



BOARD OF COUNTY COMMISSIONERS FOR COLUMBIA COUNTY, OREGON

Wednesday, December 12, 2018
10:00 a.m. - Room 308

BOARD MEETING AGENDA

CALL TO ORDER/FLAG SALUTE

MINUTES:

Minutes, December 5, 2018 Board meeting.
Minutes, December 5, 2018 Work Session

MATTERS:

- 1) 10:00 a.m. Second Reading of Ordinance No. 2018-6, "In the Matter of Establishing the Columbia County Transit Advisory Committee and Adopting Bylaws".

Second Reading of Ordinance No. 2018-4, "In the Matter of Establishing the Columbia County Local Public Safety Coordinating Council"
- 2) 11:00 a.m. Employee Service Award Ceremony
- 3) 11:30 am. Holiday Lunch

VISITOR COMMENTS - 5 MINUTE LIMIT

CONSENT AGENDA:

- (A) Ratify the Select to Pay for the week of 12.10.18.
- (B) Ratify Replat of Vernonia Memorial Cemetery.

AGREEMENTS/CONTRACTS/AMENDMENTS:

- (C) C119 -2018 - Amendment #5 to Personal Services Contract By and Between Columbia County and Columbia County Legal Aid"
- (D) C120-2018 - Amendment #2 to Law Library Lease with Columbia County Legal.

DISCUSSION ITEMS:

COMMISSIONER HEIMULLER COMMENTS:

COMMISSIONER MAGRUDER COMMENTS:

COMMISSIONER TARDIF COMMENTS:

EXECUTIVE SESSION:

Pursuant to ORS 192.640(1), the Board of County Commissioners reserves the right to consider and discuss, in either open session or Executive Session, additional subjects which may arise after the agenda is published.

LPSCC includes decision makers from criminal justice and related entities in the County. Membership is outlined in ORS 423.560, and is designed to represent a broad range of community corrections services. Columbia County's LPSCC includes a citizen member, criminal and juvenile justice officials, law enforcement officers, elected city and County officials, and relevant public services professionals

ORS 423.560, requires that the Board of County Commissioners shall convene a local public safety coordinating council, with minimum duties as set forth herein.

SECTION 5. ADOPTION

The Columbia County Local Public Safety Coordinating Council Ordinance, which is attached hereto, labeled Exhibit "A", is hereby adopted.

SECTION 6. SEVERABILITY

If any provision of this Ordinance, including Exhibit "A," is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the remaining portions thereof.

SECTION 7. AMENDMENTS.

The Board of County Commissioners may, by order, amend Exhibit "A", as may be necessary to correct scrivener's errors.

DATED this _____ day of _____, 2018.

Approved as to form by

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: _____
Office of County Counsel

By: _____
Margaret Magruder, Chair

Attest:

By: _____
Henry Heimuller, Commissioner

By: _____
Recording Secretary

By: _____
Alex Tardif, Commissioner

First Reading: _____

Second Reading: _____

Effective Date: _____

COLUMBIA COUNTY LOCAL PUBLIC SAFETY COORDINATING COUNCIL
ORDINANCE

**SECTION 1. COLUMBIA COUNTY LOCAL PUBLIC SAFETY COORDINATING
COUNCIL CREATED; MEMBERSHIP.**

A. Creation. There is hereby created the Columbia County Local Public Safety Coordinating Council (hereinafter referred to as the “LPSCC” or the “Council”).

B. Membership.

1. Voting Members. LPSCC shall consist of fifteen (15) voting members appointed by the Board of Columbia County Commissioners (hereinafter referred to as the “Board”). The voting members shall be as follows:

- a. A police chief;
- b. The Columbia County Sheriff;
- c. The Columbia County District Attorney;
- d. A State Court Judge;
- e. A public defender or defense attorney;
- f. The Director of the Department of Community Justice;
- g. A County Commissioner;
- h. The Department of Community Justice Juvenile Supervisor;
- i. The Columbia County Director of Public Health;
- j. A mental health Director;
- k. A representative of a community-based non-profit organization that provides services to victims of crime;
- l. One lay citizen;
- m. Two City Representatives;
- n. The Columbia County Jail Commander/Jail Manager.

2. Non-Voting Members. LPSCC shall consist of seven (7) non-voting members appointed by the Board. Non-voting members shall not be counted in determining whether a quorum is present. The voting members shall be as follows:
 - a. A representative of the Oregon State Police selected by the Superintendent of State Police;
 - b. A representative of the Oregon Youth Authority selected by the Director of the Oregon Youth Authority;
 - c. A representative of a community-based non-profit organization that provides services to victims of crime;
 - d. A State Court Judge;
 - e. A public health representative;
 - f. A City representative;
 - g. A representative of the Oregon Department of Human Services.
3. Process for Appointment of a police chief, State Court Judge, Defense Bar Representative; and City Representative.
 - a. The police chief member will be appointed by the police chiefs in the County prior to County appointment. Upon vacancy in the position, LPSCC will contact the police chiefs in the County to fill the vacancy. LPSCC shall forward information regarding the selected Police Chief to the Board of County Commissioners for County appointment.
 - b. The State Court Judges and defense bar representative will be appointed by the Presiding Judge of the Columbia County Circuit Court. Upon vacancy in the position of State Court Judge or defense bar representative, LPSCC will contact the presiding judge of the Columbia County Circuit Court to fill the vacancy. LPSCC shall forward information regarding the selected State Court Judge or defense bar representative to the Board of County Commissioners for County appointment.
 - c. The City Representatives will be selected by the cities in the County. Upon vacancy in the position of City Representative, LPSCC shall contact the Cities in Columbia County to fill the vacancy. LPSCC shall forward information regarding the selected City Representative to the Board of County Commissioners for County appointment.
4. Process for Appointment of OSP and OYA Representatives. Representatives of the Oregon State Police and the Oregon Youth Authority shall be selected by the Superintendent of the Oregon State Police and the Director of the Oregon Youth Authority, respectively. Upon vacancy in the position of Oregon State Police Representative or Oregon Youth Authority Representative, LPSCC shall contact

the Superintendent or Director to fill the vacancy. LPSCC shall forward information regarding the selected Representative to the Board of County Commissioners for County appointment.

5. Process for Appointment of Other members. Except as provided in paragraphs 3 and 4, above, the Board of County Commissioners shall appoint members to the LPSCC to fill vacancies upon nomination of the LPSCC. If nominations are not timely received by the Board the Board may advertise for qualified persons interested in serving and may appoint Members from such list. Member vacancies shall be filled for the remaining term of the vacant position, if any.
6. Initial Members. The initial members of the LPSCC and their staggered terms are set forth in Attachment 1, which is attached hereto and is incorporated herein by this reference.
7. No compensation. Members of the LPSCC shall serve without compensation other than reimbursement for duly authorized expenses. The Board may, by order, establish a per diem allowance and mileage expenses and otherwise authorize reimbursement of expenses occur.
8. Terms/Vacancy. Appointments shall be for three years, ending December 31st. Initial appointments shall be staggered so that continuity of LPSCC is assured. Vacancies shall be filled for the remaining term of the vacant position. The appointing authorities described herein shall fill a vacancy over which they have appointment authority within three months of a vacancy or as soon as possible.
9. Role of Staff. The Board of Commissioners may appoint one or more employees to manage the LPSCC. Staff shall serve at the pleasure of the Board of County Commissioners.

SECTION II. MEMBERSHIP REQUIREMENTS; POLICIES

A. Local Public Safety Coordinating Council Duties. LPSCC shall:

1. Develop and recommend to the County Board of Commissioners a plan for use of state resources to serve the local offender population and state and local resources to serve the needs of that part of the local offender population who are at least 15 years of age and less than 18 years of age, which plan must provide for coordination of community-wide services involving prevention, treatment, education, employment resources and intervention strategies.
2. Coordinate local criminal justice policy among affected criminal justice entities.
3. Develop and recommend to the County Board the plan for use of state resources to serve the local youth offender population.
4. Coordinate local juvenile justice policy among affected juvenile justice entities.

5. Develop and recommend to the Board a plan designed to prevent criminal involvement by youth. The plan must provide for coordination of community-wide services involving treatment, education, employment and intervention strategies aimed at crime prevention.
 6. Create a facility advisory subcommittee when provided within the information described in ORS 169.690. The subcommittee shall comply with ORS 423.565(4).
 7. If a written plan of action has been provided to the LPSCC under ORS 165.127, annually review the plan and, if appropriate, make written recommendations to the District Attorney for plan improvements.
- B. LPSCC requirements. LPSCC members shall at all times adhere to the following membership requirements:
1. Meetings. Members shall attend meetings. It is the responsibility of members to notify the Chair of an intended absence from a meeting. If a member has two unexcused absences in a twelve month period the Chair may ask for their resignation.
 2. Conflicts of Interest. Members shall adhere to all state laws, rules and regulation regarding conflicts of interest and rules of ethics for public officials.
 3. Policies and Procedures. Members of LPSCC shall adopt and adhere to bylaws which shall not be inconsistent with the Ordinance or applicable laws, rules or regulations. A copy of all bylaws shall be provided to the Board of County Commissioners and to the Office of County Counsel.

SECTION III. MEETING PROCEDURES

- A. Compliance with Public Meeting Act. LPSCC will conduct meetings in accordance with ORS 192.610 through ORS 192.690.
- B. Regular Meetings. LPSCC shall establish a regular public meeting schedule annually as provided in its policies and procedures.
- C. Special Meetings. LPSCC may hold special meetings and emergency meetings in compliance with ORS 192.610 through ORS 192.690.

Public Comment

- D. Roberts Rules of Order. Meetings shall be conducted in accordance with Robert's Rules of Order.
- E. LPSCC shall allow public comment during all regular meetings. Public comment may be limited to three (3) minutes. The Council shall aspire to conduct outreach to the public through standard information dissemination regarding its progress on general local criminal justice policy among affected criminal justice entities, to the extent practicable.
- F. Compliance with Law. Meetings shall be held in compliance with Title VI of the Civil

Rights Act of 1964, Section V of the Rehabilitation Act of 1993, and will all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations, including the Americans with Disabilities Act of 1990, ORS 659.45, and all regulations and administrative rules established pursuant to those laws.

G. Quorum. A majority of appointed voting members shall constitute a quorum.

SECTION IV. OFFICERS AND COMMITTEES

A. Officers. The Council shall elect one member to serve as Chair of LPSCC, one member to serve as Vice-Chair with the power to act as the Chair in the Chair's absence. The Chair and Vice-Chair shall serve one-year terms. Officers shall be elected at the first regular meeting of the year.

B. Duties of Chair. The Chair shall:

1. Preside over and be entitled to vote at all meetings of LPSCC at which s/he is present.
2. Serve as executive officer of LPSCC.
3. Facilitate leadership.
4. Ensure correct meeting procedure is followed. Decisions may be made by a majority of the members present provided the members present constitute a quorum of the entire membership.

C. Duties of Vice-Chair. The Vice-Chair performs the duties of the Chair in the absence of the Chair and performs such other duties as assigned by the Chair.

D. Teams and Sub-Committees.

1. The Chair may appoint one or more committees upon approval of the Council.
2. Sub-Committees and teams shall consist of at least three (3) members. A majority of a subcommittee/team shall constitute a quorum.
3. Teams and Sub-Committees shall comply with Oregon's public meetings laws.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON**

In the Matter of Establishing the Columbia
County Transit Advisory Committee and
Adopting Bylaws

ORDINANCE NO. 2018-6

The Board of County Commissioners for Columbia County, Oregon, ordains as follows:

SECTION 1. TITLE

This Ordinance shall be known as Ordinance No. 2018-6, and Exhibit A shall be known as the Columbia County Transit Advisory Committee Bylaws.

SECTION 2. AUTHORITY

This Ordinance is adopted under the authority of ORS 184.758, ORS 184.761, ORS 203.035, and ORS 391.800 to 391.830.

SECTION 3. PURPOSE

The purpose of this Ordinance is to establish the Columbia County Transit Advisory Committee and adopt its governing bylaws, in compliance with the Statewide Transportation Improvement Fund ("STIF") (ORS 184.758(1)(b), ORS 184.761, and OAR Chapter 732, Division 040) and the Special Transportation Fund for the Elderly and Disabled ("STF") (ORS 391.800 to 391.830 and OAR Chapter 732, Division 5). The Committee shall advise the Columbia County Board of Commissioners on local and regional transportation services funded through STIF and STF.

SECTION 4. HISTORY

The Board of Commissioners first established the Columbia County Citizens Transportation Advisory Committee on December 15, 2004, to advise and assist the Board on the distribution of monies from the Special Transportation Fund for the Elderly and Disabled ("STF"). The committee met the requirements of STF, which included membership criteria and committee tasks.

In 2017, the Oregon Legislature adopted HB 2017 creating the Statewide Transportation Improvement Fund ("STIF"). STIF provides funding to expand public transportation service in Oregon. Under STIF's implementing rules, an advisory committee is required to review the County's proposed projects and make funding recommendations based on certain criteria. The advisory committee membership requirements and tasks for STIF differ from those of STF. Rather than have separate advisory committees for STF and STIF, the County, through this ordinance, is establishing one combined advisory committee with governing bylaws that meet both STF and STIF laws and regulations.

SECTION 5. ADOPTION

The Columbia County Transit Advisory Committee Ordinance is hereby adopted, establishing the Columbia County Transit Advisory Committee and adopting its governing bylaws, which are attached hereto as Exhibit A and incorporated herein by this reference.

SECTION 6. SEVERABILITY

If by any provision of this Ordinance, including Exhibit A, is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the remaining portions thereof.

SECTION 7. AMENDMENTS

This Ordinance, including Exhibit A, may be amended by Board order to correct scrivener’s errors.

DATED this _____ day of _____, 2018.

Approved as to form by

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: _____
Office of County Counsel

By: _____
Margaret Magruder, Chair

Attest:

By: _____
Henry Heimuller, Vice Chair

By: _____
Recording Secretary

By: _____
Alex Tardif, Commissioner

First Reading: _____

Second Reading: _____

Effective Date: _____

EXHIBIT A

COLUMBIA COUNTY TRANSIT ADVISORY COMMITTEE

ARTICLE 1

Name

The name of this organization shall be the Columbia County Transit Advisory Committee.

ARTICLE 2

Citations

This Committee and these Bylaws are established to advise and assist Columbia County in carrying out the purpose of the Statewide Transportation Improvement Fund (STIF) and the Special Transportation Fund for the Elderly and Disabled (STF). This includes carrying out the requirements of ORS 184.758(1)(b), ORS 184.761, and OAR Chapter 732, Division 040 for STIF and ORS 391.800 to 391.830 and OAR Chapter 732, Division 5 for STF.

This Committee shall therefore serve as the STF Advisory Committee and STIF Advisory Committee for Columbia County and the Columbia County Board of County Commissioners.

ARTICLE 3

Definitions

The following definitions shall apply to the terms used in these Bylaws:

1. "Areas of High Percentage of Low-Income Households" shall mean geographic areas within Columbia County that are determined to have a high percentage of low-income households. Pursuant to OAR 732-040-0035(2)(a), it shall be the responsibility of the Advisory Committee to gather data and to seek public input, and to make a determination as to the areas of Columbia County in which high percentages of low-income households exist, and to publish said determination in its Committee minutes and printed public materials.
2. "Bicycle and Pedestrian Advocates" shall be individuals representing either organizations or standing committees associated with local governments within Columbia 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.
3. "Board" shall mean the Columbia County Board of Commissioners.
4. "Committee" shall mean the Columbia County Transit Advisory Committee, which serves as both the STIF Advisory Committee or STF Advisory Committee for

Columbia County.

5. "Employer Representative" shall mean any employee, supervisor, manager, or owner of a business enterprise legally operating within the boundaries of Columbia County.
6. "Environmental Advocates" shall be individuals representing either organizations or standing committees associated with local governments within Columbia 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.
7. "Local Government Representative" shall mean an employee of Columbia County, or a municipal or special district governmental organization formed and organized under the Oregon Revised Statutes and operating within the jurisdictional boundaries of Columbia County.
8. "Low-Income Individuals" or "person with low income" shall mean individuals with an income at or below 200% of poverty guidelines for individuals 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.
9. "Low-Income Households" shall mean households within Columbia County with a total household income at or below 200% of poverty guidelines for households 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.
10. "Major Destination" shall mean a well-known and commonly recognized destination within Columbia County, which may either be at one physical location 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 that promotes tourism within Columbia County generally.
11. "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 or not this entity receives public transportation funding.
12. "Person(s) with Disabilities" shall mean individuals with disabilities that 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.
13. "Persons With Limited English Proficiency" shall be persons as defined in Columbia County's Language Access Plan adopted by the Board of

Commissioners, 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.

14. “Public Transportation Service Provider Representative” shall mean a representative of a publically managed transportation service engaged in providing public transportation services.
15. A “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 serving residents of Columbia County.
16. “Representative of Low Income Individuals” shall be a person representing the needs of low-income transportation system users, and who, through association with groups or individuals is familiar with special transportation needs of low-income users.
17. “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.
18. A “Representative of Persons With Limited English Proficiency” shall be someone representing the needs of transportation system users with limited English proficiency, and who, through association with neighborhood groups, local school groups, social service or non-profit agencies, is familiar with the transportation needs of limited English proficiency users.
19. “Senior” or “Elderly” shall mean persons sixty (60) 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, through association with groups or individuals, or facilities serving seniors, is familiar with the special transportation needs of elderly users.
20. “Social and Human Service Provider Representative” shall mean a representative of a social services, human services, or health services agency operating within Columbia County. Said agency may be a public agency, a non-profit agency, or a not-for-profit institution such as a health center.
21. “Social Equity Advocates” shall be individuals representing either organizations or standing committees associated with local governments within Columbia 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.
22. “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.

ARTICLE 4 Function

Section 1. Purpose: The Committee shall assist the Board in tasks and duties supporting local and regional transportation services funded through the Special Transportation Fund (STF) and State Transportation Improvement Fund (STIF) and allocated to Columbia County, for distribution to Public Transportation Service Providers within and adjacent to Columbia County. The Committee's functions also include promoting and educating the public on the acceptance and usage of the transit system.

Section 2. Major Tasks:

1. The Committee's tasks related to STF shall be, as follows:
 - (a) To review, advise, and assist in the distribution of monies from the STF as set forth in OAR 732-005-0010; and
 - (b) To make recommendations to the Board on other matters relating to the provision of special transportation services in Columbia County, including:
 1. Identifying the transportation needs of Columbia County residents who are veterans, seniors, commuters, students, persons with disabilities, and other users of public transportation;
 2. Identifying and coordinating the use of available resources;
 3. Recommendations regarding general public transportation services;
 4. Advocating for new and expanded public transportation services in Columbia County;
 5. Planning for public transportation services; and
 6. Making the most productive use of all available public transportation funds.
2. The Committee's tasks related to STIF shall be, as follows:
 - (a) To review and advise staff on the development of the local STIF Plan, consistent with the guidelines promulgated by State administering agencies;
 - (b) To review all projects proposed for inclusion within the STIF Plan, and prioritize the approved projects, including the funding level for each project to be included within the STIF Plan;
 - (c) To develop a process for monitoring and evaluating projects to ensure that Public Transportation Providers that have received funds are applying the funds in accordance with and for the purposes described within their project proposal; and
 - (d) If requested, and in the manner directed by directed by the Board, review and advise staff on the methodology for distribution of STIF Formula Program monies allocated to Columbia County;

Section 3. STIF Plan Duties: In addition to the major tasks described, above, the

Committee shall perform the following STIF Plan duties consistent with the administrative requirements set forth under OAR Chapter 732, Division 040, as defined by Columbia County:

- (a) Hold public meetings to assist and advise staff with the development of the County's local STIF Plan, including components of the Plan developed by or for other Public Transportation Service Providers within the County;
- (b) Gather data and seek public input regarding low-income households within the County, including those within the corporate limits of municipalities within the County, and make and publish a determination of where those communities exist for purposes of guiding the STIF Plan;
- (c) Review every project proposed for inclusion in the County's STIF Plan and make a determination whether to recommend inclusion or rejection of the project for the STIF Plan;
- (d) Advise and assist staff by recommending projects to be included in the STIF Plan; the priority of each project in the Plan; and the level of project funding to be included for each project, consistent with the County's allocation process for the distribution of Formula Fund moneys;
- (e) Consider the criteria established under OAR Chapter 732, Division 040 when identifying Projects for inclusion in the STIF Plan, including but not limited to: expanded service and frequency in areas with a high percentage of low income households; improved service connections between communities; reduced fragmentation of service and closure of service gaps; maintenance of existing services; and other factors such as geographic equity;
- (f) Advise staff regarding the opportunities to coordinate STIF funded projects in the Plan with other local or regional transportation programs and services;
- (g) Recommend to the Board of Commissioners a STIF Plan which includes the prioritization of projects proposed for funding within the Plan;
- (h) Develop processes for review and monitoring of ongoing funded projects and local Plans, which may include reporting and site visits to local public transportation providers receiving STIF project funding; and
- (i) If appropriate, propose changes to policies or practices to ensure that the Public Transportation Service Provider has applied the monies received in accordance with and for the purposes described in the STIF Plan or project proposal, and that the project does not unduly fragment the provision of public transportation services.

ARTICLE 5 Membership

Section 1. Number, Qualifications, and Selection of Members: The Committee shall consist of no less than five (5), and no more than seven (7) members, appointed directly by the Board, as follows:

- (a) To be qualified to serve on the Committee, an individual must:
 - 1. Reside or work in Columbia County; and

2. Be knowledgeable about the public transportation needs of residents or employees located within or traveling to and from the County.

(b) In accordance with STIF requirements in OAR 732-040-0035(6), at least one member from each of the following:

3. A low-income individual, or a person from a low-income household, as defined in Article 3, who uses transportation services in the County, or a representative of low-income persons or households who use transportation services in the County; and
4. Who is a senior or elderly individual or an individual with a disability, as defined in Article 3, and uses transportation services in the County, or a representative of seniors or people with disabilities who use transportation in the County; and
5. A public transportation service provider representative, as defined in Article 3.

(c) In accordance with STF requirements in OAR 732-005-0031(10) and (11), a majority of Committee members must be knowledgeable about the transportation needs of the elderly and disabled and be at least one of the following:

1. Elderly or Disabled and a user of Transportation Services in the County;
2. Elderly or Disabled and live in an area of the County where there are no Public Transportation Services;
3. Representative of Elderly or Disabled residents of the County; or
4. Representative of a Provider of services to the Elderly or Disabled in the County.

(d) Additional members may be representatives from any of the following groups, as defined in Article 3:

1. Local governments, including land use planners
2. Non-profit public transportation service providers,
3. Neighboring public transportation service providers,
4. Employers,
5. Social and human service providers,
6. Transit dependent users,
7. Social equity advocates,
8. Environmental advocates,
9. Bicycle and pedestrian advocates,
10. People with limited-English proficiency,
11. Educational institutions,
12. Major destinations

(e) The Board will seek to appoint Committee members who represent the diverse interests, perspectives, geography, and the demographics of the County. Consideration may also be given to individuals within these categories who are users of public transportation services provided within the County.

Section 2. Ex Officio Members: The Committee may additionally consist of any the following ex officio members, appointed by the Board of Commissioners as follows:

- (a) One (1) County representative;
- (b) Any additional representatives which the Board of Commissioners deems appropriate.

Section 3. Terms of Office: Terms shall be three (3) years. Any member may serve two (2) successive terms if reappointed by the Board of Commissioners. Terms begin on July 1 and end on June 30. Terms shall be staggered, with either two or three members' terms expiring each year.

Section 4. Member Responsibilities: Member responsibilities are as follows:

- (a) All Committee members shall attend meetings of the Committee and any meetings of the subcommittees to which they are appointed, and shall fulfill other duties as appointed by the Chairman;
- (b) Meeting attendance is mandatory unless previously arranged with the County Transit Administrator. Proxy representation is not permitted; and
- (c) All Committee members shall come prepared to achieve meeting objectives described in the published agenda, focus on the agreed scope of the group operation, and listen to and appreciate a diversity of views and opinions.

Section 5. Termination of Membership:

The Board of Commissioners may remove Committee members as follows:

- (a) The Board of Commissioners may declare a member's position vacant when the member has had three (3) unexcused absences in one year or no longer meets a membership requirement;
- (b) For cause following public hearing, for reasons including, but not limited to commission of a felony, corruption, intentional violation of open meetings law, failure to declare conflict of interest, or incompetence

Section 6. Vacancies: The Board of Commissioners shall make appointments to fill vacancies as they occur. Such appointments shall be for the duration of the unexpired term of that position.

ARTICLE 6 Officers

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

Chair: The Chair shall have the responsibility of conducting all meetings and hearings 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 the meetings and hearings in the absence of the Chair.

ARTICLE 7 Subcommittees

Section 1. Creation of Subcommittees: The Committee shall have the power to create subcommittees with such responsibilities as the Committee directs.

Section 2. Naming of Subcommittees: The Chair shall appoint and charge each subcommittee with its responsibilities, shall appoint the members of the subcommittee, and shall appoint the chair of the subcommittee in the event the subcommittee consists of more than one person. The subcommittee chair shall be responsible for scheduling meetings, assigning specific tasks within the mandate of the subcommittee, and reporting to the Committee concerning the work of the subcommittee.

ARTICLE 8 Advisors

The Committee and the subcommittees may call on lay citizens and professionals as advisors without voting rights to provide technical assistance, expert guidance and advice, data support and analysis, provide information for and testify in deliberations, and attend meetings to the extent deemed appropriate and approved by the Committee and the Chair.

Calling of advisors by the Committee will be coordinated by the Chair or subcommittee chairs through County staff assigned to the Committee.

ARTICLE 9 Meetings

Section 1. Regular Meetings: Meetings shall be held a minimum of two times per year, as required by statute, but may be held more frequently to carry out the purposes of the Committee. These meetings shall be held in publically accessible facilities, and shall take place during transit operating hours, to facilitate attendance of interested individuals.

Section 2. Special Meetings: Special meetings may be called by the Chair or by the Board of Commissioners by giving the members and the press written or verbal notice at

least 24 hours before the meeting.

Section 3. 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.

Section 4. Voting: Each Committee member, except ex officio members, shall have one vote. In the event the Chair's vote shall create a tie vote, the Chair shall refrain from voting. A Committee member shall not vote on any funding decision in which they are an applicant for funds.

Section 5. Staff: Administrative staff to the Committee shall be determined by the Board.

Section 6. Agenda: The Chair, with the assistance of the County-provided staff, shall prepare the agenda of items requiring Committee action, and shall add items of business as may be requested by individual Committee members and/or the Board of Commissioners. Agendas of all meetings shall be posted in advance as required under existing County policy and filed with the Board.

Section 7. Notice: All members shall be given written or verbal notice of time, date, location, and purpose of the meetings at least three (3) days before a regular Committee meeting, and written or verbal notice one (1) day before a special meeting. In the event a member is provided with less than three (3) days notice of a regular meeting, or less than one (1) day notice of a special meeting, and objects to the proceedings based on a lack of adequate notice, all business conducted at that meeting shall be reconsidered at the next regular meeting or at a special meeting called with adequate notice.

Section 8. 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 County policy and filed with the Board.

ARTICLE 10

Public Records & Meeting Law and Public Engagement

Section 1. Public Records and Meeting Law: The Committee is a public body for the purposes of ORS Chapter 192, and is subject to the statutory procedures related to Oregon public records and meetings. Pursuant to OAR 732-040-035(2)(b), written copies of Committee agendas, minutes, and Bylaws shall be made available to the public for a period of no less than six (6) years.

Section 1. Public Engagement: Pursuant to OAR 735-040-0035, the Committee shall strive to seek public engagement in all its deliberative processes, with particular regard to the selection of projects for inclusion and funding in the County STIF Plan. The Committee will work with County staff resources such as the County Public Information Officer 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 Bylaws 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 that requires declaration of an actual conflict of interest.

ARTICLE 12
Bylaws and Amendments

Section 1. Bylaws: The Committee shall maintain written Bylaws pursuant to OARS 732-040-035 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.

Section 2. Review of Bylaws: The Committee shall periodically review its Bylaws and update them as required, but no less frequently than every three (3) years. Committee Bylaws will be reviewed by the County Counsel and presented to the Board for adoption. The Board may also elect to review Committee Bylaws at any time.

Section 3. Amendments: Committee Bylaws may be amended by the Board upon its own motion. Prior to an amendment, the Board may request a recommendation from the Committee which may recommend changes at any regular meeting of the Committee by a two-thirds vote of the appointed and filled membership, provided that the recommended amendment has been submitted in writing to the Committee members no later than three days before the regular meeting.

FIFTH AMENDMENT TO PERSONAL SERVICES CONTRACT
BY AND BETWEEN COLUMBIA COUNTY
AND COLUMBIA COUNTY LEGAL AID, INC.

WHEREAS, Columbia County ("County") entered into a Personal Services Contract with Columbia County Legal Aid, Inc., an Oregon non-profit corporation ("Contractor"), effective April 16, 2012, to provide law library management services; and

WHEREAS, the parties desire to set the amount of compensation due and payable under said Agreement for calendar year 2019 at \$41,071; and

WHEREAS, the parties desire to extend the agreement through December 31, 2019;

NOW THEREFORE, the Personal Services Contract by and between the County and Contractor, effective April 16, 2012, as amended, is hereby further amended as follows:

1. Section 2 is amended to read as follows:
 "Completion Date. The completion date for this Agreement shall be no later than December 31, 2019, unless otherwise amended."
2. Section 4 is amended as follows:
 "4. Consideration. For calendar year 2019, County shall pay Contractor on a fee-for-service basis, an amount not to exceed \$41,071."
3. Except as specifically provided herein, the Personal Services Contract by and between Columbia County and Columbia County Legal Aid, Inc., as amended, shall remain in full force and effect.
4. This Fifth Amendment is effective on the date last signed below.

COLUMBIA COUNTY LEGAL AID, INC.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

Tom Borton, President

By: _____
Margaret Magruder, Chair

DATE: _____

By: _____
Henry Heimuller, Commissioner

By: _____
Alex Tardif, Commissioner

Date: _____

Approved as to form:

By: _____
Office of County Counsel

Amendment 2
Law Library Lease
270 First St.
St. Helens, Oregon 97051

This Amendment 2 is to the lease made and entered into on the 21st day of July, 2010, by and between Columbia County Legal Aid (“Lessor”) and Columbia County, a political subdivision of the State of Oregon (“Lessee”) for the purpose of providing space for the Columbia County Law Library and public access thereto.

WHEREAS, Lessor and Lessee entered into a lease for law library space on July 21, 2010 (“Law Library Lease”), which is attached hereto as Attachment 2; and

WHEREAS, Lessor and Lessee entered into Amendment 1 to the Law Library Lease, effective retroactive to August 9, 2011; and

WHEREAS, the Term of the Law Library Lease, as amended, ended June 30, 2017; and

WHEREAS, the parties desire to extend the Term of the Law Library Lease through December 31, 2021;

NOW, THEREFORE, the parties hereto agree as follows:

1. The Law Library Lease by and between Columbia County Legal Aid and Columbia County, dated July 1, 2010, as amended, is further amended to extend the Term through December 31, 2021.
2. This Amendment 2 is effective on the date last signed, below, and shall be retroactive to July 1, 2017.
3. Except as otherwise expressly amended herein, the Law Library Lease, as amended, remains in full force and effect.

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IN WITNESS WHEREOF, the Parties have signed this Amendment 2 to the Law Library Lease as of the dates set forth below.

COLUMBIA COUNTY LEGAL AID, INC.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

Nick Brajcich, President

By: _____
Margaret Magruder, Chair

Date: _____

By: _____
Henry Heimuller, Commissioner

By: _____
Alex Tardif, Commissioner

Date: _____

Approved as to form:

By: _____
Office of County Counsel