Umatilla County Transportation
Advisory Committee (UCTAC) Meeting

November 16, 2026 10:00AM
Room 130, Umatilla County Courthouse
216 SE 4th Street, Pendleton OR 97801
Virtual Meeting option available via Google Meets
Time zone: America/Los Angeles
Google Meet joining info
Video call link: https://meet.google.com/bmq-qeyp-vcj
Or dial: (US) +1 504-641-3350 PIN: 218 059 755#
More phone numbers: https://tel.meet/bmq-qeyp-vcj?pin=1767091429496

AGENDA

I. Welcome and Introductions

II. Introduce guests.

III. Meeting Minutes Approval.

IV. Review STIF Formula Applications from providers:

a) City of Milton-Freewater
b) CTUIR (KAYAK)
c) Good Shepherd Medical Center
d) Grant County
e) City of Hermiston
f) City of Pendleton
g) Community Counseling Solutions
h) Umatilla County

V. Group Discussion.

VI. If needed, set date for an additional STIF Plan meeting.

VII. Review proposal to amend UCTAC bylaws to include “voting by email”. See attached amendment. (Amendment is in italics and underlined with red).

VIII. Elect new Chair & Vice Chair
a. Nominations
b. Vote.

IX. Adjourn

Please contact Charlet Hotchkiss, charlet.hotchkiss@umatillacounty.gov or 541-278-6283 for virtual meeting info.

UMATILLA COUNTY

UMATILLA COUNTY TRANSPORTATION ADVISORY COMMITTEE
BYLAWS

Proposed Draft: November 16, 2026

ADVISORY COMMITTEE NAME: Umatilla County Transportation Advisory Committee (UCTAC)

This document has been prepared to guide the role and operation of the Umatilla County Transportation Advisory Committee. This document has been reviewed and adopted by Umatilla County Board of Commissioners in accordance with 2022 Oregon Administrative Rule 732-040-0035 to consolidate Umatilla County's Special Transportation Fund (STF) and Statewide Transportation Improvement Fund (STIF) Committees.

PURPOSE OF THE ADVISORY COMMITTEE

Umatilla County Board of Commissioners has formed this Advisory Committee to advise and assist Umatilla County in carrying out the purpose of STIF funds effective July 1, 2023. This Advisory Committee is in effect beginning July 1, 2022, at which point the previous STF and STIF Advisory Committees are dissolved.

COMMITTEE TASKS

The Advisory Committee will:

- Advise Umatilla County on the development process of the STIF Plan
- Advise on the development of a definition for *high percentage of low-income households*
- Review and prioritize projects proposed for inclusion in the STIF Plan and recommend a funding amount for each project
- Review and recommend projects to receive STIF Discretionary Funds within Umatilla County's area of responsibility
- Review and recommend projects to receive STIF Intercommunity Discretionary Funds within Umatilla County's area of responsibility
- Advise Umatilla 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
- Review and prioritize, and provide funding limits with 5310 grants for seniors and persons with disabilities

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

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

COMMITTEE MEMBERSHIP

A list of current members and the interests they represent will be attached to these bylaws. Member contact information is considered private and will not be disclosed to any third party unless permission has been provided to do so, or as required by law.

Number of members
The Advisory Committee will include at least nine (9) members.

Appointment process
Members shall be appointed directly by the Umatilla County Board of Commissioners.

Member criteria
Advisory Committee members must meet the following criteria as per Oregon Administrative Rules 732-040-0035.

- Be knowledgeable about the public transportation needs of residents or employees located within, or traveling to and or from Umatilla County; and
- Be a person who is a member of or represents one or more of the following:
    - Local governments, including land use planners
    - People with disabilities
    - Veterans
    - Low-income individuals
    - Social equity advocates
    - Environmental advocates
    - Black, indigenous, or people of color
    - Bicycle and pedestrian advocates
    - People with limited English proficiency
    - Public health, social and human service providers
    - Transit users who depend upon transit for accomplishing daily activities
    - Individuals age 65 or older
    - Educational institutions
    - Public Transportation Service providers
    - Non-profit entities which provide public transportation services
    - Neighboring Public Transportation Service providers

- Employers
- Major destinations for users of public transit

Notwithstanding the criteria listed above, membership must include at least four members who, separately, are members of or represents each of the following four groups:

- Low-income individuals
- Individuals age 65 or older
- People with disabilities
- Public Transportation Service providers or non-profit entities which provide public transportation services

Terms of Office

Each member shall be appointed for a term of four (4) years beginning July 1, 2022. For the initial term, three of the appointments will serve for two (2) years only. Advisory Committee members are limited to serving two (2), full four-year terms.

Should a member need to resign from the Advisory Committee, they may do so by informing the appropriate County staff or STIF Coordinator in writing. Commissioner shall appoint new members to fill vacancies as they occur.

Conditions of Termination

A member may be removed from the committee by the Board of Commissioners for:

A. Inefficiency
B. Neglect of duty
C. Misconduct in office
D. Incompetence
E. Incompatibility
F. Dereliction of duty
G. Conviction of a felony
H. Intentional violation of open meeting laws
I. Failure to declare conflict of interest
J. Failure to attend three unexcused committee meetings
K. Or other good cause.

A member of the Committee shall not be removed by the Board of Commissioners until after the member receives a copy of a statement containing the cause for removal and the opportunity for a hearing on the removal is proposed. The statement shall be given to the member at least ten (10) days prior to the hearing, at which the member must have an opportunity to be heard in person. When the Board of Commissioners removes a member, a record of the proceedings, together with the cause for removal and findings thereon, shall be filed in the office of County Counsel.

COMMITTEE OPERATIONS AND PROCEDURES

Meeting frequency and location

The Advisory Committee shall hold regular meetings on at least a quarterly basis. Meetings may be held more frequently to review project proposals and advise the Umatilla County Board of Commissioners. These meetings will be hosted by Umatilla County during regular business hours and located at the Umatilla County Courthouse unless otherwise announced.

Meeting agenda

Advisory Committee meeting agendas will be provided to 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 of the Umatilla County Transportation Advisory Committee will be advertised through public notice. Public notice methods include email distribution to interested community members/entities, and posting meeting information on the Umatilla County website: http://www.umatillacounty.gov . Those interested in being added to the distribution list, besides Committee Members, must contact the Umatilla County Transit Coordinator. Notice will be provided prior to the scheduled meeting, within any time requirements of ORS 192.640.

Public Engagement

The Advisory Committee and County staff will ensure an effective public engagement process through a variety of methods. Potential public engagement methods to be used include, but are not limited to:

- Verbal or written comments at Advisory Committee Meetings
- Comments collected via email or via the County's website
- Online surveys
- Information booths at various community events

Meeting Records

Meeting discussions and outcomes will be recorded and documented by Umatilla County Transit Coordinator, and made publicly available on the Umatilla County website. Written meeting minutes may also be publicly available on the Umatilla County Website.

Written copies of meeting materials will be available to the public for no less than six years, pursuant to OAR 732-0-003(4)(b).

ROLES AND RESPONSIBILITIES

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

Governance

The Advisory Committee has no formal delegated powers of authority to represent Umatilla County or commit to the expenditure of any funds. The Advisory Committee will submit recommendations to the Umatilla County Public Transit Coordinator, who serves as a liaison and reports to the Umatilla County Board of Commissioners.

Advisory Committee members are not authorized to speak to the media on behalf of the Advisory Committee unless consent has been provided in writing from Umatilla County and agreed to by the other Advisory Committee members.

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

Members

Members of the Advisory Committee are asked to:

- Develop a familiarity with public transit and STIF rules
- Come prepared to achieve meeting objectives described in the published agenda
- Listen and appreciate 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
- Support and respect each other
- Notify Umatilla County Public Transit Coordinator if unable to attend a meeting

Officers

The following officers shall be elected from the Advisory Committee membership during the first meeting of each calendar year:

CHAIR

The Chair shall have the responsibility of conducting all meetings in an orderly manner. The Chair may not initiate a motion, but may second, and shall vote on each issue after the question is called. However, in the event the Chair's vote shall create a tie, the Chair shall refrain from voting.

VICE CHAIR

The Vice Chair shall be responsible for conducting meetings in the absence of the Chair.

Meeting Attendance
Meeting attendance is mandatory unless previously arranged with the Umatilla County Public Transit Coordinator. If a member does not attend two or more consecutive meetings, Umatilla County may exchange the member with someone who can attend meetings consistently.

Proxy representation is not permitted. Advisory Committee members may participate remotely by teleconference or other electronic means, by making arrangements with the Umatilla County Public Transit Coordinator prior to the meeting.

Quorum
A simple majority of the appointed voting membership shall constitute a quorum. All business conducted with a majority vote of the quorum shall stand as the official action of the Advisory Committee. *If a quorum is not reached at a meeting that requires the committee to vote on any matter(s), the Umatilla County Public Transit Coordinator may send an email to all committee members, with attached minutes from the meeting, to ask the members to make a vote via email. An example of email voting instructions is below.*

"1. Committee members should remember to "Reply All" throughout this process so the group can discuss the proposals. When someone is ready to make a motion please email the following motion; "To [*approve/deny*] the submission of the Non-Emergency Use of the System Sustainability Fund to the City of Pendleton for the amount of [*Amount*] to fund the [*Project # in STIF Plan/Project Name*]."

2. Once a motion has been made, someone will need to second it, by emailing: "I second the motion made by [*name of committee member*]"

3. Then once a motion and second have been made you can vote by replying to the email with: "Yes," "No," or "Abstain".

4. All committee members must vote including the two members who made a motion and a second."

Conflict of Interest
Any apparent, potential or perceived conflict of interest in matters that may be considered by the Advisory Committee should be declared to the Umatilla County Public Transit Coordinator to ensure the group's future accountability, transparency and success. Umatilla County Transit Coordinator will consult with County Legal Counsel regarding conflict-of-interest matters.

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

Public Transportation Providers seeking STIF funding through STIF Formula Funds shall submit a Project proposal to the Advisory Committee for review and approval. The Committee shall only review project proposals that include all of the contents described in OAR 732-042-0015(3). The Advisory Committee shall conduct its reviews and activities in compliance with these written bylaws and Oregon State OAR's.

The Advisory Committee shall hold public meetings, as applicable, to review every Project proposed for inclusion in the STIF Plan, and recommend approval or rejection of the proposed Projects and recommend prioritization of approved Projects within the geographic boundary of Umatilla County.

Prior to adopting a STIF Plan, the Commissioners shall consult its Advisory Committee regarding the Projects proposed in the STIF Plan and seek a recommendation on the prioritization of those Projects from the Advisory Committee. The purpose of this consultation is to ensure that the STIF Plan reflects a coordinated regional approach to public transportation service that considers the public transportation needs of people residing and traveling into and out of the geographic territory of Umatilla County, as well as larger regional population centers, and to ensure that interested parties have the opportunity to review and comment on the proposed STIF Plan.

Commissioners may accept the Advisory Committee's recommendation to approve, or reject a Project proposal and consider the Advisory Committee's recommended prioritized list of Projects, may return it to the Advisory Committee for modifications, or may modify it prior to inclusion in the STIF Plan for submittal to AGENCY. If the Governing Body modifies the Committee's recommendation, it shall inform any affected Public Transportation Service provider of all modifications and the explanation for such changes.

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

- The extent to which the Project would advance <u>each</u> of the following:
    - Increase the frequency of bus service to communities with a high percentage of Low-income Households
    - Expand bus routes and bus services to serve communities with a high percentage of Low-income Households
    - Reduce fares for public transportation in communities with a High percentage of Low-income Households
    - Result in procurement of buses that are powered by natural gas or electricity for use in areas with a population of 200,000 or more
    - Improve the frequency and reliability of service connections between communities inside and outside of the Qualified Entity's service area

    - Increase coordination between Public Transportation Service providers to reduce fragmentation in the provision of public transportation service
    - Expand student transit services for students in grades 9 through 12
    - Implement programs that enhance transit services for older adults and people with disabilities
- Whether the Project would maintain an existing, productive service; and
- The extent to which the Project goals meet public transportation needs and are a responsible use of public funds; and
- The extent to which the Project might benefit or burden historically -or currently- marginalized communities both now and in the long term; and
- Other factors to be determined by the Qualified Entity or Advisory Committee

Definition of high-percentage of low-income households: Any geographic area within Umatilla County that exceeds the percentage of low-income households for the state of Oregon as a whole.

Federal 5310 Grant passed through Oregon State

Advisory Committee members shall review and prioritize all 5310 Grants and shall submit their recommendations to the Umatilla County Board of Commissioners. This shall be completed in addition to requirements set forth in the STIF Plan. Recommendations will then be submitted to AGENCY.

STIF Discretionary and STIF Intercommunity Discretionary Funds

The Advisory Committee shall advise Umatilla 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.

AGENCY shall provide a copy of any grant application it receives to the appropriate Qualified Entity. Each Qualified Entity that receives a copy of a grant application from AGENCY shall timely provide the copy to its Advisory Committee. The Advisory Committee shall review Project applications submitted to it and shall provide a written recommendation to the Commissioners stating whether the Oregon Transportation Commission (OTC) should award funding for the Project. The recommendation of the Advisory Committee must be submitted to AGENCY within the timelines specified in the grant solicitation cycle.

The Advisory Committee shall conduct its review and activities in compliance within these written bylaws, as described in OAR 732-040-0030.

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, and also when reviewing projects for federal 5310 grants:

- Supports the purpose, as applicable, of the Discretionary Fund or the Intercommunity Discretionary Fund, or 5310 grants, 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 other key destinations important for a connected Statewide Transit Network.
    - The federal 5310 grant is to support services needed for seniors and persons with disabilities for existing projects.
- 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 operation projects
- Supports geographic equity or an ability to leverage other funds (these factors apply when all other priorities are held equal)
- Meets any additional criteria established by the Commission

Dissolution
Committee may be dissolved by action of the Umatilla County Board of County Commissioners.

Bylaws
The Advisory Committee will maintain written by-laws 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, pubic noticing requirements and engagement processes, and the STIF Plan development process and general decision-making criteria.

Amendments to the by-laws may be initiated by any committee member. A proposed amendment shall be recommended to the Board of Commissioners when an affirmative vote of the committee is cast. Decision on amendment of the bylaws shall be made by the Board of Commissioners.

Dated this _____ of _____ 2023

UMATILLA COUNTY BOARD OF COMMISSIONERS

_____

John M. Shafer, Commissioner

_____

Daniel N. Dorran, Commissioner

_____

Celinda T. Timmons, Commissioner