

ISLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (IRTPO) EXECUTIVE BOARD

MINUTES OF THE MEETING

March 28, 2018

Executive Board Members in Attendance:

Member Attendance List

Helen Price Johnson, Island County Commissioner
Molly Hughes, Mayor, Town of Coupeville
Tim Callison, Mayor, City of Langley
Steve Powers, Development Director, City of Oak Harbor
Mohammad Mostfavinassab, Port of Coupeville Commissioner
Curt Gordon, Port of South Whidbey
Connie Bowers, IRTPO Staff
Todd Carlson, WSDOT

Members not in Attendance

Jackie Henderson, Island Transit
Bob Severns, Mayor City of Oak Harbor
Rick Hannold, Island County Commissioner
Jill Johnson, Island County Commissioner
Jennifer Meyer, NAS Whidbey
Mike Nortier, Island Transit Exec. Dir

Other Attendees

Melissa Fanucci, WCOG
Rachel Maillet, WSDOT
Stacy Clauson, WSDOT

Facilitator

Brian Wood, IRTPO Staff

March Action Items:

- Update website with final agenda and minutes
- Update goal statements based on Board input on health
- Work with WSDOT to change UPWP format
- Develop grant prospectuses for Electric Charging Planning and Imagery Update

Meeting started at 11:00am

Motions:

- **Agenda:** Motion approved, all in favor.
- **Minutes of February 28th 2018 Meeting:** Motion approved, all in favor.
- **Regional Transportation Improvement Program (RTIP) WSDOT amendments:** Motion was made to approve deletion of WSDOT project: WA-10890 Regionwide Shoulder Rumble Strip Installation from IRTPO Regional Transportation Improvement Program. Motion was approved, all in favor.

Health & Transportation Presentation 20 min

- North Sound Transportation Alliance (NSTA) coordinator, Melissa Fanucci, presented the findings from NSTA's 2017 workshop that addressed access to health care and its ties to transportation access.
- See summary sheet of findings with minutes.

Regional Transportation Plan Update

- The current iteration of the Regional Transportation Plan goal statements were discussed by the Board.
- It was noted that the goal statements incorporate feedback from the Board as well as TAC members
- Comment: Mayor Hughes indicated that access to healthcare should be identified in goals.
- Discussion: Goal 8 addresses access for all individuals with the intent of addressing transportation equity, including access to health. Mayor Hughes felt that access to health needed more emphasis either as a stand-alone goal or incorporated into another goal. Commissioner Price Johnson, and Commissioner Curt Gordon suggested that health could be emphasized within an existing goal, such as Goal 8.
- It was noted that TAC feedback included attempting to prevent unintended prioritization of a given goal by introducing goals in a wheel format.
- Discussion: Todd Carlson and Commissioner Helen Price Johnson indicated prioritization of goals was important, with Todd defending “state of good repair” as a top priority and Helen noting that safety is always a number one consideration.
- A concept format for the goals was briefly discussed noting that TAC members seemed in favor of a goal statement, with a paragraph that explained the goal and showed how it aligned with overarching themes, such as connectivity and rural character.

Potential IRTPO Partnership Projects Update

- The following updates were given regarding potential IRTPO Partnership projects:
- Countywide Imagery Update
 - Project has a high likelihood of going forward
- Electric Vehicle Charging
 - PSE has not identified a concrete plan that would recommend infrastructure investment by the IRTPO at this time
 - A planning project would appear to be the best course of action for the current grant cycle
 - Comment: Langley just signed a contract with Blink to manage its charging stations.
- Scenic Isle Way Improvements
 - Staff recommended not moving forward with a scenic isle way improvement for the upcoming IRTPO grant round, due to insufficient time to develop concepts
 - Sherrye Wyatt has been coordinating with RTP consultant, Thera Black, to include this as a potential IRTPO action item in the regional plan, which should help the IRTPO prepare for the 2020 project call.

Draft UPWP Update

- The draft 2019 IRTPO UPWP was made available for Board review. The Board was reminded that this is a required document to WSDOT and that it is similar to 2018, but differs in that funding is now allocated in 2 year chunks.
- It was noted that the Lead Agency staff anticipate spending the state funding by the end of this fiscal year, so funding will primarily come from existing grants:
 - Regional Transportation Plan
 - Special Needs Transportation Planning Project
 - Human Services Transportation Plan
 - Federal STBG funds authorized by the Board in 2016.
- The idea of a UPWP format change that moves most tasks to subtasks was discussed.
 - Better reflects how IRTPO work is actually accomplished.
 - Subtasks continue to capture the detail, but accounting occurs at a more general task level such as administration, multimodal planning and regional TIP management.
- It was noted that Thurston Regional Planning Council uses this format so precedent exists.
- Staff will work with WSDOT to determine feasibility of format.

Planning Schedule Alignment: HSTP / RTP Update

- Given concerns that our region will not adopt an HSTP until December, Island Transit inquired about the Regional Transportation Plan early draft timeline to allow reference to planning efforts for the upcoming WSDOT consolidated grant round (starting 7/9). The following updates addressed this query:
 - At present staff is on schedule for the early draft timeline.
 - WSDOT Public Transportation Liaison, Stacy Clauson, has been helping staff to build a timeline that will allow core data to inform regional special needs transportation strategies in time for the grant opening.
- The Board was informed of the following:
 - HSTP Planning Committee will meet May 2nd.
 - Staff is working to schedule three Workshop dates (South Whidbey, North Whidbey, and Camano Island) that will collect data to inform the strategy development process.

Federal Funds Work Plan & Obligation Authority

- The IRTPO's role in federal grant funding administration was reviewed:
 - IRTPO maintains a 6-year work plan for awarded projects
 - Board supports a flexible work plan that allows project movement to align with readiness.
 - First 4-years are the most flexible and the last two require amendments to move projects up.
- It was noted that the state maintains a 4-year Statewide Transportation Improvement Program:
 - The IRTPO is required to be fiscally constrained with regard to planned project obligations.
 - WSDOT assigns obligation targets that the IRTPO is expected to meet, or potentially lose funding.
- A work plan was presented showing the current strategy to meet our targets.

- Project sponsors were noted to be optimistic about their 2018 obligations.
- The most significant change was moving the \$1.2 M Crescent Harbor / Regatta intersection project to 2020-21 and the Swantown Heller Fireside Intersection Improvement to 2018 (\$865,000).
 - Movement was due to ROW complications for the Crescent Harbor Regatta project.
 - Additionally, the Crescent Harbor / Regatta intersection project was broken over two years which, to show fiscal constraint, but the obligation process is flexible enough to spend the funds in one year or even to spend them all next year, which Island County is actually hoping to do.
- Under this plan, two projects were moved to the out-year 2022 to show constraint. Oak Harbor staff felt that moving Heller St Overlay was the best plan for now, with the understanding that we can move it up if circumstances change. Similarly, the Central Whidbey Bike Route, at least temporarily, resides in the out year.

NEXT MEETING: April 25, 2018