

ISLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (IRTPO) EXECUTIVE BOARD

MINUTES OF THE MEETING

August 22, 2018

Executive Board Members in Attendance:

Member Attendance List

Helen Price Johnson, Island County Commissioner
Bob Severns, Mayor City of Oak Harbor
Molly Hughes, Mayor, Town of Coupeville
Curt Gordon, Port of South Whidbey
Mohammad Mostfavinassab, Port of Coupeville Commissioner
Tim Callison, Mayor, City of Langley
Jill Johnson, Island County Commissioner
Jackie Henderson, Island Transit
Mike Nortier, Island Transit Exec. Dir
Jay Drye, WSDOT
Blaine Oborn, City of Oak Harbor

Members not in Attendance

Rick Hannold, Island County Commissioner
Bill Oakes, IRTPO Executive Director
Brian Tyhuis, NAS Whidbey

Other Attendees

Connie Bowers, IRTPO Staff
Eric Brooks, Emergency Services

Facilitator

Brian Wood, IRTPO Staff

May Action Items:

- Update website with final agenda and minutes
- Send Snohomish letter regarding WSF to Board Members
- Modify Island Transit letters of support to remove indication of ranking preference

Meeting started at 11:07am

Actions:

- **Agenda:** Motion approved, all in favor.
- **Minutes of July 25rd 2018 Meeting:** Motion approved, all in favor
- **Letters of Support for Island Transit:** Motion to authorize the chair to work with staff to sign amended letters of support for these projects that make clear our support for the application, but not predetermine ranking. Motion was approved, all in favor.
- **Missing Workplan Item:** Motion to correct fund award document to reflect the additional project. Motion was approved, all in favor.
- **Recommendation:** Accept the recommendations for the IRTPO Transportation Equity Committee as presented including positions, voting opportunities, organizations authorized to participate and current representatives. As well as the committee recommendations to seek additional participation by authorizing the IRTPO Executive Director to appoint new representatives to fill approved TEC positions. Motion was approved, all in favor.

Island Transit Letters of Support

- The Board reviews 5 draft letters of support for Island Transit’s applications to WSDOT’s Consolidated Grant Program.
- Question: Is it was appropriate for the IRTPO to pledge support for projects that they will be responsible for ranking.
- Answer: The IRTPO is being asked to support Island Transit moving forward with an application, but the letters do not suggest how the project will be ranked. This type of letter is standard to ensure that a project fits within the regional context.
- Question: Should the IRTPO show specific support for a project rather than simply indicating the application is appropriate?
- Answer: This is a pre-application letter.
- Question: How do we know we support these projects when we haven’t seen other projects that might cause us to change our mind.
- Answer: These letters really assure that the projects do not pose regional conflicts.
- Determination: The letter can be modified to make less specific claims about the importance of the projects to the region. We want to remove the appearance of favoritism.

IRTPO Call For Projects missed workplan item:

- The Board reviewed the award workplan summary page from the July project meeting.
 - It was noted that the Ault Field/Goldie Rd intersection project and its ranking had been reviewed in July, but the project was not listed in the final table of projects and awards.
 - The Board was asked to approve an amended table that included the project.
 - Updated table:

STBG & TAP Fund Award Recommendations IRTPO TAC - July 2018

Paving Set Aside		Funding
Coupeville: Terry Road Paving	2019	\$75,000

Surface Transportation Block Grant Projects		Funding
RMG: Clinton Park & Ride & SR 525 Sidewalk Improvements	2020	\$290,000
County/WSDOT: SR 20 Shoulder Widening PE	2020/25	\$630,000
County/WSDOT: SR 20 Shoulder Widening ROW	2021/25	\$600,000
Oak Harbor: NE 7th Ave Improvement Project	2020	\$188,600
County/IRTPO: Aerial Imagery	2020	\$177,325
County/WCLT: Bos Lake Loop Trail CN	2022/26/27	\$985,000
County/OH: Hoffman to Oak Harbor Trail Funds PE	2020	\$365,000
County/OH: Hoffman to Oak Harbor Trail Funds ROW	2023	\$120,000
County/OH: Hoffman to Oak Harbor Trail Funds CN	2024	\$525,000
County/IRTPO: Electric Vehicle Planning	2020	\$51,900
County: Ault Field/Goldie Road Intersection Improvements	2020/25	\$725,000

Transportation Alternative Projects (TAP)		Funding
County/WCLT: Bos Lake Loop Trail (TA)	2020	\$110,000
Island Transit: Bus Stop and Shelter Solar LED Lighting	2019	\$12,555
Langley: First Street Sidewalk Improvement	2019	\$100,200
Oak Harbor: Waterfront Trail Improvement CN	2019	\$115,742
Island Transit: Camano Satellite Base Lighting LED Retrofit	2019	\$20,760
County/State Parks: Ebey to Kettles Connector CN Funds	2023/24	\$132,700

Transportation Equity Committee (TEC) Positions and Procedures

- Prior practices of the Committee were reviewed
- New recommendations:
 - Meeting schedule: 2x per year and as needed to support grant efforts
 - IRTPO Board Chair or Executive Director may approve new organization participation or new representatives for the TEC
- Position recommendations, voting numbers per position and organization recommendations were made
- Question: Were these seats were designed for organization representation rather than citizens? We don't have individuals with issues on this committee.
- Answer: We can add citizens under each position category. This committee is only one piece. We also have the Transportation Equity Network, which does include individuals and is much more extensive.
- Comment: We need to be sensitive that geographic considerations and the diversity of people served are considered.
- TEC positions and procedures will be formalized in the Bylaws.

Draft Strategy Weighting

- Strategy weighting efforts were reviewed
 - A robust, forced-pairs matrix evaluation of draft strategies was completed for a Camano and Whidbey meeting. Attendees defended reasons for choices.
 - Majority was accepted as group recommendation for each pair of strategies
 - Weightings were calculated for each meeting and as a combination.
 - Weighting was complex due to recognized value of each strategy and/or difficulty separating strategies
 - High scoring across both meetings: Preservation, Regional Connectivity, Last Mile Connectivity
- It was noted that the Board has two opportunities to weigh in regarding how projects are ranked:
 - Adjust position of one or more strategy rankings
 - Adjust position of a ranked project
- Question: Which strategy addresses health and wellness?
- Answer: All strategies have the potential to address that issue. The plan in general targets meeting the transportation needs of special needs populations.
- Two handouts were provided to the Board:
 - Handout showing how some projects aligned to the strategies. It was noted that Ryan's House is interested in making an application and the Stanwood Community and Senior Center as well.
 - Handout of strategy operational definitions, developed to aid the ranking process.
- Comment: Minimize travel distance is an important strategy.
- Disaster preparation was noted to be complicated. Follow-up with emergency management staff revealed the following:
 - No current financial need
 - Address language, visual, hearing, mobility, and other barriers
 - Some vehicles offer accessible transportation
 - Needs include:
 - Inventory of accessible vehicles
 - Coordination between human services agencies/organizations
 - Better knowledge of individuals who will need assistance
 - Registry: HIPA Concerns, Privacy, Creating unrealistic expectations
 - Programs to address needs have been initiated and funded, but lack staffing
- Question: If draft strategy definitions were not approved, why were they used to influence the weighting?
- Answer: Strategy statements were approved. Definitions were developed to facilitate weighting conversation.

- Comment: Board should be hesitant to make any major changes to these definitions if they were used to generate weightings at two meetings.
- Question: Are the strategies, definitions and weightings all draft until the plan is finalized?
- Answer: Yes
- Comment: The recommendations are more than just draft since they will be used to evaluate projects.
- Question: Can we use draft strategies?
- Answer: We could call them interim strategies, but we were told by WSDOT that it is ok to call them draft strategies to satisfy the grant requirements.
- Question: Do we need to take action today?
- Answer: We could delay action until September, but WSDOT wanted grant applicants to have weighted strategies to apply against.
- Comment: If the final plan is due at end of the year we can approve the definitions and weightings and that will give us a chance to use them on a project and see how they function. Then we will have a chance to make any adjustments.
- Question: Has WSDOT seen the definitions, strategies and weighting? Would WSDOT bring information from their participation in other jurisdictions if it is required?
- Answer: Stacy Clauson has been closely involved with this process and participated in the meetings. She has looked at strategies and definitions and she is involved in other jurisdictions.

NEXT MEETING: September 26, 2018