

ARTICLES OF ASSOCIATION
ISLAND TRANSPORTATION PLANNING ORGANIZATION

WHEREAS, RCW 36.64.080 provides that the board of county commissioners together with the governing bodies of any cities and towns located within the county may establish and form a regional agency for the purpose of studying regional and governmental problems of mutual interest and concern; and

WHEREAS, under chapter 39.34 RCW, counties, cities and port districts are authorized to enter into interlocal cooperative agreements to jointly engage in activities each is authorized by law to do on its own; and

WHEREAS, Island County, the City of Oak Harbor, Town of Coupeville, City of Langley, Port of Coupeville and Port of South Whidbey find it appropriate to form an organization pursuant to the above authorities to be known as the ISLAND TRANSPORTATION PLANNING ORGANIZATION; Now, Therefore,

BE IT RESOLVED:

I. NAME

The name of this association shall be the ISLAND TRANSPORTATION PLANNING ORGANIZATION; hereinafter referred to as the Transportation Planning Organization.

II. DURATION

The Transportation Planning Organization shall be perpetual in duration unless and until:

- the organization forms a Regional Transportation Planning Organization pursuant to RCW 47.80 or;
- the organization is dissolved by a majority vote of the full voting membership, provided that the business of dissolution is listed on the agenda of a regularly scheduled meeting.

An individual member agency may withdraw from the Transportation Planning Organization by giving sixty (60) days written notice to the Transportation Planning Organization. The member agencies that withdraw will not absolve themselves from the responsibility for meeting financial and other obligations of annual contracts or agreements

which exist between the Transportation Planning Organization and its member organizations at the time of withdrawal.

III. PURPOSE

The purpose of the Transportation Planning Organization shall be to work together to solve transportation problems of mutual interest and concern.

IV. POLICY BOARD AND TECHNICAL ADVISORY COMMITTEE

The Transportation Planning Organization shall be governed by a nine member board of voting members made up of the three Island County Commissioners, the mayors from Oak Harbor, Coupeville and Langley, one port commissioner from the Port of South Whidbey, one port commissioner from the Port of Coupeville, and the chair of the Public Transit Benefit Area Board. Additional non-voting members shall include the community planning liaison from Naval Air Station Whidbey Island and the planning & engineering services manager from the Northwest Region office of the Washington State Department of Transportation. Any members of the state House of Representatives or the Senate whose districts are wholly or partly within the boundaries of the transportation planning organization are considered ex officio, non-voting policy board members.

Each voting member of the Policy Board may designate an alternate to act in the member's absence. The alternate designation must be in writing for voting members, signed by the member, and be on file with the Transportation Planning Organization in order for the alternate to be allowed to act on the members' behalf. The alternate need not be an elected official.

The Transportation Planning Organization shall include a Technical Advisory Committee (TAC) comprised of staff representing the agencies on the policy board, the Island County Economic Development Association, and a citizen representative from each County Commissioner District. The primary role of the TAC is to make recommendations to the Policy Board in support of realizing the purpose of the organization and fulfillment of its duties.

V. MEETINGS

The Transportation Planning Organization Policy Board shall meet at such times and places as set in the Bylaws. The officers shall be elected at the first meeting of each calendar year. The

meetings shall be conducted in accordance with chapter 42.30 RCW, the Open Public Meetings Act. A quorum for conducting business shall be a majority of voting members present. All decisions must be made by a majority vote of the quorum present at a meeting.

VI. OFFICERS

The officers of the Transportation Planning Organization Policy Board shall be the Chairperson and Vice-Chairperson. The officers shall be elected according to the Bylaws.

VII. ADMINISTRATION

The Transportation Planning Organization shall be administered by the Island County Transportation Planner.

VIII. EFFECTIVE DATE

These Articles of Association shall become effective upon the signature of each of the members' governing bodies and the filing of this agreement with the Island County Auditor.

Board of Island County Commissioners
Island County, Washington

City of Oak Harbor

Helen Price Johnson, Chair Date

Scott Dudley, Mayor Date

City of Langley

Town of Coupeville

Fred McCarthy, Mayor Date

Nancy Conard, Mayor Date

Port of South Whidbey

Curt Gordon, Commissioner Date

Port of Coupeville

Marshall Bronson, Commissioner Date

Public Transit Benefit Area

Rick Alberg, Chair Date

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Island Transportation Planning Organization By Laws

Article I

Name of the Organization

- 1.1 This organization shall be known as the Island Transportation Planning Organization, herein referred to as the Transportation Planning Organization or TPO.

Article II

Purpose and Duties

- 2.1 The purpose of the Transportation Planning Organization shall be to work together to solve transportation problems of mutual interest and concern. Specific duties include, but are not limited to, the following:
1. Award federal transportation funds allocated to Island County by the Washington Department of Transportation to projects within Island County through competitive project selection processes determined by the Transportation Planning Organization and in accordance with State and Federal requirements.
 2. Authorize amendments to the State Transportation Improvement Program for projects within Island County.
 3. Be a forum for mutual learning about transportation plans and projects of interest to the members of the Transportation Planning Organization.
 4. Develop an annual work program as required by the Washington State Department of Transportation in order to receive state transportation planning funds.
 5. Coordinate with jurisdictions outside of Island County to ensure connectivity between Whidbey and Camano Islands and surrounding regions.
 6. Prepare and periodically update a transportation strategy for the region¹.

¹ Countywide Planning Policies section 3.8 will serve as the transportation strategy for the organization.

7. Prepare a transportation plan².
8. Establish guidelines and principles for the development and evaluation of the transportation elements of comprehensive plans.
9. Certify that the transportation element of the Oak Harbor Comprehensive Plan (as well as any other jurisdiction that develops a comprehensive plan transportation element) is consistent with the organization's transportation plan.
10. Develop a six-year transportation improvement program (TIP) for federally-funded projects.
11. Review level of service methodologies and develop level of service standards.
12. Submit to the Washington State agency council on coordinated transportation (ACCT) an updated Human Services Transportation Plan (HSTP) every four years³, and a prioritized human services transportation project list every two years.

Article III **Membership**

- 3.1** The Transportation Planning Organization Policy Board shall include representation from Island County, the City of Oak Harbor, Town of Coupeville, City of Langley, the Ports of Coupeville and South Whidbey, the Island Transit Public Transit Benefit Area, Naval Air Station Whidbey Island, and the Washington State Department of Transportation.
- 3.2** Voting members of the Policy Board are as follows: Island County shall be represented by the three county commissioners. The cities and towns shall be represented by the mayor of each jurisdiction. Each port commission shall select one port commissioner to represent their port district. The Public Transit Benefit Area Board shall be represented by its board chair.
- 3.3** Non-voting members shall be represented by the community planning liaison from Naval Air Station Whidbey Island and the planning & engineering services manager from the Northwest Region office of the Washington State Department of Transportation, **or**

² The Island County Transportation Element will serve as the transportation plan for the organization.

³ The HSTP may be developed in conjunction with neighboring jurisdictions that are not part of the TPO.

their designees. Any members of the state House of Representatives or the Senate whose districts are wholly or partly within the boundaries of the transportation planning organization are considered ex officio, non-voting policy board members.

Article IV **Officers**

- 4.1 The officers of the Transportation Planning Organization Policy Board shall be a Chairperson and Vice-Chairperson. The officers shall be elected during the first meeting of each calendar year.

Article V **Policy Board Meetings**

- 5.1 The chair shall preside over Policy Board meetings. In absence of the chair, the vice-chair shall preside. In absence of both officers, any other voting member may preside.
- 5.2 Meetings may be called by the chair or by any three voting members of the Transportation Planning Organization. Notice of meetings shall be provided to each member at least one week (7 days) prior to the meeting.
- 5.3 Meetings of the Transportation Planning Organization shall be governed by the Open Public Meetings Act, RCW 42.30.
- 5.4 A quorum for conducting business shall be a majority of voting members present. All decisions must be made by a majority vote of the quorum present at a meeting.
- 5.5 The chair shall sign all official documents that relate to specific action taken by the Transportation Planning Organization.

Article VI **Technical Advisory Committee Meetings**

- 6.1 The TAC shall be represented by the staff roles included in the appendix. Each TAC member listed in the appendix is entitled to one vote.

- 6.2 A citizen from each County Commissioner District shall also be appointed by the Commissioner from the respective district to serve on the TAC. Terms for citizen representatives shall be ~~two~~ three years and may be renewed. Terms shall be staggered with one citizen representative position available each year.
- 6.3 Citizen representatives may be ~~excused~~ removed for failing to attend meetings on a repeated unexcused basis.
- 6.4 A quorum for conducting business shall be a majority of voting members present. All recommendations to the Policy Board must be made by a majority vote of the quorum present at a meeting.
- 6.5 The Island County Transportation Planner shall preside over Technical Advisory Committee meetings. In absence of the Transportation Planner, any other member may preside.

Article VII **Parliamentary Authority**

- 7.1 Robert's Rules of Order shall be the an advisory document pertaining to parliamentary authority which shall govern for use by the Transportation Planning Organization in parliamentary situations that are not provided in law or these bylaws.

Article VIII **Amendments**

- 8.1 These bylaws may be amended by a unanimous vote of a quorum. Amendments approved by the Transportation Planning Organization are effective immediately.

Adopted by a unanimous motion of the Transportation Planning Organization the ___th day of _____, 2015 and signed by the participating jurisdictions as follows:

Board of Island County Commissioners
Island County, Washington

Helen Price Johnson, Chair
City of Langley

Date

Fred McCarthy, Mayor

Date

Port of South Whidbey

Curt Gordon, Commissioner

Date

Public Transit Benefit Area

Rick Alberg, Chair

Date

City of Oak Harbor

Scott Dudley, Mayor
Town of Coupeville

Date

Nancy Conard, Mayor

Date

Port of Coupeville

Marshall Bronson, Commissioner

Date

Island Transportation Planning Organization By Laws

Appendix—Technical Advisory Committee (TAC) Membership

- Island County Assistant County Engineer or his / her designee
- Island County Planning Director or his / her designee
- Oak Harbor City Engineer or his / her designee
- Oak Harbor City Planner or his / her designee
- City of Langley Public Works Director or his / her designee
- Town of Coupeville Engineer or his / her designee
- Island Transit Executive Director or his / her designee
- Island County Economic Development Council Executive Director or his / her designee
- WSDOT Mt. Baker Area Transportation Planning Manager or his / her designee
- Island County Commissioner District 1 Citizen
- Island County Commissioner District 2 Citizen
- Island County Commissioner District 3 Citizen