

WORK ELEMENT 2 - TRANSPORTATION COMMITTEE

PURPOSE:

As a major component of the Public Involvement Process and to comply with the KYTC and the SAFETEA-LU requirements for public involvement, the ADD will maintain a Regional Transportation Committee for the purpose of consultation, soliciting input, developing regional goals and direction, identification and review of regional transportation needs, providing transportation information/updates and addressing any other transportation issues in the region. The committee should include a broad-based membership, develop and maintain by-laws consistent with KYTC direction, convene as necessary to complete the tasks assigned to the committee. The ADD must meet the necessary requirements for committee membership and activity to be eligible for certification in the Regional Transportation Planning Program.

FY 2008 TASKS:

- Establish and maintain Transportation Committee By-laws. Committee By-laws completed during FY 2008 will be reviewed by the KYTC and comments provided to the ADD. The ADD Transportation Committee should review and revise the By-Laws as necessary to address any comments/recommendations provided by the KYTC and/or concerns by the ADD Transportation Committee members. Any revisions to the By-Laws should be made, approved and submitted to the KYTC no later than October 31st of each year. The By-Laws should:
 - Address committee composition and number of members
 - Address attendance requirements and consequences for non-attendance
 - Address voting guidelines for membership (including requirements for a quorum)
 - Address frequency of meetings and/or format of meetings. Meeting formats, times and locations should be flexible enough to accommodate and involve all areas of the entire region.
 - Address committee officers and responsibilities
 - Address tenure and rotation of committee membership
- Solicit committee members per the By-laws and the KYTC guidelines for broad based membership and public outreach programs. Membership should include, at a minimum:
 - Elected official or representative for each county/city of 5,000 or more in population
 - Law Enforcement representatives (minimum of one city, one county and one state enforcement official, where possible)
 - Highway/Public Works representatives from cities and/or counties
 - Emergency Medical Service/Fire Department Representatives
 - School Transportation Officials
 - Human Service Delivery representatives
 - Representatives of major trucking, logistic, intermodal, rail, airport, riverport or public transportation entities, as appropriate for the region
 - Underserved populations/minority populations as noted through demographic data
 - Planning and Zoning Commissions/organizations
 - Bikeway/greenway/pedestrian coordinators/representatives
 - Economic development organizations
 - Industrial authorities/commissions
 - Public citizens at large (perhaps advertise for these positions?)

- Provide updated committee membership (including name and area represented) to the Cabinet annually and no later than December 31st of each year.
- Establish a schedule for committee activities and agendas for such activities.
- Prepare agenda for all committee activities, which may include transportation updates, AWP tasks to be addressed, special speakers or activities to prepare the committee for project identification/prioritization processes, etc.
- Prepare notifications for all committee activities well in advance (at a minimum two weeks in advance of meeting date) and send appropriate reminders, phone calls just prior to committee activities. Members should always be notified of meetings at a minimum twice.
- All meeting notices, agendas and other notification should be submitted electronically to the KYTC Division of Planning on a timely basis, and should be posted on the ADD Webpage well in advance of all meetings.
- Prepare and submit meeting minutes within 30 days following all committee meetings/activities, forward to all members and KYTC, Division of Planning. Minutes should include a listing of committee members, entity represented, members noted as attending the meeting and the reporting of all committee activities.
- Staff should prepare a “Plan for Transportation Committee Activities/Programs for FY 2008”, listing proposed committee meeting dates and describing at least 3 types of activities to be undertaken during the year for the purpose of educating/informing the committee of transportation activities (other than traditional meetings.) This plan may include focus areas for the committee or initiatives to prepare the committee for work tasks completions, as in review of all projects in preparation for prioritization activities, presentation of or development of priority-setting methods and instructions for the prioritization process, as well as include designated meetings for the prioritization process. This Plan should be a “blueprint” for the fiscal year activities for the committee and should be submitted to the KYTC no later than September 28, 2007.
- Provide any reports/status documents as may be required by the Cabinet

FY 2008 PRODUCTS	<u>Anticipated Time</u>	<u>Staff Responsible</u>
• Committee By-laws update	___ person hours	_____
• Committee Membership Update	___ person hours	_____
• Active Solicitation of New Committee Members	___ person hours	_____
• Meeting Logistics	___ person hours	_____
• Plan for Committee Activities	___ person hours	_____
• Implementation of Plan	___ person hours	_____

ESTIMATED Percent of Budget _____

