



# TILLAMOOK COUNTY TRANSPORTATION DISTRICT TRANSPORTATION ADVISORY COMMITTEE BYLAWS

## ARTICLE 1 Name

The name of this organization shall be the Tillamook County Transportation District (TCTD) Transportation Advisory Committee (TAC).

The TAC Bylaws are established for the purpose of carrying out the statutory requirements as established under 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 40, and for FTA Section 5310 grant funds.

## ARTICLE 2 Definitions

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

**Area of Responsibility:** The geographic area for which each qualified entity is responsible to provide STIF formula fund money. For a qualified entity that is a transportation district that does not share continuous jurisdictional boundaries with a county, such as TCTD, the Area of Responsibility is the geographic area within the jurisdictional boundaries of the county or counties in which any part of the District is located.

**Bicycle and Pedestrian Advocates:** Individuals representing either organizations or standing committees associated with local governments within Tillamook 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.

**Employer Representative:** Any employee, supervisor, manager, or owner of a business enterprise legally operating within the boundaries of Tillamook County.

**Environmental Advocates:** Individuals representing either organizations or standing committees associated with local governments within Tillamook 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.

**High Percentage of Low-Income Households:** A percentage of low-income households, by Census Tract, greater than the overall percentage of low-income households in Oregon, as determined by the most recent data from the U.S. Census Bureau's American Community Survey.

**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).

**Local Government Representative:** 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 Tillamook County.

**Low-Income Household:** A household whose total income does not exceed 200% of the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services, also known as the Federal Poverty Guidelines. The Federal Poverty Guidelines may be found at <https://www.healthcare.gov/glossary/federal-poverty-level-FPL/> and <https://www.aspe.hhs.gov/poverty-guidelines>

**Major Destination:** A well-known and commonly recognized destination within Tillamook County, which may either be at one physical location or a group of destination locations within an industry.

**Non-Profit Public Transportation Service Provider Representative:** A representative of a non-profit transportation service engaged in providing public transportation services within the County, whether or not this entity receives public transportation funding.

**Person(s) with Disabilities:** Individuals with disabilities which limit or constrain any aspect of their daily life, and may include, but is not necessarily limited to, physical, intellectual, cognitive, developmental, and/or emotional disabilities.

**Persons With Limited English Proficiency:** Persons as defined in Tillamook County's Title VI Program adopted by the Board of Directors, 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.

**Project:** A public transportation improvement activity or group of activities eligible for STIF money 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 of municipal or Public Corporation that provides Public Transportation Services.

**Public Transportation Service Provider Representative:** A representative of a publicly managed transportation service engaged in providing public transportation services within the County.

**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.

**Representative of Educational Institutions:** 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 Tillamook County.

**Representative of Low-Income Individuals:** A person representing the needs of low-income transportation system users, and who is familiar through association with groups or individuals with special transportation needs of low-income users.

**Representative of Major Destinations:** An employee, manager or owner of a destination or representing a destination industry group, or a member of an organization which promotes tourism within Tillamook County generally.

**Representative of Persons with Disabilities:** A person or employee or volunteer of an entity 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:** A person or employee or volunteer of an entity 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:** Persons sixty-five (65) years of age or older.

**Senior Representative:** A person, who may also be a senior, representing the needs of senior transportation system users, and who is familiar through association with groups or individuals, or facilities serving seniors, with the special transportation needs of senior users.

**Social and Human Service Provider Representative:** A representative of a social services, human services, or health services agency operating within Tillamook 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:** Individuals representing either organizations or standing committees associated with local governments within Tillamook 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.

**STIF Formula Fund:** Up to 90 percent of the Statewide Transportation Improvement funds to be disbursed to Qualified Entities conditioned upon the Oregon Transportation 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 Oregon Department of Transportation for review and approval by the Oregon Transportation Commission in order for the Qualified Entity to receive a share of the STIF Formula Fund.

**Transit Dependent User:** An individual who is dependent on public transportation for mobility due to economic reasons or due to other special transportation needs.

**Transportation Advisory Committee:** A committee formed by the Qualified Entity to advise and assist the Qualified Entity in carrying out the purposes of the STIF and prioritizing projects to be funded by STIF money received by the Qualified Entity.

### **ARTICLE 3 Function**

**Section 1. Purpose:** The TAC shall assist the Board of Directors in tasks and duties supporting local and regional transportation services funded through the State Transportation Improvement Fund (STIF) that are allocated to Tillamook County Transportation District, for distribution to Public Transportation Service Providers within and adjacent to TCTD.

**Section 2. Major Tasks:** The Advisory Committee will:

- Advise TCTD on the development process of STIF Funding Plans;
- Review the proposed distribution of FTA Section 5310 Formula Program money and make recommendations to TCTD;
- Review STIF Discretionary Grant proposals and make recommendations to TCTD;
- Review and prioritize projects proposed to receive STIF Discretionary and Intercommunity Discretionary funds with the District's area of responsibility;
- Develop 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; and
- As and if requested, and in the manner directed by the Board of Directors, review and advise staff on the methodology for distribution of STIF Formula Program funds allocated to TCTD.

**Section 3. STIF Plan Duties:** The TAC will perform the tasks consistent with the administrative requirements set forth under OAR Chapter 732, Division 40:

- Hold public meetings to assist and advise staff with the development of the District's STIF Plan, including components of the Plan developed by or for other Public Transportation Service Providers within the District;
- Gather data and seek public input regarding low-income households within the District, including those within the corporate limits of municipalities within the District, and make and publish a determination of where those communities exist for purposes of guiding the STIF Plan;

- Review every project proposed for inclusion in the District's STIF Plan and determine whether to recommend inclusion or rejection of the project for the STIF Plan;
- 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's allocation process for the distribution of Formula Fund money;
- Consider the criteria established under OAR Chapter 732, Division 40 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;
- Advise staff regarding the opportunities to coordinate STIF funded projects in the Plan with other local or regional transportation programs and services;
- Recommend to the Board of Directors a STIF Plan which includes the prioritization of projects proposed for funding within the Plan;
- 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; and
- 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 4 Membership**

**Section 1. Number, Qualifications, and Selection of Members:** The Committee shall consist of at least five (5) members appointed directly by the Board of Directors. A list of current members and the interests they represent is attached to these bylaws and will be updated as new appointments are made. Member contact information is considered private and will not be disclosed to any third party unless permission has been provided by the Committee Member.

TAC Members must meet the following criteria:

- Be knowledgeable about the public transportation needs of residents or employees located within or traveling to and from TCTD or Tillamook County.
- Be a person who is a member of or represents one or more of the following:
  - Local governments, including land use planners;
  - Public transportation service providers;
  - Non-profit entities that provide public transportation services;

- Neighboring public transportation service 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; or
  - Major destinations for users of public transit.
- The TAC must include at least one member who is a member of or represents each of the following three groups: (1) low-income individuals, (2) individuals age 65 or older or people with disabilities, and (3) Public Transportation Service Providers or non-profit entities which provide public transportation services.
  - The TAC shall include members from TCTD's area of responsibility, both within and outside district boundaries.
  - The Directors will seek to appoint Committee members who represent the diverse interests, perspectives, geography, and the demographics of the District.

**Section 2. 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 no more than three members' terms expiring each year.

**Section 3. 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 4. Termination of Membership:** The Board of Directors may remove Committee members as follows:

- 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;
- When a member no longer meets the residency requirement;

- 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 a conflict of interest, or incompetence.

**Section 5. 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 5 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 6 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 7 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 District staff assigned to the Committee.

## **ARTICLE 8 Meetings**

**Section 1. Regular Meetings:** Meetings shall be held a minimum of two times per year, but may be held more frequently to carry out the purposes of the Committee. These meetings shall be held in publicly 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 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 District Manager.

**Section 6. Agenda:** The Chair, with the assistance of District staff, shall prepare the agenda of items requiring Committee action, and shall add items of business as may be requested by individual Committee members and/or the Board of Directors. Agendas of all meetings shall be posted in advance as required under existing District policy and filed with the Board of Directors.

**Section 7. Notice:** All members shall be given written notice of the 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 District policy and filed with the Board of Directors.

## **ARTICLE 9**

### **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 732-040-0030(4)(b), written copies of Committee meeting notices, agendas, minutes, and bylaws shall be maintained for six (6) years.

**Section 2. Public Engagement:** 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 District staff 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 10**

### **Parliamentary Procedure**

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

## **ARTICLE 11**

### **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**

### **Bylaws and Amendments**

**Section 1. Bylaws:** The Committee shall maintain written Bylaws pursuant to OAR 732-040-0030 that include, but are not limited to, name and purpose, number of committee members, committee membership criteria, appointment process, terms of office for the committee members, general procedures of the committee, member duties, meeting schedule, public notice requirements and engagement processes, and the STIF Plan development process and general decision-making criteria.

**Section 2. Review of Bylaws:** The Committee shall periodically review its Bylaws and update them as required, but no less frequently than every three (3) years. Committee Bylaws will be reviewed by the District Counsel and presented to the Board of Directors for adoption. The Board of Directors may also elect to review Committee Bylaws at any time.

**Section 3. Amendments:** Committee Bylaws 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 by TILLAMOOK COUNTY TRANSPORTATION DISTRICT BOARD OF DIRECTORS on the 20<sup>th</sup> day of May 2021.

### Transportation Advisory Committee Roster

<b>Position</b>	<b>Name</b>	<b>Representing</b>	<b>Term Expires</b>
1	Ron Rush	Representative of disabled	June 30, 2021
2	Carol McAndrew	Senior citizen representative	June 30, 2021
3	Robin Taylor	Disabled/low-income person	June 30, 2021
4	Erin Skaar	Representative of low-income households	June 30, 2021
5	Stacie Zuercher	Human service provider	June 30, 2022
6	Jeff Hazen	Neighboring county public transportation provider	June 30, 2022
7	Nicholas Torres	Public health, social and human service provider	June 30, 2023
8	Chris Kell	Senior citizen representative	June 30, 2022