

**WAC 240-20-035 Staff support to the committee.** The department shall be responsible for providing staff support to the committee. The chair shall appoint a clerk of the committee from the department who shall be responsible to the chair for arranging meeting locations and notices, maintaining records, and preparing minutes. The department responsibilities shall include, but not be limited to:

(1) Assisting the committee in determining short-term and long-term funding needs;

(2) Assisting the committee in developing a selection process that adheres to criteria set in statute and other criteria set by the committee;

(3) Administering grants and ensuring that contracts are executed in a timely manner;

(4) Distribution of funds and monitoring the status of accounts;

(5) Staff recommendations on policy and programs as appropriate; and

(6) Submission of an annual report to the legislative transportation committee that summarizes the activities of the committee, no later than January 1 of each year.

[Statutory Authority: Chapter 47.66 RCW. WSR 94-10-030 and 94-11-081, § 240-20-035, filed 4/28/94 and 5/16/94, effective 5/1/94 and 5/16/94.]