

# Technical Advisory Committee

October 13, 2016

Meeting Materials

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ISLAND *Regional* TRANSPORTATION PLANNING ORGANIZATION  
TECHNICAL ADVISORY COMMITTEE MEETING

1:00 PM, Thursday, October 13, 2016  
Room 131, Island County Law & Justice Building

**AGENDA**

1. Welcome and Introductions
2. Approval of minutes from September 8 TAC
3. Recognition of new IRTPO (5 min)
4. IRTPO Executive Actions<sup>1</sup>/Designation Update (10 min)
5. Project Presentations<sup>2</sup> (60 min)
6. Project Scoring (20 min)
7. Draft project assignment to 6-year plan (20 min)
8. HSTP Electronic Scoring (5 min)
9. New Items / Roundtable conversation (All)

Materials:

1. Bylaws
2. [Project Applications](#)

**Acronym Key:**

IRTPO: Island Regional Transportation Planning Organization  
HSTP: Human Services Transportation Plan

Please contact Brian Wood at (360) 678-7959 if there are any other items that you would like to have added to the agenda. Next meeting: Thursday, Nov 10, 2016.

Island Regional Transportation Planning Organization  
Bylaws

**Article I**

**Name of the Organization**

- 1.1** This organization shall be known as the Island Regional Transportation Planning Organization, herein referred to as the “Transportation Planning Organization” or “IRTPO.”

**Article II**

**Purpose and Duties**

- 2.1** The purpose of the Transportation Planning Organization shall be to coordinate transportation planning among regional jurisdictions and develop a regional transportation plan aimed at solving transportation issues of mutual interest and concern. Specific duties include, but are not limited to, the duties and functions listed in Section 3 of the IRTPO Interlocal Agreement.

**Article III**

**Membership**

- 3.1** The Transportation Planning Organization Board (hereby referred to as the “Executive 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 Executive Board are as follows: Island County shall be represented by the three county commissioners (3 votes). The cities and towns shall be represented by the mayor of each jurisdiction (1 vote per mayor). Each port commission shall select one port commissioner to represent their port district (1 vote per selected port commissioner). The board of the Island County Public Transportation Benefit Area Corporation dba Island Transit shall be represented by its board chair or its designee (the chair or designee equals 1 vote). WSDOT shall be represented by an

appointed representative from the Northwest Region / Mount Baker Area office (1 vote). There are a total of ten (10) voting Executive Board members.

- 3.3** The community planning liaison from Naval Air Station Whidbey Island shall be a non-voting Executive Board member. 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 Executive Board members.
- 3.4** Each voting member of the Executive 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.
- 3.5** If voting on funding allocations, all voting members or alternates must be elected officials of the Island Region.

**Article IV**  
**Officers and Lead Agency**

- 4.1** The officers of the Transportation Planning Organization Executive 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 Executive Board present so long as there is a quorum of voting members.
- 4.2** The Executive Board shall appoint the lead agency by resolution.

**Article V**  
**Executive Board Meetings**

- 5.1** The chair shall preside over Executive 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 Executive Board present, so long as there is a quorum of voting members.

- 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. Special meetings may also be called by the chair or by any five 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 Executive Board shall be governed by the Open Public Meetings Act, RCW 42.30.
- 5.4** The Chair of the Executive Board, as well as the Vice-Chair, shall be elected at the first meeting of each calendar year. To be eligible for the Chair position, the IRTPO Executive Board Member representative shall have served on the Executive Board for at least one (1) year.
- 5.5** A quorum for conducting business shall be a majority (six (6) out of ten (10)) of voting members present. All decisions must be made by a majority vote of the quorum present at a meeting.
- 5.6** 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**

### **IRTPO Technical Advisory Committee**

- 6.1** The IRTPO Technical Advisory Committee (TAC) shall be represented by the appointed staff as listed in Section 6 of the Interlocal Agreement. Each appointed TAC member is entitled to one vote. A list of appointed TAC members is attached herein as Appendix A. The Executive Board shall take official action to amend Appendix A when TAC members change.
- 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 of TAC members for conducting business shall be a minimum of eight voting members. All recommendations to the Executive 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.
- 6.6 Meetings will be held on the second Thursday of the month at 1:00 pm in Island County Law and Justice Room 131.

**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 28th day of September, 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

**Appendix A**  
**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	Christine Boswell-Still
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	Owen Dennison
Port of Coupeville	Forrest Rambo
Port of South Whidbey	Angi Mozer
Island Transit	Mike Nortier
Island County Economic Development Council	Ron Nelson
Naval Air Station Whidbey Island	Bryan Tyhuis
Washington State Dept. of Transportation	John Shambaugh

Submitted projects can be accessed [HERE](#)