

ISLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (IRTPO) EXECUTIVE BOARD

MINUTES OF THE MEETING

October 26th, 2016

Executive Board Members in Attendance:

Member Attendance List

Helen Price Johnson, Island County Commissioner
Rick Hannold, Island County Commissioner
Molly Hughes, Mayor, Town of Coupeville
Tim Callison, Mayor, City of Langley
Curt Gordon, Port of South Whidbey Commissioner
John Mishasek, Port of Coupeville Commissioner
Doug Merriman, City of Oak Harbor (sub)
Mike Nortier, Island Transit Exec. Dir.
Jay Drye, WSDOT

Other Attendees

Bill Oakes, Island County Public Works
Connie Bowers, Island County Public Works

Members not in Attendance

Jill Johnson, Island County Commissioner
Bob Severns, Mayor, City of Oak Harbor
Jackie Henderson, Island Transit
Jennifer Meyer, NAS Whidbey

Facilitator

Brian Wood, IRTPO Staff

Action Items:

- Post project rankings to website in advance of IRTPO meeting
- Post presentations and updated Rankings to website
- Post regional Transportation Improvement Program project list to website

Motions:

- Co/ Hannold motioned to approve the agenda with flexibility for moving things around as needed to retain a quorum. Co/ Mishasek seconded. Motion carried all in favor.
- Co/ Hannold motioned to approve the minutes of September 28th meeting. Co/ Mishasek seconded. Motion carried all in favor.
- Co/ Hannold motioned to approve the [STBG/TA project] ranking as present and accept the rec. Co/ Gordon seconded:
 - a. Discussion by co/Price Johnson added that this motion accepts that recommendations of the TAC regarding the overall workplan and co/Hannold added that there is flexibility in the dates.
 - b. Motion carried all in favor.
- Co/ Gordon motioned that projects 10 and 11 and 6 and 8 be switched on the HSTP ranking list. Co/ Hannold seconded.
 - a. Mike noted that the IRTPO is not funding HSTP grants.
 - b. Motion carried all in favor
- Co/ Gordon motioned to approve this [referring to the Regional Transportation Plan project list presented] as our six year state plan. Co/Hannold
 - a. Brian clarified that the document is a regional TIP versus regional STIP
 - b. 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 October 26, 2016. The meeting was called to order at approximately 11:30 AM by Chair Price Johnson.
- Agenda was amended to move action items forward and allow for flexibility to maintain a quorum.

UPWP and Appointed Administrative Positions

- The Island Regional Transportation Planning Organization (IRTPO) Policy Board met in the Island County Commissioners Hearing Room on October 26, 2016. The meeting was called to order at approximately 11:30 AM by Chair Price Johnson.
- Agenda was amended to allow for flexibility around action items to accommodate a quorum.

RTPO Bylaws signatures

- A copy of the September 28th approved/amended bylaws was circulated for signatures.

STBG and TA Projects with TAC Rankings

STBG and TA project list as ranked by the TAC were displayed and the project ranking system was reviewed. Project presentations were made as needed to inform decisions makers. It was noted that the funds asked for by project sponsors were below the IRTPO obligation targets set by WSDOT, so all projects could go forward with board approval. Since competitive scoring was a requirement, rankings were used to establish priority for placement in the 6 year work plan and would be considered if future funding was restricted.

- While priority was considered, feasibility and fiscal restraint also determined project placement.
- Co/Hannold raised a concern regarding Crescent Harbor/Rigatta Intersection project being moved out, versus beginning next year.
- Bill Oakes explained that the project was probably only slated for right of way next year and that WSDOT Local Programs will allow advanced construction for some projects (based on Statewide allocation assessment) if they are ready to go earlier than their scheduled time.
- Jay Drye noted the positive flexibility by having a full-set of projects in the proposed workplan and that it was important to target the full, proposed allocation so that funding is not lost the next cycle.
- Commissioner Price Johnson noted that the Camano Bike Loop has been in the works for a long time and urged that the project begin in some capacity earlier than 2022 if possible.

HSTP Project Presentation and HSTP Committee Rankings

HSTP progress was discussed using a project presentation and a display of project rankings. It was noted that there was significant interest in bringing new projects forward from community sponsors, but the timeline and lack of experience with process were barriers.

- Island County and Island Transit were the only sponsors able to bring projects forward.
- The HSTP ranking and suggested grading of the projects was shown.
- Island County's application for a planning grant was discussed, noting the need to better establish the HSTP network, understand the regional special services transportation needs and the potential resources.
- Mike discussed Island Transit's Mobility Manager application. The position would go beyond transit options by attempting to connect all regional and inter-regional transportation assets (agency and non-profit). The position would help to make the community providers aware of each others services and leverage the available transportation opportunities. Outreach is the goal.

- Mike said that he agreed with the general ranking, but noted that all vehicle projects ranked were needed assets, but he recommended moving the heavy-duty bus up and the light duty bus down, due to recognized priorities (lead time) at Island Transit.
- Mike explained the other projects and noted that fareboxes are a contingency grant. If fares are charged, the grant will be needed before the next biennium. Public conversation has been started on whether to charge fares. Mike explained that fares can recover about 6-10% of costs and that a fare box grant is a way of starting the conversation with the legislature.
- Co/ Price Johnson wondered how fares effect ridership.
- Co/ Hannold indicated that we need to discuss fares in order to be considered for certain grant funding.

Regional Transportation Improvement Program Approval

The annual requirement to submit regionally significant projects to WSDOT for inclusion on the Statewide Transportation Improvement Program (STIP) was discussed and chart of the IRTPO's regional projects was presented.

- All federally funded projects and other projects that have regional significance were included.
- It was noted that a regional significance should be further refined for the IRTPO in the future, but projects that seemed to serve our region rather than a single municipality were included in the list.
- When projects are added to the STIP, WSDOT advertises and accepts public comment on the projects, which helps the IRTPO address the need for a public review period given our tight timeline to receive, rank and approve our projects.
- It was noted that the projects include many that have been on our books for sometime as well as the newly approved projects.
- Connie commented that our goal was to have more time built into the schedule and an easier method for the board to receive the information (such as a map).

UPWP / IRTPO Staff Position Discussion

- The board was briefed on the need to establish a Unified Planning Work Program for the IRTPO in order to access the RTPO planning funds that WSDOT allocated to Island Region. The hope is that an interim UPWP could be developed by the next IRTPO Executive Board meeting.
- The practice of designating staff roles for RTPO's was discussed. It was noted that RTPO's commonly appoint a transportation planner and a director. While the transportation planner duties consist of most of the administrative/management procedures the director is generally the one who signs fiduciary agreements and sometimes letters of support.

The meeting adjourned at 12:30 PM.

NEXT MEETING: November 24, 2016