

Transit Operators Committee Operating Procedures – April 2024

Purpose

The Transit Operators Committee (TOC) is PSRC's primary forum for:

- (1) addressing the region's transit planning needs to support the regional growth strategy and provide input to the Regional Transportation Plan,
- (2) recommending award of Federal Transit Administration (FTA) funds in the four-county central Puget Sound region, and
- (3) providing recommendations relating to PSRC's adopted project tracking policies for FTA funds.

The TOC may also provide a transit perspective on other PSRC work program items.

TOC Work Program

To help illustrate work program items falling under the purpose of the TOC, a standard work program of the TOC will include:

- Technical transit input on PSRC's planning products, including but not limited to the Regional Transportation Plan and related work products.
- Input and advice on transit-related performance metrics, targets, and related data to show progress in meeting regional goals and objectives.
- Review and input on PSRC's transit plan review and comment processes.
- Recommendations on allocation of FTA funding in the central Puget Sound region and advice on updates to FTA funding processes, as needed.
- Recommendations on how to address projects that are not meeting PSRC project tracking policies.
- Input and advice needed to meet FTA and state regional planning rules.

Membership and Member Responsibilities

Membership

All transit agencies that are PSRC members and report transit service to the National Transit Database (NTD) are considered voting members of the TOC. At present, this includes Community Transit, Everett Transit, King County Metro, Kitsap Transit, Pierce County Ferries, Pierce Transit, City of Seattle, Sound Transit, and Washington State Ferries. Acknowledging its role and interest in public transportation, WSDOT Regional Transit Coordination and Public Transportation Division staff also share a voting seat on the committee.

Non-voting membership is offered to transit agencies that are not PSRC members but report service to or within the PSRC region to NTD and to any standing subcommittee of the TOC. Representatives of the standing subcommittee are provided non-voting membership to provide continuity between the work of the TOC and its standing subcommittee. Membership will be reviewed every three years, as per PSRC's Board procedures. Any time PSRC membership is updated, the rationale and background determined by the committee will be documented.

Member Responsibilities

There shall only be one designated member per agency. This provides consistency and responsibility for the agency participating and voting at the TOC. The designated member

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should have the ability to provide meaningful, consistent, and timely representation of their respective agencies at meetings to assist in carrying out the Committee's purpose. To carry out these duties, TOC members are expected to have background and working knowledge of the region's transit planning, FTA funding programs and compliance, major project planning/development, and the ongoing work and priorities at their agency in helping to achieve the regional growth strategy. However, these operating procedures allow members to invite alternates and relevant subject matter experts from their agencies to attend TOC meetings and provide support to the member in providing input to PSRC and informing the member's votes on committee actions.

Designation of an Alternate and Alternate Responsibilities

Each member should have at least one designated alternate. An alternate may only participate in a committee vote if the member is not present. However, alternates are welcome to attend TOC meetings and contribute to discussion items, like transit subject matter experts, noted above. The distinguishing characteristic of an alternate from a subject matter expert is the expectation that alternates stay informed of the committee's ongoing work and that the alternate may vote in the member's absence.

Subject Matter Experts

Transit agency members and alternates may invite additional transit agency staff to TOC meetings to provide specific technical or policy expertise on a subject that the TOC is discussing and/or acting on. Subject matter experts are not expected to stay informed of the TOC's ongoing work. The subject matter expert may provide information to the TOC member to inform their vote, but may not vote on behalf of the member.

Written Notice of Appointments Required for Members and Alternates

Appointments for each member and alternate are to be provided in writing to PSRC by a transit agency department head or executive. Written member appointment communication for the TOC can be provided via email.

Member Attendance

All members are expected to regularly attend committee meetings. Alternates are expected to remain informed of the committee's work whether they attend or not. PSRC expects that between the member and designated alternates, that the appointing agency will provide consistent and informed input into PSRC's transit-related work program.

Attendance will be monitored and reported to the committee annually. If representation by either the member or designated alternate is absent for three meetings in a 12-month period, PSRC staff will contact the member's agency to encourage more regular attendance and to inquire if the appointment needs to be updated.

Chair/Vice-chair Role and Responsibilities

A Chair and Vice-chair will be elected via an open nomination process and voting by the Committee. Terms will be for two years with no limits to the number of terms. The role of the Chair will be to facilitate discussions and actions by the Committee and to ensure equal

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opportunity for participation by members present. The Chair serves as the TOC's designated non-voting member on the Transportation Policy Board.

The Vice-chair will operate in place of the Chair when the Chair is unable to attend a TOC meeting. The Vice-chair serves as the TOC's designated non-voting alternate on the Transportation Policy Board.

The Vice-chair shall take over as the Chair if the Chair is unable to serve the remainder of the two-year term. In the event the Vice-chair becomes the Chair, the TOC shall elect a new Vice-chair to take that position for the remainder of the two-year term.

Given the TOC's representation role at the PSRC Transportation Policy Board, members should be able to represent the Committee in that forum.

Meeting Schedule and Agendas

TOC will have a regular standing monthly meeting date scheduled to provide consistency for members. Meetings are typically scheduled for the fourth Wednesday from 10:00 am – 12:00 pm. Meetings will be canceled, additional meetings scheduled, or meeting times extended, as needed, based upon the work of the Committee. A calendar of regularly scheduled advisory committee meetings for the year is posted on PSRC's website.

Action items will be clearly noted on the meeting agenda, which will be distributed approximately one week prior to each meeting. If an item is not on the agenda, no action will be taken. However, under some circumstances, notification may be provided to the Committee 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 notice to all members of the Committee.

Voting and Recommendations

Formal recommendations forwarded to the TPB will be by vote of the Committee. A recommendation may be proposed by any voting member of the TOC. Voting is not weighted, and each representative is allowed one vote. A quorum is not required, and all actions and recommendations shall be approved by a simple majority of voting members present. Other recommendations pertaining solely to Committee activities, and which will not be forwarded to the TPB for action, may be achieved either by vote or by consensus. Consensus is defined as general agreement of the TOC voting members present. Alternates do not participate in voting or recommendations if the representative is present. Minority positions may be forwarded along with the majority recommendations to the TPB.

Subcommittees

The TOC is assisted in its duties by a standing subcommittee.

- The **Special Needs Transportation Committee** (SNTC) is a standing subcommittee of the TOC. See the SNTC operating procedures linked on that committee's webpage for information: <https://www.psrc.org/committee/special-needs-transportation-committee-sntc>. The subcommittee is represented on TOC through appointment of a member and alternate,

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In limited circumstances, the TOC and PSRC may elect to form a limited-term ad hoc subcommittee to address a specific topic.

In general, these ad hoc subcommittees shall be limited to areas of a technical or detailed nature that cannot be adequately addressed by the TOC membership within the confines of regularly scheduled TOC meetings. In each case that a limited-term ad hoc subcommittee is created, the TOC and PSRC shall collaborate to develop a clear purpose, work program, and schedule for delivering its work. Limited-term ad hoc subcommittees are advisory only to the TOC and should dissolve upon presentation of their work.