

YAMHILL COUNTY

YAMHILL COUNTY TRANSIT ADVISORY COMMITTEE (YCTAC)

BYLAWS

I. ADVISORY COMMITTEE NAME:

The committee shall be known as the Yamhill County Transit Advisory Committee (“YCTAC” or “Advisory Committee”).

These Bylaws shall guide the role, responsibilities and operation of the YCTAC. The YCTAC’s primary function will be to advise YAMHILL COUNTY (or the “County”) on two statewide funding programs; 1.) Statewide Transportation Improvement Fund (STIF); and 2.) Special Transportation Fund (STF). The YCTAC will also provide oversight and guidance to Yamhill County as it relates to the Yamhill County Transit Area, (YCTA) an ORS 451 county service district, to enhance public transportation within the County.

Yamhill County combined two existing committees, the YCTA Advisory Committee and the STF Advisory Committee and added additional representation to form the YCTAC. The newly formed YCTAC will meet advisory committee requirements for the Oregon Department of Transportation STIF and STF funding programs as well as meet YCTA district requirements. This document has been reviewed and adopted by the Yamhill County Board of Commissioners (the “Board”), the qualified entity for STIF funding and the STF Agency for STF funding. The Board also serves as the YCTA Board of Directors.

II. PURPOSE OF THE ADVISORY COMMITTEE

As mentioned above, Yamhill County has formed this Advisory Committee, YCTAC to perform three primary functions. The YCTAC will serve as the advisory committee for Special Transportation Improvement Funds and for Special Transportation Funds for elderly and disabled programs and services. The YCTAC will also serve as the advisory committee for YCTA.

- A. As required by HB 2017, Section 122o (1), YCTAC shall advise and assist the Board and staff in prioritizing plans or projects to be funded from the moneys received from the Oregon Department of Transportation, STIF program, as set forth under OAR Chapter 732, Division 40, Sections 0030 and 0035, Division 42, Section 0020, and Division 44, Section 0025.
- B. YCTAC shall also advise and assist Yamhill County in carrying out the purpose of the STF program pursuant to applicable provisions of ORS Chapter 391 .800 through 391.830. ODOT has designated Yamhill County as the “STF Agency”. Yamhill County is responsible for managing and coordinating the STF process for the County, including receipt of funding applications, and review of proposed distributions of formula funds and applications for discretionary funds.
- C. YCTAC will also advise and assist Yamhill County in its goal of enhancing public transportation within YCTA by providing a forum for service coordination and information exchange among public transportation providers and users. In addition, the Advisory Committee may also prepare and propose plans, programs and policies that maintain, expand or coordinate public transportation activities to meet the changing transportation needs of the citizens of Yamhill County.

III. DEFINITIONS

Definitions that apply to terms used in these bylaws and in the STIF, STF, and YCTA District programs and requirements is attached - Attachment A

IV. COMMITTEE TASKS

The Advisory Committee will:

STIF

- 1) Advise the Board on the development process of the STIF Plan
- 2) Advise on the development of a definition for "high percentage of low-income households"
- 3) Review and prioritize projects proposed for inclusion in the STIF Plan and recommend a funding amount for each project
- 4) Review and recommend projects to receive STIF Discretionary Funds within Yamhill County's jurisdictional boundaries and area of responsibility
- 5) Review and recommend projects to receive STIF Intercommunity Discretionary Funds within Yamhill County's area of responsibility
- 6) Advise Yamhill 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

Formula Fund recommendations from the Advisory Committee will be considered by the Board as the governing body in preparation of a STIF Plan.

Discretionary Fund and Intercommunity Discretionary Fund recommendations from the Advisory Committee will be considered by ODOT when awarding STIF discretionary grants.

STF

- 1) Advise the STF Agency (Yamhill County) regarding the opportunities to coordinate STF moneys and STF funded projects with other transportation programs and services to avoid duplication and gaps in service
- 2) Review the proposed distribution of Formula Program funding and make recommendations to the STF Agency;
- 3) Review Discretionary Grant proposals and make recommendations to the STF Agency;
- 4) Adhere to all Oregon Public Meetings laws;
- 5) Meet a minimum of two times per year , or a sufficient number of times so as to advise the STF Agency in carrying out the purposes of the STF;
- 6) Participate in developing the Transportation and Human Services Coordinated Plan used to guide STF funding over a three-year period.
- 7) Review projects proposed for funding by Formula Program and Discretionary Program moneys, including the proposed Recipient, Project purpose, intended User of Transportation Services, and the proposed funding level.
- 8) The Advisory Committee may recommend to the STF Agency any changes to the proposed distribution of Formula Program moneys or Discretionary Grant applications it considers necessary.

V. COMMITTEE MEMBERSHIP

Number of members

The YCTAC will include at least eleven (11) members plus a non-voting liaison from the Board of Commissioners.

Yamhill County as the qualified entity is required to have a minimum of five members (STF & STIF) on the YCTAC. To ensure representation of the ten municipalities located in Yamhill County and to meet committee requirements of STIF and STF the Board has chosen to have eleven members. The membership of the YCTAC will meet STIF requirements under ORS 184.761(1), and STF requirements under ORS Chapter 391 .800 through 391.830.

Initial Appointment process

Initial members shall be appointed by the Yamhill County Board of Commissioners to serve terms ending June 30, 2019. The Board has made the initial appointments to the YCTAC to include individuals who meet the required membership criteria. Three (3) are existing members of the 2018 YCTA Advisory Committee, three (3) are existing members of the 2018 STF Committee and two (2) are Project Advisory Committee members who participated in the Transit Development Planning process. Three (3) new members have been appointed to represent land use, planners, educational institutions, low income, and limited English proficiency criteria. A list of the initial appointments and the interests they represent is attached to these bylaws.

MEMBER APPOINTMENT PROCESS:

The following process for appointment will begin on July 1, 2019

- 1) Members shall be appointed by the Board as follows;
 - a. Yamhill County as the governing body will advertise YCTAC openings in a newspaper of general circulation in the County and on both the County and YCTA websites. The County shall seek nominations and select appointees from amongst people expressing an interest in such appointment, or from a call for applications as stated above for the position if the potential appointee meets the membership criteria. The governing body may also recruit potential members who represent appropriate target groups specified in STIF, STF, and YCTA district requirements.
 - b. Once the appointee has submitted the appropriate Yamhill County application form, the Board will review all applications and appoints the member at a regularly scheduled formal meeting of the Board.

Membership criteria

Yamhill County considers geographic diversity and a balance of qualifications, including persons who are elderly and people with disabilities.

YCTAC members must either live or work in Yamhill County. A minimum of five members shall reside within the boundaries of Yamhill County and the YCTA district area.;

YCTAC members must be knowledgeable about the public transportation needs of residents or employees located within or traveling to and/or from Yamhill County's area of responsibility and the YCTA district. (STIF)

YCTAC members must be knowledgeable about the transportation needs of the elderly and people with disabilities. (STF)

At a minimum, the YCTAC must have members that represent:

- 1) Low Income individuals (STIF)
- 2) Individuals 65 or older or people with disabilities (STIF & STF)

- 3) Public Transportation Service Providers or non-profits that provide public transportation services (STIF & STF)
- 4) Yamhill County Transit users

Additional members not representing low-income households, seniors or people with disabilities and YCTA Riders must represent one of the following:

- a. Local governments, including land use planners (STIF & YCTA County Service District)
- b. Municipalities within Yamhill County- representation for McMinnville, Newberg, Grand Ronde, and small cities- (YCTA County Service District)
- c. Public Transportation Service Providers (STIF & STF)
- d. Non-profit entities that provide public transportation services (STIF)
- e. Neighboring Public Transportation Providers (STIF)
- f. Employers (STIF)
- g. Public health, social and human service providers (STIF)
- h. Transit users (STIF & STF)
- i. Transit users who depend on transit for accomplishing daily activities (STIF & STF)
- j. People with disabilities (STIF & STF)
- k. Social equity advocates (STIF)
- l. Environmental advocates (STIF)
- m. Bicycle and pedestrian advocates (STIF)
- n. People with limited English proficiency (STIF)
- o. Educational institutions (STIF)
- p. Major destinations for users of public transit (STIF)

Terms of office

Subsequent to the initial formation of, and appointments to, the YCTAC, the YCTAC member terms shall be appointed for a term of three years, commencing on July 1 of the year in which the member is appointed and end on June 30 of subsequent years. Terms will be staggered so that not more than 1/3 of the voting members have a term that expires in the same year.

- 1) When a vacancy occurs, the Board may elect to make appointments to fill unfilled or vacant terms, and such terms shall expire on the date of the expiration of the original term. Yamhill County as the governing body may select an appointee from amongst people expressing an interest in such appointment, or from a call for applications for the position if the potential appointee meets the membership criteria (as described above). The governing body may also seek out potential members who represent appropriate target groups specified in STIF, STF, and YCTA district requirements.

Conditions of termination

Yamhill County may end the membership of a YCTAC member under the following conditions.

- 1) Resignation, termination, and absences: 1) Resignation from the YCTAC must be in writing and received by the Board and the secretary of the YCTAC. A YCTAC member shall be terminated from the YCTAC due to excessive absenteeism, which is defined as missing more than 50% of scheduled regular YCTAC meetings in a year. 3) YCTAC members may be recommended for removal to the Board for other reasons by a three-fourths vote of remaining YCTAC members. If there are vacancies on the YCTAC, it is three-fourths of the current members.

- 2) **Removal of Members:** The Board may remove members of the **YCTAC** when it determines in its sole discretion that removal is in the best interest of **YCTAC**.

VI. COMMITTEE OPERATIONS AND PROCEDURES

Meeting frequency and location

The **YCTAC** will meet once per quarter for a period of approximately two (2) hours. These meetings will be hosted by Yamhill County as the qualified entity and governing body between 3:00 pm- 5:00 pm on the 4th Thursday of the month. (January, April, July, October). Meetings will be held at the Yamhill County Courthouse Room 32, 535 NE Fifth Street, McMinnville, Oregon 97128, unless otherwise announced.

Meeting agenda

YCTAC meeting agendas will be provided to members approximately five days prior to the meeting. Background materials will be included with the agenda for pre-reading and meeting preparation. Agendas and meeting background information will also be published on the County and YCTA websites for general public dissemination and use. Copies shall also be posted at the Yamhill County Transit Center.

Public notice of meetings

- 1) **Open Meeting Laws:** The meetings of the **YCTAC** are subject to and will be conducted in accordance with Oregon Open Meetings laws as codified by ORS 192.610 through 192.690.
- 2) **Notices of Meetings.** An individual designated by the Board or the County Administrator will send out notices of all meetings, keep records of membership and attendance and conduct correspondence not specifically assigned to other officers or Advisory Committee members. Meeting Notices and materials are available in Spanish and translators are available upon request. Meeting notices and materials are available in alternative format. In addition notices will be sent to:
 - a. **YCTAC** committee members
 - b. Stakeholders who have expressed an interest in the **YCTAC** activities
- 3) **Public notice** of the meeting will be submitted according to public meeting notice requirements, but will provide adequate notice prior to the meetings.
- 4) The meeting information will be posted on
 - a. Yamhill County website
 - b. YCTA website
 - c. YCTA Transit Rider Facebook page
 - d. Notices will be sent to appropriate organizations representing low income and limited English proficiency representatives.

Meeting records

- 1) Meeting discussions and outcomes will be documented by Yamhill County staff and made publicly available via meeting minutes.
- 2) Meeting minutes will be distributed to each member and appropriate officials.
- 3) Public Testimony will be heard at all YCTAC meetings.
- 4) The YCTAC will seek public, interested community and service provider input to the development of a recommended plan or projects either directly or through County staff.
- 5) Written copies of meeting materials will be available to the public for no less than six years, pursuant to OAR 732-040-0030(4)(b).

VII. ROLES AND RESPONSIBILITIES

To ensure the success of the YCTAC, the following roles have been identified for YCTAC:

Governance

The Advisory Committee has no formal delegated powers of authority to represent Yamhill County or commit to the expenditure of any funds. The Advisory Committee will submit recommendations to the Board designated staff.

Yamhill County will include information in their plans and proposals for STIF and STF funding recommendations about how the Advisory Committee was consulted when developing these plans and, if applicable, an explanation of why the Advisory Committee's recommendation was not adopted by the Board.

Officers and Duties

- 1) **Officers:** Officers of the YCTAC will be a chair, vice chair and secretary. The chair will be appointed by the Board. All other officers will be elected by the members at the first meeting held in July or as soon thereafter as reasonably practicable.
- 2) **Terms; Limits.** Except for the chair, the terms of office of officers are one year.
- 3) **Duties of Chair and Vice-chair.** The chair is the presiding officer at all Advisory Committee meetings. The chair will have a vote on each matter before the Advisory Committee. The chair may make motions. The vice-chair is the presiding officer in the absence or incapacity of the chair. The chair may appoint necessary subcommittees to carry out the purposes of the Advisory Committee.
- 4) **Duties of Secretary.** The secretary will keep a record of all proceedings of Advisory Committee meetings.
- 5) **Voting-Consensus:** Discussion to obtain consensus will be the prevailing procedure used at meetings. If consensus cannot be reached, a vote will be taken and the majority of those present shall prevail. Minority reports will be available to communicate alternate views. Parliamentary procedure will be used when a decision is to be recorded and transmitted as a recommendation.

Members

Members of the Advisory Committee will:

- a. Be expected to attend meetings and to participate in YCTAC activities.
- b. Be expected to study the issues or problems which come before the YCTAC in order to contribute to the resolution process.
- c. Listen and appreciate a diversity of views and opinions
- d. Focus on the agreed scope of the group operation
- e. Attend all meetings on time allowing for meeting to start at the designated time.
- f. Notify designated county staff if unable to attend a meeting
- g. Support and respect each other
- h. Not speak to the media on behalf of the YCTAC unless consent has been provided in writing from the Board and agreed to by the Advisory Committee.

Meeting attendance

Quorum: Official Action of YCTAC:

The quorum for conducting official business is six voting members of the Advisory Committee. Any motion passed by a majority of members present is considered official action of the YCTAC, provided a quorum was present. A majority of the filled positions will constitute a quorum if there are vacancies.

Public engagement

Yamhill County adopted its first Transit Development Plan in October 2018. This planning process included significant input from a variety of sources and from diverse groups. Input was gathered from current riders, the general public, and a variety of stakeholders. Below is a brief summary of the public engagement used for this process. The list of projects short and long term were identified through this process.

- Outreach events
- On-Board rider surveys
- Community surveys
- Stakeholder meetings and focus groups
- Bus operator interviews

This outreach was conducted in person, at events, online, and information was collected via email, written and verbal. The details are summarized in the Transit Development Plan.

The 2018 Transit Development Plan will serve as the foundation for proposals for STIF and STF funding now and in the future.

The YCTAC will conduct similar outreach annually in conjunction with Yamhill County's annual budget process to gather input regarding projects outlined in the plan and potential new projects and proposals for funding.

Conflict of interest

Yamhill County considers YCTAC members to be "public officials" as defined under ORS 244 et. seq. and they shall comply with all applicable provisions of ORS 244. Without limiting the applicability of the foregoing, any apparent, potential or perceived conflict of interest in matters that may be considered by the Advisory Committee should be declared by the YCTAC member to the rest of the YCTAC on the record and to the Transit Manager to ensure the group's future accountability, transparency and success.

VII. COMMITTEE REVIEW PROCESS

ODOT Funding Program Criteria – Attachment B

YCTAC shall establish a process for review and recommendation of the following Oregon Department of Transportation Funding Programs:

- 1) STIF Formula
- 2) STIF Discretionary
- 3) Intercommunity Discretionary
- 4) STF Formula
- 5) STF Discretionary,

The Advisory Committee shall advise Yamhill County on the development of the process for STIF Formula, STIF Discretionary, Intercommunity, and STF Formula and Discretionary funding plans, programs, and projects.

YCTAC shall establish a review process to plan and prioritize projects proposed to receive these funds. This process will include:

- a. Conduct public engagement activities
- b. Gather and request data

- c. Review all projects proposed for these funding programs
- d. Recommend projects
- e. Consider the criteria outlined in OAR 732-042-0020, OAR 732-044-0025, OAR Chapter 732
- f. Advise staff on how to coordinate STIF and STF funded projects
- g. Develop processes for ongoing monitoring

IX. Bylaws

The Advisory Committee will maintain written by-laws that include, but are not limited to, name and purpose, YCTAC membership criteria, appointment process, terms of office for the YCTAC members, general procedures of the YCTAC, member duties, meeting schedule, public noticing requirements and engagement processes, and the ODOT Funding programs Special Transportation Improvement Program and Special Transportation Fund process and general decision-making criteria.

Amendment to the bylaws must be adopted by Yamhill County by Board Order adopted by the Board.

Attachment A:

State Transportation Improvement Fund (STIF) Definitions

- 1) **Advisory Committee:** A committee formed by a Qualified Entity to assist the Qualified Entity in carrying out the purposes of the STIF Formula Fund and the Advisory Committee requirements specified in ORS 184.761(1).
- 2) **High Percentage of Low-Income Households:**
 - a. A community with a high percentage of low-income households is defined as having an equal or higher low-income percentage than the ***county-wide percentage** of low-income households. Within a city comprised of multiple Census tracts (i.e., McMinnville and Newberg), an area with a high percentage of low-income households is defined as a Census tract with an equal or higher percentage of low-income households than the city-wide percentage of low-income households. ** based on the most recent American Community Survey (ACS) estimate*
- 3) **Area of Responsibility:** the geographic area for which Yamhill County is responsible to provide State Transportation Improvement Fund and Special Transportation Formula and Discretionary moneys.
 - a. Yamhill County as the Qualified Entity is a County and its Area of Responsibility is the boundaries of Yamhill County including its ten (10) incorporated cities.
- 4) **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).
- 5) **Governing Body:** The decision-making body or board of a Qualified Entity. For Yamhill County, this is the Yamhill County Board of Commissioners who also serve per ORS 451 as the Board of Directors for the Yamhill County Transit Area, County Service District.
- 6) **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.
- 7) **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).
- 8) **Project:** A public transportation improvement activity or group of activities eligible for STIF moneys and a plan or proposal for which is included in a STIF Plan or in a grant application to a Qualified Entity or the Agency. Examples of project types include, but are not limited to: discrete activities, such as purchasing transit vehicles, planning, or operations; and groups of activities for a particular geographic area or new service, such as a new route that includes purchase of a transit vehicle, and maintenance and operations on the new route.
- 9) **Public Transportation Service Provider:** A Qualified Entity or a city, county, Special District, Intergovernmental Entity or any other political subdivision or municipal or Public Corporation that provides Public Transportation Services.
- 10) **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.

- 11) **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.
- 12) **STIF Formula Fund:** Up to 90 percent of the Statewide Transportation Improvement funds to be disbursed to Qualified Entities conditioned upon the Commission's approval of a STIF Plan, pursuant to ORS 184.758(1) (a).
- 13) **STIF or Statewide Transportation Improvement Fund:** The fund established under ORS 184.751.
- 14) **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.

Special Transportation Fund (STF) Definitions

the following definitions apply to rules in Chapter 732 Divisions 5, 10, and 20:

- 1) **"Administration"** means the essential activities incurred by the STF Agency; receiving, disbursing and accounting for STF moneys.
- 2) **"Administrative Allotment"** means a fixed amount, disbursed annually to an STF Agency, for Administration.
- 3) **"Advisory Committee"** means a committee appointed by an STF Agency to advise and assist the STF Agency in guiding and managing the purposes of the Special Transportation Fund.
- 4) **"Capital Item"** means a single item of durable equipment, a vehicle, a structure (facility) and real estate with an acquisition cost of \$5000 or more.
- 5) **"Coordination"** means working cooperatively with Providers and other individuals and agencies representing people unable to drive, low-income, elderly and people with disabilities, to more effectively apply funding and other resources to meet common transportation needs. Coordination actions may reduce duplication of service, reduce cost, increase service levels or make services more widely available in a community.
- 6) **"Disabled" also "People with Disabilities"** means a person or persons who, by reason of illness, injury, advanced age, congenital malfunction, or other permanent or temporary capacity, have a physical or mental impairment that substantially limits one or more of their major life activities. This definition does not include substance abuse disorders resulting from the current illegal use of drugs.
- 7) **"Discretionary Account"** means a Special Transportation Fund account for distribution of the remaining cigarette tax receipts and other revenues contributed to the STF set aside following distribution of the Formula Allocation, Minimum Allocation and Administrative Allotment.
- 8) **"Discretionary Grant"** means a grant award from the Discretionary Program.
- 9) **"Discretionary Program"** means a program financed by the
- 10) **"Discretionary Account"** that may be offered by the Division to support Projects benefiting the Elderly and People with Disabilities.
- 11) **"District"** means a mass transit district organized under ORS 267.010 to 267.390 or a transportation district organized under ORS 267.510 to 267.650.
- 12) **"Division"** means the Oregon Department of Transportation, Public Transit Division.
- 13) **"Elderly"** means 60 years of age or older.
- 14) **"Formula Allocation"** means an amount of STF moneys made available to a STF Agency on the basis of the STF Agency's share of resident population in proportion to the population of the state as a whole.

- 15) **"Formula Program"** means the program of regular distribution of STF moneys from the Division to the STF Agencies that is composed of the Formula and Minimum Allocations, plus the Administrative Allotment.
- 16) **"Incidental Use"** means a use of a Project that is not the primary purpose of the Project.
- 17) **"Indian Tribe"** means a federally recognized Indian Tribe in Oregon that has members residing on a reservation or tribal trust lands in Oregon.
- 18) **"Minimum Allocation"** means a minimum annual amount for which each STF Agency will be eligible, composed of the Formula Allocation moneys plus moneys from the Discretionary Account sufficient to equal the Minimum Allocation.
- 19) **"Oregon Transportation Commission"** means a commission established under ORS 184.612.
- 20) **"Project"** means a Public Transportation Service, a Capital Item or any associated activity including, but not limited to, planning and needs assessment, training, and research and that falls within the purposes defined in OAR 732-005-0016.
- 21) **"Provider"** means a city, county, district, Indian Tribe, or any other person or agency, whether public or private, that maintains, operates, or sponsors vehicles and facilities for Public Transportation Services for profit or on a nonprofit or voluntary basis.
- 22) **"Public Transportation Services"** means any form of passenger transportation by car, bus, rail or other conveyance, either publicly or privately owned, which provides service to the general public (not including charter or sightseeing or exclusive school bus) on a regular and continuing basis. Such transportation may include services designed to meet the needs of a specific user group, including for the Elderly and People with Disabilities, and for purposes such as health care, shopping, education, employment, public services, personal business or recreation.
- 23) **"Recipient"** means a city, county, transportation district, mass transit district, county service district, Indian Tribe, public or private non-profit corporation, or other person or agency, that is in receipt of STF moneys to finance in whole or part a Project for the elderly and people with disabilities.
- 24) **"Representative of Disabled Persons"** means an individual who is familiar with the needs of People with Disabilities and is knowledgeable or aware of the transportation needs of People with Disabilities.
- 25) **"Representative of Elderly Persons"** means an individual who is familiar with the needs of the Elderly and is knowledgeable or aware of the transportation needs of the Elderly.
- 26) **"Special Transportation Fund for Elderly and Disabled"** also "STF" means moneys generated by a tax on cigarettes, or from other sources, appropriated to the Division for distribution to STF Agencies for the purpose of financing and improving transportation programs and services for the Elderly and People with Disabilities.
- 27) **"STF Agency"** means the mass transit district, transportation district, **county** in which no part of a mass transit or transportation district is located or Indian Tribe that is eligible to receive STF moneys directly from the Division. **STF Agency in Yamhill County is Yamhill County.**
- 28) **"STF Plan"** means the Coordinated Plan developed by the STF Agency to guide the investment of STF moneys over at least a three year period.
- 29) **"STF Program"** means a set of policies and procedures that guide the expenditure of STF moneys to benefit transportation services for the Elderly and People with Disabilities.
- 30) **"User of Transportation Services"** means a person who is Elderly or a Person with Disabilities and who makes use of transportation programs and services for the Elderly and People with Disabilities financed in whole or part with STF moneys.

YCTA County Service District Definitions

- 1) **County Service District Authority:** ORS Chapter 451 authorizes "county service districts" for certain specified purposes including "public transportation, including public depots, public parking and the motor vehicles and other equipment necessary for the transportation of persons together with their personal property." ORS 451.010 (l) (h). ORS 451.435(1) provides that formation of county service districts is governed by ORS 198.705 to 198.955. ORS 198.835 authorizes a county governing body to form a county service district consisting of territory located wholly within the county without an election provided it adopts an order initiating formation of the district and thereafter complies with ORS 198.800 to 198.825.
- 2) **Boundaries:** All of unincorporated Yamhill County plus its ten incorporated cities of Amity, Carlton, Dayton, Dundee, Lafayette, McMinnville, Newberg, Sheridan, Willamina, and Yamhill. The legal description of Yamhill County and the Yamhill County Transit Area is set forth in ORS 201.360. ORS 201.360.
- 3) **Governing Body:** ORS Chapter 451 County Service District. The Board of Commissioners is the governing body of the district under ORS 451.485. While performing duties for the Yamhill County Transit Area, the Board shall be referred to as the Board of Directors.
- 4) **Advisory Committee:** The Advisory Committee is the YCTAC and it will function as the primary advisory body to the Board of Directors of Yamhill County Transit Area (YCTA) on transportation related issues affecting residents of Yamhill County.

Attachment B:

ODOT Criteria for Funding Programs- STIF Formula, STIF Discretionary, Intercommunity, STF Formula and STF Discretionary

STIF

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

- Conduct public engagement activities
- Gather and request data
- Review all projects proposed for STIF plan inclusion
- Recommend projects for STIF plan inclusion
- Consider the criteria outlined in OAR 732-042-0020
- Advise staff on how to coordinate STIF funded projects
- Develop processes for ongoing monitoring

STIF Formula Funds

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

- Whether the Project would:
 - Increase the frequency of bus service to communities with a high percentage of Low- Income Households
 - Expand bus routes and bus services to serve communities with a high percentage of Low-Income Households
 - Reduce fares for public transportation in communities with a high percentage of Low- Income Households
 - Result in procurement of buses that are powered by natural gas or electricity for use in areas with a population of 200,000 or more
 - Improve the frequency and reliability of service connections between communities inside and outside of the Qualified Entity's service area
 - Increase Coordination between Public Transportation Service Providers to reduce fragmentation in the provision of public transportation service
 - Expand student transit services for students in grades 9 through 12
- Whether the Project would maintain an existing, productive service
- The extent to which the Project goals meet public transportation needs and are a responsible use of public funds
- Other factors to be determined by the Qualified Entity or Advisory Committee

STIF Discretionary and Intercommunity Discretionary Funds

The Advisory Committee shall advise Yamhill County on the review grant applications for acceptance, rejection, or prioritization for funding from the Discretionary Fund and Intercommunity Discretionary Funds, consistent with OAR 732-044-0025.

YCTAC shall:

- Conduct public engagement activities
- Gather and request data
- Review all projects proposed for STIF plan inclusion
- Recommend projects for STIF plan inclusion
- Consider the criteria for OAR 732-044-0025
- Advise staff on how to coordinate STIF funded projects
- Develop processes for ongoing monitoring

Advisory Committee members are required to consider the following criteria when reviewing projects under the discretionary STIF Funds as described in OAR 732-044-0025:

- Supports the purpose, as applicable, of the Discretionary Fund or the Intercommunity Discretionary Fund, as described in OAR 732-044-0000, which includes:
 - The Discretionary Fund is intended to provide a flexible funding source to improve public transportation in Oregon. It is not a source of ongoing operations funding.
 - The Intercommunity Discretionary Fund is for improving connections between communities and between communities and other key destinations important for a connected Statewide Transit Network.
- Improves public transportation service to Low-Income Households
- Improves coordination between Public Transportation Service Providers and reduces fragmentation of Public Transportation Services
- Consistent with Oregon Public Transportation Plan goals, policies, and implementation plans, including:
 - Integrated public transportation planning where affected communities planned or partnered to develop proposed Projects
 - Technological innovations that improve efficiencies and promote a seamless and easy to use Statewide Transit Network
 - Advancement of State greenhouse gas emission reduction goals
 - Support or improvement of a useful and well-connected Statewide Transit Network
- Does not substantially rely on discretionary state funding beyond a pilot phase for operations projects
- Supports geographic equity or an ability to leverage other funds (these factors apply when all other priorities are held equal)
- Meets any additional criteria established by the Commission

STF Formula and Discretionary

The Advisory Committee shall advise Yamhill County on the review of grant applications for acceptance, rejection, or prioritization for funding for the STF Program consistent with ORS 391.800 through 391.830 and Oregon Administrative Rules OAR Chapter 732.

YCTAC shall:

- Conduct public engagement activities
- Gather and request data

- Review all projects proposed for STF funding
- Recommend projects to be funded by STF and make recommendation to Yamhill County
- Consider the criteria for OAR Chapter 732.
- Advise staff on how to coordinate STF funded projects
- Develop processes for ongoing monitoring

Advisory Committee members are required to consider the following criteria when reviewing projects for STF Formula and STF Discretionary Funding.

- Projects supported by the Special Transportation Fund are intended to benefit seniors and people with disabilities
- STF Funding is intended to increase the resources available to provide public transportation for seniors and people with disabilities.
- The general public may also be served by programs funded with the STF. Allowing the public access to the same service is appropriate if such use does not interfere with the use of the service by seniors and people with disabilities.
- STF is to be used for the following broad purposes:
 - Maintenance of existing transportation programs and services for seniors and people with disabilities;
 - Expansion of such programs and services;
 - Creation of new transportation programs and services for seniors and people with disabilities; and
 - Planning and development of transportation services for those not currently served
 - Refer to STF guidebook for examples of STF eligible projects

Accepted by Yamhill County
 Board of Commissioners on
 10/25/18 by Board Order
 # 18-386

Carolina Rook

From: Cynthia Thompson
Sent: Tuesday, October 23, 2018 3:39 PM
To: Mary Starrett; Stan Primozich; Rick Olson
Cc: Laura Tschabold; Ken Huffer; Carolina Rook
Subject: FW: YCTAC Bylaws_10-22-18_YCTAC edits
Attachments: YCTAC Bylaws_10-22-18_YCTAC edits.docx

Dear Board of Commissioners,

Attached is a copy of the YCTAC bylaws. When the YCTAC met last week, they made two changes to the bylaws. These changes need to be approved by the BOC. My apologies, I forgot about this until today.

The changes are as follows;

- 1.) Meeting time (PAGE 5) changed from 6:30 pm – 8:30 pm to **3 pm – 5 pm** on the 4th Thursday of the month (January, April, July, October).
- 2.) Clarification of data for the definition of High Percentage of Low-Income Households (PAGE 9):
 - a. A community with a high percentage of low-income households is defined as having an equal or higher low-income percentage than the ***county-wide percentage** of low-income households. Within a city comprised of multiple Census tracts (i.e., McMinnville and Newberg), an area with a high percentage of low-income households is defined as a Census tract with an equal or higher percentage of low-income households than the city-wide percentage of low-income households. * based on the most recent American Community Survey (ACS) estimate

Thank you for your patience with these last minute changes. We are nearing the finish line so this should be the end of items you will need to approve.

Cynthia

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