



Puget Sound Regional Council

## **PSRC's REGIONAL FTA CAUCUS OPERATING PROCEDURES<sup>1</sup>**

### **Purpose**

As a standing subcommittee of the Transportation Operators Committee (TOC), PSRC's Regional Federal Transit Administration (FTA) Caucus (hereafter referred to as the Caucus) will serve as the forum for addressing all issues associated with FTA funding programs and compliance issues in the central Puget Sound region.

Primary responsibilities of the Caucus shall include:

- Developing recommendations to the TOC on the distribution of FTA formula funding apportioned to the Puget Sound region, except for PSRC's Section 5310 funds, which are recommended by the Special Needs Transportation Committee.
- Technical and compliance issues required in, or resulting from, the approved federal transportation authorization act (currently the Fixing America's Surface Transportation Act or FAST Act).

The TOC may also identify additional specific issue areas that they would like the Caucus to consider and provide input. Issues of interest identified by the Caucus will be forwarded to the TOC for possible incorporation into the Caucus annual work plan.

Actions approved by the Caucus will be forwarded as recommendations to the TOC for its consideration.

### **Membership**

The Caucus voting membership will be comprised of PSRC member agencies providing public transportation service in PSRC's four-county region. Those current agencies are identified below:

- Community Transit
- Everett Transit
- King County Metro
- Kitsap Transit
- Pierce County (Pierce County Ferry)
- Pierce Transit
- City of Seattle

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<sup>1</sup> As approved by the Caucus on February 13, 2018 and December 11, 2018.

- Sound Transit
- WSDOT (Washington State Ferries)

Agencies providing public transportation services in PSRC's four-county region which are not PSRC members (and/or agencies located outside of the PSRC region) are invited to participate as non-voting Caucus members.

Each member may have a designated alternate. Please note, only designated members and alternates may participate at the table; all other representatives are welcome to attend as guests only.

Appointments for each member and alternate are to be provided in writing to PSRC from the appropriate department head or elected official. For transit agencies, this should be the Executive Director or other responsible official. For the cities, this could be the Mayor, Public Works Director, Transportation Department Manager or other responsible official.

All members or their designated alternate are expected to regularly attend Caucus meetings.

### **Chair and Vice-Chair Elections, Terms and Responsibilities**

A Chair and Vice-Chair will be elected via an open nomination process and voting by the Committee. Terms will be for a maximum of two years. The role of the chairs will be to facilitate discussions and actions by the Caucus, and to ensure equal opportunity for participation by members present. As mentioned above, the Chair will also report to the TOC on Caucus recommendations.

### **Meeting Schedule and Agendas**

The Caucus typically meets on a quarterly basis on the second Wednesday of the month, from 10:30 a.m.- Noon. Scheduled meetings may be cancelled or additional meetings may be scheduled as needed, in consultation between PSRC staff and the Chair and Vice-Chair. A calendar of regularly scheduled advisory forum meetings for the year is posted on PSRC's website and provided to each forum.

Action Items will be clearly noted on Caucus agendas, which will be distributed approximately one week prior to each meeting. In general, if an item is not on the agenda, no action will be taken. However, under some circumstances, notification may be provided to the Caucus via email, either to add an item to an upcoming agenda, or to ask for action via email vote. No actions will be voted upon without adequate advance notice to all members of the Caucus.

### **Recommendations**

#### *General*

Formal recommendations to be forwarded to the TOC will be by vote, although the Caucus will strive for consensus among its members. Voting procedures will follow Robert's Rules of Order for motions, amendments and discussion. A recommendation may be proposed by any voting member of the Caucus, but motions may not be seconded by a representative from the same agency. Voting is not weighted, and each represented agency is allowed one vote. A quorum is not required. Other recommendations pertaining solely to Caucus activities, and which will not be forwarded to the TOC for action, may be achieved either by vote or by consensus. Alternates do not participate in recommendations if the representative is present. Minority positions may be forwarded along with the majority recommendation to the TOC.

### *Funding Distributions*

PSRC has project selection authority for FTA formula funds within three urbanized areas (UZA) in the region: Seattle-Tacoma-Everett, Bremerton and Marysville. When preparing a funding recommendation to the TOC, only those Caucus voting members providing service within a UZA – and the service is reported within that UZA to FTA's National Transit Database - may participate in the vote for that UZA.

### **Subcommittees**

Working subcommittees are created as needed by the Caucus. Subcommittees are assigned specific tasks and dissolved when the work is completed. Other staff in the region may be asked to serve on subcommittees to provide specific expertise or viewpoints.