

RURAL TASK FORCE 10C

B Y - L A W S

Adopted 10-29-92

As Amended 10-20-97, 2-17-04, 2-2-12, 2-26-14, 4-28-15, 2-7-18

ARTICLE I - NAME

The name of this regional transportation coordinating body shall be Rural Task Force 10C.

Region 10C includes:

Benzie County
Grand Traverse County
Leelanau County

ARTICLE II - PURPOSE

The purpose of this committee shall be to select and establish priorities for the Transportation Improvement Program (TIP) projects within the rural area of Benzie, Grand Traverse and Leelanau Counties. The TIP will be submitted to the State Transportation Commission for funding under the Fixing American's Surface Transportation (FAST) Act, State Transportation Improvement Program (STIP). Projects shall meet the following requirements:

- A. Projects shall be in accordance with the FAST Act.
- B. Projects shall be selected in conformance to the current Michigan Transportation Policy Plan (MTPP) FAST Act Program Principles.
- C. Matching funds of not less than 20% of the total eligible costs of a project shall be required for those projects authorized by the Committee.

This committee shall also be the Task Force to select routes and establish priorities for projects within Benzie, Grand Traverse and Leelanau County for submission to the State Transportation Commission for funding under subsection 2 of Act No. 233, Public Acts of 1987, commonly known as Transportation Economic Development Fund Category D (EDF - "D"). Projects shall meet the following requirements:

- A. Projects shall be on the Federal Aid System unless otherwise waived by the Task Force.
- B. Projects shall be on existing hard surface roads unless otherwise waived by the Task Force.
- C. Construction shall be to all season standards. Preventative Maintenance treatments will be allowed only on those roads previously accepted into the all season system and built to all season standards.

- D. The funding shall be used for physical construction only and shall not include costs of right-of-way acquisition and engineering.
- E. Matching funds of not less than 20% of the total eligible costs of a project shall be required for those projects authorized by the Task Force unless otherwise waived by the Task Force and set aside by the Commission.
- F. At least one priority route shall be selected by each county, and:
 - 1. Priority routes shall be approved by the Task Force.
 - 2. All work on an approved priority route will be to all season standards regardless of funding.
 - 3. Priority routes shall begin and end at existing all season roads or loading origin.
- G. Authorized projects shall be completed within the committed time.

ARTICLE III - MEMBERSHIP AND OFFICERS

- A. Sub-task Force Committee (county level) generally consist of three (3) members:
 - a. One representative from the County Road Commission
 - b. One representative from the County's Rural transit system
 - c. One representative from the county's incorporated cities or villages with a population of less than 5,000.
- B. RTF 10C membership is comprised of the County level task force members. The voting members of the committee shall be as follows with each member agency having one vote: Benzie County Road Commission, Grand Traverse County Road Commission, Leelanau County Road Commission, a designated representative from the incorporated villages in Benzie County; a designated representative from the incorporated villages in Grand Traverse County, a designated representative from the incorporated villages in Leelanau County, the Grand Traverse Band of Ottawa and Chippewa Indians, Benzie Transportation Authority, BATA of Leelanau County, BATA of Grand Traverse County and Michigan Department of Transportation (for State-D funds only).
 - i. BATA may provide one representative to cast two (2) votes, one to represent Grand Traverse county and one to represent Leelanau county.
 - ii. Federal guidelines requires a voting member must be elected or employed by the eligible voting entity in order to cast a vote unless a written resolution is passed through the entities elected board, specifically naming a member of the public who will represent said entity.

- C. There shall be an election every two (2) fiscal years for a committee Chairperson and Vice-Chairperson. Officers shall be elected by a simple majority during the annual meeting of even numbered fiscal years anytime between November - February.
- D. The Chairperson shall rotate between Counties.
- E. The Chairperson shall have the right to appoint committees.
- F. The Committee Chairperson, Vice Chair or RPA representative is authorized to make adjustments to a project cost for a project that has been selected and established as a priority by the committee and has been included on the State TIP and programmed with MDOT. This adjustment may be made when requested by a voting member from the county of the project and when the county has adequate fund balances to cover a cost increase. The accounting changes and fund balance updates shall be made before the next committee meeting.

ARTICLE IV – PROJECT INFORMATION

See Section III of the RTF Oversight Committee's [STATEWIDE GUIDELINES AND OPERATING PROCEDURES FOR RURAL FUNDING AND PLANNING COORDINATION](#) (hyperlinked)

ARTICLE V - MEETINGS

- A. Per Statewide RTF guidelines, it is recommended that 10C meet three times a fiscal year at a minimum to discuss current year projects, identify/prioritize future year projects, and provide project updates to ensure that all projects can be submitted and/or obligated by August 1st. The RTF Oversight Board recommends the following months for regional task force meetings:
- November-February (annual meeting)
 - March/April
 - June
- B. The general public and other interested parties must be provided an opportunity to comment on proposed projects at full task force meetings. Additionally, rural task force members (in coordination with the Regional Planning Agency) must ensure that projects meet funding eligibility requirements and criteria; are constrained to funding allocation targets for each year of the rural portion of the STIP; and are approved by the task force.
- C. RTF 10C is encouraged to develop Illustrative Lists to move projects up if additional funding become available. Illustrative projects that are identified locally and approved through the task force can be administratively added to the program when funding is identified. Projects on the Illustrative List should be evaluated and selected based on either established project selection criteria developed through the task force or on the greatest needs of the region.
- D. The Chairperson shall call for meetings as needed and/or when requested by a majority of the voting members to review and update the committee TIP.
- E. Meeting locations shall be rotated based on venue availability.