

ISLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (IRTPO) EXECUTIVE BOARD

MINUTES OF THE MEETING

April 25, 2018

**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  
Molly Hughes, Mayor, Town of Coupeville  
Mohammad Mostfavinassab, Port of Coupeville Commissioner  
Jay Drye, WSDOT  
Jackie Henderson, Island Transit  
Bill Oakes, IRTPO Executive Director

**Members not in Attendance**

Jill Johnson, Island County Commissioner  
Bob Severns, Mayor City of Oak Harbor  
Curt Gordon, Port of South Whidbey  
Jennifer Meyer, NAS Whidbey  
Mike Nortier, Island Transit Exec. Dir

**Other Attendees**

Connie Bowers, IRTPO Staff

**Facilitator**

Brian Wood, IRTPO Staff

**April Action Items:**

- Update website with final agenda and minutes
- Update Special Needs Transportation Announcement with weblink and survey link
- Print & Distribute Special Needs Transportation Announcement
- Draft IRTPO WSF long range plan input
- Attend Hat Island Ferry Discussion
- Held over: Develop grant prospectuses for Electric Charging Planning and Imagery Update

**Meeting started at 11:00am**

**Actions:**

- **Agenda:** Motion approved, all in favor.
- **Minutes of March 28<sup>th</sup> 2018 Meeting:** Motion approved, all in favor.
- **Regional Transportation Improvement Program (RTIP) amendment:** Motion was made to approve amendment to Island Regional Transportation Improvement Program as presented, regarding changes to project scheduling. Motion was approved, all in favor.
- **Project Weighting** Motion was made to approve TAC recommendations as presented, regarding weightings for scoring IRTPO federally funded project applications. Motion was approved, all in favor.
- **UPWP** Motion was made to approve 2019 Unified Planning Work Program as presented. Motion was approved, all in favor.

## Federal Funds Work Plan & Obligation Authority

- The Board was asked to take action on a work plan, presented during the March Executive Board meeting that provides a current strategy for meeting obligation targets and fiscal constraint.
- The Board was reminded that most of the project movements were within the more flexible first four years, but an amendment was needed to move two projects into the fifth year to exclude them from the Statewide Transportation Improvement program.
- Question: What happened to the Crescent Harbor Regatta Project?
- Answer: There remains a right of way issue that prevented the project from obligating this year. It was moved (and split) to 2020/2021 to show fiscal constraint, but our intention is still to deliver this project in 2019.
- It was noted that:
  - Movement within the first year, and dividing project grants over a number of years, is a planning tool to show fiscal constraint.
  - Projects are still available to obligate.
  - Out year projects can be obligated after first moving them into the four year planning window through an amendment.

## Call For Projects/Evaluation Weightings

- The Board was informed that, in preparation for the upcoming call for projects, the TAC met in April to consider how to weight the criteria used to score project applications for IRTPO administered federal grant funding. It was noted that:
  - Most criteria used aligned with WSDOT goals-given that we are still developing our Regional Transportation Plan. Planning Consistency, Equity, and Access were additional criteria that were recommended.
  - A forced-pairs method helped the group arrive at a weighting scheme for the different criteria.
- The weightings were discussed:
  - It was significant that the range of weights was not very broad, indicating that all criteria were important.
  - Planning consistency was weighted somewhat lower than others, as it was seen as a given for most projects. Note
  - Color families were added to help show criteria with similar weighting levels.
    - Blue level reflected TAC member's interest in seeing that all people feel able to reach destinations safely, by car, bus, bike, boat or on foot.
    - Green level looked at both taking care of and improving what we have in support of our local economy.
    - Opportunities and partnerships (grouped under green level) was a stand-out criterion. TAC members felt that finding willing partners and the right grant was relatively rare and should therefore get a boost in scoring.
    - Mobility was noted to be generally synonymous with motor vehicle congestion, which is less of a problem in Island Region. Although it could apply to other modes it is generally

Access that limits other modes vs congestion (even though non-motorized modes can use current facilities, vulnerability could be seen as an access limitation).

- The environment was seen as a project limitation since transportation projects do not usually have a first priority of fixing the environment, but if a project significantly impacts the environment it will be less likely to move forward, so preference would go to low impact projects.
- WSDOT indicated that this methodology was used in their planning efforts.
- Board member comments indicated that the level of discussion and analysis were strong and hoped that the method could be applied to other planning efforts.

### **Draft UPWP Update**

- The Board was informed that the draft 2019 IRTPO UPWP, reviewed during the March Executive Board meeting, was presented to WSDOT.
  - WSDOT met with staff on April 18<sup>th</sup> to review the draft and discuss accomplishments.
  - There were a few recommendations:
    - Listing accomplishments.
    - Modification of a few tasks for clarity.
    - A new action item regarding Title VI asking the Board to approve a strategy.
  - In general, WSDOT was pleased with the UPWP and IRTPO efforts to date.

### **Regional Transportation Plan Update**

- A Policy Wheel concept was presented to the Board, which included three core elements and a dynamic component. The elements included:
  - A vision (unchanged from prior Board presentation)
  - 4 Goals
    - Leadership
    - System Management
    - Sustainability
    - Preparedness
  - 12 Policies (familiar to the Board as “goals” with a modification to include access to healthcare)
- The 4 goals were defined and were each aligned to a set of policies. However, the goals were likened to hats or lenses under which any of the 12 policies could be discussed.
- It was suggested that this concept could be used to set action directions by the Board or to evaluate projects such that they align with more than one objective.

### **Special Needs Transportation Workshops Update**

- It was noted for the Board that, as part of the Special Needs Transportation Planning project, staff scheduled three public workshops to collect firsthand information about transportation needs and gaps. The workshop would consist of a presentation, information boards and interactive table exercises.

- It was further noted that:
  - There is a project website.
  - An online survey was being finalized.
  - Ride-alongs with Island Transit were being coordinated.
  - Our HSTP committee meets on May 2<sup>nd</sup> to strategize ways to meet WSDOTs Consolidate grant deadline for this biennium.
- The Board had recommendations for the advertisement flyer and asked to have printed survey's available.

### **NSTA Ferry Focus Workshop Update**

- The Board heard an update about the North Sound Transportation Alliance workshop focused on regional ferries.
  - Workshop consisted of presentations and a dynamic set of sharing exercises geared to collect and narrow down a set of issues and potential solutions to make the north sound ferry system more effective.
  - Ray Deardorf presented on the WSF long range plan and then received the group's input so it was very timely.
  - A report will be developed soon.

### **WSDOT Projects**

- WSDOT reported on progress for the Miller/Gibraltar Roundabout and Sharpe's Corner roundabout projects. In general, WSDOT has a good handle on moving traffic and the projects are proceeding ahead of schedule.

### **Upcoming Island County, City of Langley, Port of South Whidbey, Hat Island Ferry Operator Meeting**

- Mayor Callison announced an upcoming meeting to discuss the potential for passenger-only ferry service between Port of Everett and the Port of South Whidbey at Langley.
  - Hat Island Ferry operators expressed interest in this potential.
  - Port of Everett is constructing a pedestrian bridge and elevator from the waterfront to uptown and expanding transit service to the waterfront.

**NEXT MEETING: May 23, 2018**