

# Transportation and Mobility Commission Handbook

Updated March 2024



CITY OF  
**Vancouver**  
WASHINGTON

Community Development Department  
PO Box 1995  
Vancouver, WA 98668-1995  
[Boards and Commissions -The City of Vancouver, WA](https://www.cityofvancouver.uswa.gov/boards-commissions)

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Este informe contiene información importante. Pídale a alguien que se lo traduzca o llame Julie Nischik, 360-487-7813.

В данном отчете содержится важная информация. Попросите кого-нибудь перевести ее для вас или звоните Julie Nischik, 360-487-7813.

Báo cáo này có thông tin bổ sung về dự án. Hãy nhờ người khác giải thích cho quý vị hoặc gọi cho Julie Nischik, 360-487-7813

# Transportation and Mobility Commission Contacts

The Transportation and Mobility Commission was established on January 6, 2020.

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## TMC Staff Roles

The below City staff engage with the TMC on a regular basis.

### **Rebecca Kennedy**

*Staff liaison to the Commission; Community Development Department (CDD) Deputy Director*

Primary contact for the Commission members regarding TMC process. Provides information and answers questions for Commission members. Develops TMC meeting agendas and annual workplan.

### **Kate Drennan**

*Principal Transportation Planner, CDD*

Presents information on projects, programs, policy and plans under the purview of the TMC.

### **Becky Rude**

*City Attorney assigned to the Commission*

Provides staff and TMC guidance to ensure compliance with Open Public Meetings Act (OPMA). Provides staff and TMC guidance on meeting process and roles.

### **Julie Nischik**

*Support Specialist assigned to the Commission*

Sends out notices and information on upcoming meetings. Responsible for meeting minutes and posting of meeting materials. Contact for meeting attendance.

## Commission Roles

### **Eduardo Ramos**

*Chair*

Responsible for facilitating Commission meetings and works with staff liaison to ensure effective and efficient meetings.

### **Jeananne Edwards**

*Vice Chair*

Fills the role of the Chair when they are absent.

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## Section 1: Overview

### The Purpose of the Transportation and Mobility Commission

The City of Vancouver is experiencing significant growth, which has led to increases in both the number and complexity of the transportation challenges it must address. Given competing demands for the limited right-of-way and the need to evolve the transportation system to more efficiently move people throughout the City, there was a need to develop a new citizen oversight function to advise staff, City Council and the City Manager on transportation programs, policies and projects.

Prior to the creation of the Transportation and Mobility Commission, no existing boards or commissions were tasked with advising City Council on transportation policy and implementation or providing guidance on citywide transportation issues. At their 2019 retreat, City Council directed the creation of a Transportation and Mobility Commission that would be responsible for making recommendations on transportation matters affecting the public right-of-way.

The Transportation and Mobility Commission was approved on January 6, 2020. It includes eleven commissioners with diverse backgrounds and experiences who provide recommendations to City Council, the City Manager, and/or staff in order to create and maintain a transportation system that enhances the economic, social and environmental quality of life in Vancouver now and into the future, and advances the Council's core policy priorities of advancing equity, taking bold climate action, and improving community safety. The Transportation and Mobility Commission will provide recommendations concerning the following:

- Amendments to Title 11 of the Vancouver Municipal Code (VMC)
- The Transportation System Plan (TSP) and Amendments to the Complete Streets Policy
- Updates to transportation programs, including but not limited to the following programs: the Six Year Transportation Improvement Program (TIP), sidewalk management, pavement management, transportation demand management, and transportation safety, accessibility, and mobility
- Transportation projects in the public right-of-way that exceed two million dollars (\$2,000,000) in estimated project costs, or projects of area-wide significance, even if the two million dollar threshold is not met
- Other transportation-related matters as directed by City Council

## Practical Tips for the Transportation and Mobility Commissioner

1. **Become Familiar:** City codes and policies relevant to transportation planning – These documents provide the basis for many of the decisions you will make. Be aware of their contents. Relevant codes, policies, and other resources are available on the Transportation & Mobility Commission (TMC) [Resource web page](#).
2. **Read Your Packet:** A presentation will be made for each item on the TMC's agenda; however, it is important to review the packet material to better understand the full details of a project.
3. **Visit Project Sites:** Frequently, visiting a project site can give you a much better understanding of the particular site conditions adjacent uses, and other relevant information about a specific project before the TMC. Become familiar with the project, then visit the site.
4. **Know All Sides of an Issue Before Forming an Opinion:** Review all staff material and related correspondence, and consider all testimony given at the meeting before forming an opinion.
5. **Rely on Facts, NOT personal Opinions:** This can be hard, but it is very important. For example, if someone tells you a proposed project is unwise, that is not a good reason to oppose it. If, however, staff recommendations or public testimony show that a proposal would go against City policy, then you have a factual basis for a decision. Sometimes an issue is directly related to where you live or work, giving you an added perspective in developing your opinion, but your role and decisions are based on the relevant decision criteria and for the community as a whole.
6. **Use the Chair to Keep the Meeting Orderly:** Do not have extended one-on-one conversations with the presenter or public. Use the TMC Chair to direct questions and comments as appropriate. Extended dialogue and debate between a Commissioner and an individual member of the public (or presenter) is inappropriate and makes it difficult to have an orderly meeting.
7. **Take Part in Debate:** As a rule, the quality of the TMC's decision-making is improved when all members contribute to the discussion. Also, taking part in discussion lets other Commissioners know a person's analytical and problem-solving strengths (and weaknesses!).
8. **Ask Questions:** You've heard the expression, "there's no such thing as a dumb question." Well, it's true. If you don't ask, who will? If you don't know, how else will you find out? Don't leave your education on an issue up to chance; take the initiative and find out.
9. **Seek Solutions - Be a problem-solver:** Contribute to debate in a way that will lead to solutions, and not merely add to the difficulty or complexity of a situation.
10. **Focus on Issues, Not Details:** Details are important, but don't get lost in them while trying to resolve an issue. Sometimes it's more comfortable to deal with details when an issue is particularly thorny or difficult, but doing so will not produce answers. You should always strive to understand the essence or substance of the matter you are addressing.
11. **Respect Your Peers:** There is no rule that says Commissioners have to be friends (although that often occurs), but relationships should be courteous and professional, and each member's questions and comments should be respected. When a member



directs a question to staff, let the staff member respond, even though you may believe you already know the answer.

12. **Reach out to Staff:** Staff provides technical assistance. Don't ask staff to make a decision for you; instead, get from them the facts and other information you need to make the best decision you can.
13. **Utilize Decision-Making Criteria:** Codes and policies specify the particular criteria that should be used to make decisions, and materials provided by staff contain information that address that specific criteria. Use this information to guide and shape your decision, and explain how your decision responds to it. If you don't agree with the criteria, state that clearly, so that the public and project proponent understand why you made your decision. These deliberations are essential to providing other decisionmakers and the public with a context for why recommendations are made.
14. **Dealing with Staff:** Don't surprise staff members at a meeting with critical comments. For example, if you have problems with staff materials that appear biased or wrong, contact the staff member beforehand and work out the problem. It is important to maintain a good working relationship with staff and enhance the quality of the dialogue and work of the Commission at its meetings.
15. **Being a Commissioner Takes Lots of Time:** The time you actually spend at meetings is only a small part of the time it takes to be a good Commissioner. Be prepared to spend a considerable amount of time remaining informed, active and engaged as a Commissioner.



## Transportation and Mobility Commission By-laws

### ARTICLE I – NAME

**Section 1. Name:** The official name of the organization shall be the City of Vancouver Transportation and Mobility Commission as provided by Article VIII, Section 8.01 of the Vancouver City Charter.

### ARTICLE II – OFFICIAL SEAT

**Section 1. Official Seat:** The official seat of the Transportation and Mobility Commission shall be in the City Hall of Vancouver, Washington, and meetings shall be held there except on such occasions and at such times as the Commission may, by a majority vote of those present at any regular, recessed or special meeting, otherwise direct, unless otherwise provided by law.

### ARTICLE III – SCOPE OF AUTHORITY

**Section 1. Scope of Authority:** The purpose of the Transportation and Mobility Commission is to advise the City Council. No member of the commission is authorized to speak for the Transportation and Mobility Commission unless the commission has expressly authorized the member's communication. An individual member is free to voice a position, oral or written, on any issue after making it clear that the member is not speaking as a representative of the City or as a member of the Transportation and Mobility Commission.

### ARTICLE IV – OFFICERS

**Section 1. Officers:** The elective officers of the Transportation and Mobility Commission shall consist of a Chairperson and Vice-Chairperson. The Principal Transportation Planner and his/ her assistants shall provide professional services to the Commission, including performing the functions of secretary.

**Section 2. Nomination and Election of Officers:** Nomination of elective officers shall be made at the annual election meeting. The election shall follow immediately thereafter. A nominee receiving a majority vote of those present at the election meeting shall be declared elected.

**Section 3. Terms of Officers:** The elective officers shall take office at the first regular or special meeting in January and shall serve for a term of one year with a maximum of two consecutive terms.

**Section 4. Vacancies in Offices:** Vacancies in elective offices shall be filled as soon as practicable by regular election procedure for the unexpired portion of the term.

**Section 5. Removal from Office:** Members of the commission may be removed at any time by the mayor, upon approval of a majority of the City Council, for neglect of duty, conflict of interest, unexcused absence of three consecutive regular commission meetings, or for any reason deemed sufficient by the majority of Council. The decision of the Council shall be final and there shall be no appeal.

**Section 6. Duties of Officers:**

- a) **Chairperson:** The duties of the Chairperson shall be
- i. Preside at all meetings and public hearings of the Transportation and Mobility Commission
  - ii. Call special meetings when deemed necessary or required.
  - iii. Appoint all committees, and shall be an ex-officio member of each, without power to vote.
  - iv. Sign all official papers and plans involving the authority of the Transportation and Mobility Commission.
  - v. Appoint a mentor to assist newly appointed Transportation and Mobility Commissioners and participate in their orientation or assign other Commissioners as appropriate.
  - vi. The Chairperson shall have the privilege of discussing all matters before the Transportation and Mobility Commission, making of motions, and voting thereon and shall perform such other duties as may be ordered by the Transportation and Mobility Commission except as otherwise provided in these Bylaws, in other Transportation and Mobility Commission resolutions, City Ordinances, or state laws.
- b) **Vice-Chairperson:** The Vice-Chairperson shall assume the duties and powers of the Chairperson in his/her absence. If the Chairperson and Vice-Chairperson are both absent, the Transportation and Mobility Commission members may elect a temporary Chairperson by a majority vote of those present at a regular, recessed or special meeting, who shall assume the duties and powers of the Chairperson and Vice-Chairperson during their absence.

## **ARTICLE V – MEETINGS**

**Section 1. Regular Meetings: Time and Place:** Regular meetings shall be held on the first Tuesday of every month. When a regularly scheduled meeting falls on a holiday, the meeting shall not be held. Whenever a regularly scheduled meeting conflicts with a meeting of the City Council, the meeting shall be held on the next available regular or special meeting date. Transportation and Mobility Commission has the ability to vote to continue the meeting to the next available date.

**Section 2. Recessed Meetings:** Any regular meeting may be recessed to a definite time and place by a majority vote of the Transportation and Mobility Commission members present at the meeting as provided by R.C.W. Chapter 42.30.

**Section 3. Special Meetings:** Special meetings may be called by the Chairperson, or by a majority of the members of the Commission.

**Section 4. Notice of Meetings:** Written notice of all regular and special meetings shall be given by the Long Range Planning division to the members of the Transportation and Mobility Commission. Notice of all regular meetings shall be provided to all interested parties as required by RCW 42.30 (Open Public Meetings Act), VMC 20.210 (Decision Making), and other applicable regulations or postmarked at least four days (96 hours) prior to the meeting. Notice of all special meetings shall be postmarked at least four days (96 hours) prior to the meeting. The notice shall state the time and place of the meeting and shall be accompanied by an agenda of the matters to be considered by the Transportation and Mobility Commission at such meeting.

Petitions and communications from the audience and matters brought to the meeting by the Principal Transportation Planner and Commission members, which are not on the agenda for the meeting, may be received and discussed at the meeting. However, no official action may be taken on any matter at a Transportation and Mobility Commission meeting which is not included on the agenda for such meeting or which has been added to the agenda after it has been mailed to the Transportation and Mobility Commission members except that this requirement may be suspended at any meeting by the unanimous vote of the members present at the meeting, if it is otherwise permitted by law to suspend such requirements.

**Section 5. Order of Business:**

- a) Call to order.
- b) Pledge of Allegiance
- c) Roll call.
- d) Approval of minutes.
- e) Unfinished Business.
- f) New Business.
- g) Public Hearings.
- h) Communications
  - i. Citizens
  - ii. Reports from Transportation and Mobility Commission members and committees.
  - iii. Report from the director and staff
- i) Adjournment.
- j) The Chairperson, with the concurrence of a majority of the Transportation and Mobility Commissioners present, may change the order of business to accommodate special circumstances.

**Section 6. Other Meetings:** The Commission may hold additional meetings and workshops, upon the publication of proper notice (See Article 4, Section 4), as convenient to the members of the Commission.

**Section 7. Public Hearing Procedure:**

- a) Chairperson introduces the proposal, reads a summary of the proposal and hearing purpose into the record and asks staff to orally present the Staff Report. The Principal Transportation Planner or designate presents the Staff Report and adds any related or background information. Commissioners are permitted to request to be recognized by the Chair in order to ask any relevant questions about the proposal to the Chairperson or staff. A public hearing is then opened.
- b) Interested parties shall be allowed to comment briefly or make inquiries. All questions shall be directed to the Chairperson, who may redirect as appropriate. Information submitted should be factual, relevant and not merely a duplication of the previous presentation(s). A reasonable time shall be allowed for testimony, however time may be limited. Each person speaking shall give name, address and nature of interest in the matter, and testimony shall be directed to the Transportation and Mobility Commission.

- c) Public hearing is then closed. Commissioners voice other significant considerations, and pose any relevant questions through the Chairperson. The Chairperson may question proper parties for answers.
- d) The Chairperson receives a motion for disposition and voting from the Commission. Discussion and amendment (if necessary) of the motion may then occur. When a vote is taken, each Commissioner may provide a brief reason related to the approval criteria, for his/her vote.

**Section 8. Quorum:** For the transaction of business and taking of official action, a quorum shall consist of a majority of the seated members of the Transportation and Mobility Commission, not including vacancies.

**Section 9. Motions and Voting:** Motions may be restated by the Chairperson before a vote is taken. The name of the members making and seconding a motion shall be recorded in the minutes of the meeting.

Any action taken by a majority of those present, when those present constitute a quorum, at any regular, recessed or special meeting of the Transportation and Mobility Commission shall be deemed and taken as the action of the Commission. Voting and all matters referred to the Transportation and Mobility Commission by the City Council shall be by roll call vote and the vote of each member shall be recorded in the minutes of the meeting.

**Section 10. Parliamentary Procedure:** Parliamentary procedure in Transportation and Mobility Commission meetings shall be generally in accordance with Robert's Rules of Order, Revised, unless it is specifically provided otherwise in these Bylaws, in other Transportation and Mobility Commission resolutions, or in City Ordinances.

**Section 11. Record Public:** All regular, recessed and special meetings, hearings, records and accounts shall be open to the public.

## **ARTICLE VI – COMMITTEES**

**Section 1. Establishment of Committees:** The Transportation and Mobility Commission may establish and disband standing or special committees as it deems advisable and assign each committee specific duties or functions. Each standing committee shall consist of at least three members. No standing or special committee shall have the power to commit the Transportation and Mobility Commission to the endorsement of any plan or program without its submission to the body of the Commission.

**Section 2. Appointment and Terms of Committee Members:** The Chairperson of the Transportation and Mobility Commission shall appoint the members of each standing or special committee. The members of each standing committee shall be appointed at the first regular meeting in January. Special committees may be appointed at such times and for such purposes and terms as the Transportation and Mobility Commission approves. When a special committee is appointed with outside stakeholder membership, a Transportation and Mobility Commission member shall be appointed to chair the committee.

**Section 3. Committee Vacancies:** Vacancies on committees shall be filed as soon as practicable by the Chairperson of the Transportation and Mobility Commission for the unexpired portion of the term.

**Section 4. Meetings of Committees:** All committees shall meet at the convenience of the members, to be coordinated by the Principal Transportation Planner provided that the Chairperson of the Transportation and Mobility Commission shall also have the authority to call a special meeting of any committee at any time and upon such notice as s/he may specify.

**Section 5. Quorum and Voting:** A majority of the members appointed shall constitute a quorum of all committees. The affirmative vote of a majority of the committee membership shall be required for the adoption of a matter before the committee.

**Section 6. Project Liaison:** Members of the Transportation and Mobility Commission may serve as a liaison to Staff on special projects and multi-jurisdictional planning efforts. The function of the liaison is to provide input to staff on project efforts and to participate in public outreach events. The Transportation and Mobility Commissioner liaison shall keep the remainder of the Transportation and Mobility Commission apprised of project activities and their project involvement at regular meetings or workshops.

## **ARTICLE VII - MISCELLANEOUS**

### **Section 1. Attendance:**

Attendance at regular and special meetings is expected of all Commission members.

Any member anticipating absence from an official meeting should notify the Chairperson or Long Range Planning division in advance.

Any absence may be excused by the Commission, even an extended period. Unexcused absences from three consecutive regular meetings shall be reported to the City Council for appropriate action.

### **Section 2. Records:**

The following are the official records of the Commission:

Agenda

Minutes approved by the Commission

The file of any agenda item.

These bylaws of the Commission

Copies of the Transportation and Mobility Commission Records shall be made available in the Long Range Planning Department for public review during regular business hours.

## **ARTICLE VIII – AMENDMENTS**

**Section 1. Amendments:** These Bylaws may be amended at any regular meeting by the affirmative vote of a quorum of the Transportation and Mobility Commission; provided that the proposed amendments have been submitted in writing at a previous meeting.

## OPMA – Obligations of Board & Commission Members Under the Washington State Open Public Meetings Act – RCW Chapter 42.30

Things to remember when interacting with members of the public or your fellow commissioners outside of a typical “public meeting.”

### **Can you talk to your fellow Commissioners while out in public?**

Apart from certain limited exceptions, any gathering that can be considered a “public” meeting of your Commission, which occurs most frequently when a quorum is present in the same location, must be open to the public, and may cause the participating commissioners to be subject to all the jurisdictional provisions of the OPMA. Furthermore, unplanned meetings that are deemed to be “public” meetings after the fact most likely violate that Public Notice requirement of the OPMA as well.

While a *quorum* is generally defined as “a majority of the members appointed to the Commission,” this notably excludes current vacancies. Thus, a quorum for the TMC would normally consist of 6 members, but if two positions are currently vacant, then 5 members would make up a quorum.

### **What about communicating virtually?**

If you communicate with other members of your commission by email or through social media platforms, a group exchange that includes a quorum of commissioners is considered the same as if you were meeting in person, and could be considered illegal under the OPMA. This likewise applies to text messaging, instant messaging, and direct messaging. It is also important to remember that even during a public meeting of your Commission that occurs virtually, because of Covid-19 restrictions (as one example), your use of the “chat” function of the videoconference platform hosting the virtual Commission meeting to converse with other commissioners in a manner that cannot be seen or recorded by members of the public can violate the OPMA.

Using email or text messaging to communicate with a fellow commissioner is generally permitted, but you cannot contact one member at a time with the intent of avoiding the quorum rule, by individually asking each commissioner the same question, or by asking the recipient to pass along the same question to the next person using a phone tree-type system. The length of time between each email or text exchange is irrelevant, as a “serial” or “rolling” meeting happens when a quorum of the Commission ends up involved in the exchange.

### **Tips & Tricks on how to communicate without worry**

Passive receipt of information via email is permitted, but avoid responding and starting a discussion of issues amongst a quorum.

An email message to a quorum is allowed when the message is only to provide a specific reminder to all Commissioners prior to the next meeting.

*Let staff do the work instead!* Avoid the temptation to email something related to your Commission’s work directly to your fellow members. Any item or issue can be sent directly to your Commission’s staff, and then the staff members can communicate directly with the other Commissioners in preparation for an upcoming Commission meeting. Just know



that the staff members will not share any email replies with the other Commissioners as part of that email exchange, unless it is deemed appropriate.

You should also always feel free to contact the City Attorney's Office as an additional resource if you are unsure about an issue. If the attorney who normally represents your Commission happens to be out, please know that all of the attorneys in the Civil Division have represented municipal boards and commissions, so there are very few questions they haven't heard before.

### **What are the consequences of not following the law?**

**Individual liability.** If you participate in a "public meeting" of your Commission that violates the OPMA, *knowing specifically* that the meeting violates the law, then you are subject to personal liability and the court shall impose a civil fine of \$500. There is no criminal element. Subsequent violations carry a fine of \$1,000 for each violation.

**Null and void.** Actions taken by a Commission during a meeting that fails to comply with the OPMA, such as a resolution or action taken by "secret vote," are generally null and void.

**Agency liability.** Any person who prevails in court when alleging violation of the OPMA will be awarded all costs, including attorneys' fees, incurred in connection with the lawsuit. However, if the City proves that the lawsuit was frivolous and unreasonable, then that person must pay the City's costs.

### **What about talking to the public or others about your commission work?**

The diversity of skills, ideas and perspectives that you bring to your respective Commissions comes not only from your past experiences, but from your current situations and relationships as well. Let your friends and neighbors know that you are on a City Commission, and tell them what that entails. Encourage them to become more engaged in the community, and listen to what they tell you about what is important to them. The key is LISTEN, though – and it is not always easy. You cannot talk about items that are pending before your Commission or are likely to come before your Commission in the foreseeable future. You cannot promise to vote a certain way on an upcoming item. You cannot bring books, charts, studies or other things that people give you to Commission meetings. Encourage others to engage in the process - attend meetings, provide public comment, send written comments, and send any questions directly to the relevant program staff. Ask staff how to help others submit information to the City. You are also not precluded from attending the meetings of other boards, commissions, committees, councils, or other civic or political groups. You are not prevented from attending these meetings and identifying yourself as a member of your Commission; however, you *must be clear* that you are not representing your Commission when you speak, unless your Commission has voted affirmatively in advance to send you as its representative.

Thank you for all the work you do to help Vancouver continue to strive forward.

### **Additional Resources:**

[Knowing the Territory: Basic Legal Guidelines for Washington City, County and Special Purpose District Officials \(mrsc.org\)](http://www.mrsc.org/knowning-the-territory)



## Section 2: Policies and Procedures

### Procedure: Adoption of Minutes

The following information is provided to clarify the procedure for the adoption of meeting minutes by the Transportation & Mobility Commission. After careful review of the Transportation & Mobility Commission Bylaws and the City's Boards and Commissions Administrative Manual, we have determined that the adoption of minutes is an action that requires appropriate public notice and can be done at a Commission meeting. The procedure for adopting minutes is outlined below.

Meeting minutes of the previous meeting will be provided to the commission members within two weeks of each meeting. Any comments or points of discussion that arise will be noted by the members and presented at the next meeting. Commissioners should not discuss proposed changes as a group, including via email, in the interim between meetings. This would be a violation of the Open Public Meetings Act, which prohibits discussion of substantive transportation issues amongst the Commission outside of regular meetings, including via email.

Staff will notice the public of the upcoming meeting and proposed action.

At the following meeting, the draft minutes will be provided with the meeting materials packet. Under the "Approval of Minutes" agenda item, the Chair will open the floor for any discussion related to the minutes and any changes that may be needed. All actions taken by the Commission require a quorum of Commissioners to be present, including adoption of minutes. A simple majority of those present in favor of adoption is required for approval. The process for changing and/or approving the minutes will conform to the following standard procedure:

- A member must make a motion to approve the minutes, as they are or with changes.
- The motion requires a second from another member of the Commission.
- A yea/nay vote is conducted, unless a roll call vote is requested. Members absent from the meeting summarized in the minutes may abstain.
- A simple majority in favor of adoption is required for approval. A motion fails on a tie vote.
- Upon approval, the Chair will sign the copy of minutes provided and staff will submit those minutes to the record.

## Procedure: Excusal of Absence

Attendance at all meetings is expected of all Transportation & Mobility Commission members. All members shall inform the Chair and Staff Liaison in advance if they are unable to attend any Transportation & Mobility Commission meeting, or if they anticipate being late to any meeting. Any absence may be excused by the Commission through a majority vote, even an extended period of absence. In the case of an emergency, notice should be given as soon as possible.

The following information is provided to clarify the procedure for the excusal of absences from Transportation & Mobility Commission meetings. This procedure may be used at both hearings, meetings, and workshops, as the vote to excuse an absence is not an action that requires notice.

At the start of the meeting, regardless of whether it starts with a workshop, meeting or hearing, Roll Call will be completed. Upon completion, Commissioners may make a motion to excuse any members that are absent. The approval procedure will follow the standard parliamentary procedures as follows:

1. A member must make a motion to excuse the absent Commissioner.
2. The motion requires a second from another member of the Commission.
3. A yea/nay vote is conducted.
4. A simple majority in favor of excusal is required for approval. A motion fails on a tie vote.
5. Staff will record the result of the vote.

Late arrivals and early departures will be noted by the Chair and entered into the record as well.

Attendance information will be used by City Council in their considerations for the reappointment of Transportation & Mobility Commission members. In the case of unexcused absences from three consecutive meetings or 35% of meetings within a calendar year, staff will notify and discuss the situation with the Council Committee Chair to determine appropriate action.

## Procedure: Voting and Roll Call

The following update is provided to clarify the procedures for voting on motions during Transportation and Mobility Commission meetings. To simplify the meeting process, the procedures outlined will determine when a roll call vote is called and when a yea/nay vote is appropriate.

### Attendance:

At the start of each Transportation and Mobility Commission meeting, the Chair will direct staff to conduct a roll call of the appointed Commissioners by name. This will determine who is and is not present at the meeting and establish whether a quorum exists. A quorum constitutes a majority of the seated members of the Transportation and Mobility Commission, not including vacancies, and is required to transact business and take official action.

### Adoption of Minutes and Excusal of Absences:

Voting on the motions for approval and/or revisions of minutes and excusals of absence only require a yea/nay vote. In these instances, the Chair will call for a yea/nay vote by the Commissioners. If it is unclear whether there is a majority of votes or a desire to include how individual Commissioners voted in the record, the Chair may direct staff to call for a roll call vote to clarify.

### Voting on a Formal Motion:

Voting on a motion related to a formal recommendation during a Public Hearing requires a roll call vote. In this instance, the Chair will direct staff to call the roll and Commissioners will individually vote yea or nay.

### Abstention or Recusal:

In response to a call for a yea/nay vote, a commissioner may on occasion abstain. A Commissioner has an obligation to abstain if there is a direct personal interest in the matter that amounts to a legal conflict of interest. In such instances, abstentions do not affect the quorum because they are counted and noted in response to the call for voting, but not as a yea or nay, therefore an abstention does not factor into the net voting result.

In some situations, a commissioner may be required or elect to recuse themselves from an entire proceeding or matter. Recusal normally occurs when a commissioner has a significant conflict of interest or has been disqualified from a quasi-judicial proceeding under the Appearance of Fairness doctrine. In a recusal, the recused Commissioner will not be counted in the quorum and will not take part in any phase of the proceeding, including the call for a vote.

## Community Forum Preface

A Community Forum is held at each meeting of the Transportation and Mobility Commission. During the Community Forum, the public is invited to provide input. Each speaker will be given three minutes to address the Commission. The Chair will help you keep track of time. Remarks should be directed to the Commission as a body. Community members who wish to submit lengthy or detailed testimony are encouraged to email their comments to [TMC@cityofvancouver.us](mailto:TMC@cityofvancouver.us).

Please note that the Community Forum is different from testimony provided as part of a public hearing. In the case of public hearings, individuals that wish to testify on the public hearing item will be called upon during that portion of the agenda, not during the Community Forum. In other words, if you want to comment on the hearing item, the Chair will call upon you then.

We appreciate, welcome, and consider community input regarding transportation policy.

## Public Hearing Preamble

The role of the Transportation and Mobility Commission is to review and analyze transportation projects, policy changes, program development, and other transportation matters affecting the public right-of-way. We follow a public process, including holding hearings during which the public has an opportunity to provide additional perspectives and information.

In legislative matters, the role of the Commission is advisory. The Planning Commission and City Council may hold separate meetings to consider our recommendations and make a final determination.

The Transportation and Mobility Commission will conduct a public hearing tonight and take public testimony. Community members may register online or submit a speaker request form in person. The Chair will call upon you to address the Commission during the public testimony portion of the hearing.

If you are in person, when you are called, please come to the microphone. If you have joined remotely, when you are called, unmute your phone or microphone. State your name for the record. If you are providing the formal recommendation of a neighborhood association or other group, please tell us when the association voted on the matter as well as how many people were for and against.

Please keep remarks brief and to the point. Remarks should be directed to the Commission as a body, not the audience or staff. Please do not repeat testimony that has already been provided in print or verbally. As a reminder to my colleagues, please indicate to the chair when you want to be recognized.

At the conclusion of public testimony, the public portion of the hearing will be closed. The Commission will then deliberate and make a recommendation to Council.

Would anyone on the Transportation and Mobility Commission like to disclose any conflicts of interest? (Chair pauses for several moments)

Before we begin the hearing, please ensure that your microphones are turned off or muted during the presentation. Please show respect for the people testifying tonight, whether you agree with their comments or not.



## Public Meeting Conduct Sheet

### **Be Courteous:**

1. Attendees are required to conduct themselves in a courteous and respectful manner. No interrupting other attendees, committee members, staff, or consultants. Avoid demonstration of support or opposition (including clapping, whistling, catcalling, etc.).
2. Attendees will refrain from private conversations which interrupt the proceedings of the Commission meetings.
3. Sufficient warning will be given by the Chair in the event of a violation of these Rules of Conduct. In the event that any meeting is interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible, the Chair may request the individuals who are interrupting the meeting to leave the meeting. If order cannot be restored, the Chair may adjourn the meeting and reconvene at another date and time.
4. Set phones and other electronic devices to silent before entering the meeting room.

### **To Speak at the Meeting:**

1. Register online in advance or complete a Public Testimony form in person and give it to staff.
2. When called, approach the Commission and state your full name. Direct all questions and comments to the Chair.
3. Make your points clearly and avoid repeating any that have already been made.
4. Each speaker will be limited to three minutes which cannot be shared with other speakers.
5. All comments must be directed to the Commission as a whole, and not toward individual committee members, City staff, or other attendees.
6. The Commission is not required to respond to any subject matter addressed during the public comments portion, or answer questions or polls posed by an attendee.
7. Speakers will not be given the opportunity to make rebuttals to other speakers' comments.

## Parliamentary Procedures: "Cheat Sheet"

### **Main Motion:**

1. A member must be recognized by the Chair in order to make a motion.
2. Requires a second.
3. Once seconded, the motion is "on the floor" for discussion. The Chair restates the motion prior to allowing discussion to ensue.
4. Requires simple majority for approval.

### **Debate/Discussion:**

1. Once a motion is on the floor, if no one offers to discuss then the Chair immediately proceeds to a vote.
2. The person who moved the motion has the right to speak first after the Chair's call for discussion. The Chair must recognize that person first.
3. A member may only speak twice to a motion. The second chance to speak to a motion can occur after everyone speaks for the first time.

### **Closing Debate/Discussion:**

1. A common mistake Chairs make is to close discussion.
2. The Chair does not have authority to close discussion on a motion.
3. Discussion is closed either through a lack of further member comments, or a successful calling of the question.
4. When a debate appears to the chair to be finished, he/she should inquire, "Are you ready for the question?"

### **Limiting Time of Debate/Discussion:**

1. Requires a second.
2. Acted upon immediately and is not debatable.
3. Can not apply to anything but the motion before the Board at that time.
4. It is amendable.
5. Requires a 2/3 majority for approval.
6. If successful, the effect is to limit discussion to a certain time period (e.g., 30 minutes) including the main motion & amendments.

### **Amendment of a Main Motion:**

1. Requires a second.
2. It is amendable (but the amendment of an amendment is not amendable; see Amendment of an Amendment below).
3. Can (1) add words, (2) strike words, or (3) substitute new language to the main motion.
4. Requires simple majority for approval.

### **Amendment of an Amendment:**

1. Requires a second.
2. It is not amendable; that is, a first motion to amend is amendable, but an amendment to an amendment (amendment of the second degree) is not amendable.
3. Can (1) add words, (2) strike words, or (3) substitute new language to the first amendment motion.
4. Requires simple majority for approval.

### **Reconsidering an Approved Motion:**

1. Requires a second.
2. If seconded, it must be acted upon immediately.
3. It is not amendable, cannot be tabled indefinitely, and it cannot be referred to a committee.
4. May only be made during the same meeting at which the previous motion was approved.
5. This motion may be made while any other question is pending, even if it means interrupting a member who has the floor.
6. The motion to reconsider is debatable so long as the action being reconsidered was debatable. If the action being reconsidered was not debatable, then the motion to reconsider is likewise not debatable.
7. Only requires a simple majority to pass, regardless of the vote necessary to adopt the action being reconsidered.
8. If the motion to reconsider is lost it cannot be repeated.
9. If successful, the effect is to place before the Board the original question in the exact position it occupied before it was voted upon (including any amendments it had).
10. A motion to reconsider provides a means of correcting (at least on the day on which it occurred) Board errors due to hasty action.

### **Rescinding an Approved Motion:**

1. Requires a second.
2. Requires a 2/3 majority to pass.
3. Must be noticed at the previous meeting, or called for as part of the agenda for the current meeting, that a motion for rescission of an approved action will be considered by the Board.
4. Cannot be made during the same meeting at which the original motion was approved (a motion to reconsider is used in that case).
5. It is debatable.
6. It is amendable.

### **Tabling a Motion:**

1. Requires a second.
2. Acted upon immediately and is not debatable.
3. Can not apply to anything but the motion before the Board at that time.
4. Is not amendable.
5. Requires a simple majority for approval.
6. If successful, the effect is to table a motion until the next regular meeting of the Board.

### **Taking a Motion from the Table:**

1. Requires a second.
2. Acted upon immediately and is not debatable.
3. It is not amendable.
4. Can not apply to anything but the previously tabled motion.
5. Requires a simple majority for approval.

### **Tabling a Motion Indefinitely:**

1. Requires a second.
2. Acted upon immediately and is not debatable.

3. Can not apply to anything but the motion before the Board at that time.
4. It is not amendable.
5. Requires a simple majority for approval.
6. If successful, the effect is to table a motion until such time, subsequent to the current meeting, that a member of the Board moves, has seconded, and has approved (simple majority) a motion to retrieve the item from the table.
7. The object of this motion is not to postpone, but to reject the main motion without incurring the risk of a direct vote on it.

#### **Referring a Motion to a Committee:**

1. Requires a second.
2. It is debatable (not the main motion, only the motion to refer to a committee).
3. It is amendable.
4. Requires a simple majority for approval.
5. Takes precedence over motions to amend and to table.

#### **Withdrawing a Motion:**

1. May be made at any time before a vote on the motion has occurred.
2. Requires a second.
3. It is not debatable.
4. It is not amendable.
5. Requires a simple majority for approval.

#### **Voting:**

1. The Chair restates the question immediately prior to the vote.
2. The Chair calls for the yes votes and counts.
3. The Chair calls for the no votes and counts.
4. A roll call vote (otherwise known as a "rising vote") is required for any motion which requires a 2/3 majority to pass, or when a voice or show of hands vote produced an inconclusive result.
5. A motion fails on a tie vote.
6. Abstentions are treated as a nonvote (that is, as if a member were absent).
7. The Chair may vote (as well as make motions and speak on behalf of one side or the other).

## Section 3: Annual Work Program

The following items are issued separately.

- Current Year Work Program
- Current Year Roster
- Community Development Department Organizational Chart
- Public Works Department Organization Chart
- Arterial Map
- Speed Limit Map
- Neighborhood Map

## Section 4: City of Vancouver Boards and Commissions Handbook

The Boards and Commissions Handbook is published by the City Manager's Office. A current version can be found on the City's [Boards and Commissions website](#).

## Section 5: Glossary

### Common Terms and Acronyms

**ADA**

Americans with Disabilities Act

**ADT**

Average Daily Traffic

**AIP**

Arterial Improvement Program (TIB funding Program)

**Access**

Access is a means of approach to provide vehicular or pedestrian entrance or exit to a property. This may not necessarily include all movements.

**Access Management**

Access management is the process of providing and managing access to land development while preserving the regional flow of traffic in terms of safety, capacity and speed.

**A.M. Peak Hour**

Identified by a one-hour period in the morning when traffic flow increases. The A.M. peak hour typically occurs between 6:30 a.m. and 9 a.m. Traffic volumes occurring during the A.M. peak hour are used to calculate the overall operation of a roadway or intersection.

**ARRA**

American Recovery and Reinvestment Act. Also referred to as an economic stimulus package, ARRA was enacted by Congress in February 2009. The act provides \$28.35 billion for improving and maintaining transportation infrastructure throughout the United States.

**Arterial Streets – Urban Arterial**

An arterial is a major street carrying the traffic of local and collector streets to and from freeways and other major streets. Arterials generally have traffic signals at intersections and may have limits on driveway spacing and street intersection spacing. Further details can be found in the Vancouver Municipal Code (11.80.040).

**Biological Assessment**

A biological assessment is an environmental document required for compliance with the Endangered Species Act for projects with federal funding or permits.

**CCRP**

Corridor Congestion Relief Program (State funding source)

**CDBG**

Community Development Block Grant. Block grants are targeted for low and moderate-income areas. Improvements typically consist of sidewalk and capital improvement programs.



**CMAQ**

Congestion Mitigation and Air Quality Improvement (Federal funding source). This funding is for projects that create a direct air quality benefit, leading toward attainment or maintenance of a National Ambient Air Quality Standard (NAAQS).

**CN**

Construction

**CTL**

Center-Turn Lane

**C-TRAN**

Clark County Public Transportation Benefit Area Authority, the transit agency for Clark County, Washington.

**CWP**

Clean Water Program

**Capacity**

The maximum rate of flow at which vehicles can be reasonably expected to traverse a point or uniform segment of a lane or roadway during a specified time period under prevailing roadway, traffic, and control conditions; usually expressed as vehicles per hour. In the project list spreadsheets *Capacity* is a term used to describe a subset of projects that upgrade existing substandard streets to urban arterial standards. This subset of projects typically improves more than just vehicle capacity. They also improve the pavement section, street lighting, bicycle, pedestrian and ADA facilities.

**Collector Streets – Urban Collector**

Collectors – Urban Collector. *Urban collector* provides for land access and traffic circulation within and between residential neighborhoods, and commercial and industrial areas. Direct access to adjacent land uses, however, is still subordinate to traffic movement. Access to abutting properties is controlled through the use of raised channelization, driveway spacing and pavement markings. Typically, collectors are not continuous for any great length, nor do they form a connected network by themselves.

**Complete Streets**

Complete Streets are streets for everyone. They are designed and operated to enable safe access for all users, including pedestrians, bicyclists, drivers, and transit riders of all ages and abilities.

**Comprehensive Plan**

Long-range plan, typically looking 20 to 50 years into the future, which is intended to guide growth and development of a community. Comprehensive Plans are required by the Washington State Growth Management Act for specific counties and cities in Washington State. The Plans establish goals and policies for managing population growth and land development while ensuring that the growth is adequately served by public facilities.

**Concurrency**

The Concurrency ordinance (VMC 11.95) was adopted in response to the Washington State Growth Management Act, which required local jurisdictions to adopt level-of-service (LOS) standards for the arterial road system and to ensure maintaining those standards when considering new development. This process is called *Concurrency*. Concurrency applies to any development, land division, site plan and conditional use permit approvals.

**EA**

Environmental Assessment

**Environmental Review**

The consideration of environmental factors as required by the Washington State Environmental Policy Act (SEPA). The environmental review process is the procedure used by agencies and others under SEPA for giving appropriate consideration to the environment in agency decision-making. (WAC 197-11-746).

**ESA**

The Endangered Species Act was established in 1973 to preserve ecosystems of endangered and threatened species. The Act was recently amended to include various species of fish, wildlife, and plants throughout the United States.

**FAST Act**

On December 4, 2015, President Obama signed the Fixing America's Surface Transportation (FAST) Act (Pub. L. No. 114- 94) into law—the first federal law in over a decade to provide long-term funding certainty for surface transportation infrastructure planning and investment. The FAST Act authorizes \$305 billion over fiscal years 2016 through 2020 for highway, highway and motor vehicle safety, public transportation, motor carrier safety, hazardous materials safety, rail, and research, technology, and statistics programs. The FAST Act maintains our focus on safety, keeps intact the established structure of the various highway-related programs we manage, continues efforts to streamline project delivery and, for the first time, provides a dedicated source of federal dollars for freight projects. With the enactment of the FAST Act, states and local governments are now moving forward with critical transportation projects with the confidence that they will have a federal partner over the long term.

**FHWA**

Federal Highway Administration

**FTA**

Federal Transit Administration

**Growth Management**

A group of strategies used by a government to direct the timing, location and type of development in a community

**Growth Management Act (GMA)**

The State of Washington's Growth Management Act was adopted in 1990 to address the negative consequences of unprecedented population growth and suburban sprawl in the State. The GMA requires all cities and counties in the State to plan for future growth,

with more extensive requirements for the largest and fastest-growing counties and cities in the State. Its requirements include guaranteeing the consistency of transportation and capital facilities plans with land use plans.

### **HES**

Hazard Elimination System/Safety (Federal Funding Source). The objective of this fund is to improve specific locations which constituted a danger to vehicles or pedestrians as shown by frequency of accidents.

### **HIS-HRRP**

In 2008, a portion of the funding provided through Federal Transportation Act SAFETEA-LU was made available for safety grants. Funds were provided through the Highway Safety Improvement Program (HSIP) and the High Risk Rural Roads Program (HRRRP).

### **HOV**

High-Occupancy Vehicle

### **Interchange**

A system of interconnecting roadways in conjunction with one or more grade separations, providing for the movement of traffic between two or more roadways on different levels

### **Intersection**

The general area where two or more roadways join or cross, within which are included the roadway and roadside facilities for traffic movements in that area.

### **ITS**

Intelligent Transportation System

### **Land Use**

The type of activity associated with a specific geographic area. Land-use categories can be broad (e.g., residential, retail, office, industrial, and recreational), or they can be very specific (e.g., single family residential, convenience market, or elementary school). In order to estimate trip generation characteristics for a specific geographic area, it is necessary to know both the type and intensity of land use (e.g., single-family residential land use at a development intensity of eight units per acre).

### **Level of Service (LOS)**

The Level of Service is a grading system developed by the transportation profession to quantify the degree of comfort (including such elements as speed, travel time, number of stops, total amount of stopped delay, and impediments caused by other vehicles) afforded to drivers as they travel through an intersection or roadway segment. LOS is expressed as a letter grade that ranges from "A", indicating that drivers will experience little, if any delay, to "F", indicating significant traffic congestion and driver delay will occur.

### **Local Streets**

Are defined in City code section 11.80.040 as "Access" and include Neighborhood Circulator and Local Access. A Neighborhood Circulator distributes traffic from collectors and provides direct access for abutting properties. Through trips are

discouraged and parking is allowed. In general, these streets connect local access streets to collectors. Local Access streets provide direct access to adjoining properties within a neighborhood. Through trips are discouraged and parking is usually allowed. In general, these streets do not connect directly to arterials or collectors. Local access streets are designed to serve 26 or more dwelling units.

**MPO**

Metropolitan Planning Organization

**MVFT**

Motor Vehicle Fuel Tax

**Mitigation**

(1) Avoiding impacts altogether by not taking a certain action or parts of an action; (2) minimizing impacts by limiting the degree or magnitude of the action and its implementation by using appropriate technology, or by taking affirmative steps to avoid or reduce impacts; (3) rectifying impacts by repairing, rehabilitating, or restoring the affected environment; (4) reducing or eliminating impacts over time by preservation and maintenance operations during the life of the action; (5) compensating for impacts by replacing, enhancing or providing substitute resources or environments; and/or, (6) monitoring impacts and taking appropriate corrective measures (WAC 197-11-768).

**Mode**

The means by which travel is accomplished. Alternative modes of travel include walking, bicycling, auto, bus, light rail, airplane, ferry, etc.

**MUTCD**

The Manual on Uniform Traffic Control Devices (MUTCD), which has been administered by the Federal Highway Administration (FHWA) since 1971, is a compilation of national standards for all traffic control devices, including road markings, highway signs, and traffic signals.

**NACTO**

National Association of City Transportation Officials

**NAAQS**

The National Ambient Air Quality Standards were set up by the Environmental Protection Agency (EPA) to help mitigate the health impacts of air pollution. EPA established NAAQS measure for six pollutants that include carbon monoxide, ozone, particulate matter, lead, sulfur dioxide, and nitrous oxide.

**Non-attainment Area**

Geographic area in which air pollution levels exceed the NAAQS. (See above.)

**Peak Hour**

A period of 60 consecutive minutes during which an intersection or roadway system experiences the greatest amount of traffic volume

**P.M. Peak Hour**

A one-hour period in the afternoon or evening when traffic flow increases. The P.M. peak hour typically occurs between 4 and 6 p.m. Traffic volumes occurring during the P.M. peak hour are used to calculate the overall operation of a roadway or intersection.

**PE**

Preliminary Engineering

**PSE**

Plans, Specifications and Estimates

**PSMP**

Pedestrian Safety and Mobility Program

**PWB**

Public Works Board. The Public Works Board was created by the 1985 State Legislature. The Board is composed of local government officials, special purpose district representatives and private sector members. The mission of the Washington State Public Works Board is “to assist Washington’s local governments and private water systems in meeting their public works needs to sustain livable communities.” The Board is authorized to loan money to counties, cities, and special purpose districts to repair, replace, or create domestic water systems, sanitary sewer systems, storm water systems, roads, streets, solid waste and recycling facilities and bridges.

**PWTF**

Public Works Trust Fund. This trust fund is administered by the Public Works Board. The PWTF Construction and Pre-construction Loan Programs provide funds to design, repair, replace or create a facility. These loans have a 5- to 20-year term with an interest rate of one-half percent. Maximum for any agency is \$10 million per biennium.

**RTPO**

Regional Transportation Planning Organization

**RCW**

Revised Code of Washington. Contains all laws of the state of general and permanent nature.

**REET**

Real-estate Excise Tax

**RTC**

Southwest Washington Regional Transportation Council. RTC is the regional transportation planning agency for Clark, Klickitat and Skamania counties.

**Right-of-Way/ROW**

Right-of-way is property held by the City for existing or future public roads or other public improvements.

## **Roadway Conditions**

The geometric characteristics of the street or highway, including the type of facility and its development environment, the number of lanes (by direction), lane and shoulder widths, lateral clearances, design speed, and horizontal and vertical alignments.

## **Roadway**

A roadway is the improved portion of an easement or right-of-way, excluding curbs, sidewalks and ditches. Road, roadway and street are used as interchangeable terms.

## **Roadway Section**

A roadway section is a cross-section of a roadway which displays, travel lanes, turning lanes, bike lanes, sidewalks and medians with their respective dimensions. Each classification of roadway has a corresponding roadway section.

## **SAFETEA-LU**

Safe, Accountable, Flexible, Efficient Transportation Equity Act - A Legacy for Users (SAFETEA-LU. The Act was signed into law by the President on August 10, 2005.). With guaranteed funding for highways, highway safety and public transportation totaling \$244.1 billion, SAFETEA-LU represents the largest surface transportation investment in our nation's history. The two landmark bills – the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) and the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21) – shaped the highway program to meet the nation's changing transportation needs. SAFETEA-LU builds on this firm foundation, supplying the funds and refining the programmatic framework for investments needed to maintain and grow our vital transportation infrastructure.

## **SEPA**

State Environmental Policy Act. SEPA is a state law requiring agencies to consider the environmental consequences of their decisions. (WAC 197-11-790).

## **SFS**

Street Funding Strategy (SFS). Refers to any revenue sources approved in 2015. Including Utility tax increase of 1.5%, Business License Surcharge increase, Transportation Benefit District (TBD) licensing fee revenues, and/or retired debt service being redirected to transportation improvements.

## **Smart Mobility**

Smart mobility refers to using modes of transportation alongside or even instead of owning a gas-powered vehicle. This can take on many different forms, including ride - sharing, car-sharing, public transportation, walking, biking, and more. It also includes the use of integrated technology such as route optimization software, autonomous vehicles, systems that facilitate easier ordering and sharing of transport, physical infrastructure like the Internet of Things (IoT) sensors and smart traffic signals, and big data systems that help analyze and optimize mobility flows.

## **STBG**

Surface Transportation Block Grant Program (Federal funding source). The objective of the STBG is to fund construction, reconstruction, resurfacing, restoration and rehabilitation of roads functionally classified as arterials.

**Signal Warrant**

A criterion that must be met before the installation of a traffic signal can be considered.

**Significant/Significance**

1) *Significant* as used in SEPA means a reasonable likelihood of more than a moderate adverse impact on environment quality.

2) *Significance* involves context and intensity and does not lend itself to a formula or quantifiable test. Context may vary with the physical setting. Intensity depends on magnitude and duration of an impact. Severity of an impact should be weighed along with the likelihood of its occurrence. An impact may be *significant* if its chance of occurrence is not great, but the resulting environmental impact would be severe if it occurred. (WAC 197-11-794).

**SWCAA**

Southwest Washington Clean Air Agency. A government agency responsible for air pollution control and planning in Clark, Cowlitz, Lewis, Skamania and Wahkiakum Counties.

**TA**

Transportation Alternatives grant program

**TBD**

Transportation Benefit District (TBD). In the state of Washington, a Transportation Benefit District is a quasi-municipal corporation and independent taxing district that can raise revenue for specific transportation projects, usually through vehicle license fees or sales taxes. RCW 36.73 authorizes cities (see also RCW 35.21.225) and counties to form TBDs. In other uses, TBD is a common term meaning “to be determined.”

**TDM**

Transportation Demand Management. A demand-based technique for reducing traffic congestion, such as ride-sharing programs and flexible work schedules enabling employees to commute to and from work outside of peak hours.

**TEA-21**

The Transportation Equity Act for the 21<sup>st</sup> Century was signed on June 9, 1998, superseding the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991. This bill provides Federal transportation dollars for Federal, State and Local agencies. The majority of benefits associated with ISTEA are continued or expanded upon through TEA- 21. Also, see SAFETEA-LU.

**TIB**

Transportation Improvement Board. A state funding agency that administers several state funding programs. The mission of the TIB is to assist local agencies to preserve and improve transportation systems by providing financial assistance, supporting economic development, promoting multijurisdictional and multi-modal coordination and to promote public/private cooperation.

**TIF**

Transportation Impact Fee. TIF is the traffic impact component of a development impact fee. An impact fee is a fee levied on a developer by the county as compensation for expected effects of the development.

**TIMACS**

Transportation Information Management and Control System

**TIP**

Six-Year Transportation Improvement Program

**TPP**

Transportation Partnership Program (TIB Funding Program)

**Transportation Equity**

Equity (also called justice and fairness) refers to the distribution of impacts (benefits and costs) and whether that distribution is considered fair and appropriate. When considering transportation equity, there are three primary areas of consideration: 1) Horizontal equity (also called fairness and egalitarianism) concerns the distribution of impacts between individuals and groups considered equal in ability and need; 2) Vertical equity (also called social justice, environmental justice and social inclusion) is concerned with the distribution of impacts between individuals and groups that differ in abilities and needs, in this case, by income or social class; and 3) is concerned with the distribution of impacts between individuals and groups that differ in mobility ability and need, and therefore the degree to which the transportation system meets the needs of travelers with mobility impairments.

**Traffic Calming**

Traffic calming uses physical design and other measures to improve safety for drivers, people walking and people biking. It is a tool to help address driver speeding and driver behavior such as cutting through neighborhoods that aims to provide safer streets.

**TSP**

Transportation System Plan

**TSMO**

Traffic Signal Management Operations

**Universal Design**

Universal Design is the design and composition of an environment so that it can be accessed, understood and used to the greatest extent possible by all people regardless of their age, size, ability or disability. An environment (or any building, product, or service in that environment) should be designed to meet the needs of all people who wish to use it.

**UAP**

Urban Arterial Program (Transportation Improvement Board funding source), formally known as the Arterial Improvement Program. This program was established by the State in 1967 as the Urban Arterial Trust Account (UATA) and designated as the AIP in July 1999. The purpose of this program is to fund city and urban county arterial road and



street projects to reduce congestion and improve safety, geometrics and structural concerns.

**UCP**

Urban Corridor Program (Transportation Improvement Board funding source), formally known as the Transportation Partnership Program. This program was established by the State in 1988 as the Transportation Improvement Account (TIA) and designated as the TPP in July 1999. The purpose of the program is to fund projects on the regional transportation plan that are necessitated by existing or future congestion due to economic growth.

**UR-SP**

Urban Sidewalk Program (Transportation Improvement Board funding source), formally known as the Pedestrian Safety and Mobility Program. This program was established by the TIB in 1994 as the Pedestrian Facilities Program (TIA-PFP) and designated as the PSMP in July 1999. The program goal is to enhance and promote pedestrian mobility by providing funding for pedestrian projects that provide access and connectivity of pedestrian facilities.

**V/C Ratio**

Ratio of volume to capacity for a traffic facility

**VAST**

Vancouver Area Smart Trek. A program that has been managed by RTC since 2001 and is one of RTC's ongoing programs. VAST program activities include regional collaboration on transportation system management and operations (TSMO) and on intelligent transportation systems (ITS).

**VMC**

Vancouver Municipal Code

**Volume**

Number of vehicles passing a point on a lane or roadway during some time interval, often taken to be one hour, but may also be expressed in terms such as sub-hourly, daily or annually.

**WAC**

Washington Administrative Code. The WAC is laws adopted by state agencies to implement state legislation.

**WSDOT**

Washington State Department of Transportation. WSDOT is a department of the State of Washington responsible for transportation-related planning, management and coordination.

**WW&RP**

Washington Wildlife and Recreation Program

**Zoning**

A map and ordinance text which divides a city or county into land use “zones” and specifies the types of land uses, setbacks, lot size, and size restrictions for buildings within each zone.