

ISLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (IRTPO) EXECUTIVE BOARD

MINUTES OF THE MEETING

January 23, 2019

**Executive Board Members in Attendance:**

**Member/Board Seat Attendance List**

Helen Price Johnson, Island County Commissioner  
Tim Callison, Mayor, City of Langley  
Molly Hughes, Mayor, Town of Coupeville  
Janet St Clair, Island County Commissioner  
Bill Oakes, IRTPO Executive Director  
Mohammad Mostfavinassab, Port of Coupeville Commissioner  
Blaine Oborn, City of Oak Harbor  
Todd Carlson, WSDOT  
Curt Gordon, Port of South Whidbey  
Brian Tyhuis, NAS Whidbey  
Todd Morrow, Island Transit Exec. Dir

**Other Attendees**

Patricia Love, City of Stanwood Planning  
Connie Bowers, Assistant County Engineer

**Members not in Attendance**

Jackie Henderson, Island Transit  
Jill Johnson, Island County Commissioner

**Facilitator**

Brian Wood, IRTPO Staff

**Meeting started at 11:00am**

**Action Items:**

- Update website with final agenda and minutes
- Prepare IRTPO associate membership invite
- Respond to HSTP comments and prepare final document for next Board meeting
- Prepare expanded list recommendations for IRTPO priority projects
- Ongoing: Research public health / public works partnership for special needs transportation

**Actions:**

- **Agenda:** Motion approved, all in favor
- **Minutes of November 28<sup>rd</sup> 2018 Meeting:** Motion approved, all in favor
- **Appoint IRTPO Chair and Vice Chair:** Motion to reappoint Helen Price Johnson and Tim Callison as IRTPO Chair and Vice-Chair, respectively, approved, all in favor
- **Amend RTIP:** Motion to delete WSDOT's pre-obligated projects (WA-08640, WA-09835) from Regional Transportation Improvement program was approved, all in favor
- **Advance draft CPT-HSTP:** Motion to approve moving draft Island CPT-HSTP forward, with anticipated final approval at February 27th meeting was approved, all in favor.
- **Approved changes/amendments to Bylaws:** Approve proposed changes to IRTPO Bylaws as written/presented, was approved all in favor
- **Approve adding City of Stanwood as Associate Member:** Motion to approve designation of the City of Stanwood as an Associate Member of the IRTPO was approved, all in favor.

### **Deletion of Pre-Obligated WSDOT Projects**

- EB was notified that WSDOT obligated two projects in October of 2018 that appear on the IRTPO 2019 Regional TIP. The projects were left on the RTIP as a precaution in case the 2018 obligation fell through. As these projects are now funded, it was recommended that the EB take action to delete these projects:
  - STIP ID WA-08640 (PIN 102026K): SR 20/Deception Pass Bridge – Painting
  - STIP ID WA-09835 (PIN 102026L): SR 20/Deception Pass & Canoe Pass Bridges – Special Bridge Repair

### **2019 IRTPO Chair Nominations/Selection**

- EB was informed that it was time for nominations and selection of the IRTPO Chair and Vice Chair for 2019.
- There was a recommendation that the current leads continue in their roles. Helen Price Johnson was nominated for Chair and Tim Callison for Vice Chair

### **Island HSTP Draft**

- A presentation was made to highlight elements of the draft IRTPO Coordinated Public Transit – Human Services Transportation Plan. It was recommended that the EB move the draft forward for public comment and consider action on a final draft at their February 27<sup>th</sup> meeting.
- An overview of the planning process, and decision making work by the EB was given including the EB’s ranking of Consolidated Grant Projects in October 2018. It was emphasized that the plan did not create primary policy for the IRTPO or require the organization to complete a set of projects. The timeline for plan adoption is tightly tied to the Consolidated Grant process, to which local sponsors have applied for \$7.6M in funding. The following items were given particular attention given their “recommendation” nature:
  - In 2019 Transportation Equity Committee could use its two meetings to consider:
    - Looking at ways to leverage existing resources
    - Expanding Transportation Equity Network (TEN) to include more end-users
    - Setting benchmarks for measuring coordination achievements
  - Explore a set of potential projects:
    - Work with partners to collect more information about who needs transportation services
    - Consider developing map data at census block level
    - Develop more specific origin/destination mapping through coordination with a range of service providers
    - Evaluate outreach gaps
    - Employ non-traditional outreach methods to connect with underrepresented individuals and communities
    - Use target outreach and analysis of trip origins/destination data to determine:
      - Existing infrastructure challenges for vulnerable populations
      - Potential infrastructure improvement for first/last mile connections
    - Bring partners and system users together to discuss special needs transportation concerns with topics such as:
      - Creative funding, innovative programs, grant writing, public engagement campaigns
    - Look at ways to support local non-profits for:
      - Identifying competitive projects
      - Completing grant applications
      - Following awarded grant requirements
    - Look at train the trainers opportunities for service providers to:

- Expose providers to range of transportation options available to their clients
- Help providers show client how to access services
- Work with veteran’s services coordinators to expand regional understanding of barriers and opportunities for veteran transportation.

**Bylaws Revisions and Amendments**

- The EB was asked to consider approval for a number of Bylaws changes/amendments:

**Article III Membership**

- Amended 3.1 Included City of Stanwood as an Associate Member of the Executive Board
- Amended 3.3 Clarified non-voting member positions (associate and ex-officio)
- Added 3.3.1 Defined associate membership (includes NAS Whidbey)
- Added 3.3.2 Separated ex-officio members from associate

**Article VI IRTPO Technical Advisory Committee**

- Amended Title Transportation Advisory Committee
- Amended 6.1 Updated TAC description
  - i. Moved voting to separate section
  - ii. Clarified position based TAC membership and representatives approval
  - iii. Increased TAC positions by 1 (Scenic Isle Way manager position)
- Added 6..4 Scoring and Voting
  - i. Added email voting and scoring
  - ii. Clarified TAC member voting restrictions
  - iii. Clarified port representation

**Article VII Transportation Equity Committee**

- Added Title Transportation Equity Committee
- Added 7.1 Description and member approval procedure (18 categories)
- Added 7.2 Scoring and voting
- Added 7.3 Quorum (9)
- Added 7.4 Meeting administration procedures
- Added 7.5 Meeting schedule

} Generally mirrors TAC

**Appendix A TAC Members**

- Updated Members Beverly Mesa Zendt – Island County Planning  
Stan Reeves – Port of SW  
Chris Michalopoulos – Port of Coupeville
- Added Position Scenic Isle Way Manager (Sherrye Wyatt)

**Appendix B TEC Members**

- Attached TEC list Listed categories, votes per category, names of current representatives
- Added Category End-user category added with up to 5 votes – Kristopher Niehouse

**City of Stanwood – Potential IRTPO Associate Member Invitation**

- Although the Bylaws change approval authorized the City of Stanwood to be an Associate Member of the IRTPO the EB wanted to take formal action to include the Stanwood in recognition of the important step represented by this occasion.

**WSDOT**

- WSDOT discussed the upcoming work on Banta/Northgate Intersection and Deception Pass Bridge, noting that there would be traffic disruptions, but that no detour routing is planned.

**NEXT MEETING: February 27, 2019**

DRAFT