

YAMHILL COUNTY TRANSIT ADVISORY COMMITTEE (YCTAC)

BYLAWS

STATUTORY HISTORY

Consolidation of the [Special Transportation Fund \(STF\)](#) and [Statewide Transportation Improvement Fund \(STIF\)](#) public transportation funding programs was directed by [Senate Bill 1601](#) which passed in the July 2020 First Special Session of the Oregon State Legislature. The purpose of this merger is to increase efficiency and funding reliability for public transportation providers throughout Oregon.

The STF was created in 1985 by the Oregon Legislature to provide transportation services needed to access health, education, work, social, and recreational opportunities so that seniors and people with disabilities may live as independently and productively as possible. The STIF was established in Section 122 of House Bill 2017 (also known as Keep Oregon Moving) to provide a dedicated source of funding for improving, maintaining, or expanding public transportation for all users.

In 2019, ODOT launched a Consolidation Advisory Committee (CAC) to consider and recommend changes needed to consolidate the two programs. The Oregon Transportation Commission endorsed the CAC's [STF/STIF Consolidation Report and Plan](#) in November 2019. Senate Bill 1601 incorporated the CAC's recommendations in the statutory language, and ODOT convened a Rules Advisory Committee (RAC) to draft new consolidated STIF program rules in spring 2021.

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 the Statewide Transportation Improvement Fund (STIF) program. 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.

YCTAC meets advisory committee requirements for the Oregon Department of Transportation STIF funding program as well as meeting 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. The Board also serves as the YCTA Board of Directors.

PURPOSE OF THE ADVISORY COMMITTEE

As mentioned above, Yamhill County has formed this Advisory Committee, YCTAC to perform two primary functions. The YCTAC will serve as the advisory committee for the Special Transportation Improvement Fund and 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 732, Division 40, Sections 0030 and 0035, Division 42, Section 0020, and Division 44, Section 0025.
- b. 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.

DEFINITIONS

Definitions that apply to terms used in these bylaws and in the STIF and YCTAC District programs and requirement is attached -Attachment A

COMMITTEE TASKS

The Advisory Committee will:

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 for inclusion in the STIF Plan and staff’s proposed 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.
7. Review the proposed distribution of Formula Program funding and make recommendations.
8. Adhere to all Oregon Public Meetings laws.
9. Participate in developing the Transportation and Human Service Coordinated Plan
10. Review projects proposed for population based funding moneys, including the proposed Recipient, Project purpose, intended User of Transportation Services, and the proposed funding level.
11. The Advisory Committee may recommend to the Agency any changes to the proposed distribution of Formula Program moneys or Discretionary Grant applications it considers necessary.

COMMITTEE MEMBERSHIP

Number of members

The YCTAC will include at least nine (9) 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 (5) members on the YCTAC. To meet committee requirements of STIF, the Board has chosen to have nine (9) members. The membership of the YCTAC will meet STIF requirements under ORS 184.761(1).

Member appointment process

1. Members shall be appointed by the Board as follows:
 - a. Yamhill County as the governing body will advertise YCTAC openings in newspapers 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 and YCTA district requirements.
 - b. Once the appointees have submitted the appropriate Yamhill County application form, the Board will review all applications and appoint 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 YCTAC district.

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

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

1. Low-income individuals
2. Individuals 65 or older or people with disabilities
3. Public Transportation Service Providers or non-profits that provide public transportation services
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
- b. people with disabilities
- c. veterans
- d. low-income individuals
- e. social equity advocates
- f. environmental advocates
- g. Black, Indigenous, and people of color
- h. bicycle and pedestrian advocates
- i. people with limited English proficiency
- j. public health, social and human providers
- k. transit users who depend on transit for accomplishing daily tasks
- l. individuals aged 65 or older
- m. educational institutions
- n. Public Transportation Providers
- o. non-profit entities which provide public transportation services
- p. neighboring Public Transportation Service Providers
- q. employers
- r. major destinations for users of public transit

Terms of office

The YCTAC members 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 no 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 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:**
 - A) Resignation from the YCTAC must be in writing and received by the Board, the Transit Manager, and the committee secretary of the YCTAC.
 - B) 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.

- C) 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:

- A) The Board may remove members of the YCTAC when it determines in its sole discretion that removal is in the best interest of YCTAC.

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 Yamhill County Public Works, 2060 NE Lafayette Avenue, McMinnville, Oregon 97128, unless otherwise announced.

Meeting agenda

YCTAC meeting agendas will be provided to members approximately five days prior to the meeting. Agendas and meeting background 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 Meeting Law 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 of Advisory Committee. Meeting notices and materials are available in Spanish, and in alternate formats. Translators are available upon request. In addition, notices will be sent to:
 - YCTAC members.
 - Stakeholders who have expressed an interest in the YCTAC activities.
3. **Public Notice:** 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:
 - Yamhill County website - www.co.yamhill.or.us
 - YCTAC website - www.ycbus.org
 - YCTA Transit Rider Facebook page - YCbus info
 - Notices will be sent to appropriate organizations representing low-income and limited English proficiency representatives.
 - Local news publications
 - Non-English-speaking publications

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 for the development of a recommended plan or projects directly or through County YCTA 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).

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 of Commissioners designated staff.

Yamhill County will include information in their plans and proposals for STIF 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 of Commissioners.

Officers and Duties

Officers: Officers of the YCTAC will be chair, vice chair. 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.

Term Limits: Except for the chair, the term limits of officers are one year.

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.

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:

- Be expected to attend meetings and to participate in YCTAC activities.
- Be expected to study the issues or problems which come before the YCTAC to contribute to the resolution process.

- Listen and appreciate a diversity of views and opinions.
- Focus on the agreed scope of the group operation.
- Attend all meetings on time allowing for meetings to start at the designated time.
- Notify designated YCTA staff if unable to attend a meeting.
- Support and respect each other.
- Not speak to the media on behalf of the YCTAC unless consent has been provided in writing from the Board of Commissioners 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 was 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 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.

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:

- STIF Formula and population based funding
- STIF Discretionary
- Intercommunity Discretionary

The Advisory Committee shall advise Yamhill County on the development of the process for STIF Formula, Population based, STIF Discretionary, and Intercommunity 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 funded projects.
- g) Develop processes for ongoing monitoring.

A Qualified Entity's Governing Body or Advisory Committee may appoint a Work Group to provide additional input on STIF Formula projects. A Work Group may or may not be comprised of members of the Qualified Entity's Advisory Committee. Input from the Work Group shall be considered and documented in the Qualified Entity's Advisory Committee's meeting minutes in the completion of its duties as described in OAR 732-040-0030(1).

Bylaws

The Advisory Committee will maintain written bylaws 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 program Special Transportation Improvement Fund process and general decision-making criteria.

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

Attachment A

State Transportation Improvement Fund (STIF) definitions

- 1) “Advisory Committee” means either 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), or a joint committee formed by two or more Qualified Entities for the same purposes, pursuant to ORS 184.761(5).
- 2) “Agency” means Oregon Department of Transportation (“ODOT”).
- 3) “American with Disabilities Act” (“ADA”) means section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended by the ADA Amendments Act of 2008.
- 4) “Area of Responsibility” means the geographic area for which each Qualified Entity is responsible to provide STIF Formula Fund moneys.
 - a) For a Qualified Entity that is a county, the Area of Responsibility is the geographic area within the county’s jurisdictional boundaries.
 - b) Yamhill County as the Qualified Entity is a County, and its Area of Responsibility are the boundaries of Yamhill County including ten (10) incorporated cities.
- 5) “Biennium” (plural, “Biennia”) means a two-year period which runs from July 1 of an odd-numbered year to June 30 of the next odd-numbered year.
- 6) “Capital Asset” means real property or tangible items purchased or leased with STIF moneys, including without limitation vehicles and structures, with a purchase price of \$5,000 or more and a useful life of at least one year.
- 7) “Client-Only Project” means a project where the underlying transportation service is offered to a limited group of people and not made available to the general public.
- 8) “Discretionary Fund” means up to five percent of the 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(2)(b).
- 9) “Fiscal Year” means the Agency’s fiscal year which begins July 1 and ends June 30.
- 10) “Governing Body” means 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.
- 11) “Indexed Minimum” means the smallest amount to be distributed under the Population-Based Formula and Payroll-Based Formula to any one Qualified Entity. This amount is tied to the minimum distribution of the STIF Formula and Special Transportation Fund Formula programs in the 2019-2021 biennium, adjusted biennially by the rate of growth in the overall STIF fund.
- 12) “Intercommunity Discretionary Fund” means up to four percent of STIF funds to be disbursed to Public Transportation Service Providers through a competitive grant funding process, pursuant to ORS 184.758(2)(c).

- 13) “Low-Income Household” means 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.
- 14) “High Percentage of Low-Income Households” means a community with a high percentage of low-income households is defined as having an equal or higher 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**.
- 15) “Local Plan” means a local or regional public transportation plan(s), which may include adopted policy(ies) that is developed and approved by the Governing Body of a Qualified Entity, Public Transportation Service Provider, or Metropolitan Planning Organization and which includes, at a minimum:
- a) A planning horizon of at least four (4) years.
 - b) An existing and future conditions analysis that includes:
 - A. Current and forecast population and demographics, including locations of people who are often transit dependent, including low-income households, individuals of age 65 or older, youth, and individuals who are racially and ethnically diverse;
 - B. Locations of existing housing, employment centers, medical and social and human services centers, major destinations, and other locations with needs for public transportation services and programs;
 - C. Inventories of current Public Transportation Services located within, adjacent to, or with the reasonable potential to connect to the local or regional public transportation services, as applicable:
 - i. Prioritized lists of public transportation improvements and capital projects; and
 - ii. Identified opportunities to coordinate public transportation services within and outside the county, district, or tribal area and with other agencies and areas to improve efficiency and effectiveness of service and reduce gaps in service.
 - iii. Local Plans include but are not limited to: Coordinated Public Transit Human Services Transportation Plans, Transportation System Plans, Transit Development Plans, and Transit Master Plans.
- 16) “Payroll-Based Formula” means the portion of STIF Formula Funds disbursed per ORS 184.758(5).
- 17) “Population-Based Formula” means the portion of STIF Formula Funds disbursed per ORS 184.758(3).
- 18) “Project” means 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.

- 19) “Public Transportation Advisory Committee” (“PTAC”) means the ODOT Public Transportation Advisory Committee established by the Commission in 2000.
- 20) “Public Transportation Service Provider” means a Qualified Entity or a city, county, Special District, Intergovernmental Entity, or any other political subdivision or municipal of Public Corporation that provide Public Transportation Services.
- 21) “Public Transportation Services” means 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 include services designed to meet the needs of a specific user group, including for older adults and individuals with disabilities, for purposes such as health care, shopping, education, employment, public services, personal business, or recreation. Public Transportation Services must be designed and advertised as Shared-Ride Service.
- 22) “Shared-Ride-Service” means a service where neither the operator or any passenger may refuse to permit additional passengers that are otherwise complying with the operator’s rules and policies.
- 23) “Qualified Entity” means, 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.
- 24) “Recipient” means a Qualified Entity or Public Transportation Service Provider that has a STIF Plan approved by the Commission or enters into an agreement directly with the Agency to receive STIF funds.
- 25) “STIF Formula Fund” means 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(2)(a).
- 26) “STIF” or “Statewide Transportation Improvement Fund” means the fund established under ORS 184.751.
- 27) “STIF Plan” means 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.
- 28) “Statewide Transit Network” means the collection of all transit service that operates in Oregon.
- 29) “Sub-Recipient” means any entity that has entered into an agreement with a Recipient in order to complete one or more tasks specified in the agreement between the Agency and the Recipient.
- 30) “These Rules” means OAR Chapter 732 Divisions 40, 42, and 44.
- 31) “Transportation District” means a district organized under ORS 267.510 to 267.650.
- 32) “Work Group” means a subcommittee formed by a Qualified Entity’s Governing Body or Advisory Committee for the purpose of providing additional input on STIF Formula Fund projects.

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(I)(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 (10) 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.
- 3) **Governing Body:** ORS Chapter 451 County Service District. The Yamhill County 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 Yamhill County Transit Advisory Committee (YCTAC), and it will function as the primary advisory body to the Board of Directors of Yamhill County Transit Area, and the Yamhill County Board of Commissioners on transportation related issues affecting residents of Yamhill County.