Hood River County Transportation District

STIF Advisory Committee By-laws

Article 1: Name

The name of this organization shall be the Hood River County Transportation District Statewide Transportation Improvement Fund Advisory Committee. Hereafter this committee will be referred to as the Advisory Committee.

Article 2: Citations

This Advisory Committee and these Bylaws are established for the purpose of carrying out statutory requirements as established under ORS 184.758(1)(b), ORS 184.761, and ORS 391.800 and the rules establishing the procedures and requirements for administration the Statewide Transportation Improvement Fund, as set forth under OAR Chapter 732, Division 040. Section 0030 and 0035, Dir 42, Section 0020 and Dir 44 Section 0025.

Article 3: Definitions

The following definitions shall apply to the terms used in these Bylaws for additional definitions that apply to OAR Chapter 732, Divisions 40,42, and 44 please refer to OAR 732-040-0005:

“Advisory Committee” means the committee formed by the 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). The name of this committee is the Hood River County Transportation District State Transportation Improvement Fund Advisory Committee. Outside of these Bylaws, this Committee may commonly be referred to as “the STIF Committee”.

“Bicycle and Pedestrian Advocates” shall be individuals representing either organizations or standing committees associated with local governments within Hood River 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.

“Board” shall mean the Hood River County Transportation District Board of Directors.

“Commission” means the Oregon Transportation Commission (“OTC”) established under ORS 184.612.

“Community with a high percentage of low-income households” means either:

(a) A group of people living in geographic proximity to each other who have a higher percentage of low-income households than the state average; or

(b) A group of people sharing a common characteristic, such as enrollment in Medicaid, the Supplemental Nutrition Assistance Program (SNAP), or another income-eligible program, who have a higher percentage of low-income households than the state average, regardless of where any person within the group is located.

“Discretionary Fund” means 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(2)(b).

“Employer Representative” shall mean any employee, supervisor, manager, or owner of a business enterprise legally operating within the boundaries of Hood River County.

“Environmental Advocates” shall be individuals representing either organizations or standing committees associated with local governments within Hood River 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.

“Governing Body” means the decision-making body or board of a Qualified Entity. The Hood River County Transportation District Board of Directors is the decision-making body for Hood River County Transportation District.

“Intercommunity Discretionary Fund” means 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(2)(c).

“Local Government Representative” shall mean an employee of a County, municipal, or special district governmental organization formed and organized under the Oregon Revised Statutes and operating within the jurisdictional boundaries of Hood River County.

“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 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;

(c) Prioritized lists of public transportation improvements and capital projects; and

(d) 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.

(e) 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.

“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.

“Major Destination” shall mean a well-known and commonly recognized destination within Hood River County, which may either be at one physical location (ex. Hood River County Historical Museum) 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 which promotes tourism within Hood River County generally.

“Operations Reserve Project funds" refer to funds set aside for a use as described in OAR 732-042-0015(4).

“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 this entity receives public transportation funding.

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

“Persons with Limited English Proficiency” shall be persons as defined in Hood River County’s Limited English Proficiency Plan adopted by the Board, 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.

“Plan Contingency Project funds" refer to funds set aside for contingency use as described in OAR 732-042-0015(5).

“Planned Carry Forward Project funds" refer to funds set aside for use in a future STIF Plan as described in OAR 732-042-0015(6).

“Population-Based Formula” means the portion of STIF Formula Funds disbursed per ORS 184.758(3).

“Prior STIF Plan Period funds" refer to Planned Carry Forward Project funds, Plan Contingency Project funds, Operation Reserve Project funds and Unused Project funds disbursed to a Qualified Entity that were not spent during the STIF Plan Period in which they were disbursed. For STIF Plans with an effective date prior to July 1, 2027, Prior STIF Plan Period funds also refer to any STIF Formula Fund moneys budgeted for a task categorized in the STIF Plan as a "Program Reserve/Contingency" and any STIF Formula Fund moneys budgeted for a Project described in the STIF Plan as a "Project using planned carry forward funding" that were not spent during the STIF Plan Period in which they were disbursed.

“Project” means a public transportation improvement or maintenance 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 ODOT. Examples of project types include, but are not limited to: discrete activities, such as purchasing transit vehicles, planning, or operations; and groups of activities for a particular geographic area or new service, such as a new route that includes purchase of a transit vehicle, and maintenance and operations on the new route.

“Public Transportation Service Provider” means 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.

“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.

“Public Transportation Service Provider Representative” shall mean a representative of a publicly managed transportation service engaged in providing public transportation services within the County.

“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.

“Recipient” means a Qualified Entity that has a STIF Plan approved by the Commission and enters into an agreement with the ODOT or a Public Transportation Service Provider that enters into an agreement directly with ODOT to receive STIF funds.

“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 operating within the jurisdictional boundaries of Hood River County.

“Representative of Low-Income Individuals” shall be a person representing the needs of low-income transportation system users, and who is familiar through association with groups or individuals with special transportation needs of low-income users.

“Representative of Persons with Disabilities” 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.

“Representative of Persons with Limited English Proficiency” shall be someone representing the needs of transportation system users with limited English proficiency, and who is familiar through association with neighborhood groups, local school groups, social service or non-profit agencies, with the transportation needs of limited English proficiency users.

“Senior” or “elderly” shall mean persons sixty-five (65) 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 is familiar through association with groups or individuals, or facilities serving seniors, with the special transportation needs of elderly users.

“Shared-Ride Service” means a service where neither the operator nor any passenger may refuse to permit additional passengers that are otherwise complying with the operator’s rules and policies.

“Social and Human Service Provider Representative” shall mean a representative of a social services, human services, or health services agency operating within Hood River County. Said agency may be a public agency, a non-profit agency, or a not-for-profit institution such as a health center.

“Social Equity Advocates” shall be individuals representing either organizations or standing committees associated with local governments within Hood River 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.

“Statewide Transit Network” means the collection of all transit service that operates in Oregon.

“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).

“STIF” or “Statewide Transportation Improvement Fund” means the fund established under ORS 184.751.

“STIF Plan” means a public transportation improvement plan that is approved by a Governing Body and submitted to ODOT for review and approval by the Commission in order for the Qualified Entity to receive a share of the STIF Formula Fund.

“STIF Plan Maximum” means the total amount of funding sought in a Qualified Entity’s Commission-approved STIF Plan. It does not include any Prior STIF Plan Period funds.

“STIF Plan Period” means the effective date specified in a Commission-approved STIF Plan through the end date of the STIF Plan.

“Sub-Recipient” means any entity, including but not limited to a Public Transportation Service Provider, that has entered into an agreement with a Recipient in order to complete one or more tasks specified in the agreement between ODOT and the Recipient. A Sub-Recipient does not include an entity or person that a Recipient has identified as a contractor pursuant to OAR 732-042-0055.

“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.

“Unused Project funds” are STIF Formula Fund moneys that a Qualified Entity included in the budget for a Project during a STIF Plan Period but did not spend during that STIF Plan Period. Unused Project funds do not include Planned Carry Forward Project funds, Plan Contingency Project funds or Operations Reserve Project funds. For STIF Plans with an effective date prior to July 1, 2027, Unused Project funds also do not include any STIF Formula Fund moneys budgeted for a task categorized in the Plan as a "Program Reserve/Contingency" and any STIF Formula Fund moneys budgeted for a Project described in the STIF Plan as a "Project using planned carry forward funding" that a Qualified Entity did not spend during the STIF Plan Period in which they were disbursed.

Article 4: Function

1. Purpose:
    a. Assist the Hood River County Transportation District on matters that pertain to the needs of individuals and persons with disabilities and seniors in Hood River County, to encourage and promote services that meet those needs, and to advocate for a range of services that directly affect the welfare of those who desire or require those services.
    b. Assist the Board in tasks and duties supporting local and regional transportation services funded through the Statewide Transportation Improvement Fund (STIF) and allocated to Hood River County Transportation District, for distribution to Public Transportation Service Providers within and adjacent to Hood River County.
2. Major Tasks: The Committee shall have five (5) major tasks. These are:
    a. Advise staff regarding opportunities to coordinate Population-Based Formula funds with other transportation programs and services to avoid duplication and gaps in service.
    b. Participate in updating the Local Plan.
    c. Review grant applications and recommend prioritization for funding from the Discretionary Fund and Statewide Transit Network Funds, consistent with OAR 732-044-0025. Advisory Committee members are required to consider the following criteria when reviewing projects under Discretionary STIF Funds as described in OAR 732-044-0025:
        i. Supports the purpose, as applicable, of the Discretionary Fund or the Intercommunity Discretionary Fund, as described in OAR 732-044-0000;
        ii. Meets the criteria established under OAR 732-044-0030(1); and
        iii. Meets any additional criteria established by the Commission
    d. Review, prioritize and recommend for HRCTD Board Adoption of the STIF Formula Fund projects and allocated funding proposed for inclusion within the STIF Plan
        i. Per OAR 732-042-0020 the Advisory Committee shall consider the following when reviewing STIF Formula Fund Projects:
            1. The extent to which a Project using Population-Based Formula funds would advance the considerations described in 732-042-0010(7)(a);
            2. The extent to which a Project using Payroll-Based Formula funds reflects the sub-allocation method created pursuant to 732-042-0010(7)(b), including any factors that HRCTD and Public Transportation Service Providers have developed collaboratively pursuant to OAR 732-042-0010(7)(b)(A).
        ii. Per OAR 732-042-0020 the Advisory Committee may consider the following factors when reviewing STIF Formula Fund Projects, including but not limited to:
            1. The extent to which the Project would advance each of the criteria listed at 732-042-0015(2)(c).
            2. Whether the Project would maintain an existing service;
            3. The extent to which the Project goals meet public transportation needs and are a responsible use of public funds; and
            4. The extent to which the Project might benefit or burden historically- or currently-marginalized communities both now and in the long term;

5. The extent to which the Project would improve first- and last-mile connections to public transit and support multimodal integration;
6. The extent to which the Project achieves geographic equity; and
7. Other factors to be determined by the Advisory Committee.

e. Ensure that sub-recipients that have received funds are applying the funds in accordance with and for the purposes described within their project proposal.

3. The Committee shall perform the tasks consistent with the administrative requirements set forth under OAR Chapter 732, Division 40, 42, and 44 as defined by Hood River County Transportation District.

Article 5: Membership

1. The Advisory Committee shall consist of no less than five (5), and no more than seven (7) members, appointed by the Board, as follows:
    a. To be qualified to serve on the Committee, an individual must:
        i. Be knowledgeable about the public transportation needs of residents or employees located within or traveling to and from Hood River County.
    b. At least one member from each of the following, per OAR 732-040-0035 who shall be a person:
        i. With low-income, as defined in Article 3, or a representative of low-income persons who use transportation services in Hood River County; and
        ii. Who is a senior or elderly individual (aged 65 or older), as defined in Article 3 or a representative of seniors who use transportation in Hood River County; and
        iii. Who is an individual with a disability, as defined in Article 3 or a representative individuals with disabilities who use transportation in Hood River County; and
        iv. A representative of a Public Transportation Service Provider or non-profit entity who provides public transportation services, as defined in Article 3.
    c. Up to three (3) additional members may be representatives from any of the following groups, per OAR 732-040-0035 be a person who is a member of or represents one or more of the following:
        i. Local governments, including land use planners;
        ii. People with disabilities;
        iii. Veterans;
        iv. Low-income individuals;
        v. Social equity advocates;
        vi. Environmental advocates;
        vii. Black, indigenous, and people of color;
        viii. Bicycle and pedestrian advocates;
        ix. People with limited English proficiency;
        x. Public health, social and human service providers;
        xi. Transit users who depend on transit for accomplishing daily activities;
        xii. Individuals age 65 or older;
        xiii. Educational institutions;
        xiv. Public Transportation Service Providers;
        xv. Non-profit entities which provide public transportation services;

xvi. Neighboring Public Transportation Service Providers;
xvii. Employers; or
xviii. Major destinations for users of public transit.

d. The Board will seek to appoint Committee members who represent the diverse interests, perspectives, geography, and the demographics of Hood River County.

2. Terms of Office: Terms shall be three (3) years. There are no limits to the number of successive terms a member may serve. Terms begin on July 1 and end on June 30. Terms shall be staggered as much as possible.
3. Member Responsibilities: All Committee members shall regularly attend meetings of the Committee.
4. Resignation of Membership: Should a member need to resign from the Advisory Committee, they may do so by informing HRCTD staff verbally or in writing.
5. Termination of Membership: The Board may remove Committee members as follows:
    a. Failure to attend three or more consecutive regular Committee meetings. The HRCTD Board may declare a member's position vacant when the member has failed to attend three or more consecutive regular Committee meetings.
7. Vacancies: The HRCTD Board shall make appointments to fill vacancies as they occur. Applicants should complete a committee application; staff will present this at the next HRCTD Board of Directors meeting for consideration.

Article 9: Meetings

1. Regular Meetings: The Advisory Meeting should meet as often as needed to advise HRCTD staff and review project proposals but no less than two times per year. These meetings will be hosted by HRCTD at 224 Wasco Loop unless otherwise noted, and shall take place during transit operating hours, to facilitate attendance of interested individuals.
2. 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.
3. Voting: Each Committee member shall have one vote.
4. Agenda: Agendas of all meetings will be provided to the group approximately 7 days prior to the meeting. Background materials may be included with the agenda for pre-reading and meeting preparation.
5. Notice: Public notice of meetings must be posted in advance to allow reasonable time for the media and interested parties to react to the information. Public notice options include, but are not limited to:
    a. Notice posted at the CAT Transit Center (224 Wasco Loop, Hood River, OR 97031)
    b. Social Media
    c. Columbia Area Transit Website
6. Minutes: Minutes recording all motions and subsequent action including the number of yes or no votes on each issue shall be taken. In addition, all conflicts of interest shall be noted. Minutes of all meetings shall be posted following all meetings as required under existing HRCTD policy.
7. Roles: HRCTD staff will coordinate and facilitate meetings to ensure the success of the group.

Article 10: Public Records & Meeting Law and Public Engagement

1. Public Records and Meeting Law: The Committee is a public body for the purposes of OAR Chapter 166, Division 150 and is subject to the statutory procedures related to Oregon public records and meetings. Pursuant to OAR 732-040-0030, written copies of Committee agendas, minutes, and By-laws shall be made available to the public for a period of no less than six (6) years.
2. Public Engagement: Pursuant to OAR 732-040-0030, the Committee shall strive to seek public engagement in all its deliberative processes, regarding the selection of projects for inclusion and funding in the HRCTD STIF Plan. The Committee will work with HRCTD staff resources 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 By-laws or any special rules of order the Committee shall adopt.

ARTICLE 12 Conflict of Interest

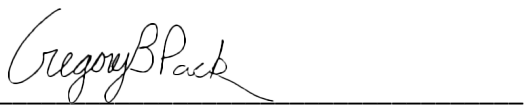
A potential or actual conflict of interest shall be declared by any member who has or may have a conflict of interest as defined by Oregon law (ORS 244.020), prior to taking any action on the matter causing the conflict. No member shall vote upon any motion which requires declaration of an actual conflict of interest.

Article 13: By-Laws and Amendments

1. By-laws: The Committee shall maintain written By-laws pursuant to OARS 732-040-030 that 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.
2. Review of By-laws: Committee By-laws will be reviewed and updated by HRCTD staff and presented to the Board for adoption as needed. The Board may also elect to review Committee By-laws at any time. Updated By-laws will be provided to all Committee members.

Adopted: July 15, 2026

HOOD RIVER COUNTY TRANSPORTATION DISTRICT BOARD OF DIRECTORS



Greg Pack, Board Chair