



**MINUTES FROM THE SKAGIT-ISLAND REGIONAL
TRANSPORTATION PLANNING ORGANIZATION (SIRTPO)
POLICY BOARD MEETING**

OCTOBER 24, 2012

POLICY BOARD MEMBERS PRESENT

Commissioner Kelly Emerson (Chair) Island County
Mayor Dean Maxwell (Co-Chair) City of Anacortes
Todd Carlson..... WSDOT
Council man Bob Clay..... Public Transportation Benefit Authority
Mayor Nancy Conard Town of Coupeville
Commissioner Sharon Dillon..... Skagit County
Mayor Scott Dudley..... City of Oak Harbor
Commissioner Curt Gordon..... Port of South Whidbey
Commissioner Angie Homola..... Island County
Commissioner Helen Price Johnson Island County
Commissioner Ray Niver..... Port of Anacortes
Commissioner Ron Wesen..... Skagit County

GUESTS PRESENT

Representative Barbara Bailey..... WA State Representative
Congressman Rick Larsen US Congressman
Representative Norma Smith WA State Representative
Esco Bell City of Mount Vernon
Gina Bull..... Office of Senator Mary Margaret Haugen
Ed Conyers WSDOT
Katie Drewel..... Office of Representative Kristine Lytton
Carol Ehlers Public Attendee
Ron Nelson Island County Economic Development Council
Bill Oakes Island County
Dale O'Brien..... Skagit Transit
Paul Randall-Grutter..... Skagit County
Martha Rose..... Island Transit
John Shambaugh WSDOT

STAFF PRESENT

Donna Keeler Island RTPO
James Mastin SCOG
Kevin Murphy SCOG
Gabe Philips..... SCOG



AGENDA ITEMS

1. INTRODUCTIONS: Roll was taken with a quorum present.
2. APPROVAL OF OCTOBER 26, 2011 MEETING MINUTES: On motion by Councilman Bob Clay, Public Transportation Benefit Authority, seconded by Skagit County Commissioner Sharon Dillon, the October 26 SIRTPO meeting minutes were approved.
3. LEGISLATIVE UPDATE:

United States Congressman Rick Larsen: Congressman Larsen gave a brief update on federal transportation issues. He praised the SIRTPO as well as the state as we have always been leaders in transportation in the northwest. In the last year, Skagit County has received a federal investment of close to \$21 million for the Anderson Laventure project, Port of Skagit Runway, and Swinomish Channel Dredging. Congressman Larsen then gave a brief update on the new federal transportation bill, MAP-21. Congressman Larsen then answered various questions from those in attendance.

Representative Barbara Bailey: Representative Bailey said that the most important thing she and her fellow legislators are working on is jobs and the economy in Washington State. She recommends that SIRTPO members begin making recommendations on new ways to fund transportation. The gas tax is not the best way to fund transportation in today's economy. Representative Bailey also said that one of the biggest problems we have in this state is the difference in transportation needs between urban and rural areas.

Representative Norma Smith: Representative Smith is looking carefully at ferry delivery costs to determine how design decisions can impact long-term maintenance costs. She encouraged SIRTPO members to review the Washington Economic Development Commission's Draft Strategic Plan and send any responses to her. She also emphasized that we cannot expect to have a robust economy if we do not produce something.

4. TRANSIT UPDATE:

Skagit Transit: Dale O'Brien gave a brief update of the status of Skagit Transit. Skagit Transit is one of the few transit agencies in the state that has not had to lay off staff due to sales tax revenues being up 2.57%. Ridership is up 5.4% from last year while Dial-a-Ride ridership is down 2.5%. Dale thinks the decrease in Dial-a-Ride use is due to travel training and education that Skagit Transit has been providing. The Bellingham Express makes up 6% of total ridership while the Everett Express makes up 12%.

Island Transit: Martha Rose gave a brief update of the status of Island Transit. Ridership is still very high; they have 4,700 riders a day. Island Transit has found that if they provide fare-free transit, riders will be willing to take longer trips. Progress is being made on the Island Transit Headquarter Facility Project.



5. WASHINGTON STATE FERRIES UPDATE:

Ray Deardorf gave a brief update on the status of Washington State Ferries. Ray reported that a preferred alternative has been proposed for the Mukilteo Multimodal Station. Also, funding has been assigned for the design of pedestrian improvements to the Anacortes ferry terminal. Some of the changes that will be included in the proposed 2013-2015 budget is that the Anacortes routes will have extended winter seasons, the Mukilteo to Clinton route will remove the final sailing on weekdays, and the Coupeville to Port Townsend route will only run one boat in the shoulder seasons. In the last year the Coupeville route carried more vehicles longer than fifty feet than any other route in the system.

6. WSDOT MOUNT BAKER REGION UPDATE:

Todd Carlson gave a brief update on the status of WSDOT projects and issues in the region. The overwhelming issue is the lack of funding for basic transportation needs (maintenance, preservation, safety, and environmental). The gas tax has not risen since 1991 for basic needs and therefore there are serious budget shortfalls. The gas tax increases in 2003 and 2005 were for specific projects. It is difficult to even maintain the existing infrastructure. There is no money to build new projects.

7. UPDATE FROM SENATOR MARY MARGARET HAUGEN

Senator Haugen was unable to attend the meeting.

8. APPROVAL OF 2013 SIRTPO REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM (RTIP):

James Mastin gave a brief report on the status of the RTIP and requested action to approve the SIRTPO RTIP. On motion by Skagit County Commissioner Sharon Dillon, seconded by Councilman Bob Clay, Public Transportation Benefit Authority, the 2013 SIRTPO RTIP was approved.

9. PUBLIC COMMENTS: THERE WERE NO PUBLIC COMMENTS.

10. NEW BUSINESS: THERE WAS NO NEW BUSINESS

11. MEETING ADJOURNED AT 12:00 PM

Respectfully Submitted,

Commissioner Jill Johnson, Island County
Chair, Island Sub-RTPO

Date: _____

Mayor Dean Maxwell, City of Anacortes
Chair, Skagit Sub-RTPO

Date: _____



ACTION ITEM 3.C. – APPROVE 2014-2017 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM

Document History

MEETING	DATE	TYPE OF ITEM	STAFF CONTACT	PHONE
Skagit Sub-RTPO	09/18/13	Review and Recommendation	Gabe Philips	360-416-6678
Island Sub-RTPO	9/25/2013	Review and Recommendation	Gabe Philips	360-416-6678
Skagit-Island RTPO	10/15/2013	Action	Gabe Philips	360-416-6678

RECOMMENDED ACTION

SIRTPO staff, the Skagit Technical Advisory Committee and the Island Technical Advisory Committee recommend the approval of the [2014-2017 Regional Transportation Improvement Program](#).

FISCAL IMPACT

The 2014-2017 Regional Transportation Improvement Program is fiscally constrained by year through 2017.

DISCUSSION

Skagit MPO and Skagit-Island RTPO are required to prepare a Transportation Improvement Program which spans at least four years and is updated at least every two years. The TIP is a compilation of projects from the various federal, state, and local funding programs for all transportation agencies within Skagit and Island Counties. Projects included in the program will implement the long range transportation and transit plans for the region, help meet the short range needs of the area, and provide for the maintenance of the existing transportation system.

The TIP is the financially feasible plan that identifies and prioritizes federally funded and/or regionally significant transportation projects in Skagit and Island Counties. The projects listed in the TIP, along with associated financial tables, are listed separately for Skagit MPO and Island sub-RTPO.

Skagit MPO has reviewed the 2014-2017 TIP and recommended it for approval by the Skagit-Island Regional Transportation Planning Organization. Approving the 2013-2017 TIP would allow projects planned to be financed with federal dollars to secure the funding for implementation.



ACTION ITEM 3.D: TRANSPORTATION ALTERNATIVES PROJECT SELECTION PROCESS

Document History

MEETING	DATE	TYPE OF ITEM	STAFF CONTACT	PHONE
Skagit TAC	10/03/2013	Discussion	Gabe Philips	360-416-6678
Island TAC	10/10/2013	Discussion	Doug Cox	360-678-7959
SIRTPO Policy Board	10/15/2013	Action	Gabe Philips	360-416-6678

RECOMMENDED ACTION

SIRTPO staff, the Skagit Technical Advisory Committee (TAC), and the Island TAC recommend approval of the enclosed [project selection process](#) and [project selection criteria](#) for the Transportation Alternatives Program.

FISCAL IMPACT

This action would allow Skagit-Island Regional Transportation Planning Organization (SIRTPO) to issue a call for Transportation Alternatives Program projects and remain fiscally constrained through the life of the 2014-2017 Regional Transportation Improvement Program.

DISCUSSION

SIRTPO is allocated Transportation Alternatives Program (TAP) funds from the Federal Highways Administration via WSDOT. Currently SIRTPO has a balance of around \$150,000 available for projects, as well as an estimated \$229,000 allocated annually. SIRTPO has received direction to program at least four years' worth of project allocations in the Regional Transportation Improvement Program (TIP). For this reason, with the approval of this selection process, SIRTPO will be issuing a call for projects to fill six years' worth of TAP projects into the TIP. The first four years will be within the fiscally constrained portion of the TIP and the last two serving as illustrative priorities should additional funding become available. The call for projects will make available approximately \$1,524,000 for alternative transportation projects in Skagit and Island Counties.



TRANSPORTATION ALTERNATIVES PROGRAM SELECTION PROCESS

The Federal Highway Administration (FHWA) distributes Transportation Alternatives Program (TAP) funds to each state for programs and projects defined as transportation alternatives, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, and environmental mitigation; recreational trail program projects; safe routes to school projects; and projects for planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways. Washington State Department of Transportation then suballocates these funds to Regional Transportation Planning Organizations (RTPO's) across the state.

Skagit-Island Regional Transportation Planning Organization (SIRTPO) has the responsibility of distributing TAP funds to projects within the region that are selected on a competitive basis. This document is designed to identify the process that SIRTPO will use to rank and prioritize projects within the RTPO.

SELECTION CRITERIA

With the guidance of both the Skagit and Island Technical Advisory Committees (TAC) and the SIRTPO Transportation Policy Board, SIRTPO staff will prepare selection criteria to award TAP funding. The criteria will be based on identified priorities in the Regional Transportation Plan (RTP) or directives given by the Transportation Policy Board. The selection criteria will be reviewed by the TAC to ensure they meet the priorities of the Region. The TAC's will then recommend the approval of the selection criteria to the Transportation Policy Board. The SIRTPO Transportation Policy Board will then discuss and approve the final selection criteria.

CALL FOR PROJECTS

After the selection criteria are approved by the Transportation Policy Board, SIRTPO will issue a call for projects to be considered for TAP funding. SIRTPO member agencies and eligible applicants will then have 4-6 weeks to submit applications to SIRTPO for consideration to be funded.

PROJECT SCORING

Project applications will receive an initial screening by SIRTPO staff to ensure they meet TAP eligibility requirements. The applications will then be given to the TAC to be scored based upon the finalized [selection criteria](#). Projects in Island County will be scored by the Island Sub-RTPO TAC and projects in Skagit County will be scored by the Skagit Sub-RTPO TAC. Each agency's scores will be compiled to create a project ranking for each individual agency. The highest scoring project will receive one point; the second-ranked project will receive two points, and so on. This process will be done for each ranker. The project scores will then be averaged to create a preliminary ranking of projects for each county with the lowest score being the highest priority.

SELECTION COMMITTEE

A selection committee consisting of three representatives of the Island TAC and three representatives of the Skagit TAC will be formed to create a final prioritization of the projects. Because Island TAC will not have scored Skagit projects and Skagit TAC will not have scored Island projects, the scores alone cannot be used as the only way to integrate the two lists. Instead, the selection committee will perform a forced-pairs comparison. The



projects will be divided by county and ranked by their respective TAC's scores. The selection committee will then take the top Skagit project and the top Island project and determine which one better meets the selection criteria. The winning project will be added to the final project list. If an Island project is picked first, the next comparison will be between the top-ranked Skagit project and the second-ranked Island project. These forced pair comparisons will continue until all the projects are integrated into one list.

Once the project prioritization for available TAP funding is complete, SIRTPO staff may reorder the projects in some ways to meet federal fiscal constraint requirements. This ranked list will then be submitted to the SIRTPO Transportation Policy Board for discussion and approval.

If the Selection Committee is unable to come to a consensus, the prioritization will be done by the Transportation Policy Board.

TRANSPORTATION POLICY BOARD

The Transportation Policy Board will then consider the project prioritization proposed by the selection committee. The prioritized list will serve as a guide for the final selection. The Transportation Policy Board has the freedom to reprioritize the list as they see fit.

TAP PROJECT SELECTION CRITERIA

Project Sponsor: _____

Project Name: _____

PROJECT SCREENING CRITERIA

1. Is this project in an urban area? **Yes/No**
2. Is this project included or consistent with the Regional Transportation Plan? **Yes/No**
3. Does this project contain at least one eligible Transportation Alternatives category?

Eligible Categories: _____

4. Is the project listed in lead agency's current six-year TIP? **Yes/No**
5. If a construction project, does it include a minimum of \$150,000 in TAP or other federal funds? **Yes/No**
6. When is the soonest this project can obligate funds? **FFY:** _____
7. What is the amount of TAP funds requested? _____
8. Is the project sponsor able to provide matching funds? **Yes/No**
9. If requested amount of TAP funds are awarded, will it be enough to complete the construction of the project? **If Yes, 10 points**

PORTION TO BE SCORED BY TAC

1. How well does this project promote economic vitality? **1 to 10 points**
2. How well does this project maintain, preserve, and extend the life and utility of prior investments in transportation services? **1 to 10 points**
3. How well does this project provide for and improve the safety of the transportation customer and the transportation system? **1 to 10 points**
4. How well does this project improve the predictable movement of goods and people throughout the region? **1 to 10 points**
5. How well does this project promote energy conservation, enhance healthy communities, and protect the environment? **1 to 10 points**
6. How well does this project enhance stewardship (to continuously improve the quality, effectiveness, and efficiency of the transportation system)? **1 to 10 points**

Max 70 points



ACTION ITEM 3.E. – APPROVE LETTER OF SUPPORT FOR STATE TRANSPORTATION PACKAGE

Document History

MEETING	DATE	TYPE OF ITEM	STAFF CONTACT	PHONE
Skagit-Island RTPO	10/15/2013	Action	Kevin Murphy	360-416-7871

RECOMMENDED ACTION

Approve [letter of support for State Transportation Package](#).

FISCAL IMPACT

A state transportation package could provide funding for transportation infrastructure maintenance and expansion.

DISCUSSION

Washington State Senate transportation leaders have recently been holding bipartisan listening sessions to gather input on what Washingtonians want in a transportation revenue package. SIRTPO staff has put together a letter to the Senate transportation leaders outlining the transportation priorities of the region. Among the priorities listed are:

- Economic prosperity
- Maintenance
- Large capital projects
- Regional transit
- Ferries
- Non-motorized transportation

Providing a support letter from the Skagit-Island Regional Transportation Planning Organization (SIRTPO) Policy Board shows unity in priority and helps guide state lawmakers in what the budgetary focus should be. Kevin Murphy plans on attending a listening session the evening after the SIRTPO Transportation Policy Board meeting and submitting the letter in person.



Senator Curtis King, Co- Chair
Senate Transportation Committee
PO Box 40414
Olympia, WA 98504

Senator Tracey Eide, Co- Chair
Senate Transportation Committee
PO Box 40430
Olympia, WA 98504

Dear Senators King and Eide:

The Skagit-Island Regional Transportation Planning Organization (SIRTPO) Transportation Policy Board supports the legislature in making new investments in transportation this year. We work cooperatively with local jurisdictions, WSDOT, businesses and other stakeholders to plan for all modes of transportation within the region in order to support growth and economic development plans. Leaders in Skagit and Island Counties seek a comprehensive transportation package that includes roads, bridges, transit, ferries, and safer ways to walk and ride bikes. The sooner this happens, the better.

Skagit and Island Counties have a number of important issues relating to the transportation package:

Economic prosperity requires infrastructure. The region continues to grow. In order to provide jobs for the existing and future population, the infrastructure needs to be there. The transportation system is a critical piece of that necessary infrastructure. The region needs a transportation system that provides for the efficient movement of people, freight and goods. Skagit County continues to experience higher than average unemployment, improving infrastructure can improve the economy and increase jobs.

Investments in transportation pay off. Ten years ago the old two-lane riverside bridge was replaced with a modern four-lane facility. If the region hadn't had the foresight to replace the old bridge, we would have had a significantly different experience with traffic and the effect on our economy, when the I-5 bridge over the Skagit River failed. The city of Burlington has the highest retail sales per capita for cities in the state, and Skagit County has the highest county figure. Transportation infrastructure directly supports customers getting to our retail businesses, which in turn generate a significant revenue stream for the state. Investments targeted to improve customer's access to services can increase retail sales.

It is essential to maintain, preserve, and improve the safety of the existing system. This is one of the highest priorities in Skagit and Island Counties. As the region grows and matures, so do its transportation assets. Aging infrastructure requires regular and predictable investments in maintenance, preservation, operations, and safety. Local unfunded needs are estimated at over \$20 million per year.

Provide funding for large capital projects. Every region has projects that require funding beyond what the region can accomplish on their own with existing sources. These projects tend to be very expensive. For example, there are a number of substandard bridges around Skagit County that need to be reconstructed or replaced, such as the BNFS bridge over the Skagit River, the Skagit River North Fork bridge, the Division Street bridge, and the SR 9 bridge. Also, I-5 needs improvements to a number of interchanges such as at College Way and George Hopper Road.



Support regional transit needs. Regional transit connector services continue to reduce travel on congested facilities and improve mobility by providing commuter-based transit service. The transit services that go outside the region need a predictable funding source, currently they are funded through the state budget every two years. Skagit, Island and Whatcom transit agencies coordinate service across county boundaries and ensure travel options are available to get between counties and to Everett Station.

Provide additional revenue for local roadway needs. The city, town and county roadway systems serve a critical state need in connecting interstates and other state highways to job centers, freight distribution hubs, and communities across the state. Cities, towns and counties have growing needs to preserve local arterials and expand them to serve planned growth. The region supports new state transportation revenues to be distributed directly to cities and counties and practical local options to improve the condition of local transportation infrastructure.

Provide stable and sustainable funding for Washington State Ferries. Washington State Ferries (WSF) requires a source of funding to ensure stable operations into the future that is affordable to ferry users and is adequate to fund the WSF long-range plan for vessel replacement and terminal upgrades.

Continue to support successful programs, such as Transportation Improvement Board (TIB) and County Road Administration Board (CRAB). These programs have been critical for maintaining and improving local transportation systems in both Counties. TIB programs are one of the main programs utilized by Towns to maintain streets.

Support non-motorized systems. The region has important needs in non-motorized facilities such as completing sidewalks within downtown areas, connecting to significant assets such as the Centennial Trail in Snohomish County and completing regional trails such as the Guemes Channel and Freeland Trails.

As you work to craft a transportation package we hope it will provide investments to support and improve the economy along with improving the transportation system.

Sincerely,

Dean Maxwell
Mayor of Anacortes
SIRTPO Co-Chair

Jill Johnson
Island County Commissioner
SIRTPO Co-Chair

Copies: Senator Barbra Bailey
Senator Kirk Pearson

**INTERLOCAL AGREEMENT
FOR THE
SKAGIT - ISLAND
REGIONAL TRANSPORTATION PLANNING ORGANIZATION**

THIS AGREEMENT is made and entered into by and between the undersigned member agencies of the State of Washington to establish the Skagit - Island Regional Transportation Planning Organization (SIRTPO), pursuant to the provisions of the Interlocal Cooperation Act, chapter 39.34 R.C.W., and the Growth Management Act.

This Interlocal Agreement supersedes in all respects that certain Interlocal Agreement for the Skagit - Island Regional Transportation Planning Organization dated April 20, 1994.

Definitions

For the purpose of this Interlocal Agreement and all other agreements, contracts, and documents executed, adopted, or approved pursuant to this Agreement, the following terms shall have meaning prescribed to them with this section unless the context of their use dictates otherwise.

1. Member agency shall mean any local government which is a party or becomes party to this Interlocal Agreement and is a county, town, city, transit agency, port authority, or tribe;
2. State shall mean the State of Washington;
3. Region shall mean the territory physically lying within the boundaries of Island and Skagit counties;
4. Population shall mean the population of any general purpose local government as last determined by the State Office of Financial Management for each member agency;
5. Regional population shall be determined by adding together the population of the member agencies;
6. Policy Board shall mean the respective bodies of local elected officials and other designated representatives that have been appointed to carry out all delegated powers and managerial and administrative responsibilities for the Skagit - Island Regional Transportation Planning Organization, the Skagit Sub-Regional Transportation Planning Organization, and the Island Sub-Regional Transportation Planning Organization;
7. Department shall mean the Washington State Department of Transportation, Northwest Region;

8. Technical Committee shall mean the respective committees of staff, technical, or consultant personnel appointed by the member agencies of the SIRTPO and each respective Sub-Regional Transportation Planning Organization to advise their respective Policy Boards on matters relating to the Regional and Sub-Regional Transportation Plans and other transportation related issues as appropriate;

Recital

WHEREAS, the undersigned member agencies recognize the need and desirability to participate in a forum for cooperative decision making by elected officials of said agencies in order to bring about a continuous and comprehensive regional transportation planning process; and

WHEREAS, the undersigned member agencies are required to adopt transportation plans consistent with comprehensive land use plans pursuant to the Growth Management Act; and

WHEREAS, the Growth Management Act authorizes establishment of Regional Transportation Planning Organizations through the voluntary association of local governments within a county, or geographically contiguous counties; and

WHEREAS, it is the belief of the undersigned member agencies that state DOT and regional transportation planning receive policy direction from all local governments and affected special purpose districts and other groups; and

WHEREAS, the State of Washington, Washington State Department of Transportation has reviewed and verified the Skagit - Island Regional Transportation Planning Organization Bylaws and Interlocal Agreement and has signed agreements necessary to support the State's transportation planning goals; and

WHEREAS, the undersigned member agencies are authorized and empowered to enter into this Agreement pursuant to Chapter 39.34 R.C.W.

THEREFORE, in consideration of mutual promises and covenants herein it is hereby agreed;

1. Organization - Composition and Nature:

The undersigned member agencies have agreed to create an organization called the Skagit - Island Regional Transportation Planning Organization (SIRTPO).

The structure of the SIRTPO, the two Sub-Regional Transportation Planning Organizations, and their respective Policy Boards shall be determined by their adopted Bylaws. Such Bylaws are incorporated into this Agreement by this reference. This Interlocal Agreement shall remain in force until amended or the SIRTPO is dissolved in accordance with paragraph 13 of this

Agreement and the SIRTPO Bylaws. In the event of a conflict between this Agreement and the Bylaws, this Agreement shall prevail.

2. Delegated Authority and Purposes:

The Skagit - Island Regional Transportation Planning Organization shall have the following delegated authorities and purposes:

- A. Provide a forum for cooperative decision making by the region's elected officials in order to bring about a continuous and comprehensive transportation planning process.
- B. Foster cooperation and mediate differences among local governments and the Washington State Department of Transportation throughout the region.
- C. Maintain an ongoing transportation planning system and coordinate actions of local and state government.
- D. Develop, adopt, and update as necessary, a regional transportation plan in cooperation with the Department and SIRTPO member agencies that is: 1) Consistent with local and county comprehensive plans; 2) Consistent with the adopted county-wide planning policies; 3) Is based upon a least-cost planning methodology that identifies the most cost-effective transportation facilities, services and programs; 4) Assesses overall regional development patterns and capital investments; and 5) Designates the regional transportation network in Island and Skagit Counties.
- E. Utilize, to the extent possible, the existing comprehensive plans as the basis for the Skagit - Island Regional Transportation Plan update.
- F. Submit the adopted regional transportation plan to the Department along with the required documentation of the biennial review of local comprehensive plans.
- G. Establish guidelines and principles that provide specific direction for the development and evaluation of the transportation elements of comprehensive plans and to assure that state, regional and local goals for the development of the transportation system are met.
- H. Certify that transportation elements of comprehensive plans adopted by counties and city/towns within the region are consistent with the Growth Management Act of 1990 and amendments thereto, and with the adopted regional transportation plan.
- I. Certify that county-wide planning policies adopted under the requirements of RCW 36.70A.210 and the adopted regional transportation plan are consistent.
- J. Designate a lead planning agency to coordinate preparation of the regional transportation plan and carry-out other responsibilities of the organization.

- K. Ensure that transportation projects proposed within the region are consistent with the regional transportation plan for transportation facilities and services.
- L. Establish level of service standards on state highway and ferry routes of regional significance; review the level-of-service methodologies used by cities and counties planning under RCW 36.70 in order to ensure a consistent regional evaluation of transportation facilities and corridors.
- M. Develop a six-year Regional Transportation Improvement Program (RTIP) which incorporates regional projects and programs and establishes a specific funding program for these projects. Update the six-year RTIP as necessary on an annual basis.
- N. Foster and facilitate cooperation and coordination between regional transportation planning organizations.
- O. Support transportation facilities that encourage economic growth and stability for the region.
- P. Provide assistance and information to local governments in the preparation of local transportation plan elements for inclusion into their comprehensive plans.
- Q. Review and prioritize transportation projects for funding under state and federal programs as necessary.

3. Lead Planning Agency - Designation:

The Washington State Department of Transportation, Northwest Region - Mount Baker Area Planning Office, shall be designated as the lead planning agency for the SIRTPO unless otherwise established by the SIRTPO Policy Board.

4. Lead Planning Agency - Duties:

The lead planning agency shall perform such duties as assigned, provided that funds to carry out such duties are appropriated. The duties of the lead planning agency shall include, but are not limited to the following: provide staff support and coordination for the SIRTPO Policy Board; provide staff support and coordination for the two Sub-Regional Transportation Planning Organization Policy Boards; and administer the planning grants from the Washington State Department of Transportation and other funds as collected for the purposes of the organization. Employees of the lead planning agency shall not be construed to be employees of any other party to this Agreement.

5. Financing:

The Skagit - Island Regional Transportation Planning Organization shall be financed in a manner as provided for in the bylaws adopted by the organization and through such local, state, federal, and/or private funding as becomes available. The Skagit - Island Regional Transportation Planning Organization or the lead planning agency on behalf of the organization, is authorized to

apply for such federal, state, or private funding of any nature as may become available to assist the organization in carrying out its purposes and functions [RCW 39.34.030 (3)(d)].

The Bylaws cannot be changed to require contribution of funding by a party to this Agreement without that party's prior written approval. This Agreement cannot be changed without written consent of all parties hereto.

6. Budget:

Each Sub-Regional Transportation Planning Organization Technical Committee shall annually develop a Unified Planning Work Program (UPWP) and budget that will meet the anticipated expenses for the coming fiscal year. The two Sub-Regional Transportation Planning Organization Policy Boards shall approve their respective Sub-Regional Work Programs. The two sub-Regional Policy Boards shall then forward their approved Sub-Regional Work Programs to the WSDOT Mount Baker Area Region Planning Office for final approval and consolidation into a single work program document.

The respective Sub-Regional Transportation Planning Organization Technical Committees may shift funds within their own budget, provided that it does not result in a greater than ten percent (10%) line item change and the total budget remains at the same amount. A budget line item shift greater than ten percent (10%) will require approval of the Sub-Regional Transportation Planning Organization Policy Board. Revisions to the UPWP or its budget that results in either an increase or a decrease in the total dollar amount of the budget shall be approved by the Sub-Regional Transportation Planning Organization Policy Board as an amendment to the UPWP and its budget. Approval of revisions to the UPWP shall serve as revisions to this Agreement by reference. Such revisions may be made from time to time during the year as needed [RCW 39.34.030 (3)(d)].

7. Eligible Expenditures:

Eligible expenses are those directly related to supporting the development and upkeep of the regional transportation plan and integrated sub-regional plans. The federal cost principles contained in OMB Circular A-87 will be used as guidance for the eligibility of individual cost items. In general, eligible expenses for the following tasks are acceptable:

- maintaining a regional forum through the RTPO and Policy Board for regional transportation planning purposes;
- developing the Regional Transportation Plan through regional planning studies, subarea studies, data collection and analysis, and other activities directly related to regional transportation planning;
- producing required documents such as the planning work program, interlocal agreements, and the regional transportation plan;
- administrative activities to support the regional transportation planning process.

Expenditure of funds received from sources other than state and federal RTPO funds shall be in accordance with the guidelines utilized by the source of the funds, provided that the guidelines are compatible with the guidance in OMB Circular A-87.

8. Available Funding:

Funding for the activities of the SIRTPO and the Sub-Regional Transportation Planning Organizations comes from a variety of sources including federal, state, local government, and other sources. The amounts and sources of the funds supporting the activities of the SIRTPO and the respective Sub-Regional Transportation Planning Organizations will be listed in the annual unified planning work-program (UPWP). The annual UPWP shall be prepared and adopted by the Sub-regional RTPO Boards as noted in section Six of this Agreement. The annual UPWP shall be submitted to WSDOT Northwest Region - Mount Baker Area office in a timely fashion such that it can be reviewed and approved by WSDOT Lead Agency staff prior to June 30th of every fiscal year.

9. Audits, Inspection and Retention of Records:

The Washington State Department of Transportation, and any of its representatives, shall have full access to and the right to examine, during normal business hours and as often as they deem necessary, all the Skagit - Island Regional Transportation Planning Organization's records with respect to all matters covered by this Interlocal Agreement. Such representatives shall be permitted to audit, examine, and make excerpts or transcripts from such records and to make audits of all contracts, invoices, materials, payrolls, and other matters covered by this Interlocal Agreement. All documents, papers, accounting records, and other material pertaining to costs incurred in connection with the operation of the SIRTPO shall be retained for a period of three (3) years by the respective county, as the lead agency for their Sub-Regional Transportation Planning Organization.

10. Reports:

The lead planning agency shall prepare and present an annual progress report for each calendar year. The annual report shall contain a summary of the activities conducted during the fiscal year and the status of the regional transportation plan.. The annual report shall be submitted to the department no later than thirty (30) days following the close of the state fiscal year. The lead planning agency shall make such changes, amendments, or revisions in the detail of the work as may be required by the department.

11. Amending the Agreement and the Bylaws:

This Agreement and the Bylaws of the SIRTPO and the Sub-Regional Transportation Planning Organizations may be amended at any regular meeting by two-thirds vote of the voting membership; provided that the proposed amendments have been submitted in writing at a previous meeting. The two-thirds amendment vote shall not be applicable to required contribution of funding (see section 5). Bylaws may be suspended at any meeting by the unanimous vote of the members present, provided such attendance constitutes at least two-thirds of the voting membership.

12. Withdrawal from the Agreement:

Any member agency shall have the right to withdraw from the SIRTPO and this Agreement by giving thirty (30) days written notice to the Skagit - Island Regional 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 State of Washington or the federal government and the SIRTPO and its member organizations at the time of withdrawal.

13. Dissolution of the Organization:

This Agreement shall continue indefinitely, however, the SIRTPO may be dissolved at any meeting of the Council by a majority vote of the total members for the organization provided that all members were provided one month written notice of the proposed dissolution, and all members provided an opportunity for comment on the motion. The SIRTPO shall also be dissolved on the condition that the number of member agencies withdrawing from the SIRTPO results in a failure of the remaining member agencies within Skagit and Island Counties to qualify for designation as a Regional Transportation Planning Organization [ref. RCW 39.34.030(3)(a)].

14. Disposal of Assets:

Upon termination of this Agreement, any money or assets in possession of the SIRTPO shall be returned to all contributing agencies at the time of the termination. The debts, liabilities, and obligations of the SIRTPO shall not constitute a debt, liability, or obligation of any member agency.

15. Filing:

This Agreement shall be filed with the Skagit County Auditor and the Island County Auditor.

IN WITNESS WHEREOF, this Interlocal Agreement shall have full force and effect from and after this 14th day of June, 2000 and shall continue in full force and effect until such time as the organization is dissolved as provided for in this Agreement.

Island County Commission Chair

Skagit County Commission Chair

Mayor, City of Oak Harbor

Mayor, City of Mount Vernon

Mayor, City of Langley

Mayor, City of Sedro Woolley

Mayor, City of Anacortes

Mayor, City of Burlington

Mayor, Town of Hamilton

Mayor, Town of LaConner

Mayor, Town of Coupeville

Mayor, Town of Lyman

Washington State Depart. of
Transportation,
NW Region - Mt. Baker Area Reg. Admin.

Mayor, Town of Concrete

SKAGIT-ISLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION BYLAWS:

I. COMPOSITION OF THE SKAGIT-ISLAND RTPO

The Skagit-Island Regional Transportation Planning Organization (RTPO) shall consist of Skagit County, Island County, the City of Mount Vernon, City of Anacortes, City of Sedro Woolley, City of Burlington, Town of La Conner, Town of Hamilton, Town of Lyman, Town of Concrete, City of Oak Harbor, Town of Coupeville, and the City of Langley, the Port of Skagit County, the Port of Anacortes, the Port of South Whidbey, Port of Coupeville, Island Transit, Skagit Transit, and the Swinomish and the Upper Skagit Tribes and shall be governed by these Bylaws and by the mutual agreements signed by the member jurisdictions.

Many of the activities for the organization will take place on a sub-regional or county level. Thus the member organizations are divided into two sub-regional organizations. These Bylaws permit the establishment of bylaws for the two sub-regional organizations. The Sub-Regional Bylaws delineate the specific responsibilities for each sub-regional organization.

A. SKAGIT SUB-REGIONAL ORGANIZATION

The Skagit Sub-regional Assembly shall consist of Skagit County, the City of Mount Vernon, the City of Anacortes, the City of Sedro Woolley, the City of Burlington, the Town of La Conner, the Town of Hamilton, the Town of Lyman, the Town of Concrete, the Port of Skagit County, the Port of Anacortes, Skagit Transit, the Swinomish Tribe, the Upper Skagit and shall be governed by these Bylaws and by the mutual agreements signed by the member jurisdictions.

B. ISLAND SUB-REGIONAL ORGANIZATION

The Island Sub-Regional Organization shall consist of Island County, the City of Oak Harbor, the Town of Coupeville, the Town of Langley, the Port of South Whidbey, the Port of Coupeville, Island Transit, private sector representatives, and shall be governed by these Bylaws and by the mutual agreements signed by the member jurisdictions.

II. PURPOSE OF THE RTPO

A. GENERAL PURPOSE

- 1) To serve as a mutual forum to identify, discuss, study, and bring into focus regional transportation challenges and opportunities.
- 2) To serve as a vehicle for the collection and exchange of transportation information of regional interest.
- 3) To provide a continuing organizational mechanism to insure effective communication and coordination among governments and agencies on transportation related issues.
- 4) To foster, develop, and review policies, plans, and priorities for transportation facilities and services.

- 5) To facilitate agreements and cooperative action proposals among member governments for specific transportation projects or other interrelated developmental needs and for the adoption of common policies and plans with respect to common regional transportation challenges.
- 6) To maintain liaison with members, governmental units, and groups or organizations and to serve as regional transportation spokesperson for local government(s).
- 7) To furnish general and technical aid to member governments, at their direction, to promote and accomplish transportation policies and plans.
- 8) To review and coordinate federal, state, and local transportation programs of regional importance.
- 9) To review, discuss, and prioritize transportation projects for funding under state and federal programs, where appropriate.

B. SPECIFIC RESPONSIBILITIES

- 1) Develop and adopt a Regional Transportation Plan for the Skagit and Island County Region.
- 2) Certify that the transportation elements of comprehensive plans adopted by counties, cities, and towns within the region conform to the requirements of the Growth Management Act and related state laws and regulations.
- 3) Certify that the transportation elements of comprehensive plans adopted by counties, cities, and towns within the region are consistent with the regional transportation plan and all applicable state laws. Certify that the Countywide Planning Policies and the Regional Transportation Plan are consistent.
- 4) Review the regional transportation plan biennially to ensure that it is current and forward the plan, with documentation of the biennial review to the Department of Transportation.
- 5) Develop, on an annual basis, a unified planning work program through which the SIRTPO may address regional transportation issues in a systematic, coordinated, and cooperative effort.

Develop, review, and adopt the annual Regional Transportation Improvement Program (RTIP).

III. POLICY BOARDS

Each Sub-Regional Organization shall establish a Sub-Regional Policy Board comprised of elected officials of the member jurisdictions and other representatives pursuant to the GMA and related state laws and regulations. These Sub-Regional Policy Boards shall be the County-wide decision making bodies for the RTPO.

A Regional Policy Board shall be established and shall be comprised of members from each Sub-Regional Policy Board. The Sub-Regional Boards shall appoint members to sit on the Regional Policy Board.

The decisions of the RTPO shall be made by the three governing boards: the Skagit Sub-Regional Policy Board, the Island Sub-Regional Policy Board, and the Regional Transportation Policy Board. The Skagit and Island Sub-RTPO Bylaws define the membership, quorum requirements, and specific duties of the Sub-Regional Policy Boards.

IV. DUTIES OF THE POLICY BOARD

A. SUB-REGIONAL POLICY BOARDS

The two Sub-Regional Policy Boards will provide a forum for the discussion of policy issues, will consider recommendations from technical advisory committees and staff, will consider citizen input, and will make policy decisions on county-wide (sub-regional) transportation issues.

Specific jurisdiction for the sub-regional policy boards will include the following:

- 1) Sub-regional (County-wide) transportation policy.
- 2) Approval of sub-regional Unified Planning Work Program (UPWP) content.
- 3) Decisions on Consultant selection.
- 4) Recommendation to the Regional Transportation Policy Board on regional transportation policy
- 5) Recommendations on local comprehensive plan transportation element, Countywide Planning Policy (CWPP), and Regional Transportation Plan (RTP) certification
- 6) Adoption and approval of the annual Six-year Sub-Regional Transportation Improvement Program (RTIP)
- 7) Other projects and tasks as assigned by the Sub-RTPO Bylaws

B. REGIONAL POLICY BOARDS

Like the sub-regional boards, the Regional Transportation Policy Board will be a forum for the discussion of policy issues and for the consideration of recommendations from the technical committees. It will also consider recommendations from the Sub-regional policy boards, and make regional policy decisions for the RTPO.

Specific jurisdiction for the Regional Transportation Policy Board will include the following:

- 1) Administrative / organizational duties as described in the Bylaws
- 2) Regional Transportation Policy
- 3) Consent/consensus on Sub-Regional transportation policy
- 4) Approval of the Regional Transportation Plan
- 5) Certification of local comprehensive plan transportation elements, County-wide Planning Policies, and the Regional Transportation Plan
- 6) Prioritization of state and federal programs and projects. as required

In cooperation with WSDOT, mutually establish LOS standards on state transportation facilities

V. COMPOSITION OF THE POLICY BOARDS & STAFF COMMITTEES

The composition of the Sub-RTPO Policy Boards is defined by the Sub-RTPO bylaws. A current list of the makeup of the three Policy Boards and the two staff committees are shown in Appendix "A".

VI. MEETINGS AND PROCEDURES

A. MEETINGS

The Regional Transportation Policy Board shall meet not less than twice a year in locations alternating between the Skagit and Island counties. The meeting schedule for the Sub-Regional Policy Boards is defined in the Sub-RTPO Bylaws. Each Regional Board meeting shall constitute a meeting for both Sub-Regional Boards.

B. OFFICERS

Each Sub-Regional Policy Board shall elect from its membership a chair and a vice-chair. In the absence of the Chair, the Vice-Chair shall preside at the meetings. In his or her absence, a Chair pro-tem shall be elected from the Board members present. The host county shall provide the Chair for the full Regional Policy Board and shall remain Chair until the next full Policy Board meeting.

C. QUORUM

A quorum for the Regional Policy Board shall consist of a simple majority of its total voting membership provided that there is at least one county and one city representative present from each county. A quorum for each Sub-Regional Policy Board shall be defined by the Sub-RTPO bylaws provided that there is at least one county representative present.

D. VOTING

Only voting members may vote on issues or questions before each Board. The voting of a majority of the members present, if they represent a quorum, shall decide any question before the Board.

E. ALTERNATES

Each of the three Boards shall determine their own rules for the assignment of voting alternates. A voting member may designate an alternate to represent him/her, provided that the alternate is an elected official.

VII. LEAD AGENCY DESIGNATION AND DUTIES

There shall be a designated “lead agency” which shall perform the following duties:

- A) Uphold and fulfill the mandates of the SIRTPO contract agreement with the Washington State Department of Transportation, and the Inter-local Agreement between Skagit and Island County.
- B) Oversee the financial management of the program.
- C) Provide staff support for the activities of the Regional Transportation Policy Board and RTPO Technical Committees.
- D) Comment on work scope and cost, participate in consultant selection, approve invoices, and review products.
- E) Administer the program start up, state applications, and adherence to state RTPO requirements.

The WSDOT Northwest Region is the designated Lead Agency for the Skagit-Island Regional Transportation Planning Organization.

VIII. SUB-REGIONAL TECHNICAL AGENCY DESIGNATION AND RESPONSIBILITIES

There shall be a sub-regional technical advisory committee within each of the counties.

- A) The sub-regional “technical agency” within Skagit County shall be designated by the Skagit Sub-Regional Policy Board.
- B) The sub-regional “technical agency” within Island County shall be designated by the Island Sub-Regional Policy Board.

The Sub-Regional technical agencies are described in the Sub- RTPO Bylaws.

IX. COMMITTEES

The three Policy Boards of the RTPO may establish committees to review and make recommendations on materials prepared by the staff from the Administrative Lead Agency, from the Technical Advisory Committees, from the member agencies, and from the consultants.

X. CITIZEN INPUT

Citizen input to the regional transportation planning process shall be determined by the three Policy Boards of the RTPO.

XI. FINANCING /BUDGET

A. FINANCING

The Skagit Island Regional Transportation Planning Organization through its lead agency and sub-regional technical agencies, on behalf of the organization, is authorized to apply for such federal, state or private funding of any nature as may become available to assist the organization in carrying out its purposes and functions. The SIRTPO is specifically authorized to:

1. Receive and administer State and Federal RTPO funds and other local, state, and federal grants as appropriate.
2. Propose work program items for local government support. Their support should be based upon the per capita share of the cost or by some other contractual obligation.
3. Perform services under contract for a fee to member agencies through the inter-local/inter-agency agreements.

B. BUDGET

Annually the Sub-regional technical agency shall develop a yearly Unified Planning Work Program (UPWP) and Work Program budget which will meet the anticipated expenses of maintenance and operation of the program for the upcoming fiscal year. The Sub-Regional Policy Boards shall approve the Sub-Regional Work Programs and budget and forward them to WSDOT for approval.

Each Sub-Regional Policy Board may amend its budget from time to time during the year.

XII. AMENDING THE BYLAWS

The Agreement and these Bylaws may be amended at any regular meeting by two-thirds of the voting membership provided, that the proposed amendments have been submitted in writing at a previous meeting. Bylaws may be suspended at any meeting by the unanimous vote of the members present, provided such attendance constitutes at least two-thirds of the voting membership.

XIII. WITHDRAWAL FROM THE AGREEMENT

Any member agency shall have the right to withdraw from the organization and this agreement by giving thirty (30) days written notice to the Organization. The member counties and cities that are parties to the Inter-local Agreement establishing the SIRTPO agree that withdrawal will not absolve them of responsibility for meeting financial and other obligations of annual contracts or agreements which exist between the State of Washington or the federal government and the SIRTPO at the time of withdrawal.

XIV. DISSOLUTION OF THE ORGANIZATION

The SIRTPO may be dissolved at any meeting of the Council by a majority vote of the total members for the organization provided that all members were provided one month written notice of the proposed dissolution, and all members provided an opportunity for comment on the motion.

XV. DISPOSAL OF ASSETS

Upon termination of this agreement, any money or assets in possession of the SIRTPO shall be returned to all contributing governments at the time of the termination. The debts, liabilities, and obligations of the SIRTPO shall not constitute a debt, liability, or obligation of any member agency.

Appendix A: Makeup of the SIRTPO Policy Boards & Staff Committees

Effective August, 1997

SKAGIT SUB-REGIONAL POLICY BOARD

A. Skagit County	3	County Commissioners
B. Cities	4	Mayors of Mount Vernon, Anacortes, Sedro Woolley, and Burlington
C. Small Cities/Towns	1	Mayor (Appointed by SCOG)
D. Business	1	Major employer, representative appointed by EDASC Board
E. Tribes	1	Appointed by Swinomish Tribe
F. Ports	2	The two Port Commissioners on the SCOG Board representing the Port of Skagit County and the Port of Anacortes
G. State Highways	1	WSDOT official involved in highways who is not directly involved with staffing the RTPO (this member shall also be on the Island Sub-Regional Policy Board)
H. Ferries	1	State (WSDOT) Ferry official
I. Public Transit	1	Skagit Transit representative on the SCOG Board

ISLAND SUB-REGIONAL POLICY BOARD

A. Island County	3	County Commissioners
B. Cities/Towns	3	Mayors of Oak Harbor, Coupeville, and Langley
C. Business	1	Major private employer representative appointed by the Board of Island County Commissioners (ex-officio member)
D. Ports	1	Port Commissioner representing all Island County Port Districts
E. Naval Air Station	1	Official from Whidbey Naval Air Station (ex-officio member)
F. State Highways	1	WSDOT official involved in highways who is not directly involved with staffing the RTPO (this member shall also be on the Skagit Sub-Regional Policy Board)
G. Ferries	1	State (WSDOT) Ferry official (ex-officio member)
H. Public Transit	1	RTBA Board member (an elected official)

REGIONAL TRANSPORTATION POLICY BOARD

A. Skagit County	3	County Commissioners
B. Island County	3	County Commissioners
C. Skagit Cities/Towns	5	All the Mayors on the Skagit Sub-Regional Policy Board (Mayors of Mount Vernon, Anacortes, Sedro Woolley, Burlington, and one small city/town)
D. Island Cities/Towns	3	All of the Mayors on the Island Sub-Regional Policy Board (Mayors of Oak Harbor, Coupeville, and Langley)
E. Ports	2	The Port Commissioner on the Island Sub-Regional Policy board and one of the two Port Commissioners on the Skagit Sub-Regional Policy Board
F. State	1	A WSDOT official who is a member of the Sub-Regional Boards
G. Transit	2	One elected transit representative each from the Skagit and Island Transit Boards

SKAGIT RTPO/STP TECHNICAL ADVISORY COMMITTEE

Planning Director	City of Mount Vernon	Executive Director	Skagit Council of Governments
City Engineer	City of Mount Vernon	Transportation Planner	Skagit County Public Works
Planning Director	City of Anacortes	County Engineer	Skagit County Public Works
City Engineer	City of Anacortes	Associate Planner	Skagit County Planning Dept.
Planning Director	City of Burlington	Director	Skagit County Planning Dept.
City Engineer	City of Burlington	Executive Director	Port of Skagit County
Planning Director	City of Sedro Woolley	RTPO Coordinator	WSDOT NW Region
Planning Director	Town of La Conner	Planning Director	Washington State Ferries
Manager	Skagit Transit	Planning Manager	WSDOT NW Region
Planner	Port of Anacortes		

ISLAND RTPO/STP TECHNICAL ADVISORY COMMITTEE

City Engineer	City of Oak Harbor	Port District Representative	Port of Coupeville
City Planner	City of Oak Harbor	Director	Is. Co. Dept. of Community Devel't
City Planner	City of Langley	Executive Director	Island Transit
City Planner	Town of Coupeville	RTPO Coordinator	WSDOT NW Region
Citizen	Commissioner District One	Assistant County Director	Is. Co. PW Dept.
Citizen	Commissioner District Two		
Citizen	Commissioner District Three		

**INTERLOCAL AGREEMENT FOR THE
SKAGIT-ISLAND
REGIONAL TRANSPORTATION PLANNING ORGANIZATION**

THIS AGREEMENT is made and entered into by and between the Skagit Council of Governments (SCOG) and Island County of the State of Washington to establish the Skagit-Island Regional Transportation Planning Organization (SIRTPO), pursuant to the provisions of the Interlocal Cooperation Act, RCW 36.64.080, and the Growth Management Act Chapter 36.70 RCW.

This Interlocal Agreement supersedes in all respects the Interlocal Agreement for the Skagit-Island Regional Transportation Planning Organization dated August 22, 2000.

Recitals

WHEREAS, pursuant to the provisions of chapter 39.34 RCW, two or more public entities may jointly cooperate to perform functions which each may individually perform; and

WHEREAS, Chapter 47.80 RCW authorizes the formation of a Regional Transportation Planning Organization (RTPO) by voluntary association of local governments within a county; provided each RTPO shall have as members the county and at least sixty percent of the cities and towns within the RTPO's boundaries, representing a minimum of seventy-five percent of the cities' and towns' population; and

WHEREAS, each RTPO formed by local governments is to create a transportation policy board to provide policy advice to the RTPO and shall allow representatives of major employers within the region, the Washington Department of Transportation (WSDOT), transit districts, port districts, and member cities, towns, and counties within the region to participate in policy making; and

WHEREAS, the Growth Management Act, Chapter 36.70 RCW, requires local governments to adopt transportation plans that are consistent with comprehensive land use plans; and

WHEREAS, RCW 47.80.023 (7) requires the designation of a Lead Planning Agency ("Lead Agency") for any regional transportation planning organization; and

WHEREAS, the Skagit Council of Governments functions as the RTPO for Skagit County; and

WHEREAS, the Skagit Council of Governments has been designated by previous action by the Skagit-Island Regional Transportation Planning Organization Board as the lead planning agency for the SIRTPO; and

WHEREAS, the Skagit Council of Governments approved this agreement on [REDACTED] of 2013 at a duly convened Skagit Council of Governments [REDACTED] meeting; and

WHEREAS, the Island Sub-RTPO Policy Board approved this agreement on [redacted] of 2013 at a duly convened [redacted] meeting; and

WHEREAS, the parties are now desirous in setting forth this agreement,

NOW THE PARTIES DO HEREBY AGREE AS FOLLOWS:

Section I
General Organization

The undersigned agencies have agreed to create an organization called the Skagit-Island Regional Transportation Planning Organization (SIRTPO).

The structure of the SIRTPO shall consist of the a Skagit-Island Regional Transportation Policy Board hereafter referred to as "Board" and two sub-regional transportation planning organizations ("Sub-RTPO"), one for Island County and one for Skagit County and their respective Transportation Policy Boards. The Sub-RTPO Transportation Policy Boards shall be determined by their adopted Bylaws. Such Bylaws are incorporated into this Agreement by this reference. In the event of a conflict between this Agreement and the Sub-RTPO Bylaws, this Agreement shall prevail.

The Board shall meet annually or as need and ratify key decisions of the Sub-Regional Transportation Policy Boards, such as the regional transportation plan.

The Sub-Regional Transportation Policy Boards shall carry out delegated authority from the SIRTPO Transportation Policy Board; make recommendations on key decisions, and managerial and administrative functions for the Sub-Regions.

Section II
Purpose

The purposes which form the basis of this Agreement shall be to implement and perform the functions of a Regional Transportation Planning Organization (RTPO) as set forth in Ch. 47.80 RCW and Ch. 468-86 WAC, as currently adopted or as amended;

Section III
Functions/Authorities

The SIRTPO shall have the functions and authority to carry out the duties as set forth in 47.80 RCW, and related activities which includes:

1. Provide a forum for cooperative decision making by the region's elected officials in order to bring about a continuous and comprehensive transportation planning process.
2. Prepare and periodically update a transportation strategy for the region. The strategy shall address alternative transportation modes and transportation demand management measures in regional corridors and shall recommend preferred

transportation policies to implement adopted growth strategies. The strategy shall serve as a guide in preparation of the regional transportation plan.

3. Prepare a regional transportation plan as set forth in RCW 47.80.030 that is consistent with countywide planning policies if such have been adopted pursuant to chapter 36.70A RCW, with county, city, and town comprehensive plans, and state transportation plans.
4. Certify that the transportation elements of comprehensive plans adopted by counties, cities, and towns within the region reflect the guidelines and principles developed pursuant to RCW 47.80.026, are consistent with the adopted regional transportation plan, and, where appropriate, conform with the requirements of RCW 36.70A.070.
5. Where appropriate, certify that countywide planning policies adopted under RCW 36.70A.210 and the adopted regional transportation plan are consistent.
6. Develop, in cooperation with the department of transportation, operators of public transportation services and local governments within the region, a six-year regional transportation improvement program which proposes regionally significant transportation projects and programs and transportation demand management measures.
7. Include specific opportunities and projects to advance special needs coordinated transportation, as defined in RCW 47.06B.012, in the coordinated transit-human services transportation plan, after providing opportunity for public comment.
8. Designate a lead planning agency to coordinate preparation of the regional transportation plan and carry out the other responsibilities of the organization.
9. Review level of service methodologies used by cities and counties planning under chapter 36.70A RCW to promote a consistent regional evaluation of transportation facilities and corridors.
10. Work with cities, counties, transit agencies, the department of transportation, and others to develop level of service standards or alternative transportation performance measures.
11. Submit to the agency council on coordinated transportation, as provided in chapter 47.06B RCW, beginning on July 1, 2007, and every four years thereafter, an updated plan that includes the elements identified by the council. Each regional transportation planning organization must submit to the council every two years a prioritized regional human service and transportation project list.

The Board delegates to the Sub-Regional Transportation Policy Boards authority carry out the RTPO functions as set forth in Ch. 47.80 RCW and Ch. 468-86 WAC, as currently adopted or as amended, for their respective Counties except for the following:

1. Adoption of the Skagit-Island Regional Transportation Plan (RTP), as prescribed by federal and state law and regulations and based on local comprehensive planning;

2. Adoption of projects selected to receive Transportation Alternative Program funds, or any other federal or state funds that are required to be selected at the regional (SIRTPO) level.

Adding, modifying, or removing Functions and Authorities shall be done by Board resolution.

Section IV Boundaries

The SIRTPO may be expanded to include areas and agencies which are economically and socially related to the Skagit-Island County area. The initial boundaries of the regional transportation planning organization shall be conterminous with the boundaries of Skagit and Island Counties, Washington.

Section V Membership

Membership in the SIRTPO shall be available to members of the Sub RTPOs for Skagit and Island Counties.

Section VI Governing Body and Officers

The governing body of the Skagit-Island RTPO shall be designated as the Skagit-Island Regional Transportation Planning Organization Board, and shall be composed of such members as may be provided in the Bylaws.

The officers of the Board shall consist of two co-Chairpersons. The co-Chairs shall be the Chairperson of the Skagit Sub-RTPO Transportation Policy Board and the Chairperson of the Island Sub-RTPO Transportation Policy Board.

Section VII Lead Planning Agency Designations

SCOG shall be designated as the lead planning agency for the SIRTPO. Island County shall be designated as lead planning agency for the Island Sub-Regional Transportation Planning Organization. Skagit Council of Governments (SCOG) shall be designated as the lead planning agency for the Skagit Sub-Regional Transportation Planning Organization.

Section VIII Lead Planning Agency Duties

The lead planning agency shall perform such duties as assigned, provided that funds to carry out such duties are appropriated. The duties of the lead planning agency shall include, but are not limited to the following: provide staff support and coordination for the SIRTPO Policy Board; provide staff support and coordination for the two Sub-Regional Transportation Planning Organization Policy Boards; and

administer the planning grants from the Washington State Department of Transportation and other funds as collected for the purposes of the organization.

Section IX Financing and Budget

The Skagit-Island Regional Transportation Planning Organization shall be financed in a manner as provided for in the Bylaws adopted by the organization and through such local, state, federal, and/or private funding as becomes available. The Skagit-Island Regional Transportation Planning Organization or the lead planning agency on behalf of the organization is authorized to apply for such federal, state, or private funding of any nature as may become available to assist the organization in carrying out its purposes and functions.

The lead planning agencies shall jointly develop an annually or bi-annually a Unified Planning Work Program (UPWP) and budget that will meet the anticipated expenses for the coming fiscal year. The Sub-Regional policy Boards shall each adopt the same UPWP. The amounts and sources of the funds supporting the activities of the SIRTPO and the respective Sub-Regional Transportation Planning Organizations will be listed in the annual unified planning work-program (UPWP).

The respective Sub-Regional Transportation Planning Organizations may shift funds within their own budget, provided that it does not result in a greater than ten percent (10%) work program task change and the total budget remains at the same amount. A task change that shifts greater than ten percent (10%) will require approval of the Sub-Regional Transportation Planning Organization Policy Board. Revisions to the UPWP or its budget that results in either an increase or a decrease in the total dollar amount of the UPWP shall be approved by the Sub-Regional Transportation Planning Organization Policy Board as an amendment to the UPWP and its budget.

Section X Reports

The lead planning agencies shall prepare and present an annual progress report on the UPWP each year. The annual report shall contain a summary of the activities conducted during the state fiscal year. The annual report shall be submitted to the Washington State Department of Transportation (WSDOT) as per state or federal regulation or by agreement between SIRTPO and WSDOT.

Section XI Termination

Any member agency shall have the right to withdraw from the SIRTPO and this Agreement by giving sixty (60) days written notice to the Skagit-Island Regional 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 State of Washington or the federal government and the SIRTPO and its member organizations at the time of withdrawal.

Section XII
Dissolution of the Organization

This Agreement shall continue indefinitely, however, the SIRTPO may be dissolved at any meeting of the Board by a majority vote of the total Board members for the organization provided that all members were provided one month written notice of the proposed dissolution, and all members provided an opportunity for comment on the motion. The SIRTPO shall also be dissolved on the condition that the number of member agencies withdrawing from the SIRTPO results in a failure of the remaining member agencies within Skagit and Island Counties to qualify for designation as a Regional Transportation Planning Organization as per RCW 47.80.020.

Section XIII
Disposal of Assets and Liabilities

Upon termination of this Agreement, the debts, liabilities, and obligations shall be paid from SIRTPO assets: provided that member agencies shall not be liable for SIRTPO, liabilities and obligations upon termination. The remaining net assets of the SIRTPO shall be distributed to member agencies in proportion to their respective contributions to the SIRTPO.

Section XIV
Amendment of Agreement

This Agreement may be amended by unanimous vote of the voting membership provided, that the proposed amendments have been submitted in writing at a previous meeting.

Adopted this day

Agency:

Skagit Council of Governments

Commissioner Ron Wesen,
Chair Skagit Council of Governments

ATTEST:

Kevin Murphy, Executive Director
Skagit Council of Government

Board of County Commissioner
Island County, Washington

Commissiner, Jill Johnson

Commissiner, Kelly Emerson

Commissiner, Helen Price Johnson

ATTEST:

Debbie Thompson
Clerk of the Board



BYLAWS OF THE SKAGIT-ISLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION

Article I PURPOSE

The purpose of the Skagit-Island Regional Transportation Planning Organization shall be to perform the functions of a Regional Transportation Planning Organization (RTPO) as set forth in Ch. 47.80 RCW and Ch. 468-86 WAC, as currently adopted or as amended and exercise the authority delegated to it pursuant to the Interlocal Agreement.

Article II ORGANIZATION

The organization of the Skagit-Island Regional Transportation Organization (SIRTPO) shall consist of a SIRTPO Board, hereafter referred to as "Board" and two sub-regional transportation planning organizations ("Sub-RTPO"), one for Island County and one for Skagit County and their respective Transportation Policy Boards. The SIRTPO shall be governed by the SIRTPO Transportation Policy Board consisting of representatives of the voting members of the Skagit Sub-RTPO Board and the Island Sub-RTPO Board.

The Sub-RTPO shall be governed by Sub-RTPO Transportation Policy Boards and carry out delegated authority from the Board.

Article III OFFICERS

Section 1: Officers

The officers of the Skagit-Island Regional Transportation Organization shall be two co-Chairpersons of the Board. The co-Chairs shall be the Chairperson of the Skagit Sub-RTPO Transportation Policy Board and the Chairperson of the Island Sub-RTPO Transportation Policy Board.

Article IV DUTIES OF OFFICERS

Section 1: Co-Chairs

The co-Chairs shall conduct the meetings of the Board, and shall be responsible for the preparation of the agenda for said meetings. The co-Chair shall ensure that the functions of the SIRTPO are carried out to the best of their ability.



Article V THE SIRTPO TRANSPORTATION POLICY BOARD

Section 1: MEETING DATE

The Board shall meet once a year or as needed in locations alternating between the Skagit and Island counties. Meetings may be held upon request of the co-Chairs, or upon the request of two Board members, providing those members are from different member agencies.

Section 2: Composition

The Board shall be composed of members from the two Sub-RTPO Transportation Policy Boards as follows:

Member	Seats/Votes	Position
Skagit County	3	Each County Commissioner has one vote
Island County	3	Each County Commissioner has one vote
Skagit Cities/Towns	5	One vote each for: City of Anacortes City of Mount Vernon City of Burlington City of Sedro Woolley Small city/Towns
Island County Cities/Towns	3	One vote each for: City of Oak Harbor Town of Coupeville Town of Langley)
Ports	2	One Port Commissioner from each Sub-RTPO Transportation Policy Board
State	1	A WSDOT official who is a member of both Sub-Regional Transportation Policy Boards
Total Seats/Votes	17	

In accordance with 2003 state legislation (RCW 47.80.040 as amended by ESB 5245), any members of the Washington State House of Representatives or Senate whose districts are wholly or partly within the boundaries of the regional transportation planning organization are considered ex officio, nonvoting members of the Transportation Policy Board.

Section 3: Notice

Written notice and the agenda of all Board of Director meetings shall be delivered, mailed, or transmitted electronically to all board members at least five days prior to the meeting.

Section 4: Purpose

The purpose of the Board will be to direct the affairs of the Skagit-Island Regional



Transportation Planning Organization. The Board shall exercise on behalf of the SIRTPO the authorities and functions provided in the Interlocal.

Section 5: Duties

The Board has the following duties and functions, not by way of limitation, but for basic Identification of same:

- 1) To carry out the RTPO functions as prescribed by state law 47.80 RCW;
- 2) To adopt a Regional Transportation Plan for Skagit and Island Counties as prescribed by federal and state law and regulations and based on local comprehensive planning.;
- 3) To adopt a list of projects selected to receive Transportation Alternative Program funds, or any other federal or state funds that are required to be selected at the regional (SIRTPO) level;
- 4) To adopt and amend Bylaws;
- 5) To delegate functions and authorities to the Sub-RTPOs;
 - a) All RTPO functions and authority under 47.80.23 RCW shall be delegated to the Sub-RTPO Transportation Policy Boards except for items two and three listed above in this section.
- 6) To initiate, advise, and aid in the establishment of cooperative arrangements, including interlocal agreements, among local governments and member agencies within the region;
- 7) To propose, initiate, or approve any study, policy discussion, plan, or other SIRTPO matters.

Section 6: Quorum

A quorum for the Board shall consist of a simple majority of its total voting membership provided that there is at least one county and one city representative present from each county.

Section 7: Voting

Each member shall have one vote on the Board, with the exception of Island and Skagit County, which shall have three votes, one for each Commissioner.

Section 8: Policy Boards

The Board may create policy boards to assist the SIRTPO in carrying out the authorities and functions pursuant to the Interlocal Agreement. Pursuant to the Interlocal Agreement and to applicable state and federal laws, Sub-Regional Transportation Policy Boards shall be established, one for each County. Membership on the Sub-Regional Transportation Policy Boards shall be consistent with the Interlocal Agreement, these Bylaws, federal and state requirements and the Bylaws of the Sub-RTPO. If there is a conflict between these Bylaws and the Sub-RTPO Bylaws these Bylaws shall prevail.



Article VI THE SUB-REGIONAL TRANSPORTATION POLICY BOARDS

The Sub-RTPO Transportation Policy Boards shall be organized and governed by their respective these Bylaws.

Section 1: Purpose

The purpose of the Sub-Regional Transportation Policy Boards shall be to exercise on behalf of the SIRTPO the authority pursuant to the Interlocal Agreement and under federal and state laws as the Regional Transportation Planning Organization for their respective Counties.

Section 2: Bylaws

Each Sub-RTPO shall enact Bylaws consistent with these Bylaws and the Interlocal Agreement. The Sub-RTPO Transportation Policy Boards shall be organized and governed by their respective Bylaws.

Section 3: Duties

The Sub-Regional Transportation Policy Boards shall exercise all functions and authorities of the RTPO for their respective County except those which require Board adoption listed in Article V, Section 5. The following duties and functions as delegated to them by the SIRTPO Board not by way of limitation, but for basic Identification of same:

- 1) To recommend adoption of a Regional Transportation Plan as per 47.80 RCW;
- 2) To recommend a list of projects selected to receive Transportation Alternative Program funds, or any other federal or state funds that are required to be selected at the regional (SIRTPO) level;
- 3) To carry out the Regional Transportation Planning Organization functions pursuant to the Interlocal Agreement and as prescribed by state law for their respective County sub-region of the Skagit/Island RTPO;
- 4) To be the representatives to the SIRTPO Board;
- 5) To approve the transportation work program (Unified Planning and Work Program). Adoption of the same UPWP by both Sub-RTPO Transportation Policy Boards shall be considered adoption by the SIRTPO Board. In the event that the two Sub-RTPO Boards cannot agree and adopt the same UPWP a meeting of the SIRTPO Board shall be held to adopt a SIRTPO UPWP;
- 6) To manage the Sub-RTPO components of the adopted UPWP;
- 7) To certify local comprehensive plans are consist with the Regional Transportation Plan as per 47.80 RCW;
- 8) To Select projects to be funded with regionally managed funds, except those projects seeking Transportation Alternative Program Funds or any other funds requiring selection at the regional level;
- 9) To adopt a six-year regional transportation improvement program which proposes regionally significant transportation projects and programs and transportation



- demand management measures;
- 10) To manage the transportation improvement program for projects within their respective Counties as per state and federal law;
- 11) To designate a lead planning agency to carry out the functions of the Sub-RTPO;
- 12) May perform transportation planning activities for members as described in the approved work program.

Section 4: Committees

The Sub-Regional Transportation Policy Boards may appoint such other committees as it may determine at its discretion, from time to time, for such purpose as the Sub-Regional Transportation Policy Board may deem appropriate and for such actions as may be delegated to such committees. Such committees shall be composed and formed as the Sub-Regional Transportation Policy Board may direct.

Article VII UNIFIED PLANNING AND WORK PROGRAM

Section 1: UPWP Development

An annual or bi-annual Unified Planning and Work Program shall be developed cooperatively by the lead agencies for the SIRTPO. The work program shall consist of projects and activities to be undertaken by the SIRTPO and Staff during the state fiscal year or years if a bi-annual UPWP.

Section 2: UPWP Adoption

Adoption of the SIRTPO UPWP shall be done by the adoption of the same UPWP by the two Sub-RTPO Transportation Policy Boards. Adoption shall take place no later than June.

Section 3: UPWP Management

Each Sub-RTPO shall manage their respective components of the UPWP as adopted.

Article VIII TRANSPORTATION IMPROVEMENT PROGRAM

Section 1: TIP Development

A Transportation Improvement Program (TIP) shall be developed annually by each Sub-RTP for their respective County and adopted by the Sub-RTPO Transportation Policy Board.

Section 2: SIRTPO TIP

The SIRTPO TIP shall consist of the two Sub-RTPO adopted TIPs.



Section 3: TIP Management

Each Sub-RTPO shall manage their respective components of the SIRTPO TIP as adopted.

Article IX LEAD PLANNING AGENCY FUNCTIONS

Section 1: SIRTPO Duties

Island County is designated lead planning agency for the Island Sub-RTPO and Skagit Council of Governments is designated lead planning agency for the Skagit Sub-RTPO and SIRTPO as per the Interlocal Agreement. The SIRTPO lead agency shall perform the following duties:

- 1) Uphold and fulfill the mandates of the SIRTPO contract agreement with the Washington State Department of Transportation, and the SIRTPO Interlocal;
- 2) Oversee the financial management of the program;
- 3) Enter into agreements and contracts on behalf of the SIRTPO;
- 4) Administer the program start up, state applications, and adherence to state RTPO requirements.

Section 2: Sub-RTPO Duties

The lead planning agencies for the Sub-RTPOs shall perform the following duties:

- 1) Cooperatively develop and manage the Regional Transportation Plan as per the adopted UPWP;
- 2) Cooperatively develop and administer the SIRTPO managed funds and projects;
- 3) Provide staff support for the activities of the Board and their respective Sub-Regional Transportation Policy Boards and Committees;
- 4) Cooperatively develop the UPWP;
- 5) Manage the Transportation Improvement Program (TIP) for their respective counties;
- 6) Comment on work scope and cost, participate in consultant selection, approve invoices, review products and administer contracts.

Article X FINANCIAL

Section 1: Authorization

The Skagit Island Regional Transportation Planning Organization through its lead planning agency and sub-regional agencies, on behalf of the organization, is authorized to apply for such federal, state or private funding of any nature as may become available to assist the organization in carrying out its purposes and functions. The SIRTPO is specifically authorized to:



- 1) Receive and administer State and Federal funds and other local, state, and federal grants as appropriate.
- 2) Perform services under contract for a fee to member agencies through the inter-local/ inter-agency agreements.

Article XI PUBLIC PARTICIPATION

The SIRTPO shall seek involvement in its planning process of the general public, community and neighborhood organizations in urban and rural areas, large and small private sector interests, and local, regional and state government.

Article XII OPEN MEETINGS

To ensure appropriate notice, public involvement, and effective regional decision-making, all meetings of the SIRTPO Board and the Sub-RTPO Transportation Policy Boards will be conducted in accordance with the state Open Public Meetings Act, 42.30 RCW.

Article XIII AMENDMENTS TO BYLAWS

These bylaws may be amended at any regular meeting of the Board by two-thirds vote of the voting membership; provided, that the proposed amendments have been submitted in writing at a previous meeting. Bylaws may be suspended at any meeting by the unanimous vote of the members present, provided, such attendance constitutes at least two-thirds of the voting membership.



ADOPTED.

AMENDED.

Jill Johnson, Island County Commissioner
Co-Chair
Skagit-Island Regional Transportation Policy Board

Dean Maxwell, Mayor of Anacortes
Co-Chair
Skagit-Island Regional Transportation Policy Board

ATTEST:

Kevin Murphy, Executive Director
Skagit Council of Governments