

TRANSPORTATION ADVISORY COMMITTEE CHARTER

Approved December 10, 2009

1. GENERAL

The Transportation Advisory Committee is an appointed committee of the SRTC Board, and reports to the Board of Directors, comments and recommendations on plans, programs and activities conducted by and through the Spokane Regional Transportation Council.

2. POLICY

The Spokane Regional Transportation Council (SRTC) shall develop policies and a procedure, which establishes a Transportation Advisory Committee to provide a transparent opportunity for the community to be involved in the SRTC's programs, its finances, ongoing operations, monitor conformance thereto, and recommend such changes as it considers desirable. While the Transportation Advisory Committee has the responsibilities and powers set forth in this Charter, it is not the duty of the Committee to conduct analysis or to determine the analyses are complete and accurate or are in accordance with generally accepted transportation planning principles, which is the responsibility of SRTC management, SRTC Board and US Department of Transportation. Nor is it the duty of the Transportation Advisory Committee to assure compliance with applicable laws and regulations and the SRTC, WSDOT, STA, and local jurisdiction policies.

3. COMPOSITION

The Transportation Advisory Committee shall be comprised as follows:

The Transportation Advisory Committee shall consist of not more than 13 members. Members shall be chosen from those who are willing to serve, none of whom shall be members of the SRTC Board. Members shall be able and willing to attend meetings of the TAC on a regular basis as determined by the committee. Members should reflect the diversity of geography, modal and policy expertise, local jurisdictions, agencies, and constituent groups with a direct nexus to the regional transportation planning program. Such members shall be appointed by the SRTC Board of Directors for three-year staggered terms. If there are an insufficient number of qualified candidates for Committee membership, the SRTC Board of Directors may appoint a second jurisdictional member for a one-year term.

The Transportation Advisory Committee shall recommend their Chair to the SRTC Board for approval, normally from those who will be serving the second year of their term on the Committee. The Vice-Chair shall serve in absence of the Chair.

One or more immediate past members of the Transportation Advisory Committee may be appointed by the Board of Directors to serve one-year terms as ex-officio members.

Each of the Transportation Advisory Committee members and past members of the Committee who serve as ex-officio members shall be "transportation and/or land use planning/development literate." Literate is defined as being able to read and understand fundamentals of land use and transportation planning as established the in the Revised Code of Washington.

The Transportation Advisory Committee shall not have the authority to directly retain consultants or experts. Should the SRTC Board deem it necessary or appropriate in order to provide training to committee members in order to meet the requirements described above, the SRTC Board shall budget sufficient funds for the Transportation Manager to retain consultants or experts.

4. FUNCTIONS

To carry out its duties and responsibilities, the Transportation Advisory Committee shall:

- A. Provide policy review, comments and recommendations on the development of transportation plans, programs and projects being developed by and through the activities of the SRTC.
- B. Communicate with and review the activities and effectiveness of the regional transportation plans, programs and projects being developed by and through the activities of the SRTC.
- C. Participate in the independent review of the regional transportation planning program conducted by the U.S. Department of Transportation, as well as ensure SRTC's objectivity and independence from any individual jurisdiction and agency. Monitor such relationships and services to assure independence of outside influences that could materially impact the integrity of the SRTC's transportation planning program. The Transportation Advisory Committee may designate its Chair to represent the entire Committee for purposes of attending SRTC Board meetings, subject to approval of recommendations by the full Transportation Advisory Committee at a regularly scheduled meeting.
- D. Participate in processes for prioritizing regional projects, advocate for transportation improvements on behalf of the region, and as necessary, engage and/ or create subcommittees to solicit input on issues of relevance from the general public.
- E. Review the work of a consultant team developing plans, programs or projects for consistency with the Scope of Work approved by the SRTC Board;
- F. Review management's representations, transportation modeling and project prioritization and selection processes to ensure a fair and balanced opportunity for all eligible participants
- G. Review the annual report of the SRTC and provide comments and recommendations for upcoming work program activities
- H. Monitor corrective actions that may be established to assure they satisfy the Committees concerns of those recommendations accepted by the Board of Directors, until such recommendations are implemented.
- I. Be directly responsible for appointment of the Chair and Vice-chair and their representations to the SRTC Board.
- J. Review the regional transportation processes and procedures for assessing and addressing proposed transportation and land use changes being contemplated by local jurisdictions;

- K. Review the Committee compliance with SRTC's established code of conduct;
- L. Review key program measures established by the SRTC Board to ensure they are representative of the Committee's progress toward stated goals and objectives;
- M. Oversee other activities pursuant to this charter as directed by the Board of Directors;
- N. Report its findings, conclusions and recommendations to the Board of Directors so as to assist the Board in fulfilling its fiduciary and agency accountability responsibilities and to help maintain a direct line of communication between the Board and the Transportation Advisory Committee;
- O. Monitor conflict of interest policy and related procedures;
- P. Resolve disagreements, if any, between management and the Committee;
- Q. Review and assess the adequacy of the charter on an annual basis;
- R. Assure that committee members are rotated off every three years, on a staggered term;
- S. Nominate the appointment of committee members;
- T. Assure that Committee members do not receive any compensation, advisory contracts or special accommodation for participation on the Committee.

Activities prohibited from being performed by the Transportation Advisory Committee include:

- Bookkeeping
- Financial information collection and disclosure
- Independently outsourcing services or activities
- Management functions or human resources
- Independently securing goods or services to support the Committee
- Legal services and expert services
- Preparing independent analyses
- Other activities that might intervene in the exercise of SRTC's statutory authority or the statutory authority of those jurisdictions and agencies entering into the regional transportation planning program

5. TERM OF OFFICE:

The Board of Directors will appoint the Transportation Advisory Committee membership for three-year staggered terms, providing for reasonably balanced representation.

One or more immediate past members of the Transportation Advisory Committee may be appointed by the Board of Directors to serve one-year

6. MEETINGS

The Transportation Advisory Committee shall meet on a quarterly basis and at such other times as directed by its Chair, upon written notice to the members at least 10 days in advance of such special meetings. A majority of its members will constitute a quorum. The Committee shall maintain written minutes, which shall be kept on file at the SRTC. All meetings of the Transportation Advisory Committee shall be advertised open public meetings with agendas published as per the SRTC public involvement program.

7. PROCEDURE

A. The Committee shall meet with representatives of various interest groups to review and discuss:

- The results of the Regional Transportation Planning Program and its underlying findings and determinations
- Comments regarding the adequacy of the current process and procedures
- External relationships that may impact objectivity and independence of the program
- Other relevant matters noted during the annual review, along with management's response regarding such comments
- Assurance that members were not subject to undue influence by external forces during the course of the annual program review
- The scope and objectives of the program for the current year

B. The Committee shall meet with the Transportation Technical Committee at least twice annually to provide input during development of the Unified Planning Work Program, receive presentations on plans, programs or projects being considered for funding as part of any "Call for Projects", review and evaluate the Transportation Improvement Program, and have an opportunity to discuss proposed amendments to the Metropolitan Transportation Plan prior to recommendations to the SRTC Board

8. FINANCIAL SUPPORT

Financial support for the Transportation Advisory Committee shall be provided from the general funds of the SRTC. SRTC shall make adequate provisions for the payment of fees and other compensation as necessary to fulfill the responsibilities of the Committee and to any consultants or experts retained by SRTC to support Committee activities.

9. CHANGES TO THE CHARTER

The SRTC Board of Directors must approve changes to this Charter.

