

Meeting Agenda
Thursday, March 7
10 am to 11:30 am



Crook County Annex, 320 NE Court St, Prineville, OR

If you are unable to attend in person, please call in to the meeting using the conference line information below. To request this information in an alternative format, please call Derek Hofbauer at 541-548-9534 or send an email to dhofbauer@coic.org. Crook County encourages persons with disabilities to participate in all programs and activities. This meeting location is accessible to people with disabilities. If you need accommodations to make participation possible, please contact Derek. Conference line number: (605) 313-4122 access code 443049

Meeting Agenda

- 10:00 Welcome and Introductions
- 10:15 Overview of STIF program
- 10:30 Review adopted STIF bylaws
- 10:45 Roles and responsibilities of committee members
- 11:00 Goal setting conversation
- 11:15 Preview of upcoming CET open house events
- 11:20 Establish 2019 meeting schedule
- 11:30 Adjourn



Statewide Transportation Improvement Fund Formula Fund Allocation Estimate, December 2018 Update

Introduction

ODOT has completed the annual update to the Statewide Transportation Improvement Fund (STIF) Formula Fund allocation estimate. For most Qualified Entities (QEs)¹, the revenue estimates are higher than the April 2018 forecast. The main reason is the upwards adjustment of about 2.5% of the expected Transit Payroll Tax collections. Some QEs might see larger gains than others due to relative gains in the QEs own payroll share. This forecast is updated annually with the state revenue forecast and includes the most current employment payroll data from the Oregon Employment Department.

Ninety (90) percent of the revenue will be distributed by formula to QEs, which are required to coordinate with Public Transportation Service Providers (PTSPs)² in their area of responsibility to develop a sub-allocation method and estimates as a starting point for local decision-making.

Estimate Assumptions

The forecast is conservative because the tax is new and we lack historical data to predict future revenues. The level of taxpayer compliance is also uncertain. ODOT will only distribute the revenue it receives, which may be more or less than this estimate, up to the QEs-approved STIF Plan funding limit.

The table on page 2 summarizes the estimated Formula Fund revenues available to each QE based on the date of distribution by fiscal year. The estimate for Fiscal Year 2019 (July 1, 2018-June 30, 2019) includes two quarters of revenue. Updated estimates for the Formula, Discretionary and Intercommunity Discretionary funds for FY 2019 (two quarters) through FY2021 are summarized in the table below.

Estimated Payroll Distribution	Q3, Q4 of FY 2019-FY 2021
Formula Fund	\$201.9 M
Discretionary Fund	\$11.2 M
Intercommunity Discretionary Fund	\$9.0 M

Distributions will occur quarterly, contingent on Oregon Transportation Commission approval of the QE’s service improvement plan (STIF Plan).

Estimate Calculation Method

- Gross revenue is multiplied by projected tax payer compliance rate, assumed to begin at 75% and improve each quarter
- Department of Revenue collection and administration costs are deducted from the gross revenue
- The result is multiplied by 90% to determine the projected Formula Fund net total
- Note that the remaining 10% is dedicated to the Discretionary Fund (5%), Intercommunity Discretionary Fund (4%), and the Technical Resource Center (1%), which also funds ODOT administration of STIF Program
- The projected net total is multiplied by the QE payroll shares resulting in QE revenue estimates
- QE payroll shares are calculated using the most current annual payroll data from Oregon Employment Department, with adjustments to ensure each QE receives the minimum annual allocation of \$100,000

¹ Qualified Entities are defined in statute as 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.

² Public Transportation Service Provider means a QE or a city, county, Special District, Intergovernmental Entity or any other political subdivision or municipal or Public Corporation that provides public transportation services.

Qualified Entity (QE)	April 2018 Forecast			Change			December 2018 Forecast		
	FY 2019	FY 2020	FY 2021	FY 2019	FY 2020	FY 2021	FY 2019	FY 2020	FY 2021
Baker County	\$ 68,000	\$ 154,000	\$ 178,000	\$ -	\$ 4,000	\$ 5,000	\$ 68,000	\$ 158,000	\$ 181,000
Basin Transit Service District w/ out of district	\$ 305,000	\$ 693,000	\$ 784,000	\$ 5,000	\$ 22,000	\$ 37,000	\$ 310,000	\$ 715,000	\$ 821,000
In district	\$ 251,000	\$ 571,000	\$ 645,000	\$ 2,000	\$ 13,000	\$ 25,000	\$ 253,000	\$ 584,000	\$ 670,000
Out of district	\$ 54,000	\$ 122,000	\$ 139,000	\$ 3,000	\$ 9,000	\$ 12,000	\$ 57,000	\$ 131,000	\$ 151,000
Benton County	\$ 674,000	\$ 1,531,000	\$ 1,732,000	\$ 2,000	\$ 28,000	\$ 55,000	\$ 676,000	\$ 1,559,000	\$ 1,787,000
Burns Paiute Tribe	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000
Columbia County	\$ 149,000	\$ 337,000	\$ 381,000	\$ 4,000	\$ 14,000	\$ 22,000	\$ 153,000	\$ 351,000	\$ 403,000
Confederated Tribes of Coos, Lower Umpqua and Siuslaw	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000
Confederated Tribes of Grand Ronde Community of Oregon	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000
Confederated Tribes of Siletz Indians	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000
Confederated Tribes of the Umatilla Indian Reservation	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000
Confederated Tribes of Warm Springs	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000
Coos County	\$ 304,000	\$ 689,000	\$ 780,000	\$ (1,000)	\$ 10,000	\$ 21,000	\$ 303,000	\$ 699,000	\$ 801,000
Coquille Indian Tribe	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000
Cow Creek Band of Umpqua Tribe of Indians	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000
Crook County	\$ 100,000	\$ 225,000	\$ 254,000	\$ (17,000)	\$ (31,000)	\$ (32,000)	\$ 83,000	\$ 194,000	\$ 222,000
Curry County	\$ 79,000	\$ 178,000	\$ 202,000	\$ (1,000)	\$ 2,000	\$ 4,000	\$ 78,000	\$ 180,000	\$ 206,000
Deschutes County	\$ 1,183,000	\$ 2,885,000	\$ 3,037,000	\$ 88,000	\$ 247,000	\$ 326,000	\$ 1,271,000	\$ 2,932,000	\$ 3,383,000
Douglas County	\$ 530,000	\$ 1,203,000	\$ 1,361,000	\$ 4,000	\$ 31,000	\$ 53,000	\$ 534,000	\$ 1,234,000	\$ 1,414,000
Gilliam County	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000
Grant County Transportation District	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000
Harney County	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000
Hood River County Transportation District	\$ 179,000	\$ 404,000	\$ 458,000	\$ 6,000	\$ 24,000	\$ 34,000	\$ 185,000	\$ 428,000	\$ 492,000
Jefferson County	\$ 88,000	\$ 200,000	\$ 226,000	\$ 1,000	\$ 6,000	\$ 11,000	\$ 89,000	\$ 206,000	\$ 237,000
Josephine County	\$ 332,000	\$ 756,000	\$ 853,000	\$ 11,000	\$ 35,000	\$ 54,000	\$ 343,000	\$ 791,000	\$ 907,000
Klamath Tribes	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000
Lake County	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000
Lane Transit District w/out of district	\$ 2,297,000	\$ 5,216,000	\$ 5,899,000	\$ 27,000	\$ 144,000	\$ 248,000	\$ 2,324,000	\$ 5,360,000	\$ 6,147,000
In district	\$ 2,179,000	\$ 4,947,000	\$ 5,595,000	\$ 25,000	\$ 136,000	\$ 233,000	\$ 2,204,000	\$ 5,083,000	\$ 5,828,000
Out of district	\$ 118,000	\$ 268,000	\$ 303,000	\$ 2,000	\$ 8,000	\$ 14,000	\$ 120,000	\$ 276,000	\$ 317,000
Lincoln County	\$ 232,000	\$ 527,000	\$ 596,000	\$ 4,000	\$ 17,000	\$ 27,000	\$ 236,000	\$ 544,000	\$ 623,000
Linn County	\$ 684,000	\$ 1,508,000	\$ 1,705,000	\$ 2,000	\$ 29,000	\$ 58,000	\$ 686,000	\$ 1,537,000	\$ 1,783,000
Malheur County	\$ 158,000	\$ 358,000	\$ 405,000	\$ 3,000	\$ 13,000	\$ 19,000	\$ 161,000	\$ 371,000	\$ 424,000
Morrow County	\$ 98,000	\$ 221,000	\$ 250,000	\$ 6,000	\$ 17,000	\$ 24,000	\$ 104,000	\$ 238,000	\$ 274,000
Rogue Valley Transportation District w/ out of district	\$ 1,255,000	\$ 2,850,000	\$ 3,223,000	\$ 25,000	\$ 103,000	\$ 164,000	\$ 1,280,000	\$ 2,953,000	\$ 3,387,000
In district	\$ 1,145,000	\$ 2,599,000	\$ 2,939,000	\$ 24,000	\$ 96,000	\$ 152,000	\$ 1,169,000	\$ 2,695,000	\$ 3,091,000
Out of district	\$ 110,000	\$ 251,000	\$ 283,000	\$ 2,000	\$ 6,000	\$ 13,000	\$ 112,000	\$ 257,000	\$ 296,000
Salem Area Mass Transit District w/ out of district	\$ 2,739,000	\$ 6,219,000	\$ 7,035,000	\$ 37,000	\$ 184,000	\$ 308,000	\$ 2,776,000	\$ 6,403,000	\$ 7,343,000
In district	\$ 1,982,000	\$ 4,455,000	\$ 5,039,000	\$ 15,000	\$ 106,000	\$ 192,000	\$ 1,977,000	\$ 4,561,000	\$ 5,231,000
Out of district Marion County	\$ 581,000	\$ 1,319,000	\$ 1,491,000	\$ 20,000	\$ 68,000	\$ 98,000	\$ 601,000	\$ 1,387,000	\$ 1,589,000
Out of district Polk County	\$ 196,000	\$ 446,000	\$ 505,000	\$ 2,000	\$ 11,000	\$ 18,000	\$ 198,000	\$ 457,000	\$ 523,000
Sherman County	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000
Sunset Empire Transportation District	\$ 236,000	\$ 535,000	\$ 606,000	\$ 2,000	\$ 16,000	\$ 25,000	\$ 238,000	\$ 551,000	\$ 631,000
Tillamook County Transportation District	\$ 126,000	\$ 287,000	\$ 325,000	\$ 2,000	\$ 9,000	\$ 14,000	\$ 128,000	\$ 296,000	\$ 339,000
Tri County Metropolitan Transportation District w/ out of district	\$ 19,653,000	\$ 44,622,000	\$ 50,468,000	\$ 374,000	\$ 1,572,000	\$ 2,506,000	\$ 20,027,000	\$ 46,194,000	\$ 52,974,000
In district	\$ 18,793,000	\$ 42,670,000	\$ 48,261,000	\$ 297,000	\$ 1,363,000	\$ 2,235,000	\$ 19,090,000	\$ 44,033,000	\$ 50,496,000
Out of district Clackamas County	\$ 649,000	\$ 1,474,000	\$ 1,688,000	\$ 74,000	\$ 196,000	\$ 246,000	\$ 723,000	\$ 1,670,000	\$ 1,914,000
Out of district Multnomah County	\$ 19,000	\$ 44,000	\$ 51,000	\$ -	\$ 2,000	\$ 1,000	\$ 19,000	\$ 46,000	\$ 52,000
Out of district Washington County	\$ 191,000	\$ 433,000	\$ 490,000	\$ 2,000	\$ 12,000	\$ 21,000	\$ 193,000	\$ 445,000	\$ 511,000
Umatilla County	\$ 412,000	\$ 935,000	\$ 1,059,000	\$ 4,000	\$ 25,000	\$ 41,000	\$ 416,000	\$ 960,000	\$ 1,100,000
Union County	\$ 132,000	\$ 300,000	\$ 339,000	\$ 2,000	\$ 8,000	\$ 14,000	\$ 134,000	\$ 308,000	\$ 353,000
Wallowa County	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000
Wasco County	\$ 149,000	\$ 340,000	\$ 385,000	\$ 14,000	\$ 36,000	\$ 46,000	\$ 163,000	\$ 376,000	\$ 431,000
Wheeler County	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 100,000
Yamhill County	\$ 496,000	\$ 1,127,000	\$ 1,275,000	\$ 12,000	\$ 43,000	\$ 67,000	\$ 508,000	\$ 1,170,000	\$ 1,342,000
Totals Statewide	\$ 33,438,000	\$ 75,700,000	\$ 85,414,000	\$ 616,000	\$ 2,608,000	\$ 4,151,000	\$ 34,054,000	\$ 78,308,000	\$ 89,565,000

FY 2019 (July 1, 2018 – June 30, 2019) includes two quarters of revenue. District totals may not add up due to rounding.

projects' contents according to the criteria in the rule. The governing body will submit STIF Plans to ODOT. ODOT staff will review STIF Plans for completeness and refer each complete STIF Plan to the Public Transportation Advisory Committee (PTAC) for review. PTAC will decide whether to recommend STIF plans to the OTC. If PTAC decides it will not advance all or a portion of a STIF Plan, the Qualified Entity will have 30 days to complete revisions. The OTC will decide whether to accept or deny PTAC's recommended STIF Plans. A schedule and flow chart for this decision-making process is located on page 2 of this fact sheet.

Other Formula Fund rules

In addition to the key elements described above, Division 42 includes rules about the Formula Fund cycle, reporting requirements, and capital asset requirements.

Key elements of Intercommunity Fund and Discretionary Fund rules

Purposes

These rules (Chapter 732, Division 44) establish the procedures and requirements necessary for the administration of the Discretionary Fund and Intercommunity Discretionary Fund. The purpose of the Discretionary Fund is to provide a flexible funding source to improve public transportation in Oregon. All project types are eligible for funding, except ongoing operations.

The Intercommunity Discretionary Fund is for improving connections between communities and other key destinations important for a connected statewide transit network. Projects eligible to receive grants under the Intercommunity Discretionary Fund include but are not limited to: capital projects such as vehicles, facilities, equipment and technology as well as mobility management, planning, research and operations. As a competitive funding source, ongoing operations projects are subject to risk of not receiving continuous funding. Public transportation service providers may apply to ODOT directly for these funds.

Match

Discretionary Fund applicants are required to demonstrate the ability to provide a match of at least 20 percent of the total project's cost. There are a few exceptions that merit a 10 percent match, such as if the project will predominantly serve or provide access to and from rural communities. Rural communities for this purpose are described as communities outside of urban areas with populations of 50,000 or less. Details on match requirements can be found in the rule.

Advisory Committee review

ODOT will provide a copy of the application to the Qualified Entity associated with the application, as appropriate. Qualified Entity Advisory Committees shall provide a written recommendation to the Qualified Entity's governing body stating whether the OTC should award funding. Committees have the option of submitting a prioritized list of projects. Each Qualified Entity shall submit the recommendation of its advisory committee to ODOT.

Project selection

The rules include a list of OTC investment priorities. The OTC may refine its investment priorities with input from PTAC. PTAC will make a funding recommendation to the OTC considering input from Qualified Entity Advisory Committees and Area Commissions on Transportation. OTC will determine whether to accept or reject grant applications for discretionary funding.

Other funding rules

In addition to the key elements described above, the Discretionary Fund rules address the solicitation and application submission periods, application requirements, recipient qualifications, grant agreement contents, reporting requirements, withholding or repaying of funds, and capital asset requirements.

Contact information

For more information about STIF, please reach STIF Project Manager Karyn Criswell by phone at 503-856-6172 or via email at Karyn.C.CRISWELL@odot.state.or.us

Find additional information about STIF and sign up for email updates at: <http://www.oregon.gov/ODOT/RPTD/Pages/STIF.aspx>

Updated: 7/11/2018



Statewide Transportation Improvement Fund

Overview of Approved Oregon Administrative Rules

Improving public transportation for Oregonians

With the passage of House Bill 2017, Keep Oregon Moving, the Oregon Legislature made a significant investment in transportation to help advance the things that Oregonians value—a vibrant economy with good jobs, strong communities with high quality of life, a clean environment, and safe, healthy people. A centerpiece of Keep Oregon Moving is the Statewide Transportation Improvement Fund (STIF). This fund provides a new dedicated source of funding to expand public transportation service in Oregon communities.

The Oregon Department of Transportation (ODOT) worked with a Rules Advisory Committee and accepted public input to develop rules to guide the use and implementation of STIF program areas. The Oregon Transportation Commission (OTC) approved the rules, which became effective July 1, 2018.

Key elements of STIF general rules

These rules ([Chapter 732, Division 40](#)) establish the procedures and requirements for the administration of the STIF Formula, Discretionary and Intercommunity Discretionary fund rules to improve public transportation service in Oregon. The content of Division 40 pertains to all three funds.



STIF program areas in rulemaking:

Formula Fund

Ninety percent (90%) of the STIF will be distributed to Qualified Entities based on taxes paid within their geographic area, with a minimum amount of \$100,000 per year to each Qualified Entity.

Discretionary Fund

Five percent (5%) of the STIF will be awarded to eligible public transportation service providers based on a competitive grant process.

Intercommunity Discretionary Fund

Four percent (4%) of the STIF will be used to improve public transportation between two or more communities based on a competitive grant process.



Purpose and use of funds

STIF resources may be used for public transportation purposes that support the effective planning, deployment, operation, and administration of STIF-funded public transportation programs. These uses include, but are not limited to, creating new transit systems and services, maintaining or continuing systems and services, creating plans to improve service, and to meet match requirements for state or federal funds used to provide public transportation services. It is intended to primarily fund expanded or improved services in the first funding cycle. In future funding cycles, it may fund the maintenance of services that were expanded or improved during the first funding cycle. In 2018, the Oregon Legislature clarified that these funds also may be used for light rail expenses, except for capital improvements.

Advisory Committees

Advisory Committees are required to assist Qualified Entities in carrying out the purposes of the STIF including advising on the projects to be funded by STIF moneys. Qualified Entities are defined in the rule as 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. A Qualified Entity may use an existing advisory committee, combine committees, or join with another Qualified Entity to appoint a joint advisory committee as long as the committee meets the STIF requirements established in rule. Each advisory committee must include diverse interests, perspectives, geography and reflect the

population demographics of the area. Members need to be knowledgeable about the public transportation needs of residents or employees in the area.

Additional general rule content

The general rules include requirements pertaining to audits and compliance review, accounting, reporting, Qualified Entity management and joint management of STIF moneys, circumstances under which ODOT may withhold payment, and appeal procedures.

Key elements of Formula Fund rules

Purpose

These rules (Chapter 732, Division 42) establish procedures and requirements necessary for the administration of the STIF Formula Fund.

Formula Fund calculation and disbursement

The rule describes the process, schedule, and requirements for ODOT to estimate the STIF Formula Fund disbursements to Qualified Entities, Qualified Entity calculation of sub-allocation estimates, ODOT distribution of Formula funds, and related requirements.

Formula funding application process

Public Transportation Service Providers may apply for Formula funds through Qualified Entities. Two or more Qualified Entities may jointly manage STIF moneys disbursed to them if they enter into a written agreement described in the rule. A map of Qualified Entities is available on the STIF website. Qualified Entities will distribute

funds to subrecipients as described in the rule.

Public Transportation Service Providers are defined as 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.

STIF Plan contents

STIF Plans are used as the application for Formula funds.

They must be written to span at least one biennium and up to two biennia, subject to OTC approval. The earliest possible start date for the first solicitation cycle is July 1, 2018 and the end date for this funding cycle is June 30, 2021. A STIF Plan must address the transportation needs of people residing in or traveling into and out of the Qualified Entity's area of responsibility. It must include descriptions of proposed projects, summary of planned and previous STIF

Formula Fund expenditures, anticipated benefits, Advisory Committee information, accountability methods, as well as other requirements.

Advisory Committee review of proposed Formula Fund projects

Advisory Committees are required to review Public Transportation Service Providers' proposed projects and make a funding recommendation to the Qualified Entity's governing

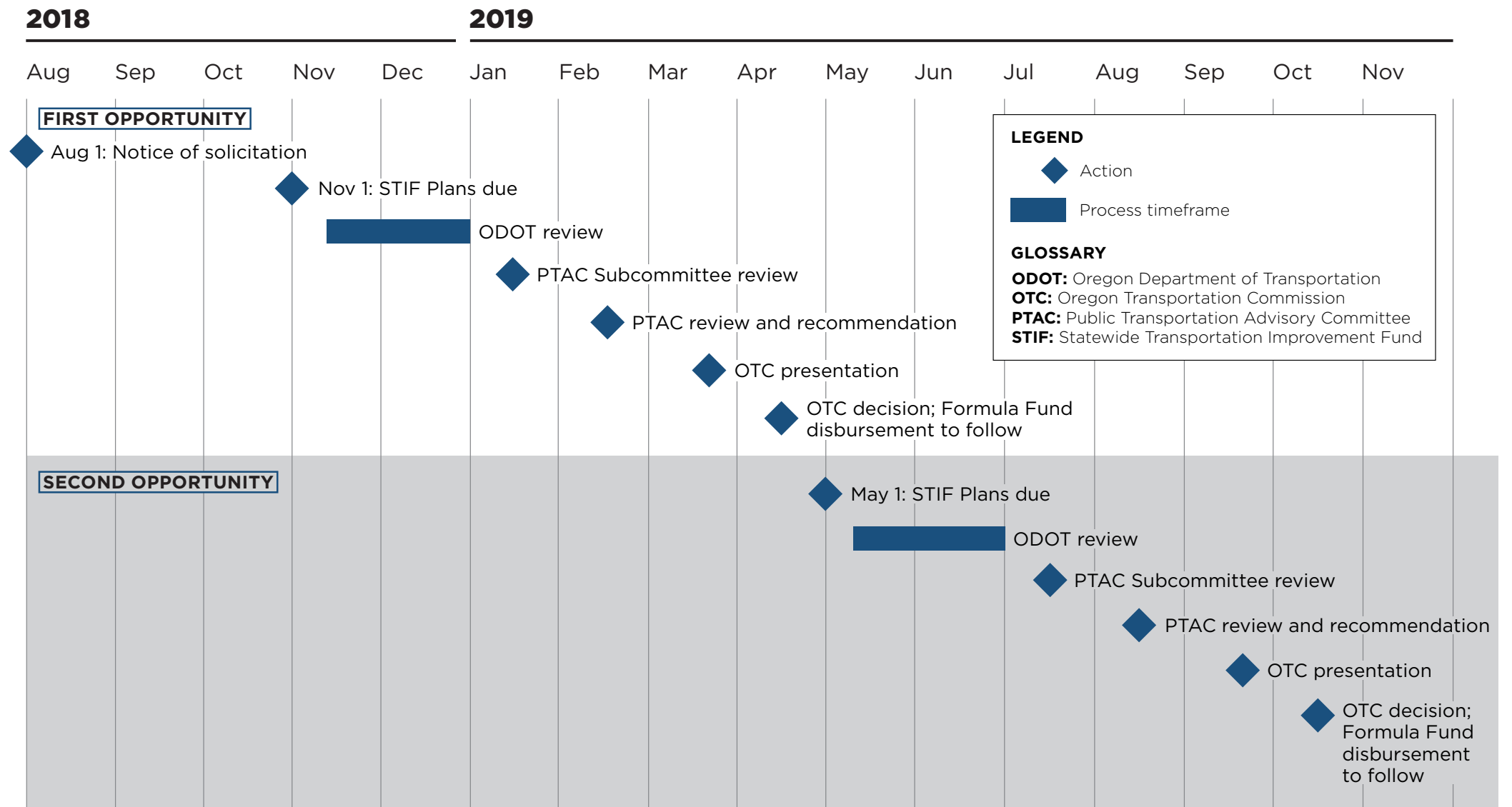
body based on the criteria established by this rule. Advisory Committees are required to hold public meetings and conduct themselves consistent with bylaws established by the governing body.

Decision-making for Formula Fund

The Advisory Committee of a Qualified Entity will make a recommendation to its governing body or board based on its review of the proposed

FORMULA FUND SCHEDULE

June 2018



Crook County Board of Commissioners

Statewide Transportation Improvement Fund

Advisory Committee Bylaws - Final

ADVISORY COMMITTEE NAME: STIF Crook County Advisory Committee

This document has been prepared to guide the role and operation of the Qualified Entity (QE) Statewide Transportation Improvement Fund (STIF) Advisory Committee, known as the STIF Crook County Advisory Committee and herein referred to as "STIF Advisory Committee." The document has been reviewed and adopted by the QE Governing Body, which is the Crook County Board of Commissioners.

PURPOSE OF THE ADVISORY COMMITTEE

Crook County has formed a STIF Advisory Committee to advise and assist Crook County in carrying out the purpose of the STIF and prioritizing projects to be funded by STIF moneys as set forth under OAR Chapter 732, Division 40, Sections 0030 and 0035, Division 42, Section 0020, and Division 44, Section 0025.

DEFINITIONS

The following definitions apply to terms used in these bylaws and the tasks of the Advisory Committee. The bylaws must define "High-Percentage of Low-Income Households." See OAR 732-040-0030(4)(a). Some applicable definitions from the STIF administrative rules are included here. See OAR 732-040-0005 for additional defined terms that may be needed to clarify the bylaws.

Advisory Committee: Either a committee formed by a QE to assist the QE in carrying out the purposes of the STIF Formula Fund and the STIF 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).

High Percentage of Low-Income Households: STIF refers to "Low Income Household" as household total income of which does not exceed 200% of 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. Crook County defines a high percentage of Low-Income households as a geographic area with a higher percent of Low-Income Households than the statewide average.

Area of Responsibility: The Area of Responsibility is the geographic area within the QE's jurisdictional boundaries.

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).

Governing Body: The decision-making body or board of the QE is the County Board of Commissioners or Tribal Council.

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).

Project: A public transportation improvement activity or group of activities eligible for STIF moneys and is included in a STIF Plan. Projects will go through the Regional Transit Master Plan process and must be prioritized in the STIF Plan

Public Transportation Service Provider: A QE or a city, county, Special District, Intergovernmental Entity or any other political subdivision or municipal or Public Corporation that provides Public Transportation Services.

Public Transportation Services: Any form of passenger transportation by car, bus, or other conveyance, either publicly or privately owned, which provides service to the general public (not including charter, sightseeing, or exclusive school bus service) on a regular and continuing basis. Such transportation may be for purposes such as health care, shopping, education, employment, public services, personal business, or recreation.

Qualified Entity (QE): 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, referred to herein as QE.

STIF Administrative Services Provider: The designated representative agency/organization that will carry out administrative duties and functions on behalf of the QE.

STIF Coordinator: The QE contact person designated by the QE to coordinate and carry out STIF-related activities and duties in cooperation with the STIF Administrative Services Provider.

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).

STIF or Statewide Transportation Improvement Fund: The fund established under ORS 184.751.

STIF Plan: A public transportation improvement plan that is approved by a Governing Body and submitted to the Oregon Department of Transportation for review and approval by the Oregon Transportation Commission in order for the QE to receive a share of the STIF Formula Fund. The Central Oregon Regional Transit Master Plan will inform the STIF Plan.

ADVISORY COMMITTEE TASKS

The Advisory Committee will:

- Advise Crook County on the development process of the STIF Plan.
- May advise on the development of a definition for "high percentage of low-income households."
- Advise on the appointment of STIF Advisory Committee members.
- Review and prioritize projects proposed for inclusion in the STIF Plan and recommend projects for funding according to decision-making criteria established herein.
- Review and recommend projects to receive STIF Discretionary Funds within Crook County's area of responsibility.
- Review and recommend projects to receive STIF Intercommunity Discretionary Funds within Crook County's area of responsibility.

- Advise Crook 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. Other local or regional public transportation programs and services may include Metropolitan Planning Organization (MPO) regional transportation plans and funds, County or tribal STF (Special Transportation Funds), city or county Transportation System Plans and funds, and other federal, state, regional or local plans and funds which involve public transportation.
- Nominate up to two members to serve on the Regional Public Transit Advisory Committee (RPTAC) to ensure regional coordination, consistency, and prioritization of STIF projects within the Central Oregon Regional Transit Master Plan. RPTAC members will be appointed by the COIC Board of Directors.
- Recommend approval or revision of the STIF Plan to the Crook County Board of Commissioners.

STIF Formula Fund and other recommendations from the STIF Advisory Committee will be considered by the Crook County Board of Commissioners in preparation and approval of a STIF Plan.

Discretionary Fund and Intercommunity Discretionary Fund recommendations from the STIF Advisory Committee will be considered by the Crook County Board of Commissioners for submission to ODOT when awarding STIF discretionary grants.

COMMITTEE MEMBERSHIP

Members and interests of the STIF Advisory Committee will be identified in Committee rosters, minutes, and recommendations, and identified in County, Tribal and STIF Service Provider publications and websites. A list of STIF Advisory Committee members and the interests they represent shall be attached to these bylaws. This list shall be automatically updated as changes in STIF Advisory Committee membership occur.

Number of members

The STIF Advisory Committee will include at least five (5) members and no more than 17 members. The STIF Advisory Committee must include at least one member who is a member of or represents each of the following three groups:

- Low-income individuals.
- Individuals age 65 or older or people with disabilities; and
- Public Transportation Service Provider or non-profit entities which provide public transportation services.

Appointment process

Members shall be appointed by the Crook County Board of Commissioners.

Membership criteria

STIF Advisory Committee members must meet the following criteria to be qualified to be appointed and continue to serve as a member of the STIF Advisory Committee:

1. Be knowledgeable about the public transportation needs of residents or employees located within or traveling to and from Crook County's area of responsibility.
2. To be qualified to be appointed and continue to serve, the person must be a member of or represent any one or more of the following:
 - Local governments, including land use planners

- Public Transportation Service Providers
- Non-profit entities that provide public transportation services
- Neighboring Public Transportation Providers
- Employers
- Public health, social and human service providers
- Transit users
- Transit users who depend on transit for accomplishing daily activities
- Individuals age 65 or older
- People with disabilities
- Low-income individuals
- Social equity advocates
- Environmental advocates
- Bicycle and pedestrian advocates
- People with limited English proficiency
- Educational institutions
- Major destinations for users of public transit

Terms of office

STIF Advisory Committee member terms shall be two years. Terms begin on January 1 and end on December 31. Should a member need to resign from the STIF Advisory Committee, they may do so by informing the Crook County STIF Coordinator in writing. At this time, Crook County may fill the vacancy by way of appointing a new member with approval by the Crook County Board of Commissioners.

Members are eligible for re-appointment for up to two consecutive terms. Terms will be staggered so that no less than one-third and not more than one-half of the voting members have a term that expires in the same year. At the time of the initial formation of the STIF Advisory Committee, Crook County will determine by lot which of the members will be appointed to a one-year term and which members will be appointed to two-year terms, so that the terms of office of the initial members of the will be staggered.

The officers of the STIF Advisory Committee shall be a Chair and a Vice-Chair. The Chair and Vice-Chair shall be appointed by the Crook County Board of Commissioners and shall serve for a term of 12 months, but for no more than two consecutive terms. Committee members that serve as Chair or Vice Chair may be recommended to the Crook County Board of Commissioners by the STIF Advisory Committee. Appointments are to be made in January of each year. The duties of the Chair are to call and convene meetings, provide input on agendas, preside over the meetings, act as the primary liaison between Crook County and the STIF Advisory Committee, and perform other duties assigned by Crook County consistent with the purpose of the STIF Advisory Committee. The Chair, on behalf of the STIF Advisory Committee, shall present reports to Crook County that are necessary to execute any and all of the responsibilities of the STIF Advisory Committee. The duties of the Vice-Chair are to perform the duties of the Chair, in his or her absence.

COMMITTEE OPERATIONS AND PROCEDURES

Meeting frequency and location

The STIF Advisory Committee will meet as often as necessary or at a minimum of two (2) times per year. Meetings will be hosted by Crook County (or its delegated STIF Administrative Services Provider) and at a location chosen by Crook County unless otherwise announced.

Meeting agenda

STIF Advisory Committee meeting agendas will be provided to group members approximately seven (7) days prior to the meeting. Background materials may be included with the agenda for pre-reading and meeting preparation.

Public notice of meetings

Meetings and records of the STIF Advisory Committee are subject to Oregon's open meetings law and public records law, respectively. Notice of meetings must be given as required by law and meetings must be open to the public. Except for special meetings, the STIF Advisory Committee shall provide for and give public notice to the news media and interested persons/parties at least seven (7) calendar days in advance of the meeting. People needing accommodation will be given a contact to request assistance such as assisted listening devices, a sign language interpreter, or materials in alternative formats.

Public notice of meetings must be posted in advance to allow reasonable time for the media and interested parties to react to the information. A public comment period will be offered at the beginning of each STIF Advisory Committee meeting and for specific agenda items, but limited to three (3) minutes per individual. At a minimum, meeting materials need to be posted on a website. Public notice options include, but are not limited to:

- Email lists
- Social media
- Website
- News media
- Fliers at transit facilities
- Mailings
- Document repositories

Public engagement

The STIF Advisory Committee will seek broad public engagement on projects proposed to receive STIF funds from community members, users, and stakeholders in Crook County's area of responsibility, especially within areas or populations affected by a specific project. The STIF Advisory Committee will adopt public participation guidelines for regular meetings, public hearings, project and plan development, and for other venues. Public comments will be limited to three (3) minutes per person, or at the discretion of the Chair. The STIF Advisory Committee will advertise proposed projects in advance of regularly scheduled meetings, which will be open to the public and include time on the agenda for public comments. Crook County may keep project lists updated on their website and include instructions for how community members can comment on proposed projects. Crook County or other STIF Administrative Service Provider will provide content and materials to post. Potential public engagement methods include:

- Verbal or written comments at Advisory Committee meetings, hearings, open houses in affected areas, or other venues
- Region-wide STIF Projects and Plans listed on a website
- Comments collected via mail, email or through a website
- Online stakeholder surveys
- Stakeholder newsletters and listserves within Crook County or region-wide

- Information booths at community events and kiosks at community activity centers
- Transit vehicle marketing to the public and transit riders
- Public service announcements in local media
- Press Releases by Crook County or Public Transportation Service Provider

Meeting records

Meeting discussions and outcomes will be documented by Crook County or other STIF Administrative Service Provider and made publicly available via meeting minutes posted on a website. Minutes will note major points discussed and any conclusions reached or actions taken.

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

The STIF Advisory Committee is advisory to the Crook County Board of Commissioners. To ensure the success of the group, the following roles have been identified:

Governance

The STIF Advisory Committee has no formal delegated powers of authority to represent Crook County or commit to the expenditure of any funds. The STIF Advisory Committee will submit recommendations to the Crook County STIF Coordinator who is responsible for providing relevant information to Crook County.

Crook County will include information in the STIF Plan about how the STIF Advisory Committee was consulted when developing the STIF Plan and, if applicable, an explanation of why the STIF Advisory Committee's recommendation was not adopted by the Crook County Board of Commissioners.

Member Responsibilities

Members of the STIF Advisory Committee are asked to:

- Come prepared to achieve meeting objectives described in the published agenda
- Listen and respect a diversity of views and opinions
- Actively participate in the group
- Focus on the agreed scope of the group operation
- Attend all meetings in a timely manner
- Notify STIF Coordinator if unable to attend a meeting
- Support and respect each other and the committee decision process

The Chair or Vice Chair normally represents the STIF Advisory Committee in communications with the Crook County Board of Commissioners and media. In coordination with Crook County or Public Transportation Service Provider, the Chair or Vice Chair will seek regular opportunities for STIF Advisory Committee members to communicate with the Crook County Board of Commissioners and media. Individual members should clarify whether they are speaking as individuals or if the STIF Advisory Committee has authorized them to represent the STIF Advisory Committee.

Meeting attendance

Meeting attendance is mandatory unless previously arranged with the Crook County STIF Coordinator. If a member does not attend at least one-half of meetings per year, Crook County may appoint another qualified member to serve the remainder of the term. Crook County may also select up to two (2) Alternate members, who must review meeting agendas, and as needed to maintain a quorum by participating and voting.

A quorum of the STIF Advisory Committee shall consist of a simple majority of all the voting members. A quorum must be present for any business to be conducted. Each member of the STIF Advisory Committee has one vote. All actions of the STIF Advisory Committee will be by a motion passed by a simple majority of the members present and voting at a meeting where a quorum is present. Actions taken at the STIF Advisory Committee shall be conducted under Roberts Rules of Order, Newly Revised. Alternates may be appointed to serve in the place of a STIF Advisory Committee member and will have full voting abilities.

Removal and Vacancies

The STIF Advisory Committee may recommend removal of one of its members to the Crook County by a vote of the majority of all its voting members. Such recommendation to the Crook County Board of Commissioners shall include the reasons for the recommendation. When a vacancy occurs, Crook County may elect to fill the vacant position and the person appointed will hold their position for the balance of the unexpired term of his or her predecessor, which term of service shall not be considered in connection with limitations on term of service. Crook County may select an appointee from among people expressing an interest in such appointment, or from a call for applications for the position. If a member does not attend at least one meeting per year, Crook County may terminate their membership on the STIF Advisory Committee and appoint a replacement.

Conflict of interest

STIF Advisory Committee members are considered public officials. Any actual or potential conflict of interest in matters that may be considered by the STIF Advisory Committee should be declared to the Crook County STIF Coordinator in advance and announced at meetings when voting to ensure the group's future accountability, transparency, and success.

- Members of the STIF Advisory Committee must comply with the Oregon Ethics Laws, ORS Ch. 244, and must refrain from using his or her position to obtain financial gain or avoid financial detriment to the member, relative, or business in which the member or relative has an interest. In the case of any actual or potential conflict of interest, the member must publicly announce the actual or potential conflict of interest and refrain from participating in any discussion or debate on the matter.

COMMITTEE REVIEW PROCESS

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

Tasks included in the STIF Advisory Committee's recommendation process may include the following:

- Conduct public engagement activities
- 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
- Consult with staff on how to coordinate STIF-funded projects
- Develop processes for ongoing monitoring
- Committee decision-making process (e.g. voting, consensus, ranking)

In a manner consistent with ORS 184.751-184.766 and implementing regulations, the STIF Advisory Committee shall review every Project and advise and assist Crook County in prioritizing Projects. After a Project proposal is transmitted by Crook County to the Chair, the Chair will distribute the Project proposal to members of the STIF Advisory Committee with the goal of at least 14 days in advance of the next regular scheduled meeting. At the next regular meeting of the STIF Advisory Committee following the distribution of the Project, the STIF Advisory Committee will set a schedule for its review, deliberation, and recommendation of the Project. The schedule may be modified by the STIF Advisory Committee upon a majority vote at any subsequent meeting. The STIF Advisory Committee may also advise Crook County regarding opportunities to coordinate Projects with other local or regional transportation programs and services to improve service delivery and reduce gaps in service. In addition, the STIF Advisory Committee may propose changes to the policies or practices of Crook County when the STIF Advisory Committee considers that such changes are necessary to ensure that: (a) a public transportation service provider that has received funding under ORS 184.758 has applied the moneys received in accordance with and for the purposes described in the provider's plan or project proposal; and (b) a plan or project proposal submitted by a public transportation service provider does not fragment the provision of public transportation services.

STIF Formula Funds

STIF 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 QE'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 enhance 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 Crook County or STIF Advisory Committee.

STIF Discretionary and Intercommunity Discretionary Funds

The STIF Advisory Committee shall advise Crook County on the review of grant applications for acceptance, rejection, or prioritization for funding from the Discretionary Fund and Intercommunity

Discretionary Funds, consistent with OAR 732-044-0025. The STIF Advisory Committee review process for STIF Discretionary and Intercommunity funds will be commensurate to the Formula Fund process.

STIF 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 Oregon Transportation Commission.

Bylaws

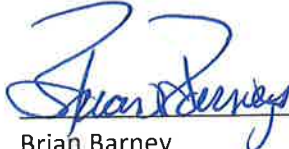
The STIF Advisory Committee will maintain written bylaws that include, but are not limited to, name and purpose, committee membership criteria, appointment process, terms of office for the committee members, general procedures of the committee, member duties, meeting schedule, public noticing requirements and engagement processes, and the STIF Plan development process and general decision-making criteria. These bylaws should be made available to the public on the Crook County website.

These bylaws are a required element of Crook County's STIF program and will become effective upon their adoption by the Crook County Board of Commissioners. Crook County shall have the authority to amend these bylaws at any meeting of the Crook County Board of Commissioners. The STIF Advisory Committee may also propose amendments of these bylaws to Crook County.

Approved by the CROOK COUNTY COURT (Board of Commissioners) this 21st day of November 2018.


Seth Crawford
County Judge


Jerry Brummer
County Commissioner


Brian Barney
County Commissioner

TRANSIT IN CENTRAL OREGON



Help Cascades East Transit prioritize future transit expansion projects at our second round of meetings.



PRINEVILLE OPEN HOUSE

Tuesday, March 19, 2019

Drop by between 3:30 and 6:30 pm

Crook County Fire & Rescue Department

500 NE Belknap Street

For more information visit www.CETTransitPlan.com