

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON**

In the Matter of Establishing the Columbia  
County Transit Advisory Committee and  
Adopting Bylaws

ORDINANCE NO. 2018-6

The Board of County Commissioners for Columbia County, Oregon, ordains as follows:

**SECTION 1. TITLE**

This Ordinance shall be known as Ordinance No. 2018-6, and Exhibit A shall be known as the Columbia County Transit Advisory Committee Bylaws.

**SECTION 2. AUTHORITY**

This Ordinance is adopted under the authority of ORS 184.758, ORS 184.761, ORS 203.035, and ORS 391.800 to 391.830.

**SECTION 3. PURPOSE**

The purpose of this Ordinance is to establish the Columbia County Transit Advisory Committee and adopt its governing bylaws, in compliance with the Statewide Transportation Improvement Fund ("STIF") (ORS 184.758(1)(b), ORS 184.761, and OAR Chapter 732, Division 040) and the Special Transportation Fund for the Elderly and Disabled ("STF") (ORS 391.800 to 391.830 and OAR Chapter 732, Division 5). The Committee shall advise the Columbia County Board of Commissioners on local and regional transportation services funded through STIF and STF.

**SECTION 4. HISTORY**

The Board of Commissioners first established the Columbia County Citizens Transportation Advisory Committee on December 15, 2004, to advise and assist the Board on the distribution of monies from the Special Transportation Fund for the Elderly and Disabled ("STF"). The committee met the requirements of STF, which included membership criteria and committee tasks.

In 2017, the Oregon Legislature adopted HB 2017 creating the Statewide Transportation Improvement Fund ("STIF"). STIF provides funding to expand public transportation service in Oregon. Under STIF's implementing rules, an advisory committee is required to review the County's proposed projects and make funding recommendations based on certain criteria. The advisory committee membership requirements and tasks for STIF differ from those of STF. Rather than have separate advisory committees for STF and STIF, the County, through this ordinance, is establishing one combined advisory committee with governing bylaws that meet both STF and STIF laws and regulations.

**SECTION 5. ADOPTION**

The Columbia County Transit Advisory Committee Ordinance is hereby adopted, establishing the Columbia County Transit Advisory Committee and adopting its governing bylaws, which are attached hereto as Exhibit A and incorporated herein by this reference.

**SECTION 6. SEVERABILITY**

If by any provision of this Ordinance, including Exhibit A, is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the remaining portions thereof.

**SECTION 7. AMENDMENTS**

This Ordinance, including Exhibit A, may be amended by Board order to correct scrivener's errors.

DATED this 12<sup>th</sup> day of December, 2018.

Approved as to form by

By: [Signature]  
Office of County Counsel

Attest:

By: [Signature]  
Recording Secretary

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

By: [Signature]  
Margaret Magruder, Chair

By: [Signature]  
Henry Heimuller, Vice Chair

By: [Signature]  
Alex Tardif, Commissioner

First Reading: 11-28-18  
Second Reading: 12-12-18  
Effective Date: 2-26-19

## EXHIBIT A

# COLUMBIA COUNTY TRANSIT ADVISORY COMMITTEE

### ARTICLE 1

#### Name

The name of this organization shall be the Columbia County Transit Advisory Committee.

### ARTICLE 2

#### Citations

This Committee and these Bylaws are established to advise and assist Columbia County in carrying out the purpose of the Statewide Transportation Improvement Fund (STIF) and the Special Transportation Fund for the Elderly and Disabled (STF). This includes carrying out the requirements of ORS 184.758(1)(b), ORS 184.761, and OAR Chapter 732, Division 040 for STIF and ORS 391.800 to 391.830 and OAR Chapter 732, Division 5 for STF.

This Committee shall therefore serve as the STF Advisory Committee and STIF Advisory Committee for Columbia County and the Columbia County Board of County Commissioners.

### ARTICLE 3

#### Definitions

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

1. "Areas of High Percentage of Low-Income Households" shall mean geographic areas within Columbia County that 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 Columbia County in which high percentages of low-income households exist, and to publish said determination in its Committee minutes and printed public materials.
2. "Bicycle and Pedestrian Advocates" shall be individuals representing either organizations or standing committees associated with local governments within Columbia 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.
3. "Board" shall mean the Columbia County Board of Commissioners.
4. "Committee" shall mean the Columbia County Transit Advisory Committee, which serves as both the STIF Advisory Committee or STF Advisory Committee for

Columbia County.

5. "Employer Representative" shall mean any employee, supervisor, manager, or owner of a business enterprise legally operating within the boundaries of Columbia County.
6. "Environmental Advocates" shall be individuals representing either organizations or standing committees associated with local governments within Columbia 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.
7. "Local Government Representative" shall mean an employee of Columbia County, or a municipal or special district governmental organization formed and organized under the Oregon Revised Statutes and operating within the jurisdictional boundaries of Columbia County.
8. "Low-Income Individuals" or "person with low income" shall mean individuals with an income at or below 200% of poverty guidelines for individuals 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.
9. "Low-Income Households" shall mean households within Columbia County with a total household income at or below 200% of poverty guidelines for households 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.
10. "Major Destination" shall mean a well-known and commonly recognized destination within Columbia County, which may either be at one physical location or a group of destination locations within an industry (ex. local wineries or craft beer breweries.) A "Representative of Major Destinations" may be an employee, manager or owner of a destination or representing a destination industry group, or a member of an organization that promotes tourism within Columbia County generally.
11. "Non-Profit Public Transportation Service Provider Representative" shall mean a representative of a non-profit transportation service engaged in providing public transportation services within the County, regardless of whether or not this entity receives public transportation funding.
12. "Person(s) with Disabilities" shall mean individuals with disabilities that 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.
13. "Persons With Limited English Proficiency" shall be persons as defined in Columbia County's Language Access Plan adopted by the Board of

Commissioners, 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.

14. "Public Transportation Service Provider Representative" shall mean a representative of a publically managed transportation service engaged in providing public transportation services.
15. 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 serving residents of Columbia County.
16. "Representative of Low Income Individuals" shall be a person representing the needs of low-income transportation system users, and who, through association with groups or individuals is familiar with special transportation needs of low-income users.
17. "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.
18. A "Representative of Persons With Limited English Proficiency" shall be someone representing the needs of transportation system users with limited English proficiency, and who, through association with neighborhood groups, local school groups, social service or non-profit agencies, is familiar with the transportation needs of limited English proficiency users.
19. "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, through association with groups or individuals, or facilities serving seniors, is familiar with the special transportation needs of elderly users.
20. "Social and Human Service Provider Representative" shall mean a representative of a social services, human services, or health services agency operating within Columbia County. Said agency may be a public agency, a non-profit agency, or a not-for-profit institution such as a health center.
21. "Social Equity Advocates" shall be individuals representing either organizations or standing committees associated with local governments within Columbia 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.
22. "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 in tasks and duties supporting local and regional transportation services funded through the Special Transportation Fund (STF) and State Transportation Improvement Fund (STIF) and allocated to Columbia County, for distribution to Public Transportation Service Providers within and adjacent to Columbia County. The Committee's functions also include promoting and educating the public on the acceptance and usage of the transit system.

Section 2. Major Tasks:

1. The Committee's tasks related to STF shall be, as follows:
  - (a) To review, advise, and assist in the distribution of monies from the STF as set forth in OAR 732-005-0010; and
  - (b) To make recommendations to the Board on other matters relating to the provision of special transportation services in Columbia County, including:
    1. Identifying the transportation needs of Columbia County residents who are veterans, seniors, commuters, students, persons with disabilities, and other users of public transportation;
    2. Identifying and coordinating the use of available resources;
    3. Recommendations regarding general public transportation services;
    4. Advocating for new and expanded public transportation services in Columbia County;
    5. Planning for public transportation services; and
    6. Making the most productive use of all available public transportation funds.
2. The Committee's tasks related to STIF shall be, as follows:
  - (a) To review and advise staff on the development of the local STIF Plan, consistent with the guidelines promulgated by State administering agencies;
  - (b) To review all projects proposed for inclusion within the STIF Plan, and prioritize the approved projects, including the funding level for each project to be included within the STIF Plan;
  - (c) To 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
  - (d) If requested, and in the manner directed by directed by the Board, review and advise staff on the methodology for distribution of STIF Formula Program monies allocated to Columbia County;

Section 3. STIF Plan Duties: In addition to the major tasks described, above, the

Committee shall perform the following STIF Plan duties consistent with the administrative requirements set forth under OAR Chapter 732, Division 040, as defined by Columbia County:

- (a) Hold public meetings to assist and advise staff with the development of the County's local STIF Plan, including components of the Plan developed by or for other Public Transportation Service Providers within the County;
- (b) Gather data and seek public input regarding low-income households within 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 County'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 County's 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 Commissioners 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; and
- (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), and no more than seven (7) members, appointed directly by the Board, as follows:

- (a) To be qualified to serve on the Committee, an individual must:
  - 1. Reside or work in Columbia County; and

2. Be knowledgeable about the public transportation needs of residents or employees located within or traveling to and from the County.

(b) In accordance with STIF requirements in OAR 732-040-0035(6), at least one member from each of the following:

3. A low-income individual, or a person from a low-income household, as defined in Article 3, who uses transportation services in the County, or a representative of low-income persons or households who use transportation services in the County; and
4. 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 in the County; and
5. A public transportation service provider representative, as defined in Article 3.

(c) In accordance with STF requirements in OAR 732-005-0031(10) and (11), a majority of Committee members must be knowledgeable about the transportation needs of the elderly and disabled and be at least one of the following:

1. Elderly or Disabled and a user of Transportation Services in the County;
2. Elderly or Disabled and live in an area of the County where there are no Public Transportation Services;
3. Representative of Elderly or Disabled residents of the County; or
4. Representative of a Provider of services to the Elderly or Disabled in the County.

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

Section 2. Ex Officio Members: The Committee may additionally consist of any the following ex officio members, appointed by the Board of Commissioners as follows:

- (a) One (1) County representative;
- (b) Any additional representatives which the Board of Commissioners 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 Commissioners. 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: Member responsibilities are as follows:

- (a) All Committee members shall 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;
- (b) Meeting attendance is mandatory unless previously arranged with the County Transit Administrator. Proxy representation is not permitted; and
- (c) All Committee members shall come prepared to achieve meeting objectives described in the published agenda, focus on the agreed scope of the group operation, and listen to and appreciate a diversity of views and opinions.

Section 5. Termination of Membership:

The Board of Commissioners may remove Committee members as follows:

- (a) The Board of Commissioners may declare a member's position vacant when the member has had three (3) unexcused absences in one year or no longer meets a membership 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 Commissioners 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 County 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 Commissioners 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 Board.

Section 6. Agenda: The Chair, with the assistance of the County-provided 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 Commissioners. Agendas of all meetings shall be posted in advance as required under existing County policy and filed with the Board.

Section 7. Notice: All members shall be given written or verbal 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 notice of a regular meeting, or less than one (1) day 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 County policy and filed with the Board.

## **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 Bylaws 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 County STIF Plan. The Committee will work with County staff resources such as the County Public Information Officer 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 Bylaws 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 that requires declaration of an actual conflict of interest.

**ARTICLE 12**  
**Bylaws and Amendments**

Section 1. Bylaws: The Committee shall maintain written Bylaws pursuant to OARS 732-040-035 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 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 County Counsel and presented to the Board for adoption. The Board may also elect to review Committee Bylaws at any time.

Section 3. Amendments: Committee Bylaws may be amended by the Board upon its own motion. Prior to an amendment, the Board 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.