

## **LEWIS COUNTY TRANSPORTATION STRATEGY COUNCIL CHARTER**

This Charter shall serve as an interlocal agreement, per 39.34 RCW, through which the signatory municipalities create a new and separate administrative entity.

### **MISSION**

The mission of the Lewis County Transportation Strategy Council (TSC) is to create a system of methodical planning and strategy development for transportation projects to make Lewis County more competitive for transportation funding and to complete construction of high priority projects as soon as possible.

### **PURPOSE**

The purpose of the TSC is to provide a venue whereby all entities whose missions are advanced by investment in transportation projects participate in discussion and priority setting resulting in the creation of a single set of transportation projects in Lewis County which will be promoted for funding.

### **STRUCTURE**

The TSC will be composed of three distinct bodies:

- The Governing Board
- The Technical Committee
- The Transportation Stakeholders Group

All meetings of the Governing Board will comply with all applicable open meetings regulations of the state of Washington, including ample notification of meetings. All Governing Board meetings will be accurately recorded and the minutes of the meetings will be provided to all participating entities and the general public. All members of the Transportation Stakeholders Group will receive all meeting notices and materials, and will be allowed to participate in Governing Board meetings.

Members of the TSC are members of the Southwest Washington Regional Transportation Planning Organization, an association of local governments in Cowlitz, Grays Harbor, Lewis, Pacific and Wahkiakum counties, formed as a partnership according to Chapter 47.80, Revised Code of Washington, to advance the planning of transportation facilities, systems and improvements.

## **GOVERNING BOARD MEMBERSHIP**

The Governing Board of the TSC will be composed of the following elected representatives:

Mayor of Centralia or Designee Mayor of Chehalis or Designee  
Mayor of Toledo or Designee Mayor of Winlock or Designee  
Mayor of Morton or Designee Mayor of Napavine or Designee  
Mayor of Mossyrock or Designee Mayor of Pe Ell or Designee  
Mayor of Vader or Designee County Commissioner or Alternate

Designees shall be an elected member of the represented municipality.

## **GOVERNING BOARD VOTING MEMBERSHIP**

Decision-making of the TSC is intended to be based on consensus to the greatest extent possible. Voting on formal actions, however, will be limited to the following:

Mayor of Centralia or Designee  
Mayor of Chehalis or Designee  
Mayor or Alternate Mayor of one city east of I-5  
Mayor or Alternate Mayor of one city west of I-5  
County Commissioner or Alternate

The representative mayors (east and west of I-5) will be selected annually by the mayors of Toledo, Morton, Mossyrock, Vader, Napavine, Winlock and Pe Ell.

## **TECHNICAL COMMITTEE**

The Technical Committee (TC) will be composed of qualified staff trained in transportation planning and funding strategies. To achieve TSC objectives relating to avoiding the creation of another level of government and cost containment, members of the committee will likely need to be existing staff. When working in the context of their committee position, they will report to the Governing Board of the TSC, not to their primary employer.

## **TRANSPORTATION STAKEHOLDERS GROUP**

The Transportation Stakeholders Group (TSG) is intended to be the new forum for the existing Transportation Coalition. The Coalition has met with success in facilitating certain improvements, particularly in the I-5 corridor. This committee includes the Port of Chehalis, Port of Centralia, Washington State Department of

Transportation, Industrial Commission, Economic Development Council, the Chambers of Commerce, the Chehalis Tribe, the Cowlitz Tribe, Destination Packwood, and any other parties interested in Lewis County transportation issues. Their voices will continue to be heard through the Transportation Stakeholders Group.

### **LINE AUTHORITY**

The Governing Board exists only when in formal session and no member of it may represent it without specific authorization of the whole board. The Technical Committee reports directly to the Governing Board and not to any single jurisdiction represented on it. The Transportation Stakeholders Group participates directly in the meetings of the Governing Board and not to any single jurisdiction represented on it.

### **MEETING SCHEDULE**

The Governing Board will meet no less than quarterly and no more than monthly. The precise schedule will be determined by the decisions that need its attention. The Governing Board may elect to rotate the meeting location throughout the county.

### **ROLES/RESPONSIBILITIES**

The roles and responsibilities of each body within the TSC will include, at a minimum, the following:

**Governing Board** — Provides leadership in developing transportation plans and supporting strategies; provides oversight to the Technical Committee; establishes and maintains bylaws for the organization; leads political outreach, educational and lobbying functions; establishes the annual budget; provides regular reporting back to the member entities; encourages participation and support for the Transportation Stakeholders Group.

**Technical Committee** — Provides technical and logistical support to the Governing Board; develops background data for use in creating transportation plans; provides for process for prioritization of projects for Governing Board adoption; researches funding opportunities and develops, for Board approval, an annual funding strategy.

**Transportation Stakeholders Group** — Includes the Port of Chehalis, Port of Centralia, Washington State Department of Transportation, Industrial Commission, Economic Development Council, the Chambers of Commerce, the Chehalis Tribe, the Cowlitz Tribe, Destination Packwood, and any other parties

interested in Lewis County transportation issues. It provides broad-based perspective and input to both the Governing Board and the Technical Committee and provides counsel regarding political issues and political advocacy in support of the TSC agenda and adopted plans. This committee should remain flexible as to its membership so it can accommodate evolving needs and issues.

## PRODUCTS / OUTCOMES

The TSC will be responsible for either providing leadership for or creating the following documents with the frequency noted:

Product	Frequency
Annual Report	Annual
Interlocal Agreement	Once
Lead Planning Agency Agreement	Biennium
Mapping/GIS Activities	As needed
Operating Budget	Annual
Organizational Chart	As needed
Project Obligations Summary	Annual
Regional Transportation Plan (RTP) (20-year Planning Document)*	Biennium
• Transportation Goals and Policies	Biennium
o Mission Statement	As needed
• Public Involvement Program	Biennium
• Financial Plan	Biennium
• Performance Monitoring Program	Biennium
o Regional Transportation Strategy	Biennium
o Regional Development Strategy	Biennium
TSC Designation Package	Once
• Description of Region	Once
• Formal Designation of TSC	Once
• List of all TSC member local governments	Once
• Copy of Interlocal Agreement	Once
• Formal Designation by TSC of Lead Planning Agency	Once
• Description of TSC's Transportation Policy Board	Once
Special Studies (Corridor, Technical, Transit Planning, Special Needs Transportation, Transportation Demand Management, and Environmental Considerations)	As needed
Transportation Improvement Program	Annual
Unified Planning Work Program (UPWP) and Amendments (Lewis County Section)	Annual or as needed
Annual Contract with CWCOG/SW RTPO	Annual
* Update of Lewis County portion of Southwest RTPO Regional Transportation Plan	

**TERMINATION & WITHDRAWAL**

This agreement shall continue until terminated as hereafter provided. The agreement may be terminated at any time by the written consent of a majority of the TSC voting members, provided the respective governing body of each consenting member approves termination at a public meeting of the body. Once the TSC Chair has received consents from a majority of the members, the body shall continue to exist solely for the sole purpose of winding up the affairs of the TSC. Upon termination, all assets of the TSC shall be distributed equally among the government entities that are members at the time of termination.

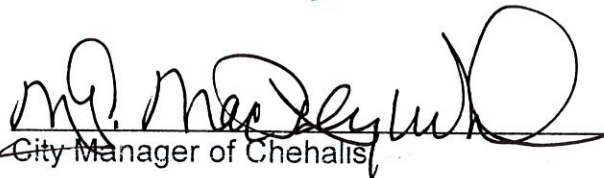
A TSC member may withdraw from the Council by giving written notification to the Governing Board. No member by withdrawing shall be entitled to payment or return of any dues that it paid to the TSC according to paragraph 6.2 of the Bylaws. Nor shall withdrawal terminate a member's obligation to contribute its share of dues for the year in which it withdraws.

**Lewis County Transportation Strategy Council Charter**

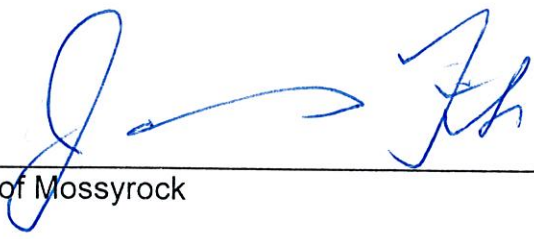
Agreed to this 14TH day of SEPTEMBER, 2007.

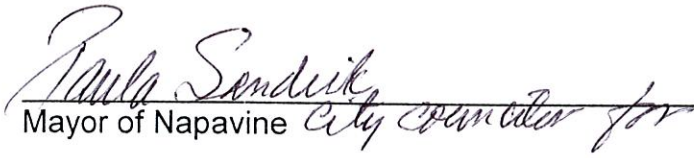
  
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County Commissioner—Chair

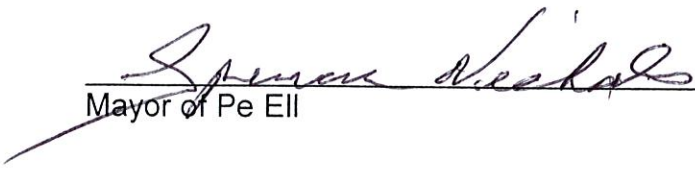
  
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City Manager of Centralia

  
\_\_\_\_\_  
City Manager of Chehalis

  
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Mayor of Morton

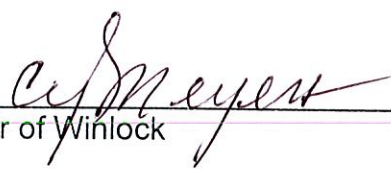
  
\_\_\_\_\_  
Mayor of Mossyrock

  
\_\_\_\_\_  
Mayor of Napavine *city councilor for*

  
\_\_\_\_\_  
Mayor of Pe Ell

  
\_\_\_\_\_  
Mayor of Toledo

  
\_\_\_\_\_  
Mayor of Vader

  
\_\_\_\_\_  
Mayor of Winlock