

**Chapter 479-01 WAC**  
**DESCRIPTION OF ORGANIZATION**

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**WAC**

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**WAC 479-01-010 Organization of the transportation improvement board.** The transportation improvement board is a twenty-one member board, organized under the provisions of RCW 47.26.121. The board administers the transportation improvement account and the small city pavement and sidewalk account.

[Statutory Authority: Chapter 47.26 RCW. WSR 12-08-060, § 479-01-010, filed 4/3/12, effective 5/4/12; WSR 07-18-050, § 479-01-010, filed 8/30/07, effective 9/30/07; WSR 03-16-077, § 479-01-010, filed 8/4/03, effective 9/4/03. Statutory Authority: Chapters 47.26 and 47.66 RCW. WSR 99-24-038, § 479-01-010, filed 11/23/99, effective 12/24/99. Statutory Authority: 1995 c 269 § 2601. WSR 95-22-056, § 479-01-010, filed 10/30/95, effective 11/30/95. Statutory Authority: Chapter 47.26 RCW. WSR 95-04-072, § 479-01-010, filed 1/30/95, effective 3/2/95; WSR 90-11-035, § 479-01-010, filed 5/10/90, effective 6/10/90; WSR 83-22-021 (Order 83-01, Resolution Nos. 770, 771 and 772), § 479-01-010, filed 10/26/83; Order 31 (part), § 479-01-010, filed 11/8/67.]

**WAC 479-01-020 The time and place of board meetings.** Regular public meetings of the board are held at least quarterly or more frequently as decided by a majority vote of the board. Regular meetings are held on the fourth Friday of the month, unless the week of the fourth Friday includes a holiday, wherein the board will determine the date of the meeting. Each regular meeting is held at the time and place as designated by the board. The meeting schedule, for the following calendar year, will be approved at least three months before the beginning of the year.

A special meeting of the board may be called by the chairperson or by a majority of the members of the board. A written notice to all other board members is required at least twenty-four hours before the time of the meeting. The notice calling a special meeting will include:

- The purpose for the meeting;
- The date;
- The time;
- The place;

All provisions of RCW 47.26.150 transportation improvement board meetings, and chapter 42.30 RCW otherwise known as the Open Public Meetings Act will apply.

[Statutory Authority: Chapter 47.26 RCW. WSR 07-18-050, § 479-01-020, filed 8/30/07, effective 9/30/07. Statutory Authority: Chapters 47.26 and 47.66 RCW. WSR 99-24-038, § 479-01-020, filed 11/23/99, effective 12/24/99. Statutory Authority: Chapter 47.26 RCW. WSR 95-04-072, §

479-01-020, filed 1/30/95, effective 3/2/95; WSR 92-12-014, § 479-01-020, filed 5/26/92, effective 6/26/92; WSR 90-11-035, § 479-01-020, filed 5/10/90, effective 6/10/90; WSR 83-22-021 (Order 83-01, Resolution Nos. 770, 771 and 772), § 479-01-020, filed 10/26/83; Order 279, § 479-01-020, filed 4/17/73; Order 31 (part), § 479-01-020, filed 11/8/67.]

**WAC 479-01-030 The address of the board.** The official mailing address of the board is:

Transportation Improvement Board  
Post Office Box 40901  
Olympia, Washington 98504-0901.

[Statutory Authority: Chapter 47.26 RCW. WSR 07-18-050, § 479-01-030, filed 8/30/07, effective 9/30/07; WSR 95-04-072, § 479-01-030, filed 1/30/95, effective 3/2/95; WSR 90-11-035, § 479-01-030, filed 5/10/90, effective 6/10/90; WSR 83-22-021 (Order 83-01, Resolution Nos. 770, 771 and 772), § 479-01-030, filed 10/26/83; Order 281, § 479-01-030, filed 5/21/73; Order 31 (part), § 479-01-030, filed 11/8/67.]

**WAC 479-01-040 Definitions and acronyms.** The following definitions and acronyms apply:

- (1) TIB - The transportation improvement board.
- (2) Board - The transportation improvement board refers to the group of board members defined in RCW 47.26.121 and does not include the executive director or staff.
- (3) Director - The executive director of the transportation improvement board.
- (4) Staff - Refers to the employees of the transportation improvement board excluding the executive director.
- (5) Agency - All cities, towns, counties, and transportation benefit districts eligible to receive board funding.
- (6) Local agency official - Refers to a local agency elected official or staff who is authorized to sign contracts on the city, town, county, or transportation benefit district's behalf.
- (7) Urban area - Refers to the portion of a county within the federal urban area boundary as designated by the Federal Highway Administration and/or Washington state's Growth Management Act.
- (8) Six-year transportation plan - Refers to the city or county six-year transportation plan for coordinated transportation program expenditures per RCW 35.77.010 and 36.81.121.
- (9) Small city - Refers to an incorporated city or town with a population of less than 5,000.
- (10) Active transportation program - Refers to both the urban and small city active transportation programs.
- (11) Population - Is defined as office of financial management official published population at the time of application.
- (12) Highway urban area population - As published by the office of financial management.
- (13) Scope change - Refers to a change in the physical characteristics and/or dimensions of a project.
- (14) CHAP - City Hardship Assistance Program.
- (15) TIA - Transportation improvement account.

(16) Matching funds - All funds contributed to a project other than TIB funds.

(17) Construction ready - Is defined as a project that has design, plans specifications and estimates, right of way, permits, and all sources of match funding to enable advertisement for bids.

[Statutory Authority: Chapter 47.26 RCW. WSR 22-07-023, § 479-01-040, filed 3/9/22, effective 4/9/22; WSR 12-08-060, § 479-01-040, filed 4/3/12, effective 5/4/12; WSR 07-18-050, § 479-01-040, filed 8/30/07, effective 9/30/07. Statutory Authority: Chapters 47.26 and 47.66 RCW. WSR 99-24-038, § 479-01-040, filed 11/23/99, effective 12/24/99. Statutory Authority: Chapter 47.26 RCW. WSR 95-04-072, § 479-01-040, filed 1/30/95, effective 3/2/95; WSR 90-11-035, § 479-01-040, filed 5/10/90, effective 6/10/90.]

**WAC 479-01-050 Administrative costs.** The costs for board activities, staff services, and facilities will be paid out of the transportation improvement account as determined by the biennial appropriation.

[Statutory Authority: Chapter 47.26 RCW. WSR 12-08-060, § 479-01-050, filed 4/3/12, effective 5/4/12; WSR 07-18-050, § 479-01-050, filed 8/30/07, effective 9/30/07; WSR 03-16-077, § 479-01-050, filed 8/4/03, effective 9/4/03. Statutory Authority: Chapters 47.26 and 47.66 RCW. WSR 99-24-038, § 479-01-050, filed 11/23/99, effective 12/24/99. Statutory Authority: 1995 c 269 § 2601. WSR 95-22-056, § 479-01-050, filed 10/30/95, effective 11/30/95.]

**WAC 479-01-060 Executive director—Powers and duties.** The board appoints an executive director who will serve at its pleasure to carry out the board priorities and the mission of the agency including the following administrative duties:

(1) The executive director will direct and supervise all day-to-day activities of the staff.

(2) The executive director is the appointing authority of the staff and may authorize subordinates to act in the executive director's place to carry out administrative duties.

(3) The executive director has sidewalk deviation authority as described in WAC 479-14-200.

(4) The executive director has administrative increase authority for projects up to the following levels:

(a) Urban program - Fifteen percent of project costs or seven hundred fifty thousand dollars whichever is less.

(b) Small city arterial program - Up to one hundred twenty-five thousand dollars.

(c) City hardship assistance program - Up to seventy-five thousand dollars.

(d) Sidewalk program - Up to fifty thousand dollars.

(e) Small city preservation program - Up to two hundred thousand dollars within available funding limitations.

(f) Arterial preservation program - Up to fifteen percent of original TIB grant.

(g) Small city federal match within the limits set by the board in accordance with WAC 479-14-215.

[Statutory Authority: Chapter 47.26 RCW. WSR 13-20-087, § 479-01-060, filed 9/30/13, effective 10/31/13; WSR 12-08-060, § 479-01-060, filed 4/3/12, effective 5/4/12; WSR 07-18-050, § 479-01-060, filed 8/30/07, effective 9/30/07.]