BASIN TRANSIT SERVICE TRANSPORTATION DISTRICT
STATE TRANSPORTATION IMPROVEMENT FUND ADVISORY COMMITTEE MEETING
APRIL 18, 2019

A meeting of the State Transportation Improvement Fund Advisory Committee to review Basin Transit Service In-District Project Plan was held in the District Office of Basin Transit Service, 1130 Adams St. Klamath Falls, OR 97601 at 3:00 p.m.

MEMBERS PRESENT:
Michelle Carson
Clidia Gibson
Paul Mee
Jeremy Morris (arrived at 3:17 p.m.)
Jackie Reed
Michael Stinson

STAFF PRESENT:
Michael Stinson General Manager
Paul Quinn Assistant Manager
Candice Shepherd Recording Secretary

A. Call to order:

The STIF Advisory Committee meeting began at 3:07 p.m.

B. Approve April 11, 2019 STIF Advisory Committee Minutes.

MOTION: Mr. Stinson moved, seconded by Ms. Carson to approve the April 11, 2019 STIF Advisory Committee minutes, as presented. Yea: Ms. Gibson, Mr. Mee, Ms. Carson, Ms. Reed and Mr. Stinson. Nea: None. Motion passed.

C. Request adoption of STIF Advisory Committee Bylaws.

Mr. Stinson discussed a few corrections that had been made.
MOTION: Mr. Mee moved, seconded by Mr. Stinson to adopt the STIF Advisory Committee Bylaws. Yea: Ms. Reed, Mr. Stinson, Ms. Gibson, Mr. Mee and Ms. Carson. Nea: None. Motion passed.

D. Basin Transit Service STIF In-District Project Plan

1) Review and Discuss Project Plan

Mr. Stinson went over the STIF In-District Project plan worksheets and discussed each item line by line. Discussion followed.

2) Public Comment: Members of the Public are invited to address the STIF Advisory Committee regarding propped funding of STIF In-District Project Plans.

No members of the public present.

3) Request STIF Advisory Committee Approve STIF In-District Project Plan for the Board of Directors to consider for approval at the April 24, 2019 Board of Directors Meeting.

MOTION: Ms. Carson moved, seconded by Ms. Reed to approve the STIF In-District Project Plan for recommendation to the Board of Directors at the April 24, 2019 meeting. Yea: Ms. Gibson, Ms. Reed, Ms. Carson, Mr. Mee and Mr. Morris. Nea: None. Abstention: Mr. Stinson. Recommendation passed.

E. Set Fall date for STIF Advisory Committee meeting

The STIF Advisory Committee agreed on October 15, 2019 for the next meeting.

F. New Business – Discussion only items.

No new business.

G. Having no further business, Ms. Gibson adjourned the meeting at 4:08 p.m.

Candice Shepherd, Recording Secretary
Basin Transit Service Transportation District
State Transportation Improvement Fund Advisory Committee Meeting
District Conference Room
1130 Adams Street, Klamath Falls
Thursday, April 18, 2019
3:00 PM

AGENDA

A. Call To Order Chair

B. Approve April 11, 2019 STIF Advisory Committee Minutes

C. Request adoption of STIF Advisory Committee Bylaws

D. Basin Transit Service STIF In-District Project Plan
   1) Review and Discuss Project Plan
   2) Public Comment: Members of the Public are invited to address the STIF Advisory Committee regarding proposed funding of STIF In-District Project Plans.
   3) Request STIF Advisory Committee Approve STIF In-District Project Plan for the Board of Directors to consider for approval at the April 24, 2019 Board of Directors meeting.

E. Set Fall date for STIF Advisory Committee meeting

F. New Business – Discussion Only Items

G. Adjournment

This meeting is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by calling Basin Transit Service at 541-883-2877.
BASIN TRANSIT SERVICE TRANSPORTATION DISTRICT
STATE TRANSPORTATION IMPROVEMENT FUND ADVISORY
COMMITTEE MEETING
APRIL 11, 2019

A meeting of the State Transportation Improvement Fund Advisory Committee to review STIF Discretionary Applications for 2019/2021 was held in the District Office of Basin Transit Service, 1130 Adams St. Klamath Falls, OR 97601 at 3:30 p.m.

MEMBERS PRESENT:
Michelle Carson
Clidia Gibson
Paul Mee
Jeremy Morris
Jackie Reed
Michael Stinson
Christine Zamora

STAFF PRESENT:
Michael Stinson General Manager
Paul Quinn Assistant Manager
Candice Shepherd Recording Secretary

A. Call to order:

The STIF Advisory Committee meeting began at 3:30 p.m.

B. Introduction of STIF Advisory Committee Members

Each STIF Advisory Committee Member introduced themselves.

C. Review STIF Advisory Committee Bylaws.

Mr. Stinson discussed the bylaws and the Advisory Committee reviewed them. Discussion followed.
D. Elect STIF Advisory Committee Chair and Vice Chair.

MOTION: Mr. Stinson nominated Clidia Gibson to serve as Chair, seconded by Ms. Carson and Mr. Mee. Yea: All. Nea: None. Passed unanimously. Ms. Gibson will serve as Committee Chair.

MOTION: Mr. Morris volunteered to serve as Vice Chair. Yea: All. Nea: None. Passed unanimously. Mr. Morris will serve as Committee Vice Chair.


1.) Discuss Project Plan

Mr. Stinson discussed the Out-of-District Project Plan with the Advisory Committee. Discussion followed.

2.) Public comment: Members of the public are invited to address the STIF Advisory Committee regarding proposed funding for STIF Out-of-District Plans.

No members of the public present.

3.) Request STIF Advisory Committee Approve Out-of-District Project Plan for STIF projects for the Board of Directors to consider for approval at the April 24, 2019 Board of Director’s Meeting.

MOTION: All in favor of approving the Out-of-District Project Plan for STIF projects for recommendation to the Board of Directors. Yea: Ms. Gibson, Ms. Reed, Mr. Morris, Mr. Mee, Ms. Carson and Ms. Zamora. Nea: None. Abstention: Mr. Stinson. Recommendation passed.


a) Basin Transit Service TD – Basin Connect Community Transit Service
b) City of La Pine – La Pine Station
c) COIC – Planning Feasibility Study for Service from Klamath Falls to Redmond

Mr. Stinson discussed each of the applications. Discussion followed.

1) Public Comment: Members of the public are invited to address the STIF Advisory Committee regarding the proposed funding of STIF projects

No members of the public present.
2) Request STIF Advisory Committee Approval of STIF Discretionary Applications for STIF projects.

MOTION: Mr. Mee moved, seconded by Mr. Morris to approve STIF discretionary Applications for STIF projects. Yea: Ms. Zamora, Mr. Mee, Ms. Carson, Ms. Gibson, Ms. Reed and Mr. Morris. Nea: None. Abstention Mr. Stinson Recommendation passed.

G. New Business – Discussion only items

Mr. Stinson gave the Advisory Committee an In-District projects work sheet to review for the next meeting. The Advisory Committee agreed that the next meeting, on April 18, 2019 will be held at 3:00 p.m. instead of 3:30 p.m.

H. Having no further business, Ms. Gibson adjourned the meeting at 5:11 p.m.

Candice Shepherd, Recording Secretary
STIF Discretionary and Statewide Transit Network Programs

QE Advisory Committee Review Form

Instructions:
Select your QE name from the below dropdown. Once selected, a new section will populate with a dropdown that lists the projects assigned to your QE for review. Select the project you wish to review. If you have multiple projects to review, select the "Add Project" button to create another project review section. Select "Submit" after reviewing all assigned projects.

(Optional) For each project, you may select a "Prioritized List Rank." There is a designated space for "Additional Comments" for each project section, which may be used to give rationale for the QE's funding recommendation.

Qualified Entity Contact Name*  
Michael Stinson

Qualified Entity Contact Email*  
michaelstinson@basintransit.com

Qualified Entity*  
Basin Transit Service Transportation District

Project 1

Basin Transit Service Transit District Project List:*  
Basin Transit Service TD - Basin Connect Community Transit Service

QE Funding Recommendation*  
☐ Fund
☐ Don't Fund

Prioritized List Rank  
#1

Additional Comments
This project is critical in the development of transit connections to the surrounding cities and communities east, west and south of Klamath Falls. The project helps low income individuals, tribal members, migrant workers, seniors, individuals with disabilities and others to access better food, health care services, shopping, government services, and other needed services not found in the smaller cities and communities.

Project 2

Basin Transit Service Transit District Project List:*  
City of La Pine - La Pine Station

QE Funding Recommendation*  
☐ Fund
☐ Don't Fund

Prioritized List Rank  
#2

You may only select a specific rank one time.

https://www.cognitoforms.com/ODOT2/STIFDiscretionaryAndStatewideTransitNetworkPrograms/128pOclLxTEozzC_wHQ4y-3AuiqNJIEJFzP5SRK1A8k4*
Additional Comments

This project would provide a critical transit hub in southern Deschutes County as well as providing a future transit hub for northern Klamath and Lake Counties to connect too for inter-community transit services. The park and ride at the La Pine Station offers northern Klamath and Lake County residents and opportunity to use the transit for further travels to Bend and other destinations.

Project 3

Basin Transit Service Transit District Project List: *

COIC - Planning Feasibility Study for Klamath Falls to Redmond

QE Funding Recommendation *

- Fund
- Don't Fund

Prioritized List Rank

#3

You may only select a specific rank one time.

Additional Comments

This project would provide necessary information to both COIC and Basin Transit Service for determining the how best to connect transit service with communities and cities in northern and southern Klamath County as well as the cities and communities in Deschutes County along the US 97 corridor. Determining how to best provide transit service in northern Klamath County that is fiscally sound is important to Basin Transit Service moving forward with development of services.
ARTICLE 1
Name

The name of this organization shall be the Basin Transit Service Transportation District State Transportation Improvement Fund Advisory Committee.

ARTICLE 2
Citations

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

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 the District and areas outside the District in the County which are determined to have a high percentage of low income households. 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 make a determination as to the areas of within the District and outside the District in the 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 the District and outside the District within the 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 of Directors” shall mean the Basin Transit Service Transportation District Board of Directors.

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

“County” shall mean the boundaries of Klamath County

“District” shall mean within the boundaries of Basin Transit Service Transportation District.

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

“Environmental Advocates” shall be individuals representing either organizations or standing committees associated with local governments within the District or within the 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 the County.

“Low Income Individuals” or “person with low income” shall mean individuals with an income at or below 200% of the current Federal Poverty Level, also known as the Federal Poverty Guideline, or within a family with a family income at or below 200% of the current Federal Poverty Level. [https://www.healthcare.gov/glossary/federal-poverty-level-FPL/](https://www.healthcare.gov/glossary/federal-poverty-level-FPL/) and here: [https://aspe.hhs.gov/poverty-guidelines](https://aspe.hhs.gov/poverty-guidelines)

“Low Income Households” shall mean households within a Census Tract of the District or within geographic area of Klamath County were the low income households are higher than the State of Oregon percentage of low-income households in the same year with a total household income at or below 200% of the Federal Poverty Level for the entire family including children and dependents.

“Major Destination” shall mean a well-known and commonly recognized destination within the District or within the County, which may either be at one physical location or a group of destination locations within an industry. 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 the District or 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 District or within the County, regardless of whether or not 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, who do 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 publically managed transportation service engaged in providing public transportation services within the County.

A “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 the District or within the 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.

A "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 (60) 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 the District or the 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 the District or within the 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.

ARTICLE 4
Function

Section 1. Purpose: The Committee shall assist the Board of Directors in tasks and duties supporting local and regional transportation services funded through the State Transportation Improvement Fund (STIF) and allocated to Basin Transit Service Transportation District in and out of the District within Klamath County, for distribution to Public Transportation Service Providers in and adjacent to Klamath County.

Section 2. Major Tasks: The Committee shall have four major tasks. These are:

(a) Reviewing and advising staff on the development of the local STIF Plan process and prioritize projects, consistent with the guidelines promulgated by State administering agencies;

(b) Reviewing all projects proposed for inclusion within the STIF Plan, and prioritizing the approved projects, including the funding level for each project to be included within the STIF.
Plan;

(c) 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;

(d) As and if requested, and in the manner directed by the Board of Directors, reviewing and advising staff on the methodology for distribution of STIF Formula Program monies allocated to the District;

Section 3. STIF Plan Duties: The Committee shall perform the tasks consistent with the administrative requirements set forth under OAR Chapter 732, Division 040, as defined by Board of Directors:

(a) Hold public meetings to assist and advise staff with the development of the District's STIF Plan and out of District STIF Plan, including components of the Plan developed by or for other Public Transportation Service Providers within the District or the County;

(b) Gather data and seek public input regarding low-income households within the District and the County, including those within the corporate limits of municipalities within the County, and make and publish a determination of where those communities exist for purposes of guiding the STIF Plan;

(c) Review every project proposed for inclusion in the District's STIF Plan and make a determination whether to recommend inclusion or rejection of the project for the STIF Plan;

(d) Advise and assist staff by recommending projects to be included in the STIF Plan; the priority of each project in the Plan; and the level of project funding to be included for each project, consistent with the District allocation process for the distribution of Formula Fund moneys;

(e) Consider the criteria established under OAR Chapter 732, Division 040 when identifying Projects for inclusion in the STIF Plan, including but not limited to: expanded service and frequency in areas with a high percentage of low income households; improved service connections between communities; reduced fragmentation of service and closure of service gaps; maintenance of existing services; and other factors such as geographic equity;

(f) Advise staff regarding the opportunities to coordinate STIF funded projects in the Plan with other local or regional transportation programs and services;

(g) Recommend to the Board of Directors a STIF Plan which includes the prioritization of projects proposed for funding within the Plan;

(h) Develop processes for review and monitoring of ongoing funded projects and local Plans, which may include reporting and site visits to local public transportation providers receiving STIF project funding;

(i) If appropriate, propose changes to policies or practices to ensure that the Public Transportation Service Provider has applied the monies received in accordance with and for the purposes described in the STIF Plan or project proposal, and that the project does not unduly fragment the provision of public transportation services.
ARTICLE 5
Membership

Section 1. Number, Qualifications, and Selection of Members: The Committee shall consist of no less than five (5) appointed directly by the Board of Directors, as follows:

a) To be qualified to serve on the Committee, an individual must:
   1. Reside or work in Basin Transit Service Transportation District and at least one member outside the District or represent residents within the County and;
   2. Be knowledgeable about the public transportation needs of residents or employees located within or traveling within the District or located within or traveling to and from the County.

c) At least one member from each of the following, who shall be a person:
   1. With low-income, or a person from a low-income household, as defined in Article 3, who uses transportation services in the District, or a representative of low-income persons or households who use transportation services in the District or within the County; and
   2. Who is a senior or elderly individual or an individual with a disability, as defined in Article 3, and uses transportation services in the County, or a representative of seniors or people with disabilities who use transportation services in the County; and
   3. A public transportation service provider representative, as defined in Article 3.

d) At least four (4) or more additional members may be representatives from any of the following groups, as defined in Article 3:
   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

e) The Board of Directors will seek to appoint Committee members who represent the diverse interests, perspectives, geography, and the demographics of the District and the County. Consideration may also be given to individuals within these categories who are users of public transportation services provided within the District and the County.

Section 2. Ex Officio Members: The Committee may additionally consist of any of the following ex officio members, appointed by the Board of Directors as follows:
Any additional representatives which the Board of Directors deems appropriate.

Section 3. Terms of Office: Terms shall be three (3) years. Any member may serve two (2) successive terms if reappointed by the Board of Directors. 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 4. 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 Chairman.

Section 5. Termination of Membership:
The Board of Directors may remove Committee members as follows:

a) Failure to attend three or more consecutive regular Committee meetings. The Board of Directors 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;

Section 6. Vacancies: The Board of Directors shall make appointments to fill vacancies as they occur. Such appointments shall be for the duration of the unexpired term of that position.

ARTICLE 6
Officers

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

Chair: The Chair shall have the responsibility of conducting all meetings and hearings in an orderly manner. 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.

Vice Chair: The Vice Chair shall be responsible for conducting the meetings and hearings in the absence of the Chair.

ARTICLE 7
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 8
Advisors

The Committee and the subcommittees may call on lay citizens and professionals as advisors without voting rights to provide technical assistance, expert guidance and advice, data support and analysis, provide information for and testify in deliberations, and attend meetings to the extent deemed appropriate and approved by the Committee and the Chair.

Calling of advisors by the Committee will be coordinated by the Chair or subcommittee chairs through the General Manager of Basin Transit Service or staff assigned to the Committee.

ARTICLE 9
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. 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 Directors by giving the members and the press written or verbal notice at least 24 hours before the meeting.

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.

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.

Section 5. Staff: Administrative staff to the Committee shall be determined by the General Manager. Staff for recording the proceedings of the Committee shall also be provided by the Basin Transit Service.

Section 6. Agenda: The chair, with the assistance of Basin Transit Service staff shall prepare the agenda of items requiring Committee action, and shall add items of business as may be requested by the Chair or individual Committee members and/or the Board of Directors. Agendas of all meetings shall be posted in advance as required under existing Basin Transit Service policies and procedures or public meetings.

Section 7. 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 8. 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
Basin Transit Service policy and procedures.

ARTICLE 10
Public Records & 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. 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.

Section 1. Public Engagement: Pursuant to OAR 735-040-0035, the Committee shall strive to
seek public engagement in all its deliberative processes, with particular regard to the selection
of projects for inclusion and funding in the District STIF Plan. The Committee will work with
Basin Transit Service staff resources such as the General Manager or Assistant General
Manager 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 12
By-Laws and Amendments

Section 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.

Section 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 District Counsel and presented to the Board of Directors for adoption. The Board of Directors may also elect to review Committee By-laws at any time.

Section 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.

Approved by the Basin Transit Service Transportation District Board of Directors the 24th day of April, 2019

Basin Transit Service Transportation District

Board of Directors

________________________

Todd Kellstrom, Chair
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<tr>
<th>District Priority</th>
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<th>Project Cost FY 2019</th>
<th>FY 2020</th>
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<td>Two (2) Paratransit Drivers</td>
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<td>Para Transit Drivers for expanding Para Transit service and extend service areas. The two full time regular paratransit drivers are needed for the additional vans being purchased under S310 formula grant. BTS is experiencing an 12 plus percent growth per year in paratransit service.</td>
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<td>One (1) Fix Route Transit Driver</td>
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<td>Transit Driver for expanding service for new fixed route - Shopping Express. BTS will introduce a shopping express route that will travel to most major shopping areas. This route will work well with out-of-district services, The Klamath Tribes Transit Quill Trail Service, seniors, low income and individuals with disabilities.</td>
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<td>Reduce regular fares 50% from $1.50 per ride to $0.75 per ride. Reduce discounted fares 25% from $0.75 per ride to $0.50 per ride. Reduce regular fares for students 67% from $1.50 per ride to $0.50 per ride for students grades 6th - 12th grade. Reduce regular fares 100% from $1.50 per ride to $0.00 for Students 1st - 5th grades. Fare redaction will have positive impact on low income individuals, seniors, individuals with disabilities, students 1st through 12 grade.</td>
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<th>Project Description</th>
<th>Project Cost FY 2019</th>
<th>FY 2020</th>
<th>FY 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Transit Bus Replacement</td>
<td>$300,000</td>
<td>-</td>
<td>$300,000</td>
</tr>
<tr>
<td></td>
<td>Replacement Bus - Purchase refurbished 30-35 passenger bus to replace 19 year old bus. Bus replacement help maintain the bus fleet and improve the safety and reliable of fixed route system.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Ford S550 4x4 with Dump Bed, Sander and Snow Plow</td>
<td>$70,000</td>
<td>-</td>
<td>$70,000</td>
</tr>
<tr>
<td></td>
<td>New Service Vehicle - Improves winter operations by providing the district with a vehicle to carry a large enough sand to sand all trouble areas such as hills, intersections, curves shade areas on fixed routes. The city and county do not sand or plow all fixed routes. Sanding improves efficiency of bus operations during and after winter storm events even with the use of snow chains. The snow plow assists in keeping bus stops free of snow and assisting seniors and individuals with disabilities in boarding the bus.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>SUV AWD Replacement</td>
<td>$26,500</td>
<td>-</td>
<td>$26,500</td>
</tr>
<tr>
<td></td>
<td>Replacement vehicle - Replace 2006 Ford Escape AWD. Vehicle provides transportation for drivers for bus change. Also provides administrative staff with vehicle for other tasks. Improves reliability of service fleet.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subtotal</td>
<td>$396,500</td>
<td>-</td>
<td>$96,500</td>
</tr>
</tbody>
</table>
## Facilities Improvements

<table>
<thead>
<tr>
<th>Project</th>
<th>Project Description</th>
<th>Project Cost</th>
<th>FY 2019</th>
<th>FY 2020</th>
<th>FY 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Altamont Station Facility Modification</td>
<td>$150,000</td>
<td>$ -</td>
<td>$25,000</td>
<td>$125,000</td>
</tr>
</tbody>
</table>

Subtotal: $150,000

## Planning

<table>
<thead>
<tr>
<th>Project</th>
<th>Project Description</th>
<th>Project Cost</th>
<th>FY 2019</th>
<th>FY 2020</th>
<th>FY 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Transit System Master Plan</td>
<td>$150,000</td>
<td>$ -</td>
<td>$25,000</td>
<td>$125,000</td>
</tr>
<tr>
<td>9</td>
<td>Facilities Improvement Plan</td>
<td>$54,164</td>
<td>$5,000</td>
<td>$49,164</td>
<td></td>
</tr>
</tbody>
</table>

Subtotal: $79,164

## Bus Stop Improvements

<table>
<thead>
<tr>
<th>Project</th>
<th>Project Description</th>
<th>Project Cost</th>
<th>FY 2019</th>
<th>FY 2020</th>
<th>FY 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Bus Stop Sign Replacement</td>
<td>$171,250</td>
<td>$30,000</td>
<td>$141,250</td>
<td></td>
</tr>
</tbody>
</table>

Subtotal: $171,250

## Reserve

<table>
<thead>
<tr>
<th>Project</th>
<th>Project Description</th>
<th>Project Cost</th>
<th>FY 2019</th>
<th>FY 2020</th>
<th>FY 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserve</td>
<td></td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
</tbody>
</table>

Total: $1,532,000

STIF Funds Allocation

<table>
<thead>
<tr>
<th>STIF Funds Accumulative Amount</th>
<th>$253,000</th>
<th>$837,000</th>
<th>$1,507,000</th>
<th>130%</th>
</tr>
</thead>
<tbody>
<tr>
<td>STIF Funds Allocation</td>
<td>$253,000</td>
<td>$837,000</td>
<td>$1,507,000</td>
<td>100%</td>
</tr>
</tbody>
</table>

STIF Funds Allocation

<table>
<thead>
<tr>
<th>STIF Funds Accumulative Amount</th>
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<th>$837,000</th>
<th>$1,507,000</th>
<th>130%</th>
</tr>
</thead>
<tbody>
<tr>
<td>STIF Funds Allocation</td>
<td>$253,000</td>
<td>$837,000</td>
<td>$1,507,000</td>
<td>100%</td>
</tr>
</tbody>
</table>

STIF Funds Accumulative Amount

<table>
<thead>
<tr>
<th>STIF Funds Accumulative Amount</th>
<th>$253,000</th>
<th>$837,000</th>
<th>$1,507,000</th>
<th>130%</th>
</tr>
</thead>
<tbody>
<tr>
<td>STIF Funds Allocation</td>
<td>$253,000</td>
<td>$837,000</td>
<td>$1,507,000</td>
<td>100%</td>
</tr>
</tbody>
</table>

STIF Funds Accumulative Amount

<table>
<thead>
<tr>
<th>STIF Funds Accumulative Amount</th>
<th>$253,000</th>
<th>$837,000</th>
<th>$1,507,000</th>
<th>130%</th>
</tr>
</thead>
<tbody>
<tr>
<td>STIF Funds Allocation</td>
<td>$253,000</td>
<td>$837,000</td>
<td>$1,507,000</td>
<td>100%</td>
</tr>
</tbody>
</table>
## Basin Transit Service Transportation District

### STIF Program Plan Worksheet

#### 130% List

<table>
<thead>
<tr>
<th>District</th>
<th>Priority</th>
<th>Project Description</th>
<th>Project Cost</th>
<th>FY 2019</th>
<th>FY 2020</th>
<th>FY 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transit Bus Replacement</td>
<td>1</td>
<td>Replacement Bus - Purchase refurbished 30-35 passenger bus to replace 17 year old bus. Bus replacement help maintain the bus fleet and improve the safety and reliable of fix route system.</td>
<td>$300,000</td>
<td>$-</td>
<td>$-</td>
<td>$300,000</td>
</tr>
</tbody>
</table>

| Facilities Improvements | Subtotal | $300,000 | $- | $- | $300,000 |

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Project Cost</th>
<th>FY 2019</th>
<th>FY 2020</th>
<th>FY 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace Phone System, Computer Network and Computers</td>
<td>$35,000</td>
<td>$-</td>
<td>$35,000</td>
<td>$-</td>
</tr>
</tbody>
</table>

| Bus Stop Improvements | Subtotal | $35,000 | $- | $35,000 | $- |

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Project Cost</th>
<th>FY 2019</th>
<th>FY 2020</th>
<th>FY 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benches</td>
<td>$10,000</td>
<td>$-</td>
<td>$-</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

| Reserve | Subtotal | $10,000 | $- | $- | $10,000 |

| Unexpected costs for future vehicle and operations. | $107,100 | $- | $- | $107,100 |

| Total | $452,100 | $- | $35,000 | $417,100 | $452,100 |

### STIF Funds Available

<p>| | | |
| | | |
|-----------------|----------|----------|----------|----------|----------|
| STIF Funds Available | $452,100 | $- | $35,000 | $417,100 | $452,100 |</p>
<table>
<thead>
<tr>
<th>District Priority</th>
<th>Project</th>
<th>Project Description</th>
<th>Personnel</th>
<th>List</th>
<th>FY 2019</th>
<th>FY 2020</th>
<th>FY 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Transit Drivers</td>
<td>New One (1) Full Time Transit Driver (First 5 months of Operation)</td>
<td>100%</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 33,108</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SubTotal</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 33,108</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Operations</td>
<td>Operational Fuel, Parts &amp; Components, Tires, Administration, Part Time Relief Transit Driver, Mechanics, and Maintenance (First 5 months of Operation)</td>
<td>100%</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 44,892</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SubTotal</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 44,892</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vehicles</td>
<td>Purchase Two (2) 24 Passenger Bus With 2 Wheel Chair or to match STIF Discretionary Grant for same buses.</td>
<td>100%</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 250,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SubTotal</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 250,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Signing, Shelters, Benches, Trash Receptacles, Bike Racks &amp; Other Improvements</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bus Stop Signs &amp; Post</td>
<td>14 Bus Stop Signs and Posts</td>
<td>100%</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 6,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SubTotal</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 6,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Planning</td>
<td>Basin Transit Service and Cascade Transit East are trying to determine the feasibility for transit between Klamath Falls and Redmond. Project provide necessary information to develop possible transit in Northern Klamath county.</td>
<td>100%</td>
<td>$ -</td>
<td>$ 5,000</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SubTotal</td>
<td>$ -</td>
<td>$ 5,000</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reserve</td>
<td>Use for additional Transit Driver and Operation costs.</td>
<td>130%</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 101,700</td>
<td></td>
</tr>
</tbody>
</table>

Total For 100% List: $ 5,000 $ 334,000 $ 339,000
Total For 130% List: $ 101,700
STIF Funds Per FY: $ 57,000 $ 131,000 $ 151,000
STIF Funds Available: $ 57,000 $ 188,000 $ 339,000
NEWS RELEASE
April 12, 2019

The following notice is provided in accordance with ORS 192.640: The Basin Transit Service Transportation District State Transportation Improvement Fund (STIF) Advisory Committee will be held on Thursday, April 18, 2019 at 3:00 PM in the District office Conference Room at 1130 Adams Street, Klamath Falls, Oregon.

Basin Transit Service Transportation District
State Transportation Improvement Fund (STIF) Advisory Committee Meeting
District Conference Room
1130 Adams Street, Klamath Falls
Thursday, April 18, 2019
3:00 PM

AGENDA

A. Call To Order Chair

B. Approve April 11, 2019 STIF Advisory Committee Minutes

C. Request adoption of STIF Advisory Committee Bylaws

D. Basin Transit Service STIF In-District Project Plan

1) Review and Discuss Project Plan

2) Public Comment: Members of the Public are invited to address the STIF Advisory Committee regarding proposed funding of STIF In-District Project Plans.

3) Request STIF Advisory Committee Approve STIF In-District Project Plan for the Board of Directors to consider for approval at the April 24, 2019 Board of Directors meeting.

E. Set Fall date for STIF Advisory Committee meeting

F. New Business – Discussion Only Items

G. Adjournment

This meeting is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by calling Basin Transit Service at 541-883-2877.
Attached is the news release for Basin Transit Service State Transportation Improvement Fund (STIF) Advisory Committee meeting to be held April 18, 2019 @ 3:00 pm at 1130 Adams Street in Klamath Falls.