

DATE: March 21, 2019

TO: Members of the Transportation Advisory Committee

FROM: Kennet Bertelsen, Chair

SUBJECT: Agenda for TAC Meeting – **Monday, March 25, 2019– 3:00 p.m.**
SRTC, 421 W Riverside Ave, Suite 504 (The Paulsen Building)

AGENDA

1. Call to Order
 2. Roll Call/Record of Attendance
 3. Public Comments
 4. **Information & Discussion**
 - a) 2019 Education Series Overview
 - b) Update on SRTC Board Subcommittee Review of TAC
 - c) Discussion of TAC roles and perspectives
 5. TAC Member Comments/Roundtable
 6. Staff Report
 7. Adjournment
- Next Meeting: TBD

MEMORANDUM

DATE: March 19, 2019

TO: Members of the Transportation Advisory Committee

FROM: Shauna Harshman, Associate Transportation Planner

SUBJECT: a) Status update on TAC Review Committee
b) TAC Discussion on relation to TTC and diversity of perspectives

Summary

As SRTC evolves as a Metropolitan Planning Association, including the tasks it performs, the TAC also needs to evolve into a policy advisory role providing the same level of value to the Board as the TTC.

It is best practice to periodically review committee structure and membership to align committee work plans and membership with Board needs and direction. The Transportation Advisory Committee serves a vital role in providing a public perspective to policy issues the Board undertakes. SRTC's Transportation Advisory Committee currently has five vacant seats due to expired terms. Traditionally, the SRTC Board convenes a selection committee to fill these vacancies. However, prior to filling the vacant seats, the Board appointed a work group to evaluate the structure, membership, function, and responsibilities of the committee. This evaluation will allow the Board to ensure the committee is maximizing its value to the region's transportation planning process. A subcommittee is considering changes to the TAC (to recommend to the full Board) that more effectively leverages the public perspective to advance the mission of SRTC. The subcommittee has met once. The meeting agenda is attached, and TAC Chair, Kennet Bertelsen, will provide an overview.

As a group, the TAC has a diverse level of experience and interests and brings a lot to the table related to SRTC's mission. The main work item at the March meeting will be a brainstorming session on the evolution of the TAC – what that may look like, how to improve the committee, and increase its value.

Requested Action

- 1) Discuss the role of the TAC, its relationship to the TTC and steps to create additional value, and;
- 2) Discuss the perspectives to be represented in the Technical Advisory Committee

SRTC Board Rules and Procedures for Committees (2015):

9.1. Standing Committees: The Board establishes the following advisory committees:

9.1.1 Transportation Advisory Committee (TAC): The Transportation Advisory Committee provides comments, recommendations and reports on plans, programs, activities conducted by SRTC. The TAC shall draft and amend its Committee Charter, which shall be reviewed and approved by the Board.

9.1.2. Transportation Technical Committee (TTC). The Transportation Technical Committee is comprised of professional staff from various local and state agencies. The TTC reviews projects, work programs, consultant contracts and offers comments, expertise and recommendations to the Board.

Attachments for Reference:

1. Board subcommittee on TAC meeting agenda
2. Existing TAC membership matrix
3. TAC charter
4. SRTC Committee bylaws

**SRTC Board Sub-Committee on
Transportation Advisory Committee (TAC)
March 15, 2019 10:00 am
AGENDA**

Sub-Committee Members: Kennet Bertelsen (TAC Chair), Joe Tortorelli, Josh Kerns, Arne Woodard

Goal of the Sub-Committee: Evaluate the structure, membership, function, and responsibilities of the committee and make recommendations to the full Board.

1. Where has the TAC been? History of the TAC
2. Where is the TAC now? Status of the committee and membership
3. Where could we go with the TAC?
 - a. What do we want the TAC to do/be?
 - i. What role does the TAC have in relation to the TTC?
 - ii. What role does the TAC have in relation to the Board?
 - b. What value could the TAC bring to the Board
 - c. How could the value be enhanced?
4. What do we need in committee members to accomplish this?

Reference Materials:

1. TAC Member Terms
2. TAC Member Matrix
3. TAC Charter
4. SRTC Advisory Committee Bylaws and Procedures

TRANSPORTATION ADVISORY COMMITTEE CHARTER

1. GENERAL

The Transportation Advisory Committee (“TAC” or “Committee”) is an appointed committee of the SRTC Board, and reports to the Board of Directors. The TAC makes 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) established the Transportation Advisory Committee to provide a means for the community to be involved in the SRTC’s programs, finances, and ongoing operations, monitor conformance to adopted plans and priorities, and recommend such changes as it considers desirable. The TAC does not: (a) conduct analysis or determine whether any analysis is in accordance with generally accepted transportation planning principles, which is the responsibility of SRTC management, the SRTC Board and the US Department of Transportation, or (b) assure compliance with applicable laws, regulations and the SRTC, WSDOT, STA, and local jurisdiction policies.

3. COMPOSITION

The Transportation Advisory Committee shall consist of not more than 13 members comprised as follows:

Members shall be chosen from those who are willing to serve, none of whom shall be elected officials or members of the SRTC Board. Members shall be able and willing to attend meetings of the TAC on a regular basis. Those who miss 75% of meetings in a calendar year will be asked to resign so their position can be filled with an active member. 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 and may be appointed to a second term upon application and vote of the SRTC Board.

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 to provide training to committee members 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.
- D. Designate its Chair to represent the TAC for purposes of attending SRTC Board meetings, provided any recommendations presented to SRTC Board by the TAC shall have previously been considered at a regularly scheduled meeting of the TAC.
- E. 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.
- F. Review the work of consultants developing plans, programs or projects for consistency with the Scope of Work approved by the SRTC Board;
- G. Review management's representations, transportation modeling and project prioritization and selection processes to ensure a fair and balanced opportunity for all eligible participants
- H. Review the annual report of the SRTC and provide comments and recommendations for upcoming work program activities
- I. Monitor corrective actions that may be established by the SRTC Board to assure they satisfy the TAC concerns.
- J. Unless otherwise directed by the SRTC Board, be directly responsible for appointment of the Chair and Vice-chair.
- K. Review the regional transportation processes and procedures for assessing and addressing proposed transportation and land use changes being contemplated by local jurisdictions;
- L. Review the Committee compliance with SRTC's established code of conduct;
- M. Review key program measures established by the SRTC Board to ensure they are representative of the Committee's progress toward stated goals and objectives;
- N. Oversee other activities pursuant to this charter as directed by the Board of Directors;

- O. 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 Committee;
- P. Monitor conflict of interest policy and related procedures;
- Q. Resolve disagreements, if any, between management and the Committee;
- R. Review and assess the adequacy of the charter on an annual basis;
- S. Nominate the appointment of committee members for final approval by the SRTC Board;
- T. Assure that Committee members do not receive any compensation, advisory contracts or special accommodation for participation on the Committee.
- U. Activities prohibited from being performed by the Committee include:
 - (i) Bookkeeping;
 - (ii) Financial information collection and disclosure;
 - (iii) Independently outsourcing services or activities;
 - (iv) Management functions or human resources;
 - (v) Independently securing goods or services to support the Committee;
 - (vi) Legal services and expert services;
 - (vii) Preparing independent analyses; and
 - (viii) 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:

TAC membership will be appointed to three-year staggered terms, providing for reasonably balanced representation.

Members may be eligible for appointment to an additional term.

6. OFFICERS:

A Chair and Vice-Chair shall be elected by a majority vote of members of the TAC. The term for Officers will be one (1) year, with eligibility for one additional one-year term. The Vice-Chair may become the Chair upon completion of the Chair's term or vacation for any reason.

The Committee shall recommend the TAC Chair and Vice-chair to the SRTC Board for approval.

The Vice-Chair shall serve as Chair of the TAC meeting in case of the absence of the Chair and shall report TAC recommendations to the SRTC Board in the absence of the Chair. The Vice-Chair will not serve as a voting member of the SRTC Board in the absence of the Chair.

7. MEETINGS

The Committee shall meet on a regularly scheduled monthly 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 Committee shall be open public meetings with agendas published as per the SRTC Public Involvement Policy.

8. PROCEDURE

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

(i) The results of the Regional Transportation Planning Program and its underlying findings and determinations;

(ii) Comments regarding the adequacy of the current process and procedures;

(iii) External relationships that may impact objectivity and independence of the program;

(iv) Other relevant matters noted during the annual review, along with management's response regarding such comments;

(v) Assurance that members were not subject to undue influence by external forces during the course of the annual program review; and

(vi) 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:

(i) provide input during development of the Unified Planning Work Program;

(ii) receive presentations on plans, programs or projects being considered for funding as part of any "Call for Projects";

(iii) review and evaluate the Transportation Improvement Program; with an opportunity to discuss proposed amendments to the Metropolitan Transportation Plan; and

(iv) review other plans that will be submitted to the SRTC Board.

C. All recommendations, motions, or other actions of the Committee shall be adopted by a favorable vote of a majority of those present. In the event that a majority is not present, or action is required in a timely manner that does not permit postponement to the next scheduled meeting, Committee members will be asked to participate in an electronic vote via email. All TAC members will be requested to cast a vote in the event of electronic votes. As with all other votes, electronic votes must be adopted by a favorable vote of a majority of Committee members. Each voting member shall be able to view the votes of other members.

9. 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.

10. CHANGES TO THE CHARTER

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

Approved by majority vote of the Committee this 6 day of April, 2011.

Transportation Advisory Committee

By: - Signed Original -
Barbara Chamberlain, Chair

Accepted by the SRTC Board this 14 day of April, 2011.

Spokane Regional Transportation Board

By: - Signed Original -
Gary Schimmels, Chair

SRTC Advisory Committee Bylaws and Procedures

Final – SRTC Board approved on October 11, 2012



Spokane Regional Transportation Council
421 W. Riverside Avenue, Suite 500
Spokane, WA 99201

BACKGROUND

The Spokane Regional Transportation Council (SRTC) is a Metropolitan Planning Organization (MPO) and the state designated Regional Transportation Planning Organization (RTPO) for Spokane County. SRTC is responsible for conducting the federally designated metropolitan transportation planning process.

The planning process is required to be collaborative, continual and comprehensive while bringing together a forum of transportation agencies/organizations, elected officials, transportation advocates/experts and the general public. The process and forum address the region's short and long term transportation vision and needs, then identifies how to implement the Spokane region's priorities by allocating federal, and in some cases, state, transportation funds to projects.

Three required documents are produced by SRTC at regular intervals: the Metropolitan Transportation Plan (MTP), the Transportation Improvement Program (TIP), and the Unified Planning Work Program (UPWP). In addition to producing the three aforementioned documents, SRTC also certifies concurrence with the Growth Management Act (GMA), develops a Congestion Management Process, conducts regional travel demand and air quality conformity modeling, and various sub-area studies and modal plans as needed.

SRTC's Board is the policy decision-making body for the purpose of carrying out the transportation planning and programming processes in the Spokane Region. The membership structure of the SRTC Board is developed through interlocal agreement of local governments and other interested parties established to perform the functions of a MPO and RTPO. The Board consists of elected officials, agency representatives and citizens.

Per the 2010 SRTC interlocal agreement: "The SRTC has the power to create committees as necessary, to advise the Board on regional transportation related matters. At a minimum this shall include:

- a.) The Transportation Advisory Committee (TAC) whose composition and responsibilities shall be defined by the Board.
- b.) The Transportation Technical Committee (TTC) whose composition and responsibilities shall be defined by the Board."

Both the TTC and the TAC respond to requests and direction from the Board in collaboration with staff to advise the Board on Regional transportation related matters. The Committees provide input and recommendations on development of SRTC's plans, programs and projects.

RULES COMMON TO ALL SRTC ADVISORY COMMITTEES

MEETINGS

SRTC advisory committees shall meet on a regularly scheduled basis, typically monthly, and at such other times as directed by their respective chair or SRTC's Board. All meeting dates shall be issued to the general public as described in SRTC's Public Involvement Policy.

QUORUM

A quorum is a simple majority of committee members. No advisory committee shall take action without a quorum.

The Vice-Chair shall serve as Chair in the absence of the Chair and shall report recommendations to the SRTC Board in the absence of the Chair. The Vice-Chair will not serve as a voting member of the SRTC Board in the absence of the Chair.

SUB-COMMITTEES

The Chair of an SRTC advisory committee may appoint and establish sub-committees composed of members and non-members to carry out the functions of the general committee. Membership on subcommittees shall not include a quorum of the advisory committee. To encourage broad regional discussion, SRTC advisory committees may, on occasion, form joint sub-committees.

ADMINISTRATIVE SUPPORT

SRTC staff shall provide administrative support to SRTC advisory committees.

MINUTES

Minutes for all SRTC advisory committees will be taken and distributed by SRTC staff. Approved minutes will be posted on the SRTC website.

AGENDA

An agenda should be provided in advance of each meeting. Staff coordinates with the committee Chair to develop the agenda. Each agenda should include an item calling for future agenda items.

RULES OF ORDER AND MOTION PROCEDURES

Current informal practice encourages regional discussion and collaboration. Roberts Rules of Order will be followed when clarification is required on rules of order and/or motion procedures.

Transportation Technical Committee (TTC)

There are multiple purposes of the TTC; to 1.) provide a technical planning and engineering perspective on behalf of member agencies; 2.) provide a forum for regional coordination among member agencies; and 3.) provide input on the programming of projects, the development of plans and policies impacting the regional transportation system and 4.) other activities as directed by the SRTC Board.

MEMBERSHIP

| <u>AGENCY</u> | <u>REPRESENTATIVE(S)</u> |
|---|--------------------------|
| Small Towns with fewer than 5,000 people* | 1 |
| City of Airway Heights | 1 |
| City of Cheney | 1 |
| City of Liberty Lake | 1 |
| City of Spokane | 3 |
| City of Spokane Valley | 2 |
| Spokane County | 3 |
| WSDOT Eastern Region | 3 |
| Spokane International Airport | 1 |
| Spokane Transit Authority | 2 |
| Spokane Regional Health District | 1 |
| Kalispel Tribe of Indians | 1 |
| Spokane Tribe of Indians | 1 |
| Spokane Regional Clean Air Agency | 1 |
| <hr/> | <hr/> |
| TOTAL | 22 |

*Rockford, Deer Park, Waverly, Fairfield, Spangle, Millwood, Latah, Medical Lake

Each agency shall appoint its representative(s) and alternate(s) in writing to the SRTC Executive Director. Each representative and alternate shall serve until changed by the appointing agency. Appointees should be technically competent, qualified and authorized to represent their agency's transportation related planning issues, goals and policies. The intent is to draw the needed expertise from each agency which would be found in the transportation planning, land use planning, traffic, and/or public works arenas.

OFFICERS

The TTC shall annually select and recommend to the SRTC Board one of its members to act as Chair and one as Vice-Chair for terms of one year. The SRTC Board will appoint the TTC Chair at a regularly scheduled meeting. The TTC shall recommend its Chair and Vice-Chair in such a way that no one participating agency is filling both positions at the same time. The selection shall be made no later than November of each year for the following calendar year.

The TTC Chair shall preside over all TTC meetings. The TTC Chair shall be responsible for communicating to the Board and Agency on matters as may be directed by the TTC and shall further perform other duties as may be requested by the TTC. The TTC Vice-Chair shall perform all duties of the TTC Chair during the absence of the TTC Chairman. In the event the Chair vacates his/her position, and the Vice Chair fulfills the Chair's duties, the Vice Chair still remains eligible to serve an additional term as Chair. As an Ex-officio member of the SRTC Board, the TTC Chair or TTC Vice-Chair shall make every attempt to attend all meetings of the SRTC Board.

ATTENDANCE

Members of the TTC are expected to attend all regularly scheduled committee meetings and notify the TTC Chair or SRTC staff in advance of an absence.

If the member or designated alternate are unable to attend a meeting, the member can appoint a temporary alternate for that meeting by notifying the TTC Chair or SRTC staff.

Transportation Advisory Committee (TAC)

The primary focus of the TAC is to provide transparency and a community perspective. The TAC is responsible for advising the SRTC Board regarding plans, programs and activities to determine consistency with current policies of SRTC; makes recommendations on regional transportation policies; and other activities as directed by the SRTC Board.

MEMBERSHIP

Members will be appointed by the SRTC Board. The Transportation Advisory Committee shall consist of not more than 13 members comprised as follows:

Members shall be chosen from those who are willing to serve, none of whom shall be elected officials or members of the SRTC Board. A diverse makeup of TAC members is desired. TAC Members will represent the general public and groups including, but not limited to, people with disabilities, senior citizens, youth, the business and freight moving communities, traditional automobile users and advocates for non-motorized transportation or public transit. Members should be able to demonstrate an interest in transportation policy and be geographically diverse.

Each TAC member shall be “transportation and/or land use planning/development literate.” Literate means being able to read and understand fundamentals of land use and transportation planning as established in the Revised Code of Washington.

TERMS

TAC members shall be appointed by the SRTC Board for three-year terms and may be appointed to a second term upon application and vote of the Board.

OFFICERS

The Committee shall recommend by majority vote the Committee Chair and Vice-chair to the SRTC Board for approval. The Chair will represent the TAC on the SRTC Board.

Officers will be elected for a one (1) year term, with eligibility for election to an additional one-year term. The Vice-Chair may become the Chair upon completion of the Chair's term or vacation for any reason. In the instance the Chair vacates his/her position, and the Vice Chair takes it over, the Vice Chair may serve out the remainder of the Chair's term and remains eligible to serve an additional term as Chair.

ATTENDANCE

Members shall be able and willing to attend meetings of the TAC on a regular basis. Those who miss 25% of regularly scheduled meetings in a calendar year will have their participation reviewed by the Committee Chair.

VOTING

In the event that a majority is not present, or action is required in a timely manner that does not permit postponement to the next scheduled meeting, Committee members will be asked to participate in an electronic vote via email. All TAC members will be requested to cast a vote in the event of electronic votes. As with all other votes, electronic votes must be adopted by a favorable vote of a majority of Committee members. Each voting member shall be able to view the votes of other members.