Wheeler County

Statewide Transportation Improvement Fund

Advisory Committee Bylaws

10/17/2018

ADVISORY COMMITTEE NAME: Wheeler County Statewide Transportation Improvement Fund Advisory Committee

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

PURPOSE OF THE ADVISORY COMMITTEE

Wheeler County has formed an Advisory Committee to advise and assist Wheeler County Community Transportation 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.

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: A geographic area where the percentage of low-income households is higher than the State of Oregon percentage of low-income households in the same year.

Lower Income Households

Wheeler County’s poverty rate is slightly higher than the state average, with 18% of the County living in poverty. The median household income in Wheeler County is about 69% of the median income in Oregon, and significant differences in income exist between different regions of the county.

Area of Responsibility: the geographic area for which Wheeler County is responsible to provide STIF Formula Fund moneys.

(a) For a Qualified Entity that is a county, 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 Wheeler County, this is the Wheeler 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.

**COMMITTEE TASKS**

The Advisory Committee will:

- Advise Wheeler County Community Transportation on the development process of the STIF Plan
- Advise on the development of a definition for “high percentage of low-income households”
- Review and prioritize projects proposed for inclusion in the STIF Plan and recommend a funding amount for each project
- Review and recommend projects to receive STIF Discretionary Funds within Wheeler County Community Transportation’s area of responsibility
- Review and recommend projects to receive STIF Intercommunity Discretionary Funds within Wheeler County Community Transportation’s area of responsibility
• Advise Wheeler County Community Transportation 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

Formula Fund recommendations from the Advisory Committee will be considered by Wheeler County 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.

COMMITTEE 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.

Number of members

The STIF Advisory Committee shall have seven members, two members from each community area and the current director of the assisted living facility in the county. The STIF Advisory Committee receives no compensation other than reimbursements for reasonable expenses incurred relative to business of the organization. The Advisory Committee will include at least five members.

Appointment process

Members of the STIF Advisory Committee shall be appointed by Wheeler County Court.

Membership criteria

Advisory Committee members must meet the following criteria.

• Be knowledgeable about the public transportation needs of residents or employees located within Wheeler County Community Transportation’s area of responsibility.
• Be a person who is a member of or represents one or more of the following:
  o Public Transportation Service Providers
  o Public health, social and human service providers
  o Transit users
  o Transit users who depend on transit for accomplishing daily activities
  o Individuals age 60 or older
  o People with disabilities
  o Low-income individuals

Terms of office

All advisory committee members shall serve three (3) year terms. A nominating sub-committee shall be appointed by the advisory committee chair to oversee recommendations for advisory committee appointments by the governing body.

Should a member need to resign from the Advisory Committee, they may do so by informing the Wheeler County Community Transportation Program Coordinator in writing.

At this time, Wheeler County Community Transportation may fill the committee vacancy by way of Wheeler County Court approval of recommended members to the STIF Advisory Committee.
Conditions of termination

Wheeler County may end the membership of a committee member under the following conditions.

If a committee member’s absences are deemed excessive, a vote by attending committee members may be taken for recommendation to the County Court for removal of the absent party from the committee. A STF Advisory Committee member may be removed for other reasons by a three-fourths vote of the remaining directors.

COMMITTEE OPERATIONS AND PROCEDURES

Meeting frequency and location

Advisory Committees should meet as often as needed to advise the Qualified Entity and review project proposals, but no less than two times per year.

These meetings will be hosted by Wheeler County Community Transportation between January 1 and December 31 and located in Wheeler County unless otherwise announced.

Meeting agenda

Advisory Committee meeting agendas will be provided to group members approximately 10 prior to the meeting. Background materials may be included with the agenda for pre-reading and meeting preparation.

Public notice of meetings

A public notice will be sent out to Wheeler County’s publication of record to inform the public of any upcoming meetings at least 14 days prior to the day of the meeting.

Public engagement

The Committee shall strive to seek public engagement in all its deliberative processes. The Committee will work with the Transportation Coordinator 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 Committee meetings, and holding public forums as appropriate.

Meeting records

Meeting discussions and outcomes will be documented by Wheeler County Community Transportation Program Coordinator and made publicly available via county transportation website.

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).

ROLES AND RESPONSIBILITIES

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

Governance
The advisory committee will perform the following:

a. Advise the governing body of the STIF Qualified Entity regarding the opportunities to coordinate STIF moneys and STIF 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 STIF Qualified Entity;
c. Review Discretionary Grant proposals and make recommendations to the STIF Qualified Entity;
d. Participate in developing and updating of the STIF Plan.

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.

Members

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 Wheeler County Community Transportation Program Coordinator if unable to attend a meeting
- Support and respect each other

Meeting attendance

For meetings to take place in an effective way, a minimum of four of members must be present.

Meeting attendance is mandatory unless previously arranged with the Wheeler County Community Transportation Program Coordinator. If a member does not attend three or more meetings, Wheeler County Community Transportation may exchange the member with someone who can attend meetings consistently.

Proxy representation is not permitted.

Conflict of interest

Any apparent, potential or perceived conflict of interest in matters that may be considered by the Advisory Committee should be declared to the Wheeler County Community Transportation Program Coordinator to ensure the group’s future accountability, transparency and success.

COMMITTEE REVIEW PROCESS

The Advisory Committee shall advise Wheeler County Community Transportation on the development of the STIF Plan process and prioritize projects proposed to receive Formula Funds.

- Advise staff on how to coordinate STIF-funded projects
- Develop processes for ongoing monitoring
- Committee decision-making process, e.g. voting, consensus, ranking
STIF Formula Funds

Advisory Committee members are required to consider the following criteria when reviewing STIF Formula Fund Projects, as described in OAR 732-042-0020:

- Whether the Project would:
  - Increase the frequency of bus service to communities with a high percentage of Low-Income Households
  - Expand bus routes and bus services to serve communities with a high percentage of Low-Income Households
  - Reduce fares for public transportation in communities with a high percentage of Low-Income Households
  - 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
  - Improve the frequency and reliability of service connections between communities inside and outside of the Qualified Entity’s service area
  - Increase Coordination between Public Transportation Service Providers to reduce fragmentation in the provision of public transportation service
  - 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
- Other factors to be determined by the Qualified Entity or Advisory Committee

STIF Discretionary and Intercommunity Discretionary Funds

The Advisory Committee shall advise Wheeler County Community Transportation 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.

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

Bylaws

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.

Amendment to the bylaws must be adopted by STIF Advisory Committee by a two-thirds vote of all the members at any regular or special meeting of the Advisory Committee, provided that such notice of intention to make, alter amend, or repeal the Bylaws shall have been given ten days prior to such meeting. The STF Advisory Committee shall have the authority to make, alter, amend or repeal the Bylaws of this organization, except as prohibited by law.
# Wheeler County Community Transportation

## Statewide Transportation Improvement Fund

### Advisory Committee Members

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