

Policy Board Meeting March 23, 2016 Materials

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Island Transportation Planning Organization Bylaws

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 ITPO.

Article II

Purpose and Duties

- 2.1 The purpose of the Transportation Planning Organization shall be to study countywide regional transportation concerns so as to make recommendations aimed at solving transportation problems of mutual interest and concern. Specific duties include, but are not limited to, the duties and functions listed in Section 3 of the ITPO Interlocal Agreement.

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 County Public Transportation Benefit Area Corporation dba Island Transit, 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 board of the Island County Public Transportation Benefit Area Corporation dba Island Transit shall be represented by its board chair or their designee.

- 3.3** Non-voting members shall be represented by the community planning liaison from Naval Air Station Whidbey Island and the designated staff from the Northwest Region / Mount Baker Area office of the Washington State Department of Transportation, or 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.
- 3.4** 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 must be an elected official.

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. The selection of the officers shall be effective upon a motion that passes by a majority of the voting members of the Policy Board present.

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, after a motion to that effect is made and passed by a majority of the voting members of the Policy Board present.
- 5.2** Meetings will be held on the fourth Wednesday of the month at 11:00 am in the Island County Commissioner's Hearing Room. Additional meetings may also 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. The Vice Chair may sign documents when the Chair is absent.

Article VI

Technical Advisory Committee Meetings

- 6.1 The Technical Advisory Committee (TAC) shall be represented by the staff roles listed in the Interlocal Agreement. 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 three years and may be renewed. Terms shall be staggered with one citizen representative position available each year.
- 6.3 Citizen representatives may be 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 an advisory document pertaining to parliamentary authority 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 of voting members. Amendments approved by the Transportation Planning Organization are effective immediately.

Adopted by a unanimous motion of the Transportation Planning Organization on the ___ day of _____, 2016 and signed by the participating jurisdictions as follows:

Board of Island County Commissioners
Island County, Washington

City of Oak Harbor

Richard M. Hannold, Chair Date

Bob Severns, Mayor Date

City of Langley

Town of Coupeville

Tim Callison, Mayor Date

Molly Hughes, Mayor Date

Port of South Whidbey

Port of Coupeville

Curt Gordon, Commissioner Date

John Mishasek, Commissioner Date

Island County Public Transportation Benefit Area Corporation dba Island Transit

Jackie Henderson Date

DRAFT

Appendix
Technical Advisory Committee Members

Island County Public Works	Connie Bowers
Island County Planning & Community Development	Nathan Howard
Island County District 1 Citizen	Don Meehan
Island County District 2 Citizen	Vacant
Island County District 3 Citizen	Bob Monize
City of Oak Harbor Public Works	Arnie Peterschmidt
City of Oak Harbor Planning & Community Development	Cac Kamak
City of Langley	Stan Berryman
Town of Coupeville	Vacant
Port of Coupeville	Forrest Rambo
Port of South Whidbey	Angi Mozer
Island Transit	Ken Graska
Island County Economic Development Council	Ron Nelson
Naval Air Station Whidbey Island	Bryan Tyhuis
Washington State Dept. of Transportation	John Shambaugh

Map No.	Agency	Project Name	STIP ID	Description	Fund Sources	Planned CN Year
1	Island County	Freeland Trail - Segment 1	WA-02732	Construction of a 10 foot wide pedestrian and bicycle trail on south side of SR 525 in the Freeland area.	STP, TAP, Island County	2016
2	Island County	Crescent Harbor Rd Resurfacing Section 1	WA-08135	Resurfacing 0.91 mile section of Crescent Harbor Rd.	STP, Island County	2016
2	Island County	Crescent Harbor Rd Resurfacing Section 2	WA-08136	Resurfacing 0.69 mile section of Crescent Harbor Rd.	STP, Island County	2016
3	Island County	Clinton Non-Motorized Improvements	WA-08048	Public Outreach & design of ped & bike improvements between Clinton Ferry Terminal and Deer Lake Road.	WSDOT, Island County	2016
4	Island County	South Whidbey Bike Route	WA-02971	Establishment of a bicycle tour route on South Whidbey Island. Project includes adding shoulders where necessary, bike route signage and updating bike map.	TAP	2017
Not shown	Island County	Non-Motorized Trail Plan Update	WA-07518	Update to Island County's 2006 Non Motorized Trail Plan. Project will develop a comprehensive document outlining proposed new connections and improvements for non motorized travel throughout Whidbey and Camano Islands.	STP, Island County	2017
5	Island County	New County Road	WA-02693	Design and right of way of a new two-lane rural road from Race Road to Houston Road to serve as an alternative and emergency access route should a blockage occur on SR 525.	STP, Island County	2018
6	Island County	Crescent Harbor Rd / Regatta Dr Improvements	WA-02980	Intersection improvements to reduce collisions at the intersections of Crescent Harbor Road / Regatta Drive and the nearby Torpedo Road. The project will also address traffic safety in the area during snow and ice events.	STP, Island County	2018
7	Island County	Swantown / Heller Intersection Improvements	WA-07520	Improvements at the intersection of Swantown Ave/Heller St/Fireside Ln.	STP, Island County	2018
8	Island County	Camano Island Bike Route	WA-08137	Create a designated bicycle route circling a significant portion of Camano Island through the installation of 'bike route' signs	TAP	2019
9	Oak Harbor	Whidbey Ave Ped Crossing	WA-06095	Mid-block pedestrian crossing, center refuge island, pedestrian-activated warning system, ADA retrofit, sidewalk	TAP	2016
10	Oak Harbor	NW Heller Street Overlay	WA-07425	Overlay surface for maintenance; replace curb ramps; striping.	STP, Oak Harbor	2017
11	Oak Harbor	Waterfront Trail Repair	WA-06418	Repair of damaged section of existing trail, construction of new sidewalk, installing way-finding information, landscaping, historic and environmental education. As funded the project is limited to repair component only.	TAP	2017
Not shown	Island Transit	Replacement Vehicles (4 light-duty buses)	WA-07562	Purchase four replacement light-duty, mid-sized buses equipped with two-way radios, mobile data terminals, security cameras, and bike racks.	STP, Island Transit	2016
12	Langley	Cascade Ave Pavement Restoration (6th to Wharf)	WA-08146	Restoration of Cascade Ave between 6th St. and Wharf St.	STP, Langley	2016
13	WSDOT-Marine (WSF)	SR 20: Coupeville Ferry Terminal - Bridge Timber Towers Preservation	WA-05261	Refurbish both wood timber towers at the Coupeville Ferry Terminal by installing additional steel piles and other reinforcement throughout the structure. This will strengthen the structures and reduce potential damage from an earthquake.	WSDOT	2016
13	WSDOT-Marine (WSF)	SR 20: Coupeville Terminal-Illumination System Rebuild	WA-08665	Replace existing light fixtures and deficient luminaire poles as needed. This project will rebuild the illumination system at the Port Townsend/Coupeville Terminals, by replacing existing incandescent fixtures with energy efficient and greater lifespan LED technology, and replacing structurally deficient timber luminaire and utility poles as needed.	WSDOT	2016
13	WSDOT-Marine (WSF)	SR 20: Coupeville Ferry Terminal - Timber Dolphin Replacement	WA-05087	Replace two deteriorated wood timber dolphins with steel and concrete designs. The new dolphins are also needed to accommodate the new Kwa-di Tabil Class ferries that will serve this terminal.	WSDOT	2017
14	WSDOT-NW	SR 20/Race Road to Jacobs Road - Safety Improvements	102010R15	Add center turn lane and widen shoulders to 4' at Solid Waste Facility; Realign Parker Rd to connect with Morris Rd and add turn lanes at Morris Rd.	HSIP, STP	2016
15	WSDOT-NW	SR SR 525/ SR 20 Paving	102001B / 102010A	Repaving portions of SR 525 / SR 20 on Whidbey Island in conjunction with SR 20 Race to Jacobs improvements	WSDOT	2016
Not shown	WSDOT-NW	NW Region Intersection Safety Implementation	WA-07694	Regionwide signing and pavement marking enhancements for stop controlled intersections.	WSDOT	2016
16	WSDOT-NW	SR SR 525/ SR 20 Paving	102011B / 152526B / 152524A / 152522C / WA-07775 / WA-07793 / WA-08667	Repaving portions of SR 525 / SR 20 on Whidbey Island. ADA ramps to be added as required.	WSDOT	2017
17	WSDOT-NW	SR SR 525/ SR 20 Paving	102018B	Repaving portions of SR 525 / SR 20 on Whidbey Island. ADA ramps to be added as required.	WSDOT	2018
18	WSDOT-NW	SR 532 Paving & Rumblestrips	153201A / WA-07345 / WA-08645	Repaving and addition of centerline and shoulder rumblestrips to reduce the risk of crossover and run off the road incidents. ADA ramps to be added as required.	HSIP, STP, WSDOT	2019
19	WSDOT-NW	SR 20 / Deception Pass Bridge--Painting	WA-08640	Paint existing structure.	WSDOT	2019

2016-2019 Regional Transportation Projects

Island Transportation Planning Organization

