



STAFF REPORT / RESOLUTION

TO: Southwest Washington Regional Transportation Council Board of Directors
FROM: Matt Ransom, Executive Director 
DATE: November 26, 2019
SUBJECT: **Resolution Amending the Bylaws of Regional Transportation Advisory Committee (RTAC), Resolution 12-19-30**

AT A GLANCE – ACTION

The purpose of this Resolution is to amend the Bylaws of Regional Transportation Advisory Committee (RTAC) to expand membership and participation.

BACKGROUND

As stated in the RTAC Bylaws, the Regional Transportation Advisory Committee (RTAC) coordinates and guides the regional transportation planning program in accordance with the policy of the Regional Transportation Council (RTC) Board of Directors. RTAC provides technical review of regional transportation planning programs, plans, and technical data, and makes recommendations to the RTC Board for the Board's decision making.

The current RTAC Bylaws were most recently amended in January 2007.

IMPLEMENTATION OF EHB 1584

The Washington State Legislature convened for its 2019 session on January 14 and concluded on April 28. New law created by the Legislature and signed by the Governor (EHB 1584) compels Regional Transportation Planning Organizations (RTPO) to invite Tribal Nations within their planning boundaries to become voting members of the RTPO Policy Board.

In fulfillment of the new law obligation, RTC staff transmitted a letter of invitation to the Cowlitz Indian Tribe and Yakama Nation on August 7, 2019. To date, both the Cowlitz Indian Tribe and Yakama Nation have responded to RTC's invitation. At this time, the Cowlitz Indian Tribe has responded with a resolution affirming their desire to formally join RTC as a member. The Yakama Nation has expressed interest in RTC's services and has elected to begin to participate in the Klickitat County Transportation Policy Committee, and will at this time defer full Board membership.

PROPOSED AMENDMENTS

With the forthcoming inclusion of the Cowlitz Indian Tribe as a full participating member of RTC, it is appropriate to amend the RTAC Bylaws to also provide for membership of the Cowlitz Indian Tribe to participate in the Regional Transportation Advisory Committee (RTAC) process.

In addition to that membership amendment, RTC staff and RTAC committee members and the existing RTAC membership are proposing to expand membership to include the following recommended additions:

- a) separate the current composition of combined member agency committee assignments to create individual committee member assignments for each member agency within Clark County; and
- b) expand the committee to include a major employer stakeholder which is proposed to be assigned to the Columbia River Economic Development Council. The addition of a major employer stakeholder will add a new perspective to the RTAC process and is consistent with the defined intent of state law RCW 47.80.

In addition, by expanding the membership, the committee quorum requirements have been clarified to ensure the monthly functioning of the meeting.

In total, the proposed amendments would expand committee membership which would allow for broader participation and new perspectives. No other changes to the Bylaws are recommended at this time.

RTC BYLAWS COMMITTEE REVIEW

RTC staff presented the 2019 RTAC Bylaws: Proposed Amendments to the RTC Bylaws Committee at their meeting of October 22. Staff reviewed the proposals and rationale and shared feedback from the October 18 RTAC committee review of the same proposal. The RTC Bylaws Committee voted in the unanimous to present the *proposed* to the full Board at their November meeting. (See Attachment 1: RTC Bylaws Committee - Meeting Summary).

PRECEDENT RTC BOARD and RTAC REVIEW

- 1) RTAC reviewed the DRAFT Bylaws in a regular meeting on October 18.
- 2) RTC Board of Directors reviewed the DRAFT Bylaws in a regular meeting on November 5.
- 3) RTAC reviewed the DRAFT Bylaws in a regular meeting on November 15 and recommended approval of the proposed amendments at that meeting.

POLICY IMPLICATION

The adoption of this Resolution will amend the Bylaws of the Regional Transportation Advisory Committee to add new members and to clarify membership among existing RTC member agencies. Such amendments will broaden participation and perspectives. An expanded RTAC will serve to inform the RTC Board of Directors of substantive policy and project trends and issues which affect the planning and development of key regional transportation system projects, programs, and policies within Clark County.

BUDGET IMPLICATION

None.

ACTION REQUESTED

Adoption of Resolution 12-19-30 to amend the Bylaws of the Regional Transportation Advisory Committee.

ADOPTED this 3rd day of December 2019, by the Southwest Washington Regional Transportation Council.

SOUTHWEST WASHINGTON
REGIONAL TRANSPORTATION COUNCIL

ATTEST:

Anne McEnery-Ogle
Chair of the Board

Matt Ransom
Executive Director

Attachment:

- 1) RTC Bylaws Committee – Meeting Summary, October 22, 2019
- 2) Regional Transportation Advisory Committee Bylaws (2007): 2019 RTAC Bylaws: Proposed Amendments

RTC Bylaws Committee

Meeting Summary

October 22, 2019

The meeting of the RTC Bylaws Committee convened at 9:30 a.m. at RTC offices (Clark County Public Service Center Room 187).

Member Present: Scott Hughes, Port of Ridgefield (Committee Chair); Anne McEnery-Ogle (Board Chair), Mayor City of Vancouver; Temple Lentz, Clark County Council; Melissa Smith, City of Camas Council; and Carley Francis, SW Regional Administrator WSDOT.

RTC Staff: Matt Ransom, RTC Executive Director and Ted Gathe, RTC General Counsel

1. Meeting Summary

Committee Chair Scott Hughes convened the meeting.

Matt presented Agenda Item 2 and discussed a memorandum describing the Bylaws Committee process and responsibilities as they are currently defined in the RTC Bylaws.

Matt presented Agenda Item 3. Matt described the reason for amending the Bylaws, which is to implement state law EHB 1584 and the Cowlitz Indian Tribe's expressed desire to become a full member of RTC and to participate on the RTC Board of Directors. Matt explained the proposed text amendments to the Bylaws (2017). Ted Gathe provided further background as to the basis of the text edits and how they would accomplish the goals of the statute.

The Committee discussed the scope of changes.

COMMITTEE RECOMMENDATION: A Committee member made a motion which was seconded, and the Committee voted in the unanimous to propose the staff recommended revisions to the full RTC Board for consideration.

Matt described another element of the Cowlitz Indian Tribe's participation which is they have agreed to help fund RTC by payment of a local member dues assessment, beginning January 2020 (pending Bylaws approval). Matt described the basis of the proposed dues assessment and stated the same matter would be presented to the full Board at their November meeting.

Matt introduced another item for the Committee's review, which was review and consideration of amendments to the Regional Transportation Advisory Committee (RTAC) Bylaws (2007). Matt explained the nature of the proposed changes. Matt described the RTAC committee review of the proposed Bylaws changes from their October 18 meeting. In summary, as proposed by staff RTAC preliminary review supports expanding RTAC membership to add: the Cowlitz Indian Tribe; separate membership to reflect that each Clark County region member agency has an individual position on the committee: and to expand membership to include a business stakeholder position which as proposed would be designated for assignment by the Columbia River Economic Development Council (CREDC). Further, Matt explained the RTAC discussion of further expanding membership and described that RTAC did not recommend expanding membership beyond what was proposed at that meeting.

COMMITTEE RECOMMENDATION: A Committee member made a motion which was seconded and the Committee voted in the unanimous to propose the staff and RTAC preliminary review revision to of the RTAC Bylaws (2007) to the full RTC Board for consideration.

The Bylaws Committee concluded at 10:00 a.m.

2019 RTAC BYLAWS: PROPOSED AMENDMENTS

COLOR CODING KEY:

 = Deleted Language

 = New Language / Section / Numbering

No color coding = No changes

REGIONAL TRANSPORTATION ADVISORY COMMITTEE

BYLAWS

Adopted by the Southwest Washington Regional Transportation Council
Resolution 08-94-20 on August 2, 1994.
Amended: Resolution 01-07-01 on January 2, 2007

ARTICLE I

This Committee shall be known as the Regional Transportation Advisory Committee (RTAC)

ARTICLE II

The Regional Transportation Advisory Committee (RTAC) coordinates and guides the regional transportation planning program in accordance with the policy of the Regional Transportation Council (RTC) Board of Directors. The regional transportation planning program includes transportation policy development, the development of regional transportation plans, and programming of transportation projects. Participation of a broad range of jurisdictions, agencies, and stakeholders is welcomed at RTAC meetings.

The responsibilities of RTAC with respect to transportation planning are:

- a) Review the Unified Planning Work Program (UPWP) for transportation planning.
- b) Monitor and provide advice concerning the transportation planning process to ensure adequate consideration of regional values such as land use, economic development, and other social, economic, and environmental factors in plan development.
- c) Advise on the development of the Metropolitan Transportation Plan in accordance with current transportation-related federal, state, and local laws and regulations including the federal Transportation Act, the state Growth Management Act, the state Commute Trip Reduction Efficiency Act, the federal Clean Air Act and its Amendments, and the state Clean Air Act.

- d) Advise on the development of the Metropolitan Transportation Improvement Program in accordance with applicable federal and state transportation-related laws.
- e) Review policies, projects, and plans affecting the regional transportation system.
- f) Advise on the compliance of the regional transportation planning process with all applicable federal requirements for maintaining Metropolitan Planning Organization (MPO) certification.
- g) Develop amendments to existing transportation policies for consideration by the RTC Board of Directors, as needed.
- h) Certify that the transportation elements and policies in local comprehensive GMA plans conform with the requirements in the Growth Management Act and are consistent with the Metropolitan Transportation Plan.
- i) Recommend needs and opportunities for involving citizens in transportation matters.

The responsibilities of RTAC with respect to air quality planning are:

- a) Comment on transportation related emissions and their relationship to overall air emissions in the region, including particulates, carbon monoxide, nitrous oxide, and air toxins.
- b) Discuss and assist in the evaluation and development of transportation control measures (TCMs), if needed. Recommend TCMs to maintain federal air quality standards in Clark County, if needed.

ARTICLE III

MEMBERSHIP, VOTING, MEETINGS

This section addresses RTAC membership and voting rights. However, participation of a broad range of jurisdictions, agencies, and stakeholders with interest in transportation is encouraged at RTAC meetings.

Section 1. Membership

- a) The Committee will be made up of representatives from local jurisdictions and implementing agencies as follows:

Clark County, Public Works	1
Clark County, Planning	1
City of Vancouver, Transportation Public Works	1
City of Vancouver, Planning	1
C-TRAN	1
WSDOT	1

City of Camas	1
City of Washougal / Port of Camas-Washougal	1
City Battle Ground / Town of Yacolt	1
Town of Yacolt	1
City of Ridgefield / City of La Center/Port of Ridgefield	1
City of La Center	1
Port of Vancouver	1
Port of Camas-Washougal	1
Port of Ridgefield	1
Human Services Transportation Provider	1
ODOT	1
Metro	1
Cowlitz Indian Tribe	1
Columbia River Economic Development Council	1
Total	14 20

- b) Each member shall serve until removed by the appointing agency.
- c) Alternates may be appointed to serve in the absence of the regular member.
- d) Unexcused absence from regularly scheduled meetings for three (3) consecutive months shall require the Chairperson to notify the appointing agency with a request for remedial action.

Section 2. Voting Privileges

- a) Each member, or alternate of the Committee, shall be entitled to one (1) vote on all issues presented at regular and special meetings at which the member or alternate is present.
- b) The Chairperson shall have no vote.

Section 3. Meetings

- a) Regular meetings of the Committee shall be held each month at a time and place established by the Chairperson.
- b) Special meetings may be called by the Chairperson or a majority of the Committee members.

Section 4. Conduct of Meetings

- a) At least Nine (9) total voting committee members (or designated alternates) shall be present at a meeting to constitute a quorum for the transaction of business at all meetings. ~~A majority of the voting members (or designated alternates) shall~~

constitute a quorum for the conduct of business. The act of 60% of the members (or designated alternates) present at meetings at which a quorum is present shall be the act of the Committee.

- b) All meetings shall be conducted in accordance with *Robert's Rules of Order, Newly Revised*.
- c) The Committee may establish other rules of procedure as deemed necessary for the conduct of business.
- d) An opportunity will be provided at each meeting for citizen comment on agenda and non-agenda items.

ARTICLE IV

OFFICERS AND DUTIES

Section 1. Officers

The permanent Chairperson of the Committee shall be the RTC ~~Transportation~~ Executive Director or designee.

Section 2. Duties

The Chairperson shall preside at all meetings he/she attends and shall be responsible for the expeditious conduct of the Committee's business.

Section 3. Administrative Support

- a) RTC shall supply staff, as necessary, to record actions of the Committee and to handle Committee correspondence and public information concerning meeting times and places.

ARTICLE V

SUBCOMMITTEES

Subcommittees may be established by the Chairperson. Membership composition shall be determined according to mission and need. The Chair shall consult with the full committee on membership and charge before organization of subcommittees. Subcommittee members can include RTAC members, alternates, and/or outside experts. All such committees shall report to the Regional Transportation Advisory Committee.

ARTICLE VI**REPORTING PROCEDURES**

The Committee shall make its reports and findings and recommendations to the RTC Board of Directors. The Committee shall develop and adopt procedures which adequately notify affected jurisdictions on matters before the Committee.

ARTICLE VII**AMENDMENTS**

The Bylaws may be amended or repealed only by the RTC Board of Directors.