

ISLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (IRTPO) EXECUTIVE BOARD

MINUTES OF THE MEETING

March 22, 2017

Executive Board Members in Attendance:

Member Attendance List

Helen Price Johnson, Island County Commissioner
Rick Hannold, Island County Commissioner
Tim Callison, Mayor, City of Langley
Curt Gordon, Port of South Whidbey Commissioner
Bob Monroig, Port of Coupeville Commissioner
Mike Nortier, Island Transit Exec. Dir.
Todd Carlson, WSDOT

Members not in Attendance

Bob Severns, Mayor, City of Oak Harbor
Jennifer Meyer, NAS Whidbey
Jill Johnson, Island County Commissioner
Molly Hughes, Mayor, Town of Coupeville
Jackie Henderson, Island Transit

Other Attendees

Facilitator

Brian Wood, IRTPO Staff

Action Items:

- Revise RTIP Policy #6 to include assignment of unanticipated funding to cost overruns on priority projects and send new draft to Curt Gordon, Bob Monroig and Tim Callison for review
- Revise Island Regionally Significant Transportation System to include sea planes, marine trails, expansion of "jurisdictions"
- Correct dates on RTIP
- Upload amended RTIP to website
- Contact Oak Harbor to inform that Waterfront Trail Project was approved
- Finalize Bylaws amendment, obtain Chair signature and upload to website
- Check on applicability of Rural Mobility Grant to Port of South Whidbey parking project
- Invite passenger only ferry operators to meet with IRTPO Board
- Invite PSRC to meet with IRTPO Board
- Develop a map of Island Region charging stations

Motions:

- **Agenda:** Motion approved, all in favor
- **Minutes of January Meeting:** motion approved, all in favor
- **Appoint Chair/Vice-Chair:** motion to appoint Commissioner Price Johnson as IRTPO Chair and Mayor Callison as Vice Chair was approved, all in favor
- **RTIP Policies:** Motion to adopt proposed program policies minus number 6 was approved, all in favor
- **RTIP Amendments:** Motion to adopt the RTIP amendments as presented was approved, all in favor
- **Code of Ethics:** Motion to amend IRTPO Bylaws with addition of an Ethics article as written was approved, all in favor

RTIP Policies

- The Board was informed that two Regional Transportation Improvement Program (RTIP) Issues arose recently leading to a discussion of federal funding award policies for our region:
 - Langley requested transfer of a project award to a related project, due to an new TIB funding opportunity (DeBruyn First Ave Sidewalk project)
 - Oak Harbor discovered an project obligation error that inadvertently removed the Waterfront Trail Repair project from the RTIP
- These project changes meant that our regional TIP needed amendment.
- The proposed policy addressed the following questions:
 - Can funding from an awarded project be reassigned to an alternative project in the same jurisdiction?
 - TAC consensus was that funding awards go to a given project rather than to a jurisdiction.
 - Project awards should remain competitive (be scored against other projects) whenever funding becomes available.
 - How should unanticipated funding be handled?
 - TAC consensus was that unanticipated funds should first be used to move already prioritized projects to fill-in vacated slots and second go toward new competitive calls for projects. Another use was also deemed appropriate, that being, assisting project sponsors with administrative issues, such as the one that occurred for Oak Harbor.
- The Board considered the formal grant funding policy statements. It was noted that Policy 3 addressed the Oak Harbor project issue and Policies 5 and 6 considered Langley’s questions.
- There was concern that Policy 6 did not show an effort to help priority projects receive extra funding to cover cost overruns. It was noted that cost overruns were addressed in Policy 4, however the board wanted to see a new draft of Policy 6 that included providing extra assistance to priority projects with overruns before moving projects up or issuing a new call for projects.
- Action was taken on the policy statements, with the exception of Policy 6 pending a redraft.

RTIP Amendments

- The Board discussed and took action on the proposed Regional Transportation Improvement Program amendments: Langley project deletion, Oak Harbor project reinstatement and WSDOT project deletions as shown in the draft RTIP amendment.

Regional Significance

- The draft document: Island Regionally Significant Transportation System (IRSTS) was reviewed by the Board. It was noted that the document was an attempt to capture facilities and programs that are important to the region as a whole, rather than a specific municipality:
 - Some elements are regionally significant by definition per the Federal Highway Administration and others recognized our region’s unique priorities.
 - Regional significance serves as one guide for determining project eligibility for federal funding. A project not currently eligible under Federal classification, may have a case for reclassification if can be shown to be significant to our region.
 - A definition of regional significance guides development of our required regional strategy, which in turn guides the Region Transportation Plan development.
 - The definition included:
 - Facilities: roads, sidewalks, trails, transit, marine, air, parking

- Programs: safety, alternative transportation, planning, system efficiency
- The Board was informed that the TAC generally endorsed the IRSTS, though support for including air travel was mixed due to lack of public airports in Island Region. The following arguments for including air travel were reviewed:
 - Private airstrips are offered for public use, providing a recreational and possibly limited commercial opportunities for our transportation system.
- The Board felt that the IRSTS document was a very useful tool for the public and regional plan development.
- The Board noted the value of our regional airstrips, noting increased commercial activity near the Camano airstrip and active use of South Whidbey Airpark. In addition the board requested:
 - Better clarification of “jurisdictions” to make it clear that Ports were regionally significant
 - Inclusion of marine trails under programs, and sea planes under air travel

Unified Planning Work Program (UPWP)

- The draft 2018 UPWP was reviewed and similarities to the 2017 version were noted. Primary differences resulted from the completion of some short term tasks for 2017. The 2018 work program mostly focused on ongoing administrative efforts as well as need to develop the Regional Transportation Plan and Human Services Transportation Plan.
- Board members were asked to send further comments for the draft through the end of March, at which time the draft would be reviewed by WSDOT.

Code of Ethics / Bylaws Amendment

- The Board was informed that our agreement with WSDOT that requires the IRTPO to maintain a written standard of conduct. TAC members felt the requirement could be handled most expediently via a Bylaws amendment.
- Bylaws Article 9 would requires IRTPO members and representatives to adhere to RCW 42.23 Ethics for Municipal Officers and agree to disciplinary action if ethics violations were found.
- Disciplinary action would be determined by peers in the case of members and the IRTPO Executive Director in other cases.
- It was noted that a general statement in the Bylaws that meets minimum legal requirements avoids the potential for specific IRTPO ethics rules to conflict with those of member municipalities.
- It was further noted that subsection 9.1 also references the need to acknowledge RCW 42.52 Ethics in Public Service. This RCW is specific to state employees, but likely impacts the IRTPO indirectly given that we are under contract with the state.
- The IRTPO was also made aware of online State resources for reviewing ethical standards that could benefit our organization. Todd Carlson indicated that WSDOT employees undergo regular training using those resources.
- Comments from Board members showed that they were strongly in favor of adding ethics statements to our founding documents.

WSDOT Update

- WSDOT will be coming to present the Corridor Sketch Initiative results to the IRTPO soon.
- WSDOT showed the Board a pamphlet that succinctly summarized all current regional projects.

- WSDOT also made the Board aware of litigation that requires the state to address fish passage retrofits. Substantial funding will be needed to address the issue. The tribes may next pursue legal action against County's for fish passage compliance.

New Items

- Board members were made aware of proposed ferry schedule changes to address late ferry arrivals.
- The Farmhouse Gang ferry focus meeting was briefly discussed and the Island Region Perspective handout was provided to the Board. The Board asked that Passenger Only Ferry operators be invited to the Executive Board to discuss their experience with County/Transit run ferry service.

The meeting adjourned at 12:00 PM.

NEXT MEETING: April 26, 2017