

Watertown-Jefferson County Area Transportation Council (WJCTC)

UNIFIED OPERATIONS PLAN

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2/23/2015
Ver: Final

Resolution 1-2015

Policy Committee Resolution approving the WJCTC Operations Plan

WHEREAS, the Watertown Jefferson County Area Transportation Council (WJCTC) is designated by the Governor of New York State as the Metropolitan Planning Organization (MPO) for the Watertown Urbanized Area in Jefferson County; and

WHEREAS, both the Highway and Transit Technical Committees recommend that the Council adopt the Operations Plan;

NOW BE IT THEREFORE RESOLVED, that the Watertown Jefferson County Area Transportation Council endorses the Operations Plan; and

BE IT FURTHER RESOLVED, that the Watertown Jefferson County Area Transportation Council authorizes the transmittal of this Operations Plan to the New York State Department of Transportation for submission to the Federal Highway; and

CERTIFICATION OF RESOLUTION

I, the undersigned, duly elected chair of the Watertown Jefferson County Area Transportation Council (WJCTC), do hereby certify that the foregoing is a true and correct copy of WJCTC Policy Committee Resolution 1-2015, adopted by consensus this day of _____, 2015.

Chair

3/2/15
Date

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I. Purpose of the Metropolitan Planning Organization

Under Section 134 of Title 23, United States Code and Section 8 of the Federal Transit Act of 1964, as amended, the Congress of the United States has stated that

"It is in the national interest to encourage and promote the development of transportation systems embracing various modes of transportation in a manner which will efficiently maximize mobility of people and goods within and through urbanized areas and minimize transportation-related fuel consumption and air pollution. To accomplish this objective, metropolitan planning organizations, in cooperation with the State, shall develop transportation plans and programs for urbanized areas of the State. Such plans and programs shall provide for the development of transportation facilities (including pedestrian walkways and bicycle transportation facilities), which will function as an intermodal transportation system for the State, the metropolitan areas, and the Nation. The process for developing such plans and programs shall provide for consideration of all modes of transportation and shall be continuing, cooperative, and comprehensive to the degree appropriate, based on the complexity of the transportation problems."

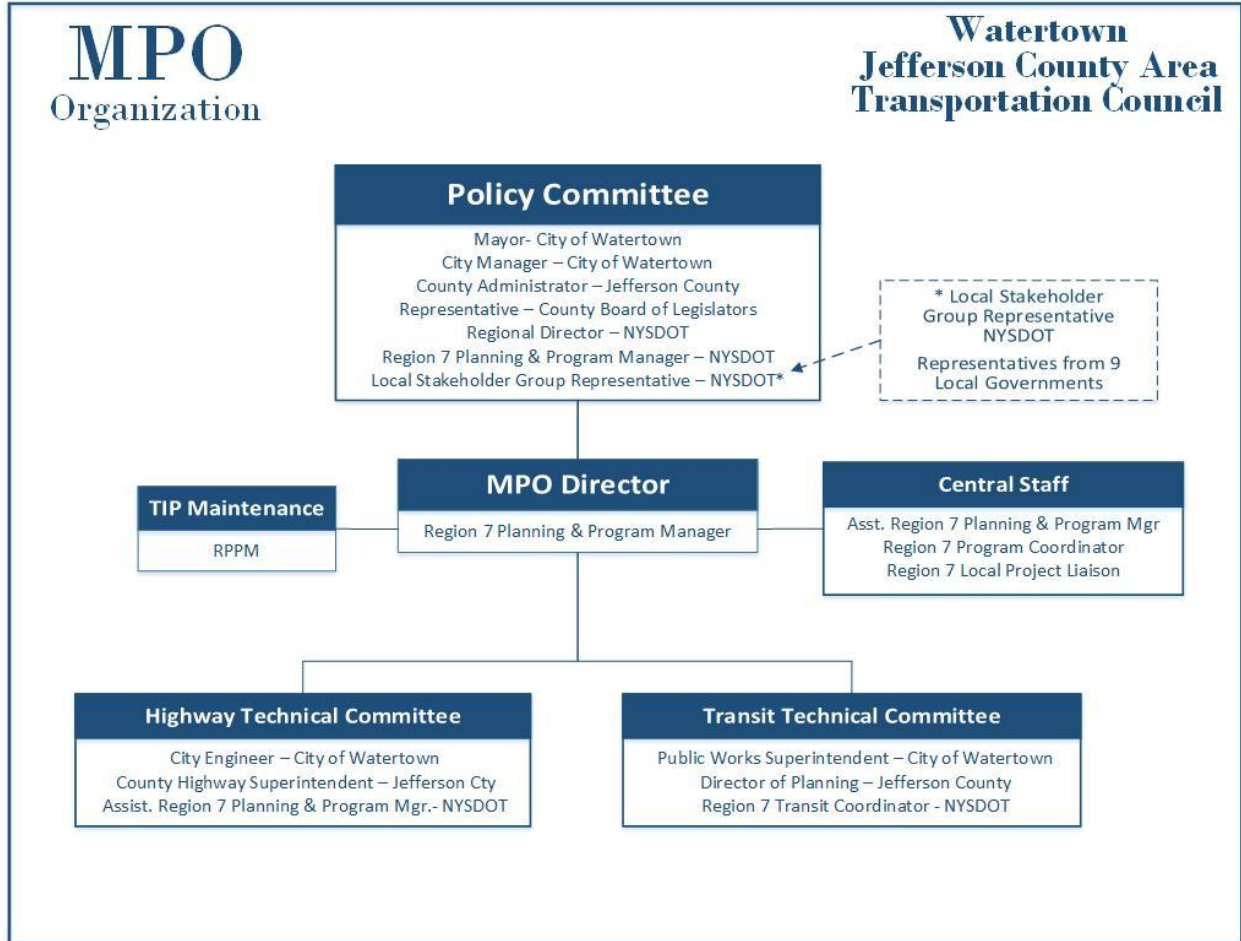
In accordance with this directive, Metropolitan Planning Organizations (MPOs) are designated for each urbanized area of more than 50,000 in population by agreement among the Governor and units of general-purpose local government. As a result of the 2010 Census, it was determined that the Watertown area had achieved metropolitan status. On September 19, 2014, the Commissioner of the New York State Department of Transportation (NYSDOT), on behalf of the Governor, formally designated the Watertown Jefferson County Area Transportation Council (WJCTC) as the MPO for the Watertown metropolitan area.

In order to comply with the intent and action of Congress regarding metropolitan transportation planning, representatives of the Governor of New York State and the local governments are required to be represented on the MPO. The WJCTC will be comprised of members from the NYSDOT, Jefferson County and the City of Watertown. Representatives from each of the three member governments have signed a Memorandum of Understanding which specifies the membership composition and basic duties and responsibilities of the WJCTC.

The MPO is responsible for fulfilling the federal and state transportation planning requirements specific to metropolitan/urbanized areas. These requirements are articulated by the most recent federal legislation, MAP-21. In the MAP-21 legislation, there are requirements for a long-range plan, transportation improvement plan (TIP) and Public Participation Plan. Additional rules and implementation guidance are provided by the associated federal agencies, Federal Highway Administration and Federal Transit Administration.

II. Organization of the Metropolitan Planning Organization

The MPO is structured as shown in the following organizational chart:



The Policy Committee(PC), which is the final decision making authority for transportation projects and programs within the metropolitan area, is composed of elected and appointed representatives from the City of Watertown, Jefferson County and representatives from the NYSDOT. Advisory members may be added at the discretion of the voting members (i.e. Fort Drum, etc).

The MPO Director will be the official spokesperson for the PC, the two Technical Committees (HTC & TTC) and the Local Stakeholder Group in reporting actions taken

by the Committees to the general public and to public and private agencies. The MPO director will also have limited fiscal responsibilities that will include Unified Planning Work Program (UPWP) Task revisions as well as TIP amendment capabilities.

The Technical Committees are responsible for coordinating transportation planning activities and providing technical advice to the PC. The Technical Committees are composed of professional/ technical staff representatives from each of the member governments. The Highway Technical Committee (HTC) will focus on highway/bridge issues, while the Transit Technical Committee (TTC) will focus on transit issues within the WJCTC boundary.

The NYSDOT Region 7 Planning and Program Manager will have limited responsibilities that will include the ability to approve minor TIP amendments.

The Local Stakeholder Group is comprised of representatives from each of the 9 Towns/Villages within the WJCTC boundary. The Local Stakeholder Group will be represented by a Region 7 NYSDOT employee.

The Central Staff is charged with performing the tasks required to progress the development of plans, programs, and other activities as prescribed in the annually adopted UPWP.

The WJCTC will follow the State Fiscal Year Calendar, which runs April 1st thru March 31st.

III. Bylaws

A. Policy Committee

The PC is composed of elected and appointed representatives from the City of Watertown, Jefferson County and representatives from the NYSDOT.

1. Voting Members:

- Mayor, City of Watertown
- City Manager, City of Watertown
- County Administrator, Jefferson County
- Representative from County Board of Legislators, Jefferson County
- Regional Director, New York State Department of Transportation, Region 7.
(The NYSDOT Commissioner designated the RD as the Commissioner's representative.)
- Planning and Program Manager, New York State Department of Transportation, Region 7
- Local Stakeholder Group Representative - Region 7 staff person to be nominated by the New York State Department of Transportation, and approved by the other members of the PC

Members may designate alternates to represent them in their absence in accordance with the Watertown Jefferson County Area Transportation Council Memorandum of Understanding (MOU).

2. Meetings

PC Meetings are to be held on the third Wednesday of January and July at 10:00AM. The Chairperson may call special meetings as deemed necessary. Briefing of the PC members will be the responsibility of the MPO Director. Meetings are open to the public, but may be closed following the rules of the Open Meeting Law.

3. Decision Making

Actions taken by the PC require a majority-driven vote, whereby majority is defined as four “yes” votes cast. If the recommendation of a Technical Committee is not 100% consensus, then the PC will require a super majority vote defined as five “yes” votes.

For any action to be taken by the PC during a scheduled meeting, a quorum consisting of at least five voting members or their officially designated representatives must be present. Designation of an official representative must be made in writing to the PC Chairperson, in accordance with the MOU.

4. Officers

The officers of the PC will be a Chairperson, Vice-Chairperson and Secretary. The officers of the PC will be elected by the Committee from among the voting members. The terms of these offices shall be one year. There shall be no limit on the number of terms a member may hold an office. Elections are to be held at the January PC meeting. If the Chairperson position becomes vacant, the Vice-Chairperson will assume the office of Chairperson. The Chairperson will delegate his/her function to the Vice-Chairperson in the event of his/her absence, or at any other time of their choosing. The MPO Director will provide administrative support to the PC including recording minutes.

5. Leadership

The MPO Director will be the official spokesperson of the PC as a whole in reporting action taken by the PC to the general public and to public and private agencies.

6. Subcommittees

The PC may establish and abolish subcommittees as needed.

7. Other Procedures

Other procedures necessary to conduct the business of the PC or its subcommittees shall be determined by *Robert's Rules of Order* or by the PC.

8. Non-Discrimination

The WJCTC, in accordance with the Civil Rights Law of 1991, encourages all people regardless of sex, age, color, nationality, ethnicity, mental or physical ability, political or religious beliefs, affection preference, or sexual orientation to participate in all of the WJCTC's planning and policy-making activities and in reaching the WJCTC's transportation goals.

B. Highway Technical Committee

1. Membership

The HTC provides professional expertise in the development of regional transportation plans and programs and in making policy recommendations to the PC. Assisting the WJCTC in advisory capacities are the Federal Highway Administration, the Federal Transit Administration, as well as other agencies whose participation is deemed appropriate by the PC.

Highway Technical Committee Members:

City Engineer, City of Watertown

County Highway Superintendent, Jefferson County

Assistant Region 7 Planning and Program Manager, NYSDOT

The HTC may seek input from non voting individuals/entities as it sees fit.

2. Meetings

Meetings are to be held on the second Wednesday in January, April, July and October at 10:00AM. Special meetings may be called by the Chairperson as deemed necessary. Individuals or agencies placing items on the agenda are responsible for making written briefings on those items available to all members in advance of the meeting. Meetings will be open to the public but may be closed per the regulations and guidelines in the Open Meetings Law.

3. Decision Making

Recommendations to the PC will require a consensus of opinion by the HTC. If the HTC recommendations to the PC are not 100% consensus, defined as 3 yes votes, then the PC will require a super majority vote, defined as five yes votes. A recommendation can not be advanced to the PC unless it has a minimum of 2 yes votes by the HTC. See voting flowchart in Section V, pg 19.

A quorum shall consist of at least one representative from two of the three member governments or their officially designated representatives. A quorum must be present in order for the HTC to take formal action. Designation of official representatives must be made in writing to the HTC Chairperson.

4. Officers

The Chairperson of the HTC will be elected by simple majority of the HTC member votes cast. The Chairperson will serve a term of one year. There shall be no limit on the

number of terms a member may hold. The MPO Director will provide administrative support to the HTC including recording minutes.

5. Public Information

The MPO Director will be the official spokesperson of the HTC as a whole in reporting actions taken by the committee to the general public and to public and private agencies. Individual members represent the viewpoints of their respective agencies.

6. Highway Technical Committee Responsibilities

- a. Assist MPO Director with preparing and administering the UPWP.
- b. Assist the host agency by reviewing grant applications and closeouts, final audit statements, and other documentation as it pertains to WJCTC FHWA projects.
- c. Develop the Highway/Bridge portion of the Transportation Improvement Program (TIP) for submission to the PC. The HTC shall seek input from the Local Stakeholder Group Representative when developing the TIP. Decisions on placing projects on the TIP will be constrained by available funding as well as WJCTC PC policies on project programming.
- d. Coordinate planning for preliminary project development for TIP project selection. Monitor progress on TIP project implementation.
- e. Assist Central Staff in developing the Long-Range Transportation Plan and Public Involvement Plan. Coordinate planning resources of PC members.

7. Other Procedures

Other procedures necessary to conduct the business of the HTC shall be determined by Robert's Rules of Order or as determined by the Committee.

C. Transit Technical Committee

1. Membership

The TTC provides professional expertise in the development of regional transportation plans and programs and in making policy recommendations to the PC. Assisting the WJCTC in advisory capacities are the Federal Highway Administration, the Federal Transit Administration, as well as other agencies whose participation is deemed appropriate by the PC.

Transit Technical Committee Members:

Public Works Superintendent, City of Watertown

Director of Planning, Jefferson County

Region 7 Transit Coordinator, NYSDOT

The TTC may seek input from non voting individuals/entities as it sees fit.

2. Meetings

Meetings are to be held on the second Wednesday in January, April, July and October at 1:30 PM. Special meetings may be called by the Chairperson as needed. Individuals or agencies placing items on the agenda are responsible for making written briefings on those items available to all members in advance of the meeting. Meetings will be open to the public but may be closed per the regulations and guidelines in the Open Meetings Law.

3. Decision Making

Recommendations to the PC will require a consensus of opinion by the TTC. If the TTC recommendations to the PC are not 100% consensus, defined as 3 yes votes, then the PC will require a super majority vote, defined as five yes votes. A recommendation can not be advanced to the PC unless it has a minimum of 2 yes votes by the TTC. See voting flowchart in Section V, pg 19.

A quorum shall consist of at least one representative from two of the three member governments or their officially designated representatives. A quorum must be present in order for the TTC to take formal action. Designation of official representatives must be made in writing to the TTC Chairperson.

4. Officers

The Chairperson of the TTC will be elected by simple majority of the TTC member votes cast. The Chairperson will serve a term of one year. There shall be no limit on the number of terms a member may hold. The MPO Director will provide administrative support to the TTC including recording minutes.

5. Public Information

The MPO Director will be the official spokesperson of the TTC as a whole in reporting actions taken by the committee to the general public and to public and private agencies. Individual members represent the viewpoints of their respective agencies.

6. Transit Technical Committee Responsibilities

- a. Assist MPO Director with preparing and administering the Unified Planning Work Program (UPWP).
- b. Assist the host agency by reviewing grant applications and closeouts, final audit statements, and other documentation as it pertains to WJCTC FTA projects.

- c. Develop the Transit portion of the Transportation Improvement Program (TIP) for submission to the PC. The TTC shall seek input from the Local Stakeholder Group Representative when developing the TIP. Decisions on placing projects on the TIP will be constrained by available funding as well as WJCTC PC policies on project programming.
- d. Coordinate planning for preliminary project development for TIP project selection and monitor progress on TIP project implementation.
- e. Assist Central Staff in developing the Long-Range Transportation Plan and Public Involvement Plan. Coordinate planning resources of PC members.

7. Other Procedures

Other procedures necessary to conduct the business of the HTC shall be determined by Robert's Rules of Order or as determined by the Committee.

IV. Staffing

A. MPO Director

The Region 7 Planning and Program Manager will serve as the Interim MPO Director until such time that a full or part time MPO Director is hired or the host agency transfers from NYSDOT, whichever comes first.

MPO Director Responsibilities:

- a. The MPO Director will be the official spokesperson of the MPO as a whole in reporting action taken by the PC, HTC and the TTC to the general public and to public and private agencies.
 - b. The MPO Director shall assist the HTC and TTC in preparing and administering the Unified Planning Work Program (UPWP). The MPO Director has authority to make and approve UPWP task budget revisions for the WJCTC if the revisions total no more than 5% of a specific UPWP task. The WJCTC PC shall be notified of such budget revisions within one week. Any UPWP task revision greater than 5% of the task budget would require PC approval. Adding a new task to the UPWP would also require PC approval.
 - c. Exercise authority to make and approve revisions to the TIP during the program year. Revisions are defined as changes that impact an individual project up to 5%.
 - d. The MPO Director will provide administrative support to the PC, HTC and TTC including recording minutes.
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B. Region 7 Planning and Program Manager

The NYSDOT Region 7 Planning and Program Manager (RPPM) shall be responsible for maintenance of the TIP/STIP and will have authority to make and approve minor revisions to the TIP during the program year. Minor revisions are defined as changes that impact an individual project up to 2.5%.

C. Central Staff

Since the NYSDOT is currently hosting the MPO, the Central Staff will be comprised of New York State Department of Transportation Region 7 staff.

Members of the HTC, TTC and PCs may be asked to provide assistance to the Central Staff on various tasks. Services to be provided by NYSDOT are specified in the WJCTC annual Unified Planning Work Program. The following discussion addresses issues of the Central Staff.

1. Role of the Host Agency

The WJCTC PC adopts the annual UPWP to specify the program tasks and budget using the federal transportation planning funds. The host will create and maintain staff positions necessary to accomplish the work within UPWP budgetary constraints. The primary responsibility of the host agency is to insure that all monies spent in support of Central Staff are reimbursable and are reimbursed under the terms of the WJCTC grants. The host will exercise the degree of administrative oversight necessary to carry out these responsibilities.

2. Staffing Plan

Day-to-day administration and supervision of the Central Staff will be the responsibility of the MPO Director.

3. Purchasing

a. All purchases of materials, services, or goods shall be made in accordance with the following provisions:

- Less than \$2500: Approval and signature by the MPO Director. A Budget Administrator, designated in writing by the Director, may make such approvals in the absence of the Director.
- Greater than \$2500 and less than \$5000: Approval by the MPO Director. All such transactions will be reported to the PC at its next regular meeting.
- Greater than \$5000: The formal approval of the PC is required. Such approval must be granted through a specific authorizing resolution or must be specifically identified in the approved Unified Planning Work Program. The signatures of the MPO Director and the Chair of the Transportation PC will be required on the appropriate processing documents.

b. Requests for purchasing shall be submitted to the appropriate Host Agency representative in the Host Agency's format. The Host Agency will ensure compliance with all applicable state laws and goals pertaining to the use of Minority Business/Disadvantaged Business Enterprises.

D. Local Stakeholder Group

The Local Stakeholders Group (LSG) will be composed of one appointee from each of the 9 Towns/Villages within the WJCTC boundary. The LSG shall convene quarterly or as deemed necessary. A NYSDOT Region 7 employee shall represent the LSG at the PC meetings.

V. Miscellaneous

A. Title VI Compliance

The WJCTC, in accordance with the Civil Rights Law of 1964, encourages all people regardless of sex, age, color, nationality, ethnicity, mental or physical ability, political or religious beliefs, affection preference, or sexual orientation to participate in all WJCTC planning and policy-making activities and in reaching WJCTC's transportation goals.

B. Public Participation

The citizens of the Watertown metropolitan area have a substantial interest in the transportation facilities and services provided. The transportation planning process must be responsive to these interests. Therefore, the WJCTC is committed to the establishment and maintenance of a program of meaningful and timely public participation in the transportation planning process as required by federal law, and federal, state, and local regulations.

The WJCTC's public participation program will have two basic objectives: 1) to disseminate the maximum amount of information about the transportation planning process to members of the general public; 2) to seek comments from the community on various MPO documents (UPWP, Long Range Plan, etc.).

C. Technical Committee Voting Flowchart

