

ISLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (IRTPO) EXECUTIVE BOARD

MINUTES OF THE MEETING

September 28th, 2016

**Executive Board Members in Attendance:**

<b>Member Attendance List</b>	<b>Members not in Attendance</b>
Helen Price Johnson, Island County	Jill Johnson, Island County Commissioner
Rick Hannold, Island County Commissioner	Bob Severns, Mayor, City of Oak Harbor
Molly Hughes, Mayor, Town of Coupeville	Mike Nortier, Island Transit Exec. Dir.
Jackie Henderson, Island Transit	Jay Drye, WSDOT
Tim Callison, Mayor, City of Langley	Jennifer Meyer, NAS Whidbey
Doug Merriman, City of Oak Harbor (sub)	
John Mishasek, Port of Coupeville Commissioner	
Curt Gordon, Port of South Whidbey	
<b>Other Attendees</b>	<b>Facilitator</b>
Bill Oakes, Island County Public Works	Brian Wood, ITPO Staff
Connie Bowers, Island County Public Works	
Elizabeth Sjostrom, WSDOT	

**Action Items:**

- Edit/Address letters of support and send to co/PJ
- Remove word "advisory" from official bylaws of the IRTPO
- Obtain Mayor Severns signature on ILA
- Apply for HSTP grant
- Apply for IRTPO administration grant under STBG
- Work with commissioners staff regarding reposting of current TAC positions
- Determine deadline for HSTP update with Ryan Warner
- Determine length of chair appointment in bylaws
- Look into conflict of interest policy for TAC

**Motions:**

- Motions to approve amended agenda and minutes carried
- Jackie Henderson motioned and Commissioner Hannold seconded appointment of Commissioner Helen Price Johnson as chairperson of the Island Regional Transportation Planning Organization. Commissioner Price Johnson accepted the appointment. The motion carried all in favor.
  - a. It was noted that the appointment would be for an undesignated term, with the need to confirm the language of the bylaws (not adopted as of this motion)
- Mayor Hughes moved to sign the resolution appointing Island County as the Island Regional Transportation Planning Organization's lead planning agency. Jackie Henderson seconded. Motion carried all in favor.
- Commissioner Hannold motioned to adopt the IRTPO Bylaws as written and amended per commissioner Price Johnson's summary. Commissioner Gordon seconded. The motion carried, all in favor.
  - a. Summary of amendments:
    - i. In 3.1, delete the word "advisory" in the first line

- ii. remove the reference to voting on funding allocations from section 3.4 of the bylaws presented and add a section 3.5 stating: "If voting on funding allocations, all voting members or alternates must be elected officials of the Island Region"
- Commissioner Gordon motioned to have lead planning agency pursue an HSTP planning. Commissioner Hannold seconded. The motion carried, all in favor.
  - a. Discussion:
    - i. Connie noted that needed match may be able to come from STBG
    - ii. It was agreed that the money would be required regardless of match source
- Commissioner Hannold motioned to approve the STBG set aside of \$300,000 per year. Jackie Henderson seconded. The motion carried, all in favor
  - a. Discussion:
    - i. Paving projects do not rate as well as many other projects so this assures that needed paving can go forward
- Commissioner Hannold motioned to approve the Regional Planning Work Program grant to support administration of the IRTPO. Commissioner Gordon seconded. Motion carried, all in favor.
  - a. Discussion: Requires a match. County generally applies the match. Doug Merriman noted that funding did not need specific discussion as the projects would be rated by the board at a later meeting.
- Commissioner Hannold motioned to approve and sign the letter of support that recommends assigning the 144-car Suquamish Ferry to the Clinton/Mukilteo run. Jackie Henderson seconded. The motion carried, all in favor.
  - a. Discussion: Port Commissioner Curt Gordon indicated the strong need for overhead passenger boarding on the Clinton side to make that ferry assignment efficient.
  - b. Duplicate letters from the municipalities would be helpful
- Commissioner Gordon motioned to approve chair signing final letters of support with any needed editing for Island Transit's grant applications. Mayor Hughes seconded. Motion carried, all in favor.

### **Call to Order/Changes to Agenda**

- The Island Regional Transportation Planning Organization (IRTPO) Policy Board met in the Island County Commissioners Hearing Room on September 28, 2016. The meeting was called to order at approximately 11:10 AM by Chair Price Johnson.
- Agenda was amended to include action on letters of support.

### **RTPO ILA signatures**

- A single ILA establishing the formation of the Island Regional Transportation Planning Organization was signed by the members present
- The IRTPO was formed as of the time Commissioner Mishasek signed the document
- The significance of the moment was recognized, and a short post-meeting celebration emphasized the importance of this regional cooperation agreement

### **Nomination and Motion to Appoint IRTPO Chairperson**

- Commissioner Price Johnson was nominated for the position of IRTPO Chair.
- Commissioner Price Johnson accepted and a motion carried for that appointment

### **Appoint Lead Planning Agency**

- A resolution was adopted and signed to appoint Island County as the lead planning agency to the IRTPO

## **IRTPO Bylaws**

- The draft Bylaws were discussed and the following changes were deemed necessary:
  - Edited out the word “advisory” in section 3.1
  - Removed specific reference to voting on funding allocations from section 3.4 and added a new 3.5 language that more generally established the requirement that funding allocations be voted on by elected officials only.
  - A discussion of whether a funding quorum would differ from the general quorum was held. It was determined that if a funding quorum could not be established, such items would be removed from the agenda
  - The reappointment of the citizen representatives to the new IRTPO TAC was discussed, noting the language in the bylaws does not specify how citizens are selected and that two of the three current reps have been on the committee since June 2011.
    - It was determined that practices for commissioners’ appointments of citizen representatives could established by the commissioners, rather than being business of the IRTPO.
    - Commissioner Price Johnson noted that established practice requires an every three years re-posting of available positions (on website and via press release) even when existing members intend to continue and are likely to be selected for a second term.
      - Rationale: public needs to become aware that advisory positions exist

## **HSTP Progress/Planning Grant**

- HSTP Committee and project sponsor progress in grant round was reviewed:
  - 3 brainstorm sessions were held with consultation with Ryan Warner of WSDOT
  - Projects that appeared to be making forward progress included:
    - Island Transit: replacement buses, bike lockers, Harbor Station lighting improvements, mobility manager
    - Island County Human Services: cab vouchers and travel reimbursement
    - Spin Café: travel trainer program, bicycle loaner program for homeless youth
    - Island County: planning grant to develop our own HSTP, which is due by the end 2017/8

## **Federal Funding: STBG**

- Need for STBG set-aside to help local jurisdictions with paving needs was discussed. It was noted that:
  - Set aside was agreed upon by TAC and follows past practice
  - If paving needs exceed \$300,000 paving set aside, sponsor can apply for additional projects
  - If paving needs fall short of set aside, the money would become available for additional project applications
- Discussed Regional Transportation Planning Workplan grant that supports staff capacity through the lead planning agency for administration of the IRTPO.
  - multi-year grant, with a portion of the funds obligated across our six year Regional TIP
  - Island County has applied to this grant in the past, and that prior allocation has since expired.

## **Letters of Support**

- A letter of support for bring the 144-car Suquamish Ferry to the Clinton/Mukilteo run was reviewed by members
  - It was recommended that addressees include Governor Inslee and the head of ferries, Lynne Griffith

- Letters of support for Island Transit’s project applications for North Sound Regional Connector operations, replacement buses, a mobility manager, bike lockers, and lighting improvements to Harbor Station were presented.
- It was suggested that standard letters could be approved by the board for content, with additional editing performed by staff as needed.

**New Items**

The meeting adjourned at 12:00 AM.

NEXT MEETING: October 26, 2016