DISTRICT BOARD OF DIRECTORS

  
Greg Pack (Sep 26, 2024 12:52 PDT)

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Greg Pack, Board Chair








# Bylaws\_Adopted 8.21.2024

Final Audit Report

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