

**LAKE COUNTY
PUBLIC TRANSPORTATION ADVISORY
COMMITTEE BYLAWS**

ARTICLE I – NAME AND PURPOSE

Section 1 - Name: The name of the organization shall be Lake County Public Transportation Advisory Committee.

Section 2 - Purpose: This Advisory Committee and these Bylaws are established to advise and assist Lake County in carrying out the purpose of the Statewide Transportation Improvement Fund (STIF) and Special Transportation Fund (STF) program requirements. This includes carrying out the statutory requirements as established under ORS 391.800 Elderly and Disabled Special Transportation Fund, ORS 184.758(1)(b), and ORS 184.761. It also includes carrying out requirements related to the Special Transportation Improvement Fund (STIF) as set forth under OAR Chapter 732, Division 40, Sections 0030 and 0035, Division 42, Section 0020, and Division 44, Section 0025.

As such, this Advisory Committee serves as the STF Advisory Committee and the STIF Advisory Committee for Lake County and the Lake County Board of Commissioners.

ARTICLE II – DEFINITIONS

Administrator: An individual designated or assigned by the Lake County Board of Commissioners to be responsible for day-to-day tasks required to implement the Special Transportation Fund and Statewide Transportation Improvement Fund Programs.

Lake County as a whole has a high percentage of low-income areas, with a few exceptions.

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).

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.

Non-Profit Public Transportation Service Provider Representative: A representative of a non-profit transportation service engaged in providing public transportation services within the County, regardless of 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.

Public Transportation Service Provider: A Qualified Entity, as established in OAR Section 732, Division 40, 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.

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 Persons with Disabilities: 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.

Senior Representative: 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.

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 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 III - COMMITTEE ROLE

Section 1 - Advisory Committee role related to STF: The Advisory Committee will perform the following:

- (a) Advise the Lake County Board of Commissioners regarding the opportunities to coordinate STF moneys and STF-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 Lake County Board of Commissioners
- (c) Review Discretionary Grant proposals and make recommendations to the Lake County Board of Commissioners
- (d) Participate in developing and updating of the STF Plan and Public Transportation Human Services Coordinated Plan
- (e) 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
- (f) The Advisory Committee may recommend to the Lake County Board of Commissioners any changes to the proposed distribution of Formula Program moneys or Discretionary Grant applications it considers necessary.

Section 2 – Advisory Committee role related to STIF: The Advisory Committee will perform the following:

- (a) Advise the Lake County Board of Commissioners on the development process of the STIF Plan, which will serve as an application for STIF Formula funds
- (b) Advise on the development of a definition for “high percentage of low-income households”
- (c) Review and prioritize projects proposed for inclusion in the STIF Plan and recommend a funding amount for each project to the Lake County Board of Commissioners
- (d) Review and recommend projects to receive STIF Discretionary Funds within Lake County
- (e) Review and recommend projects to receive STIF Intercommunity Discretionary Funds within Lake County
- (f) Advise Lake County 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
- (g) When reviewing projects proposed for STIF Formula Funds, the Advisory Committee must consider the following criteria:
 - a. Whether the proposed project would:
 - i. increase the frequency of bus service to communities with a high percentage of Low-Income Households;
 - ii. expand bus routes and bus services to serve communities with a high percentage of Low-Income Households;

- iii. reduce fares for public transportation in communities with a high percentage of Low- Income Households;
- iv. 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;
- v. improve the frequency and reliability of service connections between communities inside and outside of the Qualified Entity's service area;
- vi. increase Coordination between Public Transportation Service Providers to reduce fragmentation in the provision of public transportation service;
- vii. expand student transit services for students in grades 9 through 12;
- b. Whether the Project would maintain an existing, productive service;
- c. The extent to which the Project goals meet public transportation needs and are a responsible use of public funds; and
- d. Other factors to be by Lake County or Advisory Committee such as geographic equity.

Section 3- Additional responsibilities

- (a) The Advisory Committee may be assigned additional tasks by the Board of Commissioners, such as reviewing reports; inspecting equipment and facilities, or participating in planning and public engagement processes as appropriate to the functioning of the committee.
- (b) The Advisory Committee will not lobby.

ARTICLE III – ADVISORY COMMITTEE MEMBERSHIP

Section 1 - Membership Qualifications: To be qualified to serve on the Advisory Committee, an individual must:

- (a) Reside within Lake County
- (b) Be knowledgeable about the public transportation needs of residents or employees located within or traveling to and or from Lake County
- (c) Must be one of the following:
 - a. A person who is an elderly or disabled individual and uses transportation services;
 - b. A person who is an elderly or disabled individual and lives in an area where there are no public transportation services
 - c. A representative of a public transportation provider
 - d. A representative of low income individuals
 - e. A representative of elderly or disabled individuals

Section 2 – Advisory Committee Composition: The Advisory Committee shall reflect the county's diverse population and geographic locations of the county. The committee must include at least one member who is a member of or represents the following three groups:

- (a) Low income individuals
- (b) Individuals age 65 or older or people with disabilities

(c) Public Transportation Service Providers or non-profit entities which provide public transportation service

Section 3 - Appointment of Members: The Lake County Board of Commissioners shall appoint members to the Advisory Committee.

Section 4 - Advisory Committee size, and compensation: The Advisory Committee shall have up to 9, but not fewer than 5 members. Advisory Committee members receive no compensation other than reasonable expenses, in accordance with Lake County policy.

Section 5 -Terms of membership: All Advisory Committee members shall serve 2-year terms, but are eligible for re-appointment to unlimited consecutive terms.

Section 7 - Advisory Committee elections: An election of the members will determine the officers of the Advisory Committee. This election shall take place during a regular meeting of the Advisory Committee, called in accordance with the provisions of these bylaws.

Section 8 - Election procedures: New officers shall be elected by a majority of members present at such a meeting, provided there is a quorum present. Officers so elected shall serve a term beginning on the first day of the next fiscal year.

Section 9 - Officers and Duties: There shall be two officers of the Advisory Committee, consisting of a Chair and Vice-Chair. Their duties are as follows:

- (a) The Chair shall convene regularly scheduled Advisory Committee meetings. The Chair represents the Advisory Committee at meetings and communications with the Lake County Board of Commissioners.
- (b) The Vice-Chair shall chair committees on special subjects as designated by the Advisory Committee. The Vice-Chair shall convene the Advisory Committee meetings in the absence of the Chair.

Section 10- Vacancies: When a vacancy on the Advisory Committee exists mid- term, the Advisory Committee shall make recommendations to the County regarding the appointment of members to fill vacancies.

Section 11 - Resignation, termination, and absences: Resignation from the Advisory Committee must be in writing and received by the Administrator. A committee member shall be terminated from the Advisory Committee due to excess absences, more than two unexcused absences from Advisory Committee meetings in a year. A committee member may be removed for other reasons by three fourths vote of the remaining members of the Advisory Committee and approval by the Board of Commissioners.

Section 13 - Special meetings: Special meetings of the Advisory Committee shall be called upon the request of the Lake County Board of Commissioners, the Chair, or the Administrator. Notices of special meetings shall be sent out by the Administrator to each Advisory Committee member with at least 72 hours advance notice.

ARTICLE IV - SUB-COMMITTEES

Section 1 - Committee formation: The Advisory Committee may create sub-committees as needed, such as fundraising, housing, public relations, data collection, etc. The Advisory Committee Chair appoints all committee chairs.

ARTICLE V - ADMINISTRATOR DUTIES

Section 1 - Administrator: The Administrator is designated or assigned by the Lake County Board of Commissioners and has day-to-day responsibilities for implementing the STF and STIF Programs. The Administrator shall be responsible for:

- (a) Carrying out the Lake County public transportation goals and policies
- (b) Attending all Advisory Committee meetings
- (c) Keeping records of Advisory Committee actions, including overseeing the taking of minutes at all Advisory Committee meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Advisory Committee member, and assuring that records are maintained.
- (d) Ensuring compliance with State and Federal requirements as outlined in funding agreements
- (e) Ensuring the issuance of public notices for all Advisory Committee meetings and overseeing public engagement activities
- (f) Ensuring that sub-recipient reports are completed and submitted as required and making records available to the Advisory Committee as necessary for the proper function of the committee.
- (g) Performing additional duties at the direction of the Lake County Board of Commissioners

ARTICLE VI - COMMITTEE OPERATING PROCEDURES

Section 1- Meeting schedule: The Advisory Committee shall have regular meetings at least 4 times (emphasis on quarterly schedule) per year, rotating meetings as follows: 2-South Lake, 1-Mid Lake, 1-North Lake.

Section 2 – Agenda: The Administrator, with guidance from the Chair, shall prepare the agenda of items requiring Advisory Committee action, and shall add items of business as may be requested by individual Committee members and/or the Board of Commissioners. Agendas of all meetings shall be posted in advance as required under existing County policy and filed with the Commissioners.

Section 3 – Meeting 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 Advisory

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 4 - Recommendation-making: The committee will use the following process to make recommendations to the STF Agency: In-person vote or consensus, and email voting when needed.

Section 5 - Quorum: A quorum must be attended by at least forty percent of STF advisory committee members (or a minimum of five with a nine-member board) for business transactions to take place and motions to pass. Members may vote by teleconference or email when applicable.

Section 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 in a manner compliant with Lake County policy and Oregon Public Meeting Law.

ARTICLE VII - PUBLIC RECORDS & MEETING LAW AND PUBLIC ENGAGEMENT

Section 1 - Public Records and Meeting Law: The Advisory Committee is a public body for the purposes of ORS Chapter 192, and is subject to Oregon Public Meeting Law. Written copies of Advisory Committee agendas, minutes, and By-Laws shall be made available to the public for a period of no less than six (6) years.

Section 2 - Public Engagement: The Advisory Committee shall strive to seek public engagement in all its deliberative processes. The Advisory 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 Advisory Committee meetings, and holding public forums as appropriate.

ARTICLE VIII - AMENDMENTS

Section 1 - Amendments: These bylaws may be amended when necessary by two-thirds majority of the Advisory Committee members. Proposed amendments must be submitted to the secretary to be sent out with regular Advisory Committee announcements.

CERTIFICATION

These bylaws were approved at a meeting of the Advisory Committee members by a two thirds majority vote on _____.

Administrator

Date