

Policy Board Meeting April 27, 2016 Materials

Pg 2-7	ITPO Bylaws
Pgs 8-12	Designation Packet
Pg 13-14	Sample RTPO Resolution Draft
Pg 15	New County Road Letter Of Support

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**

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- 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. **If voting on fund allocations 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 minimum of eight voting members. 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.
- 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 \_\_\_ 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 Callision, 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

# ISLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION

As submitted to: Washington State Department of Transportation Planning  
Office Olympia , WA

*Designation Packet  
(as per WAC 468-86-070)*

**Article (a) Description of the Region.**

The Organization’s jurisdictional area shall coincide with the boundary of Island County.

**Article (b) Formal Designation of the Island RTPO**

The Island RTPO has been designated as the regional transportation planning organization for Island County through interest expressed by the region’s public stakeholders through ratification of a resolution to for the Island RTPO executed by regional parties during (insert time frame). A formal interlocal agreement to codify this resolution is contained in appendix ‘A’.

**Article (c) A list of all RTPO member local governments.**

The member local governments listed for the Island RTPO are those which executed the (insert date) Interlocal Agreement to form the Island RTPO. These governments are:

- City of Langley
- Town of Coupeville
- City of Oak Harbor
- Island County
- Port of Coupeville
- Port of South Whidbey

**Article (d) Copy of the Interlocal Agreement that governs the Island RTPO.**

A copy of the (insert date) Interlocal Agreement is appended to this designation packet as appendix ‘A’.

**Article (e) Lead Planning Agency Formal Designation.**

A resolution designating Island County as the lead planning agency for the Island RTPO is attached as Appendix ‘B’

**Article (f) Island RTPO Transportation Policy Board Description.**

The Island RTPO membership has expressed interest in having a broad representation of regional stakeholders sit on the Policy Board to participate in policy making. As such, definition is provided within the Interlocal Agreement of (insert date) and through the organization’s bylaws, provisionally accepted at the Island RTPO (insert date) meeting regarding the organizations that are eligible to sit upon the Policy Board. Representatives of major employers, the department of transportation, transit districts, port districts and member cities, towns and counties within the region are allowed to participate, as per 47.808.040 RCW. Members of the house of representatives and the senate whose districts encompass all or part of the Island RTPO are considered ex-officio members and are eligible to attend Policy Board meetings.

Appendix 'A'

Appendix 'A'

ISLAND RTPO  
INTERLOCAL AGREEMENT

# Appendix 'B'

## LEAD PLANNING AGENCY RESOLUTION

# Appendix 'C'

## ISLAND RTPO RESOLUTION

NOTE: This section contains the sample resolution, and one executed by (insert agency) as an example of an executed resolution to form the Island RTPO. The total number of entities that signed the resolution are: 3 Cities, 1 County, 2 Port Districts.

*(Jurisdiction, Entity, or Organization Name)*

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION, BY THE (said entity), ACKNOWLEDGING THE ISLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (ISLAND RTPO) AND AUTHORIZING MEMBERSHIP THEREIN.**

**WHEREAS**, Island County, the City of Oak Harbor, the City of Langley, the Town of Coupeville, the Port of South Whidbey, and the Port of Coupeville find it appropriate to form a county-wide, regionally focused transportation planning organization hereby known as the ISLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION; and

**WHEREAS**, effective July 1, 2016 Island County will qualify to be an RTPO under revised RCW 47.80.020 which authorizes the creation of regional transportation planning organizations (RTPOs) within the state and each organization shall be formed through the voluntary association of local governments within a county, or within geographically contiguous counties. Each organization shall:

- 1) Encompass at least one complete county;
- 2) Have a population of at least one hundred thousand, have a population of at least seventy-five thousand and contain a Washington state ferries terminal, or contain a minimum of three counties; and
- 3) Have as members all counties within the region, and at least sixty percent of the cities and towns within the region representing a minimum of seventy-five percent of the cities' and towns' population; and

**WHEREAS**, an Interlocal agreement and bylaws for the Island RTPO need to be established; and

**WHEREAS**, (said entity) intends to enter into an interlocal agreement under the authority of Chapter 39.34 RCW to provide for the joint and/or cooperative exercise of their powers, privileges, and authorities for comprehensive transportation planning; and

**WHEREAS**, (said entity) desires to remain or become a member of the Island RTPO;

**WHEREAS**, (said entity) supports Island County to serve as the lead planning agency until such time as a decision of the Island RTPO Policy Board designates a different lead planning agency;

NOW, THEREFORE, the undersigned acknowledges the Island RTPO and authorizes membership of (said entity) therein.

Signed this \_\_\_\_ day of \_\_\_\_\_ 2016.

APPROVED:

\_\_\_\_\_  
Name, Title

ATTEST:

\_\_\_\_\_  
Name, Title

DRAFT



## ***Island Transportation Planning Organization***

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April 27, 2016

Bill Oakes

Public Works Director / County Engineer Island County Public Works

P.O. Box 5000

Coupeville, WA 98239

Dear Mr. Oakes:

We wish to express our support and concurrence for the New County Road project. This critically important project will provide a much needed detour route for SR-525 through an area of Whidbey Island where the state highway provides the sole transportation connection from north Whidbey Island to south Whidbey Island. SR-525 is currently the only surface transportation route connecting Coupeville and Oak Harbor in the north to Langley, Freeland and Clinton to the south.

New County Road will be a 1.5 mile long road segment that will connect Race Road with Houston Road to provide an alternative route to SR-525. An alternate route is much needed in the case of both minor and major disruptions. A number of collisions along this section of SR-525 have closed the road for a number of hours resulting in not only an inconvenience for the traveling public, but a concerning delay for emergency vehicles and private individuals in route to the hospital, as well as transit and freight and goods.

It would also serve as an important link for emergency management, providing an alternate route in the case of major events such as earthquake damage, terrorist activity, hazardous spills, or storm events.

The Island County New County Road project is a regionally significant project that is in the fiscal year 2016 Island Transportation Planning Organization Regional Transportation Plan.

Sincerely,

Helen Price Johnson, Chair  
Island Transportation Planning Organization