

ISLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (IRTPO) EXECUTIVE BOARD

MINUTES OF THE MEETING

November 23th, 2016

Executive Board Members in Attendance:

Member Attendance List

Helen Price Johnson, Island County Commissioner
Jill Johnson, 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
Jackie Henderson, Island Transit
Mike Nortier, Island Transit Exec. Dir.
Jay Drye, WSDOT
Bob Severns, Mayor, City of Oak Harbor

Members not in Attendance

Rick Hannold, Island County Commissioner
Jennifer Meyer, NAS Whidbey

Other Attendees

Bill Oakes, Island County Public Works
Connie Bowers, Island County Public Works
Doug Merriman, City of Oak Harbor

Facilitator

Brian Wood, IRTPO Staff

Action Items:

- Develop draft interim UPWP:
 - review with WSDOT
 - Send out by email for preliminary board review
 - Final review and action by board in January.
- Adopt October minutes at next IRTPO Executive Board meeting.
- Update bylaws and bring to chair for signing

Motions:

- Co/ Johnson motioned to accept the agenda as presented with the addition of a second possible action on bylaws changes. Co/ Mishasek seconded. Motion carried all in favor.
- Co/ Johnson motioned to amend the bylaws as presented, defining the Executive Director position from the lead agency to facilitate administrative duties for the IRTPO meeting. Jackie Henderson seconded. Motion carried all in favor.
- Co/ Johnson motioned to assign the duties of the executive director to the acting director of public works for Island County. Co/ Mishasek seconded. Motion carried all in favor.
 - a. It was noted that no compensation was assigned to the new authority/responsibility.
 - b. Bill Oakes accepted the assignment.

- Co/ Mishasek motioned to accept the other amendments to the bylaws as presented. Co/ Johnson seconded. Motion carried all in favor
- Co/ Gordon motioned to approve a letter to the PSRC regarding adding Island County to the PSRC's recommended list for passenger-only ferry service. Co/Mishasek seconded.
 - a. Commissioner Johnson expressed reservations regarding passenger-only ferries between Island and PSRC regions, given the potential to impact housing costs and transform the county into a bedroom community.
 - b. Mayor Callison, Commissioner Price Johnson, and Commissioner Gordon recognized that such service had an unknown potential for changes of concern, but a likely potential for economic development and retention of family-wage earning residents.
 - c. Motion carried all in favor.
- Co/ Mishasek motioned to cancel the meeting for December 28th. Mayor Callison seconded. Motion carried all in favor.

Call to Order/Changes to Agenda

- The Island Regional Transportation Planning Organization (IRTPO) Executive Board met in the Island County Commissioners' Hearing Room on November 23, 2016. The meeting was called to order at approximately 11:05 AM by Chair Price Johnson.
- Agenda was amended to add possible action on administrative changes to the bylaws.

Bylaws Amendment: Executive Director Position

- The proposed amendment to the IRTPO bylaws to include a staff position of executive director was outlined and the rationale for the position was discussed:
 - An experienced lead agency staff member could be granted specific administrative authorities: signing WSDOT/USDOT funding agreements, signing routine letters of support for grant applications to members or regional partners as needed, applying for IRTPO funding that becomes available.
 - The executive director would delegate duties to, and oversee, other staff positions.
 - The position would help avoid the need to bring administrative items before the board and provide an opportunity to address time-sensitive actions.
 - The position would be under direction of the board, but also ensures that there is an opportunity for review by senior staff who can bring institutional knowledge and experience to bear when documents are executed or, alternatively, to refer documents for consideration by the board.
- Question: does the letter of support, signed by the Executive Director mean that the IRTPO supports that action?
 - Answer: Yes, which is why the position would be staffed by an experienced person who could be trusted with the authority to determine what is routine, and what needs to go before the board for approval.
- Question: Who would fill the new role?
 - Answer: Director of public works, Bill Oakes. His appointment is recognized in a second action on the agenda.

Bylaws Amendment: Administrative changes and clarifications

- A copy of the bylaws was reviewed that showed the new executive director language and included the following additional administrative changes:

- Titles for article subsections.
- A table of contents.
- Addition of a reference to the executive director’s signing authorities under article V, subsection 5.6, which otherwise describes the general signing authority of the chair.
- Removal of two instances of the word “unanimous” (article VIII and the signature page) given that it conflicted with the intended language of “quorum” that was also present.
- Adding a page that records all new amendments
- Reduction of the signatures page to a single signatory: IRTPO Chairperson.
- Question: Who is the Vice Chair
 - Answer: The board recognized that Mayor Callison was filling that role.

Unified Planning Work Program (UPWP)

The proposed elements of an interim UPWP were presented. Many of the items are already work items for Island County, but must be in the UPWP so they can be charged to the RTPO grant:

- Code of ethics—need a written standard of conduct for organization
- Regional significance—we have examples from other regions, though there may be value in not going too broad (limited funding gets diluted)
- Regional Transportation Plan—similar to a comprehensive plan for the region
 - Regional long-range transportation plan
 - Drawn from existing Countywide Planning Policies and comprehensive plan in the region
 - Longer term effort—we will only begin the process, much would move to next UPWP
- Federal Funding Application Materials/Presentation Procedures
 - Current system does not fit our needs well
- Corridor Sketch Initiative--planning with WSDOT
- Federal Funding Tracking
 - Process needs to be more efficient and comprehensive
- Public outreach strategy
 - We have some wiggle room, but nothing is currently defined.
 - Complying with current WSDOT guidelines will make it easier to meet future requirements.
- Develop next UPWP

WSDOT will assist the IRTPO with the UPWP and other deliverables

- Question: Didn’t we develop the elements of a Regional Transportation Plan (RTP) when we were members of the Skagit-Island RTPO?
 - Answer: There are likely many components of the SIRTPO documents that will help the IRTPO develop its RTP. The document evolves overtime so we can continue to refine its content.
- Question: Does this document need to be developed and approved in December?
 - Answer: A rough draft will be developed in early December. Given that this is the IRTPO’s first time addressing the UPWP, WSDOT could probably work with a draft, even if it is not approved until our January meeting.
- Board should be able to see and consider the draft without constraint of a short timeline.

IRTPO Input Letter to Puget Sound Regional Council (PSRC)

- The PSRC is developing a workplan for their next update to their long-range transportation plan (Transportation 2040) and there is an opportunity to provide input to that workplan.

- Island County donates 47% of our workforce to the PSRC, but we are not being considered for passenger-only service to the PSRC.
- Jefferson County donates 33% of its workforce and are included on the unprogrammed list of future passenger-only ferry route recommendations.
- The board was given a draft letter outlining a request by the IRTPO to be included in the PSRC's unprogrammed, passenger-only ferry recommendation list.
- Discussion included the following points:
 - There is significant commuter traffic in both directions
 - reverse commute for hospital, county, school district
 - Passenger-only ferry service increases regional mobility without cars
 - Better connectivity is a top legislative priority
 - We need to balance ease of commuting with promoting new economic activity
 - South Whidbey is losing its family-wage demographic
- The following concerns and opportunities were expressed:
 - Concerns-
 - Impacts affordable housing
 - Possible effects to rural lands preservation
 - Promotes service job economy versus industry
 - Increases population and changes regional demographics
 - Opportunities-
 - Better access to jobs, education
 - better commuting opportunities may help to retain or grow family wage demographic
 - Walk-ons are more likely to shop where they live
 - It would be more attractive to work in Island County
 - Creates economic vitality

Farmhouse Gang

- Updated Board regarding legislative agenda, which addresses Out-Of-Bounds Transit Study. The study revealed:
 - Most transit agencies provide out-of-bounds service.
 - Hope was to help smaller/rural transit agencies find funding for their out-of-bounds services:
 - The study did not go far enough, since it noted that all agencies (large & small) provide these services.
 - Study did not talk about funding avenues.
 - Study did not consider the fact that regions with larger urban centers can generate enough funding for their out-of-boundary service.
 - Jennifer Ziegler of the Washington State Transportation Association concluded that the study does not clearly identify a special funding need for smaller transit agencies.
- Goal: Find a way for Farmhouse Gang help the smaller agencies.

Mukilteo City Council Parking Meeting

It was briefly noted that no decision regarding parking development in Mukilteo has been made. There will be an open house in January. The handout given to the Mukilteo City Council regarding benefits downtown parking options in Mukilteo was passed out to the Board.

The meeting adjourned at 12:00 PM.

NEXT MEETING: January 25, 2016