

**BEFORE THE BOARD OF COUNTY COMMISSIONERS FOR JOSEPHINE COUNTY
STATE OF OREGON**

In the Matter of the Josephine Community)
Transit Special Transportation Advisory)
Committee (JCT STAC); Amendment to)
Bylaws)

RESOLUTION NO. 2018-050

WHEREAS, on January 23, 2013, by Resolution No. 2013-002, the Josephine County Board of Commissioners (BCC) approved and adopted By-Laws for the Josephine Community Transit Special Transportation Advisory Committee (JCT STAC); and

WHEREAS, on February 28, 2018, by Resolution No. 2018-008, the BCC approved and adopted amended By-Laws for the JCT STAC; and

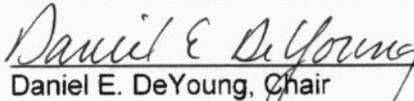
WHEREAS, the Josephine County Transit Program Supervisor has submitted to the Board of Commissioners, proposed amendments to said By-Laws, consistent with updates made to the rules for the Statewide Transportation Improvement Fund (STIF) ; and

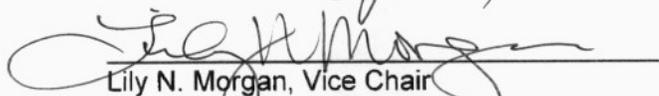
WHEREAS, the Board of Commissioners has reviewed and approved the amendments as presented; now, therefore

IT IS HEREBY RESOLVED, that the Josephine County Board of Commissioners approves and adopts the amended By-Laws of the Josephine Community Transit Special Transportation Advisory Committee (JCT STAC), which By-Laws are attached hereto as Exhibit "A" and incorporated herein.

DATED this 5th day of September 2018.

JOSEPHINE COUNTY
BOARD OF COMMISSIONERS


Daniel E. DeYoung, Chair


Lily N. Morgan, Vice Chair

Absent at Signing

Simon G. Hare, Commissioner

**JOSEPHINE COMMUNITY TRANSIT
SPECIAL TRANSPORTATION ADVISORY COMMITTEE**

Bylaws

Article I – NAME AND PURPOSE

Section 1 – Name: The name of this organization shall be the Josephine Community Transit Special Transportation Advisory Committee (JCT STAC). It shall be an advisory committee to the Josephine County Board of Commissioners (BCC), organized under the laws of the State of Oregon, ORS 391.800 Elderly and Disabled Special Transportation Fund, and is the Special Transportation Funds Advisory Committee for Josephine County.

Section 2 – Purpose: The purpose of the JCT STAC is to advise and assist the Josephine County Board of Commissioners in carrying out the purposes of ORS 391.800 to 391.830 regarding the Elderly and Disabled Special Transportation Fund.

Article II – COMMITTEE ROLE AND RESPONSIBILITIES

Section 1 – JCT STAC Role and Responsibilities: The JCT STAC will perform the following:

- A. Advise the BCC regarding the opportunities to coordinate Special Transportation Fund (STF) and Special Transportation Operating (STO) moneys and STF- and STO-funded Projects with other transportation programs and services to avoid duplication and gaps in service;
 - i. Funding prioritizations will be based on the criteria as adopted in the Coordinated Public Transit-Human Service Transportation Plan.
 - ii. Project selections must also be listed in the Coordinated Public Transit-Human Service Transportation Plan to be eligible for funding.
- B. Review and prioritized funding recommendations to the BCC through the Statewide Transportation Improvement Fund (STIF)
 - i. Funding prioritizations will be based on the criteria as adopted in the Coordinate Public Transit-Human Service Transportation Plan.
 - ii. Project selections must also be listed in the Coordinated Public Transit-Human Service Transportation Plan to be eligible for funding.
- C. Review the proposed distribution of Formula Program moneys and make recommendations to the BCC;
- D. Review the STF, STO, 5310 and all other Discretionary Grant proposals and make recommendations to the BCC;
- E. Participate in developing and updating the Coordination Plan, Transit Master Plan, or any other transit planning project; and
- F. Make operational and policy recommendations to the BCC regarding transportation services and funding.

Section 2 – Additional Tasks: The JCT STAC will review STF funded projects, reports, and inspect equipment and facilities, as requested by the BCC or the Josephine Community Transit Program Supervisor.

- A. Develop and maintain the definition of “high percentage of low income households” for evaluation of program funding and project selection.
 - i. Currently established as any household, person who is at or below the State of Oregon’s definition of “poverty level”

Article III – MEMBERSHIP

Section 1 —Committee Composition: The JCT STAC shall consist of at least five (5) members, and no more than nine (9) members. In addition, a maximum of three (3) alternate members may be appointed by the BCC.

Section 2 — Membership Qualifications: All members of the JCT STAC must reside or work within the boundaries of Josephine County.

- A. At least five (5) members must be one of the following:
 - 1. A person who is an elderly or disabled individual and uses transportation services;
 - 2. A person who is an elderly or disabled individual and lives in an area where there are no public transportation services;
 - 3. An individual engaged in providing transportation services to the elderly or disabled;
 - 4. A representative of elderly individuals; or
 - 5. A representative of disabled individuals.
- B. The remaining members may be:
 - 1. A representative for regional education; and/or
 - 2. A representative of the general public and all other transit users.
- C. The Josephine County Board of Commissioner Member who is assigned as the Transit Program Liaison will also be a voting member as the representative of a “Transit Provider”.

Section 3 —Appointment of Members: The BCC shall appoint members to the JCT STAC upon recommendation by the JCT STAC. Members shall be notified of their appointment in writing by the BCC.

Section 4 — Term of Membership: All JCT STAC members shall serve four-year terms, and are eligible for re-appointment by the BCC. The BCC member who serves as the “Transit Provider” shall remain for only as long as they are the Program Liaison.

Section 5 — Resignation, Termination, and Absences: Resignation from the JCT STAC must be in writing and received by the JCT Program Supervisor. Upon the recommendation of the JCT Program Supervisor, a committee member may be terminated from the JCT STAC by the BCC due to excess

absences, if that member has more than two (2) unexcused absences from committee meetings in a year.

Section 6 — Special Meetings: Special meetings of the JCT STAC may be called by the BCC or the Josephine Community Transit Program Supervisor. Notices of special meetings shall be sent out by the Transit Program Supervisor to each committee member at least forty eight hours (48) prior to the meeting.

Article IV — SUBCOMMITTEES

Section 1 — Subcommittee Formation: The JCT STAC may create subcommittees as needed, for purposes such as, but not limited to, fundraising, public relations, or data collection. The Chair of each subcommittee shall be appointed by the JCT Program Supervisor.

Article V — MEETINGS

Section 1—Meeting Schedule: The JCT STAC shall meet at least two (2) times per year at a time and place designated by the Josephine Community Transit Program Supervisor.

Section 2—Decision-making: The committee will make decisions by consensus of a majority of the members present.

Section 3 — Quorum: A majority of the filled positions then appointed to the committee will constitute a quorum for the purposes of conducting business and making decisions.

Section 4 — Conduct of Meetings: The JCT Program Supervisor shall convene regularly scheduled meetings, and shall control the conduct of the meetings. The JCT Program Supervisor shall represent the JCT STAC at meetings and communications with the BCC.

Section 5 – Minutes and Records: The JCT Program Supervisor shall be responsible for keeping minutes of meetings and records of all JCT STAC actions, and shall send out meeting notices and announcements, distribute copies of minutes and the agenda to each JCT STAC member, and maintain records in accordance with Oregon Public Records Laws and state archives requirements.

Section 6 – Open Meetings: All meetings of the JCT STAC shall be open to the public. Notice of meetings shall be given by the JCT Program Supervisor in accordance with Oregon Public Meetings Laws.

Article VI — STF ADMINISTRATOR DUTIES

Section 1 —STF Administrator: The Josephine Community Transit Program Supervisor shall be the STF Administrator. The STF Administrator shall have the day-to-day responsibilities for managing the STF Program and carrying out the County's goals and policies. The STF Administrator shall be responsible for ensuring that provider reports are completed and submitted as required, and shall make records available to the JCT STAC as necessary for the proper functioning of the committee. The STF Administrator may perform additional duties as required by the BCC.

Article VII — AMENDMENTS

Section 1 — Amendments: These Bylaws may be amended by resolution of the Josephine County Board of Commissioners.

Article VIII – EFFECTIVE DATE

Section 1 – Effective Date: These Bylaws shall become effective upon the approval of the Josephine County Board of Commissioners.