



Jen Metzger, County Executive
UCTC Chair

OPERATING PROCEDURES

Ulster County Transportation Council

Approved June 4, 2003

Amended On:

June 3, 2008 per Resolution 2008-10

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The Ulster County Transportation Council (UCTC) is the state designated Metropolitan Planning Organization (MPO) for Ulster County and a portion of the Poughkeepsie-Newburgh Urbanized Area. The UCTC was designated by the Governor of New York as the MPO for the Kingston Urbanized Planning Area on April 30, 2003. The UCTC was formally organized with the adoption of Operating Procedures on June 4, 2003. The purpose of the UCTC is to build a consensus on local and regionally significant transportation, transit and non-motorized improvements.

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1. PURPOSE

The purpose of Ulster County Transportation Council (UCTC) is to carry out the continuing, cooperative and comprehensive transportation planning process and to develop and approve transportation plans and programs within Ulster County, including the Kingston Metropolitan Area and other urbanized portions within and contiguous to Ulster County, including seven Census blocks in the Greene County Town of Catskill, as well as those portions of the Poughkeepsie-Newburgh, New York-New Jersey Transportation Management Area (TMA) that reside in Ulster County. In doing so, UCTC will ensure proper coordination and consistency with Federal regulations including the Moving Ahead for Progress in the 21st Century Act (MAP-21) or the most current Federal Surface Transportation Authorization Act. The Council will coordinate with other MPOs and regional public transit operators as appropriate.

2. FUNCTIONS

The UCTC, as the official Metropolitan Planning Organization for the Ulster County Metropolitan Planning Area, shall be responsible for:

- ◆ carrying out the urban transportation planning process and developing the Unified Planning Work Program, transportation management systems, Transportation Plan, and Transportation Improvement Program in cooperation with applicable Federal, State, and local agencies;
- ◆ being the forum for cooperative decision making on transportation issues by local elected officials and transportation providers within the Kingston Metropolitan Area Boundary;
- ◆ endorsing the annual Unified Planning Work Program (UPWP);
- ◆ approval of the five-year Transportation Improvement Program (TIP);
- ◆ reviewing and updating the Transportation Plan as necessary at least every five years;
- ◆ providing citizens, as well as public and private agencies, with the opportunity to participate in the transportation planning process;
- ◆ establishing the Metropolitan Area boundaries and delineating the Federal-Aid Urban Highway System within these boundaries;
- ◆ coordinating its plans and programs and its planning and programming processes with public transit operators and adjacent metropolitan planning organizations; and
- ◆ other additional program coordination as directed under federal statute or policy.

3. MEMBERSHIP

As outlined in the Memorandum of Understanding (MOU), and modified by these Operating Procedures, the Ulster County Transportation Council shall include the following members:

Permanent Voting Members

City of Kingston – Mayor

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Town of Saugerties – Supervisor
Town of Ulster – Supervisor
Ulster County – County Executive
NYS Department of Transportation – Commissioner (as represented by the Regional Director)
NYS Thruway Authority – Executive Director

Rotating Voting Members for Two-Year Terms - beginning June 4, 2003.
(One member from each pair will serve on an alternating basis.)

Village of Saugerties – Mayor
Town of Hurley – Supervisor

Town of Rosendale – Supervisor
Town of Esopus – Supervisor

Town of Lloyd – Supervisor
Town of Marlborough – Supervisor

Town of Plattekill – Supervisor
Town of Shawangunk – Supervisor

Village of Ellenville – Mayor
Village of New Paltz – Mayor

Town of New Paltz – Supervisor
Town of Wawarsing – Supervisor

Town of Woodstock – Supervisor
Town of Kingston – Supervisor

One Voting Member - Selected by Ulster County Association of Town Supervisors – Term beginning June 4, 2003

Town of Denning – Supervisor
Town of Gardiner – Supervisor
Town of Hardenburgh – Supervisor
Town of Marbletown – Supervisor
Town of Olive – Supervisor
Town of Rochester – Supervisor
Town of Shandaken – Supervisor

Advisory Non-Voting Members

Federal Highway Administration
Federal Transit Administration
NYS Bridge Authority
NYS Department of Environmental Conservation
Public Transit Providers within Ulster County (Ulster County Area Transit and Kingston Citibus)
Greene County Representative
(Other additional agencies or individuals as the Council may decide)

Publicly-operated transit providers operating within Ulster County are considered to be Advisory Members of the Council. Each transit agency operating within Ulster County is a department within their respective municipal jurisdictions. Further, each transit provider's respective municipality is

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considered to be the official Designated Recipient of federal transportation aid. As such, the Chief Elected Official of each municipality is the effective voting member and Council representative and will make decisions that consider the interests of their respective transit agency.

Designation of Voting Proxy: Members of the Council may designate an agency, municipal substitute or individual to act as a voting proxy on their behalf. Such designation shall be in writing to the Chairperson and shall specify the order of precedence if there are alternate representatives, the term of such representation or, if not specified, the term of the representative(s) shall be deemed to be the term(s) in office of the appointing authority until written notice otherwise by the appointing authority to the Chairperson, or resignation of a representative.

4. OFFICERS

The Ulster County Executive shall serve as permanent Chairperson of the Council and the Regional Director of the New York State Department of Transportation, Region 8, shall serve as permanent Secretary to the Council. The Chairperson may designate the Director of the Host Agency (Ulster County Planning Department) to act as Chair in his or her absence. The Council may establish and fill any other offices necessary to carry out its work.

5. MEETINGS

Meetings will be held as necessary to accomplish the functions of the Council, but not less than once a year. Council members will receive written notice of meetings at least ten calendar days prior to each meeting. However, recognizing that matters may arise that demand the immediate attention of the Council, any individual member may request that the Chairperson convene the Council. A meeting agenda shall be available to the members ten calendar days prior to the meeting. All meetings will be held in locations that comply with Americans with Disabilities Act standards for accessibility.

Formal meetings of the Council are open to the public. However, special executive sessions may be called at the request of a Council member. Members of the Technical Committee are invited to attend all executive meetings. At any meeting of the Council, the general principles of parliamentary procedure shall be observed. The regular order of business, unless otherwise modified by the Council, shall be as follows:

- A. Call to Order
- B. Roll Call
- C. Call for Citizen Participation
- D. Minutes of the Preceding Meeting
- E. Communications and Announcements
- F. Reports and Actions on Old Business
- G. New Business
- H. Adjournment
- I. Issuance of Press Release by Chairperson, if appropriate

6. DECISION-MAKING

All actions taken by the Council shall be by consensus of members. Consensus is defined to be unanimity of affected parties. Consensus can only result from a vote taken at a Council meeting. At a Council meeting, the Chairperson will judge the extent to which voting members are affected by proposed Council actions and will declare a consensus, or the lack thereof, as the case may be.

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The exception to the requirement for Council consensus is in regard to minor budget revisions in the Unified Planning Work Program (UPWP), in which cases the Chairperson shall be empowered to approve, on behalf of the Council, changes to individual line items in that UPWP budget, which do not exceed 25% of that budgeted amount.

A quorum, consisting of a majority of voting members, or their official designated representatives, must be present for the Council to vote. If no negative responses have been received from council members at a council meeting, the chairperson shall presume concurrence on the proposed action.

7. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

The UCTC Transportation Improvement Program or “TIP” is a fiscally constrained short-range program including a financial plan for implementing transportation improvements in Ulster County. Each project or project phase included in the TIP shall be consistent with the approved Long Range Transportation Plan. The TIP shall cover a period of no less than four (4) years. In general, the TIP will be updated bi-annually or as otherwise directed by the Federal Highway Administration, Federal Transit Administration or NYSDOT. The TIP update cycle will coincide with the update cycle for the Statewide Transportation Improvement Program (STIP). The TIP shall expire when FHWA and FTA approval of the STIP expires.

Primary responsibility for developing the TIP shall rest with Council Staff and the Technical Committee, and if convened, a TIP Subcommittee. New projects proposed for inclusion in the TIP will be evaluated against the most current TIP Project Selection Criteria adopted by the Council. The Council will use the results of this evaluation to prioritize which projects will be included in the TIP.

During development of the TIP, Council Staff will provide progress reports to the Technical Committee at their regular meetings. Council Staff will also provide public notice of the process, project eligibility, and proposed schedule. Preliminary project listings and other updates will be posted on the Council website and made available in paper or digital format upon request. Changes to an approved project or an approved TIP shall be processed according to the most current guidelines for TIP Amendments, which can be found directly in the TIP document. Changes requiring Council approval are classified as Amendments, while changes approved by Council Staff are classified as Administrative Modifications. For Administrative Modifications, Council Staff shall provide notice to the Technical Committee of the proposed change prior to processing the change; information on proposed changes will be included in the Technical Committee meeting notice. However, if necessary to meet an obligation deadline, Council staff may process an Administrative Modification without prior notice to the Technical Committee. The Council shall provide all interested parties a reasonable opportunity to comment on the proposed TIP, and amendments in accordance with the Public Involvement Procedures.

All Amendments and Administrative Modifications to the TIP will be posted on the TIP page of the UCTC website in a timely manner.

Project Selection Criteria for Projects Already Programmed on an Approved TIP: This mechanism will be used to manage project implementation from an approved and fiscally constrained TIP and/or STIP, for advancement to the FHWA or FTA for authorization.

1. Projects identified in the first year of the STIP have first right to the funds available. To the extent that all the projects are ready to be authorized and the actual costs match the programmed costs, no project selection is required.

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2. If the value of projects in the first year of a TIP/STIP increase from the programmed cost when it is ready for authorization, it will be necessary to maintain the fiscal integrity of the fund category in that Federal Fiscal Year (FFY) in order to obtain Federal authorization. Generally, this will require that savings in other first year projects be identified. If that cannot be demonstrated, other first year projects would need to be deferred to later years. If they are deferred to later years, the fiscal balance in years 2 and 3 of the TIP/STIP must be maintained. This may necessitate deletion of scheduled projects in years 2 or 3. Even though this sounds onerous, it often entails only minor schedule change of a project (e.g., September to October).
3. If it is necessary to revise the federal fund category in order to ensure timely authorization of an approved project, this action will be permitted under project selection if the fiscal integrity of each affected fund category is maintained.
4. When there are savings incurred as a project is authorized (or bid), or when the schedule of a project slips causing the authorization to be deferred to a subsequent FFY, it will be necessary to select a project from the second or subsequent years of the TIP/STIP for authorization to avoid lapsing funds in the current FFY.
5. In cases where selecting a project from subsequent years 2, 3 and 4, or revising fund categories becomes necessary, the priority would be, to the extent possible, to select a project that is ready to be authorized from the same MPO (UCTC), then from the same NYSDOT Region (Region 8), and finally from anywhere within the State.
6. The NYSDOT is authorized to select other Title 1 funded projects from years 2 and/or 3 if funds are available and if the project(s) is ready to be authorized. The Secretary of the UCTC will notify UCTC voting members of changes that have occurred.
7. Further details on project programming and removal are provided under Section 9. Public Involvement Procedures

8. Unified Planning Work Program (UPWP)

UCTC is responsible for the development of a Unified Planning Work Program (UPWP). The UPWP shall serve as the formal statement of work for the Council and be developed and adopted by the Council as part of the metropolitan transportation planning process. The UPWP shall cover a period of no more than one (1) year, be updated annually, and coincide with the New York State Fiscal Year calendar. The UPWP shall include a description of the federally funded planning activities expected to be carried out during the program year and shall identify who will perform the work, the cost and timeframe for the work, and the source of funds.

Primary responsibility for developing the UPWP will rest with Council Staff and the Technical Committee. The Council may solicit for planning projects as necessary. Public involvement activities for the adoption of the UPWP and amendments will adhere to the Public Involvement Procedures. The Chairperson in consultation with the Administration Committee shall be empowered to approve, on behalf of the Council, the following revisions to the UPWP during the program year:

1. routine end-of-State Fiscal Year adjustments that are necessary for funds carryover, new grant revisions, and grant closeouts;
2. budget revisions necessary to adjust or complete planning activities due to staffing or priority changes; and
3. changes to individual tasks that do not exceed 25 percent of the budgeted amount.

All other revisions to the UPWP require approval by the Council.

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Additional detail regarding the UPWP revision process may be found under *Appendix B: Administration Committee Operating Procedures*.

9. PUBLIC INVOLVEMENT PROCEDURES

Purpose: To increase public involvement in the transportation planning process that is carried out by the Ulster County Transportation Council (UCTC) and its committees. Public participation efforts will be used to educate the public about major transportation issues, solicit information, assist in achieving consensus, and provide a way for citizens to share their perspectives with UCTC members.

Federal Requirements: The Metropolitan Planning Organization's purpose is to carry out the Metropolitan Transportation Planning and Programming Processes as defined within the provisions of 23 CFR Section 450 and the Moving Ahead for Progress in the 21st Century Act (MAP-21) or the most current Federal Surface Transportation Authorization Act. Public participation requirements for states and MPOs include providing timely information, reasonable public access to technical and policy information, adequate notice of public involvement activities, explicit consideration and response to public input, and consideration of needs of those traditionally under served by the transportation system.

Ensuring compliance with Title VI of the 1964 Civil Rights Act as well as Environmental Justice Executive Orders will be considered at all applicable stages of the planning process. The UCTC remains committed to supporting Federal Title VI/Environmental Justice requirements. Furthermore, the UCTC assures that no person shall on the grounds of race, color, national origin, or gender, as provided in Title VI of the Civil Rights Act of 1964 and related statutes be excluded from participation in, or be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which UCTC receives Federal financial assistance. Examples of UCTC compliance include evaluation measures built into the TIP project evaluation and selection process, and the development of mapping to illustrate the relationship between transportation investments programmed and areas with concentrated low-income, minority, age 65 and older, and mobility disability populations.

General Public Participation Activities: The UCTC, its committees and staff, will continue to expand its outreach efforts to various individuals and public interest groups in the region.

1. The UCTC Public Information mailing list will be maintained by the Ulster County Planning Department and updated regularly by UCTC staff agencies.

The UCTC Staff will continue its efforts to identify and include citizens and groups that are traditionally under served by the transportation system.

The mailing list will be periodically updated based on interest expressed. The individuals and groups on the mailing list will be periodically surveyed to determine their continued interest in the UCTC and its activities.

2. UCTC will notify the mailing list and distribute a press release to the area media outlets about any public meetings 10 calendar days prior to the event. The notice will include date, time, location, and purpose or topic of the meeting.
3. All UCTC Technical and Policy Committee meetings will be held in facilities that comply with Americans with Disabilities Act standards for accessibility. Efforts will be made to ensure that other project-related meetings where the public is invited to attend will also be held in accessible locations.
4. At public meetings there will generally be a five-minute limit for each individual speaker.

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5. A summary of the major written or verbal comments resulting from the public meeting or other activity, and the proposed responses will be prepared and will be available upon written request.
6. Documentation and summaries of all public meetings will be prepared and retained by the Ulster County Transportation Council staff, and will be available upon request.
7. Technical and policy information and data will be available from the two UCTC staff agencies, Ulster County Planning Department and the New York State Department of Transportation – Region 8. Data requests of significant size will be made available within a reasonable period of time.
8. Public participation strategies will be considered on a project-by-project basis that will effectively engage minority and low-income populations and reduce participation barriers for such populations.
9. Upon request (preferably two weeks in advance of a meeting), effort will be made to provide accommodations such as assistive listening devices, materials in accessible formats and in languages other than English, and interpreters of American Sign Language and other languages.
10. If requested, the MPO will provide verbal and written translation or digital conversations to facilitate accessibility of key documents or key portions of them within a reasonable time and within available resources.

Long Range Transportation Plan (LRTP): In addition to the activities discussed under General Public Participation, the following procedures apply to the preparation and update of the Long Range Transportation Plan.

1. The Long Range Transportation Plan will be reviewed and updated at least every five years. The UCTC Technical Committee working with UCTC staff will have primary responsibility for developing the Transportation Plan.
2. There will be a minimum of two forums held in different areas of the County with the express purpose of soliciting public comment, discussing current transportation issues and goals, and potential actions and recommendations. Notice of the public meetings and relevant support material will be mailed to all those listed on the MPO Public Information mailing list.
3. All significant written or verbal comments and the responses will be summarized and included in the final Long Range Transportation Plan.
4. If the final Long Range Transportation Plan differs significantly from the one discussed at the open forums, an additional public meeting will be held prior to the consideration of the Plan by the UCTC Council.
5. A demographic profile will be developed in each iteration of the Long Range Transportation Plan that will identify the locations of socio-economic groups, including low-income and minority populations as covered by the Executive Order on Environmental Justice and Title VI provisions, that can be used to inform the public involvement process and strategy for all subsequent planning materials developed by the MPO during the 5-year life cycle of the LRTP.

Transportation Improvement Program (TIP): In general, the TIP will be updated bi-annually or as otherwise directed by the Federal Highway Administration, Federal Transit Administration or

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NYS DOT. In addition to the activities discussed under General Public Participation, the following procedures apply to the preparation and update of the TIP.

1. A "call letter" will be sent to municipalities, participating agencies, the UCTC Public Information Mailing list, and other interested parties announcing the beginning of the TIP update process. This letter will be signed by the Ulster County Executive and distributed by UCTC staff. The call letter will include information on how municipalities and agencies can request a specific transportation project be considered for federal, state, or local funding and information on how to participate in the transportation planning process. In addition, a schedule of the proposed TIP and any other pertinent information will be included in the call letter.

The UCTC staff will review all project proposals received in conjunction with the UCTC Technical Committee or a subcommittee thereof. Proposals for projects on the State system will be directed to the NYS DOT, projects off the State system will be referred to the appropriate jurisdiction, and any other transit project will be referred to the appropriate transportation agency for review and comment.

2. During the TIP update process (generally every 2-3 years), in instances where federal transportation aid is less than the program of projects in the current TIP, in an effort to maintain fiscal constraint on the updated TIP, a process for reduction, postponement or removal of programmed projects will be pursued. In such instances, call letters will be substituted with "notice letters" explaining new fiscal targets, the proposed TIP revision and review process, and how municipalities and agencies can participate in that process.
3. A public meeting will be held by the UCTC staff to solicit public input and discuss the TIP development process, projects on the existing TIP, and proposed projects being considered for addition to or removal from the TIP, and other analyses as necessary.
4. There will be a minimum 15-calendar day comment period before final approval of the TIP by the UCTC Council.
5. A summary of all significant written or verbal comments and the responses will be prepared and included as part of the final TIP.
6. After the final TIP and associated required analyses are approved by the Council, the TIP document will be distributed to all council members and the Technical committee. The UCTC Public Information mailing list will be notified. The TIP is available upon request. Any person or agency requesting a final TIP will receive a copy and will be placed on the mailing list.

TIP Amendments: All TIP Amendments will be subject to public review prior to UCTC Council action. Notice of the Amendment including project description and impact on the current, approved TIP will be mailed to those listed on the MPO Public Information mailing list. There will be a minimum 15-day comment period before Council action.

Unified Planning Work Program (UPWP): The Council shall make the Draft UPWP available for public review and comment at least fifteen (15) days prior to taking action on adoption. The Draft UPWP will also be posted on the Council's website during the comment period. The Council may solicit for planning projects as necessary. All significant written or verbal comments or questions made during the fifteen (15) day public comment period, along with Council responses, will be provided to the Council prior to action. . An Amendment to the UPWP requires a fifteen (15) day public comment period.

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Public Participation at UCTC Council Meetings: The following procedures will be followed at all UCTC Council meetings.

1. All persons attending a UCTC Council meeting, including UCTC members and the general public, will be asked to record their name, address, and what interest or group they represent.
2. The general public will be given the opportunity to speak at each UCTC Council meeting under the public participation section of the agenda on any item pertinent to the agenda or the transportation planning process. This does not preclude the general public from commenting on any agenda item as it is being discussed, time permitting.
3. The Chairperson shall be the official spokesperson for the Council to inform the public of the work of the transportation planning program and to maintain good relations with the press and media. Upon request, any Council member can make a public statement or issue a press release on behalf of their organization. Any public statement issued on behalf of the UCTC must receive prior approval by the Council.

10. REVIEW PERIOD FOR CHANGES IN PUBLIC PARTICIPATION PROCESS

The general public will have 45 calendar days to review and comment on the UCTC Public Participation Procedures through a public notice and direct mailing of the existing Public Information mailing list. Comments from the public will be documented and acted upon as appropriate with the concurrence of the UCTC voting members.

There will be a periodic review of the UCTC Public Participation Procedures to address changes that may, from time to time, occur.

All subsequent changes to the Public Participation Procedures will follow the same 45-calendar day public review process noted above.

11. MAILING CORRESPONDENCE

All municipalities and agencies serving on the Council and the Technical Committee shall be placed on a mailing list and receive all Council correspondence. Any other municipality or agency that is not currently serving as a member, but wishes to receive Council correspondence, can so request and be placed on the mailing list. Members of the public may request to be added to the UCTC mailing list to receive notices regarding meetings and other similar information. Requests may be made through an automatic registration system available on the UCTC website (<http://ulstercountyny.gov/planning/transportation>) or by direct email to uctc@co.ulster.ny.us.

12. COUNCIL STAFF

The Ulster County Planning Department shall serve as Council staff and shall perform the administrative and secretarial duties of the Council. The staff shall be accountable to the Council.

13. TECHNICAL COMMITTEE

The Technical Committee shall work in conjunction with the Council staff and shall be responsible for identifying transportation planning issues for consideration by the Council. The operating procedures for the Technical Committee are as attached as *Appendix A*.

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Appendix A

ULSTER COUNTY TRANSPORTATION COUNCIL
Technical Committee Operating Procedures

A. GENERAL PURPOSE

The Technical Committee shall be responsible for identifying specific transportation planning issues for inclusion in the Transportation Plan, the Unified Planning Work Program, the Transportation Improvement Program, and special studies. The membership of the Technical Committee is comprised of representatives of the Council's voting members, alternate voting members, and advisory non-voting members. In order to keep the Council members informed, it is the responsibility of each Technical member to discuss all issues with their respective Council member prior to the Technical Committee meetings and brief them after each Technical Committee meeting.

B. FUNCTIONS

It is the Technical Committee's responsibility to:

1. Review and update the Transportation Improvement Program for endorsement by the Council.
2. Review and annually update the Unified Planning Work Program for endorsement by the Council.
3. Review and update the Transportation Plan every five years for adoption by the Council.
4. Undertake and implement special studies as requested by the UCTC.
5. Identify other specific areas of concern for further analysis of transportation related issues.

C. RESPONSIBILITIES

The Technical Committee shall meet as necessary to provide direct technical input into areas being studied, as identified in the Transportation Plan, the Unified Planning Work Program, or the Transportation Improvement Program. The technical staff will make recommendations to the council members and provide ample time for review and action.

D. MEMBERSHIP

Membership on this committee shall consist of technical representatives appointed by the voting, alternate, and advisory members from the following agencies and governments:

New York State Department of Transportation
New York State Thruway Authority
Ulster County Legislature Chairperson
Ulster County Planning Department
City of Kingston
Town of Esopus
Town of Hurley
Town of Kingston
Town of Lloyd
Town of Marlborough
Town of New Paltz
Town of Plattekill
Town of Rosendale
Town of Saugerties
Town of Shawangunk
Town of Ulster

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Town of Wawarsing
Town of Woodstock
Village of Ellenville
Village of New Paltz
Village of Saugerties
Representative selected by Ulster County Association of Town Supervisors
Greene County Representative
Federal Highway Administration
Federal Transit Administration
New York State Bridge Authority
New York State Department of Environmental Conservation

Formally designated committee members may send an alternate official from the municipality or agency to the Technical Committee meetings. Prior written authorization is required for alternate representatives to act on behalf of the municipality or agency.

Additional members may be included from affected areas that are being studied, as necessary.

The Ulster County Planning Department UCTC staff representative and the New York State Department of Transportation UCTC staff representative shall serve as the co-chairpersons for the Technical Committee.

E. MEETINGS

The Technical Committee shall meet as necessary.

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Appendix B

ULSTER COUNTY TRANSPORTATION COUNCIL
Administration Committee Operating Procedures

A. PURPOSE

The Administration Committee shall be responsible for overseeing the day-to-day operations of the Ulster County Transportation Council, including the following activities:

1. Monitoring and coordinating progress of the Unified Planning Work Program (UPWP) to assure adherence to budgets and consistency with federal regulations and local, state, and federal objectives.
2. Budget Revisions:
 - ◆ Unique, minor budget revisions, necessary to adjust existing studies due to staffing and priority changes, etc., and auditable tables for new equipment purchases, etc., may be approved by the Chairperson on behalf of the Council and the Administration Committee as detailed under Section 8 of the Operating Procedures.
 - ◆ Routine, end of the fiscal year adjustments are necessary for fund carryover, new grant revisions, and grant closeouts. These budget revisions with a brief description of the cause, should be well documented by Ulster County or NYS Department of Transportation staff for their respective funding in the UPWP, and recommended for approval by the Administration Committee in an expeditious manner. Upon Administration Committee approval, it should be formally transmitted as an "Approved Budget Revision" to the New York State Department of Transportation Main Office with payment requests for transmittal to the federal funding agencies.
 - ◆ It is the intent of the above process to handle routine budget items in a timely, well-documented way without undue duplication or review and delays of reimbursement requests while ensuring transparency and disclosure to UCTC members.

B. Functions

The Administration Committee is responsible for:

1. Developing and/or reviewing the draft Unified Planning Work Program.
2. Changes in scope of work of the Unified Planning Work Program on behalf of the Council.
3. General review and consensus of approval of all subcontractors.
4. General administrative duties related to the coordination of policies and procedures to meet federal and state transportation planning regulations and requirements.

C. MEMBERSHIP

Representatives of the Ulster County Planning Department; the NYS Department of Transportation Regional and Main Offices; the Federal Transit Administration, the Federal Highway Administration shall comprise the Administration Committee. Additional members may be included as appropriate.

The Ulster County Planning Department UCTC staff representatives shall chair the Administration Committee.

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D. MEETINGS

The Administration Committee shall meet as necessary.