

Regional Transportation Investment District Planning Committee of
King, Pierce, and Snohomish Counties

RESOLUTION NO. 2007-0001

A RESOLUTION UPDATING AND ADOPTING REGIONAL
TRANSPORTATION INVESTMENT DISTRICT PLANNING
COMMITTEE RULES
AND OPERATING PROCEDURES

WHEREAS, in its 2002 regular session the Washington Legislature enacted Engrossed Second Substitute Senate Bill 6140, which became law as Chapter 56, Laws of 2002 and has been codified in RCW 36.120 (hereinafter RCW 36.120), relating to the creation of Regional Transportation Investment Districts; and

WHEREAS, RCW 36.120 provides for the development of a regional transportation investment plan ("Plan") and the establishment of a new agency, the Regional Transportation Investment District ("RTID" or "District") to implement the Plan, if the Plan and the formation of RTID are approved by the county councils of at least two contiguous counties and by their voters; and

WHEREAS, RCW 36.120 provides, prior to the formation of RTID, for King, Pierce, and Snohomish Counties to convene a Regional Transportation Investment District Planning Committee (hereinafter Committee) composed of the members of the legislative authorities of participating counties and the Secretary of Transportation (or regional administrator); and

WHEREAS, RCW 36.120 directs the Committee to elect an Executive Board to discharge the duties of the Committee and formulate and recommend a regional transportation investment plan, subject to adoption by the Committee, for purposes of recommending the Plan and formation of RTID to the county councils and voters of King, Pierce, and Snohomish counties for their approval; and

WHEREAS, RCW 36.120.040 provides that the Committee and its Executive Board are advisory groups charged with recommending a Plan, including the revenue sources recommended therein and the formation of RTID, to the King, Pierce, and Snohomish County Councils for approval, and for the participating counties in turn to submit the Plan to the voters for their approval; and

WHEREAS, RCW 36.120 authorizes the Committee, at its first meeting, to elect officers and provide for adoption of rules and other operating procedures; and

WHEREAS, the legislative authorities of King, Pierce, and Snohomish Counties convened the first meeting of the Committee on June 19, 2002, and adopted an initial set of rules and operating procedures; and

WHEREAS, the Committee has updated and amended its rules and operating procedures from time to time in accordance with RCW 36.120; and

WHEREAS, the Committee finds a need to further update its rules and operating procedures to provide greater clarity and to incorporate the codification of its authorizing statute;

NOW, THEREFORE, BE IT RESOLVED that the Regional Transportation Investment District Planning Committee of King, Pierce, and Snohomish Counties adopts the following rules and operating procedures:

Regional Transportation Investment District Planning
Committee Rules and Operating Procedures

Section 1 Purpose.

The purpose of this resolution is to establish rules and operating procedures for the Committee under RCW 36.120.030.

Section 2 Definitions.

A. "Action" for purposes of this resolution means actions the Committee and Executive Board are authorized to take under RCW 36.120, recognizing that the action of adopting a recommended Plan is advisory only and does not constitute final action by a government agency;

B. "Executive Board" or "Board" means the seven member executive board elected by the Committee pursuant to Section 103 of ESSSB 6140;

C. "Planning Committee" or "Committee" means the advisory Regional Transportation Investment District Planning Committee established by RCW 36.120 for the purpose of making recommendations to the King, Pierce, and Snohomish County Councils for approval and submittal to the voters of participating counties for their approval;

D. "Sixty-percent weighted majority vote" means sixty-percent weighted majority vote of the total membership pursuant to Section 6 of this resolution.

E. "WSDOT" means the Washington State Department of Transportation.

Section 3 Officers.

A. The Committee shall elect a Chair of the Committee, whose term shall be of indefinite duration.

B. The Chair of the Committee shall preside at Committee meetings, sign resolutions and other documents on behalf of the Committee, and perform such other duties as are commonly associated with that office.

C. The Chair of the Committee shall be elected as follows: The Chair or other presiding officer shall call for nominations from among the Committee membership, after which each nominee shall be allowed to address the Committee for not more than three minutes. Nominees shall be voted upon by successive ballots until a nominee is elected by sixty-percent weighted majority vote. After each ballot in which a nominee is not elected, the nominee receiving the lowest number of votes shall be eliminated.

D. The Chair of the Executive Board shall serve as Vice-chair of the Committee. The Vice-chair shall act in the absence of the Chair.

E. The Chair of the Committee may be removed by sixty-percent weighted majority vote. If the Chair of the Committee is removed, the Committee shall elect a successor as provided herein.

Section 4 Executive Board.

A. The Executive Board shall consist of three members of the Metropolitan King County Council, two members of the Pierce County Council, and two members of the Snohomish County Council. Members of the Board shall be elected in the same manner as the Chair of the Planning Committee.

B. The Executive Board shall discharge the duties of the Committee and formulate a regional transportation investment plan, subject to the approval of the Committee as provided in RCW 36.120. The Board may act on behalf of the Committee on any matter relating to the discharge of Committee duties, except for the adoption of a Plan to recommend to the King, Pierce, and Snohomish County Councils for approval and submittal to the voters, including but not limited to:

1. Approving contracts for professional and other services, including but not limited to contracts for which state funding is available under RCW 36.120(3);
2. Requiring assistance in the form of services, data, or personnel from WSDOT under RCW 36.120.040(2);
3. Adopting procedures for the safekeeping and disbursement of funds;
and
4. Obtaining or facilitating state reimbursement of participating counties or WSDOT for costs incurred in implementation of RCW 36.120.

C. The Executive Board shall elect a Chair of the Board, whose term shall be of indefinite duration.

D. The Chair of the Executive Board shall preside at Board meetings, sign resolutions and other documents on behalf of the Board, and perform such other duties as are commonly associated with that office.

E. The Executive Board shall elect or remove a Vice-Chair in the same manner as the Chair. The Vice-Chair's term shall be of indefinite duration. The Vice-Chair shall perform the duties of the Chair in the Chair's absence.

F. The Committee may appoint no more than one alternate for each member of the Executive Board. Alternate members of the Board shall be appointed in the same manner as regular members. An alternate member may act at any meeting for which the regular member is absent.

G. The Chair of the Executive Board or the Vice-Chair may be removed by simple majority vote of the total membership of the Board. If the Chair or the Vice-Chair of the Board is removed, the Board shall elect a successor as provided herein.

Section 5 Meetings.

A. The regular meeting of the Committee shall be held at 9:00 a.m. on the second Thursday of January of each year. The regular location of Planning Committee meeting shall be the offices of the Puget Sound Regional Council.

B. Regular meetings of the Executive Board shall be held at 9 a.m. on the second Thursday of each month, after the initial meeting on June 27, 2002, at King County. Regular Board meetings shall rotate among the following offices of the three County Councils, respectively, beginning in Snohomish County on July 11, 2002: King County, King County Courthouse, 516 Third Avenue, Seattle, WA 98121; Pierce County, Port of Tacoma Building, 3600 Port of Tacoma Road, Tacoma, Washington; and Snohomish County, County Administration Building, 3000 Rockefeller, Everett, WA 98201.

C. Special meetings of the Committee or Executive Board may be called by the Chair of the Committee, by the Executive Board, or as provided in RCW 42.30.080.

D. Regular meetings of the Committee may be cancelled by agreement of the Chair and Vice-chair.

E. The Committee and Executive Board shall comply with the Open Public Meetings Act, Chapter 42.30 RCW. Any member of the Planning Committee may attend a meeting of the Executive Board.

Section 6 Committee and Board Action.

A. A quorum of the Committee shall consist of members representing sixty-percent of the weighted votes of the total membership. A quorum of the Executive Board shall consist of four members of the Board.

B. All actions of the Committee shall be by sixty-percent weighted majority vote of the total membership as provided in Section 103(6) of ESSSB 6140. Weighted votes shall be calculated so that the vote of each member reflects the population that member represents relative to the population

represented by the total membership, with one-hundred weighted votes constituting the weighted majority votes of the total membership, using federal 2000 census or subsequent federal census data. Illustrative calculations are attached as Appendix 1 and incorporated herein, provided that figures may not be rounded if it would change the outcome of a vote. The Committee shall use a resolution to adopt and submit a recommended Plan, or if applicable a modified recommended Plan, to the applicable county council for approval and submittal to the voters.

C. All actions of the Executive Board shall be by simple majority vote of the total membership of the Board. The Board may take any action by motion, including recommending a Plan or modified recommended Plan to the Committee; any such motion by the Executive Board adopted prior to the adoption of this Resolution 2007-0001 is hereby deemed ratified.

D. Members of the Committee and Executive Board must be present to vote on a matter before the Committee or Board. An alternate member of the Executive Board can vote only if the regular member provides notice that the regular member will not attend as provided in Section 4 of this resolution.

E. All actions of the Committee or Executive Board shall be recorded in the minutes, copies of which shall be distributed to each member of the Committee.

Section 7 Coordination with WSDOT.

A. Pursuant to RCW 36.120.040(2), the Committee hereby directs that WSDOT provide a detailed description of work and state start-up funding for salaries, expenses, overhead, supplies, and similar expenses, as provided in RCW 36.120.030(3), that may be available from WSDOT. The detailed description shall, to the extent possible with available funding, include the following tasks:

1. WSDOT shall provide the services of a clerk, along with a central mailing address and such additional clerical and related services as may be required by the Committee or Executive Board;
2. WSDOT shall propose and implement a public participation program as may be required by the Committee or Executive Board;
3. WSDOT shall propose and implement procedures for the safekeeping and disbursement of funds as may be required by the Committee or Executive Board.

B. A participating county may assist the Committee or WSDOT in implementation of RCW 36.120. Costs incurred in providing such assistance

shall be subject to state or Regional Transportation Investment District reimbursement as authorized by law.

Section 8 Miscellaneous.

A. The rules contained in the 2000 edition of Roberts Rules of Order Newly Revised 10th edition shall govern the Planning Committee and Executive Board in all cases in which they are reasonably applicable and not inconsistent with RCW 36.120 or this resolution.

B. The Committee may revise this resolution at any regular or special meeting by sixty-percent weighted majority vote. The Committee shall review and revise this resolution as necessary to accommodate a county that opts not to participate in a regional transportation investment district under RCW 36.120.040(5).

C. Any use of the term "RTID" in written, oral, electronic or other form prior to the formation of the RTID agency under RCW 36.120 shall be deemed to refer to the advisory Committee, unless explicitly stated otherwise or the context clearly indicates the reference refers to the future municipal corporation to be formed by the voters under RCW 36.120. Any reference to "staff" in RTID Planning Committee and Executive Board resolutions prior to the formation of the RTID agency shall refer to consultants, advisors and staff of the counties and WSDOT who have been assisting the Committee.

INITIALLY ADOPTED by the Regional Transportation Investment District Planning Committee of King, Pierce, and Snohomish Counties at its initial meeting held on the 19th day of June, 2002.

AMENDED by the Regional Transportation Investment District Planning Committee of King, Pierce, and Snohomish Counties at its meeting held on the 15th day of January, 2004.

AMENDED by the Regional Transportation Investment District Planning Committee of King, Pierce, and Snohomish Counties at its meeting held on the 8th day of June, 2007.

Committee Chair

ATTEST:

Clerk