ISLAND TRANSPORTATION PLANNING ORGANIZATION

Agenda and Meeting Materials for Policy Board Meeting

Meeting Date/Time: Wednesday, August 24, 2016 at 11:00 A.M

Contents

Agenda	1
Consent Agenda Policy Recommendation	2
Consent Agenda Reference Document	4
HSTP Committee List	7
TIP Project Removal	8
ITPO Dissolution Resolution	10

ISLAND TRANSPORTATION PLANNING ORGANIZATION
P.O. BOX 5000, COUPEVILLE, WA 98239

MEMORANDUM

TO: ITPO Policy Board Members

FROM: Helen Price Johnson, Chair

RE: Policy Board Meeting: **11:00 A.M., Wednesday, August 24, 2016**
Meeting will be held in the **Commissioner's Hearing Room**, Island County Courthouse Annex Building, Coupeville, Washington.

You are invited to attend the ITPO Policy Board meeting on **Wednesday, August 24, 2016**. The meeting is scheduled to commence at **11:00 A.M.** following the Council of Governments. The primary items of business are:

11:00 AM	Call to Order (Chair Price Johnson) / Welcome and Introductions	
11:01 AM	Motion to Approve the Agenda	Action
11:03 AM	Motion to Approve the Minutes	Action
11:05 AM	Consent Agenda Policy[1] (staff)	Discussion/Action
11:20 AM	Motion to Use Consent Agenda for ITPO Meetings	Action
11:30 AM	HSTP Committee Members[2] (staff)	Update
11:36 AM	TIP Project Removal[3]	Action
11:40 AM	ITPO Dissolution Resolution[4] (staff)	Action
11:45 AM	WSDOT Projects Update (WSDOT staff)	Update
11:55 AM	New Items (all)	Discussion
12:00 PM	Adjourn (Chair Price Johnson)	

Encl:
1. Consent Agenda Policy Materials
2. HSTP Committee Members
3. TIP Project Removal
4. ITPO Dissolution Resolution

Acronym Key:
ITPO: Island Transportation Planning Organization
RTPO: Regional Transportation Planning Organization
HSTP: Human Services Transportation Plan
TIP: Transportation Improvement Program
WSDOT: Washington State Department of Transportation

Next meeting: Sept 28, 2016

SUBJECT: ITPO CONSENT AGENDA POLICY

Supersedes:
Effective:
Page: 1 of 2
Approved by: Island Transportation Policy Board

Policy

The purpose of this policy is to allow the use of a consent agenda for ITPO meetings.

In order to fulfill its role, the Island Transportation Policy Board must remain informed on the affairs of the Island Transportation Planning Organization (ITPO). Certain information must be processed or accepted, or, in some cases, approved where prescribed by an agreement, or simply through practice. The Island Transportation Policy Board will therefore include a consent agenda as part of the agenda of its Regular meetings. Items placed on the consent agenda will be routine in nature, where a decision has already been made in the management organizational structure, and where it is deemed unnecessary to have (further) public debate. Consent items will include decisions such as, but not limited to, ministerial tasks (i.e., approval of agenda, approval of reports, and approval of minutes). Other consent agenda items will include amendments to the Transportation Improvement Plan where such amendments are proposed by the Washington State Department of Transportation and involve:

- Adding a new project to the RTIP, regardless if the project has been in a previous RTIP or not
- Deleting a programmed project from the period of the RTIP
- Adding new, unprogrammed funds regardless of source
- Increasing or decreasing the cost of any project listed in the current RTIP by more than 30%.
- National Environmental Policy Act (NEPA) documentation or actions that will alter the NEPA determination
- Adding a prior phase to a programmed project.
- Moving funds between programmed phases without exceeding 30% of total project cost
- Moving a project from year to year within the RTIP period
- Changing a project description or scope if the change does not necessitate revising the NEPA documentation

Using this policy, the Chairperson of the ITPO, in consultation with the staff transportation planner and assistant county engineer, will determine items to be included on the consent agenda. Each item will have full documentation and the basis for the recommended course of action, prepared by the Chairperson, or designate and included in the agenda which will be given to members in advance of the meeting. No item will be added to the consent agenda after it has been finalized and placed in the hands of the members.

At the Regular meetings, the Chairperson will call for a seconded motion to accept all items on the consent agenda. Any Board member may request removal of one or more items from the consent agenda and, in such case, full discussion of the item(s) will take place at an appropriate point in the agenda and a separate motion, if necessary, will be made. Having accepted the (amended) list of items to be included on the consent agenda, the Chairperson will call for a further seconded motion to approve the items en masse.

Note:

Purple bulleted items were identified as routine administrative tasks by Skagit's Transportation Policy Board, which do not require board action.

Red bulleted items require policy board action by Skagit, though it is unclear what action other than approval would be considered.

FOR REFERENCE

THE CONSENT AGENDA

What is a consent agenda?
A consent agenda groups the routine, procedural, informational and self-explanatory non-controversial items typically found in an agenda. These items are then presented to the board in a single motion for an up or down vote after allowing anyone to request that a specific item be moved to the full agenda for individual attention. Other items, particularly those requiring strategic thought, decision making or action, are handled as usual.

Why would an organization want to use a consent agenda?
Consent agendas are popular with many nonprofit organizations because they help streamline meetings and allow the focus to be on substantive issues.

What does it mean if we adopt a consent agenda?

- Documentation for consent items must be provided to the board prior to meetings so that directors feel confident that their vote reflects attention to their duty of care.
- Board members are encouraged to ask prior to the meeting all the questions that they want related to consent agenda items.
- If it is determined that an item on the consent portion of the agenda actually requires action or a decision that item should be removed from the consent portion of the agenda and raised later in the meeting.
- Any board member can request that an item be moved to the full agenda.
- A vote on the single motion applies to all the items on the consent portion of the agenda.

What does it *not* mean if we adopt a consent agenda?

- Consent agendas do not make it easier to ramrod through decisions since decision items are not placed on the consent portion of the agenda and all items on the consent portion of the agenda are still open to discussion and debate if someone requests they be moved.
- It is not always necessary to remove an item from the consent agenda if people have simple questions or wish to discuss the item further. Discussion is permitted after the motion for approval is made, but before the vote. However, everyone should remember that extensive conversation defeats the purpose of the consent agenda.

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What normally is found on a consent agenda?
Routine, informational, procedural and self-explanatory non-controversial items are generally placed on the consent portion of the agenda. These typically are such things as:

- Approval of board and committee minutes
- Correspondence requiring no action
- Committee and staff reports
- Updates or background reports provided for informational purposes only
- Appointments requiring board confirmation
- Approval of contracts that fall within the organization's policy guidelines
- Final approval of proposals that have been thoroughly discussed previously, where the board is comfortable with the implications
- Confirmation of pro forma items or actions that need no discussion but are required by the bylaws
- Dates of future meetings

What is the process for using a consent agenda?

- The board must begin by approving a motion to adopt the consent agenda for its meetings.
- The board should then craft a policy about what may and may not be included in the consent portion of the agenda.
- The full agenda, including the consent items should be disseminated prior to the board meeting along with copies of reports and back up materials so that board members can do their due diligence prior to voting.
- As the first item of business the chairman should ask if anyone wishes to remove an item from the consent portion of the agenda.
- The chairman then asks for a motion to accept the consent agenda.
- Once the motion has been received, the chairman opens the floor for any questions or discussion on the items remaining on the consent agenda. The understanding, though, is that the directors have come prepared and, other than a quick point or question, they are comfortable voting for the items or they would have asked to have them removed.
- If any items were removed from the consent portion of the agenda the chairman may determine where on the agenda those items will be discussed, e.g., immediately after the consent agenda has been accepted or later on the agenda.
- Quickly reviewing the remaining items, the chairman asks for any objections to the adoption of those remaining items. If none are offered all items on the consent agenda are considered to be passed.

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What does the rest of the agenda look like?
The answer to this is that it depends. If the organization is most comfortable with an "old business/new business" format, this can remain. However, the organization may find more benefit tackling one or two items that relate directly to the mission, vision and organizational values and that require special attention. Time spent in educating the board on mission-related, governance, or community issues is always valuable, as is dedicating some time to those problems or concerns that keep the executive director awake at night and the BTW Talk.*

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* The "By the Way" Talk refers to giving board members the opportunity to share what they've heard or learned since the last board meeting that might have impact on the organization either in the short or long term. It could be considered a continuous environmental scan.

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HSTP Committee Members

General:

Connie Bowers, Island County Public Works **(C) (CW)**

Jackie Henderson, Isl County Human Services/Island Transit Board **(C) (CW)**

Veterans:

Dana Sawyers, Island County Veterans Services **(C) (CW)**

Mike Brenaman, Service Officer, Disabled American Veterans **(OH) (CW)**

Youth:

Megan Frazier, Juvenile & Superior Court **(C) (CW)**

*Vivian Rogers-Decker, Oak Harbor Public Schools **(OH) (OH)**

Poverty:

*Vivian Rogers-Decker, Spin Café/Oak Harbor Public Schools **(OH) (OH)**

Lisa Clark, Opportunity Council **(OH) (CW)**

Seniors:

Mary Anderson, Oak Harbor Senior Center **(OH) (OH)**

Karla Jacks, Camano Center **(CI) (CI)**

Housing:

Teri Anania, Housing Authority Of Island County **(C) (CW)**

Health:

Lou Cox, Island County Manager Compass Health **(OH) (WI)**

Heidi Saunders, WhidbeyHealth Medical Center **(C) (WI)**

Library:

Mary Campbell, Managing Librarian, Oak Harbor Library **(OH) (OH)**

Transit:

Mike Nortier, Island Transit Executive Director **(C) (CW)**

Dee Wells, Island Transit **(C) (CW)**

Meg Heppner, Island Transit **(C) (CW)**

Developmental Disabilities:

Mike Etzell, Human Services Island County **(C) (CW)**

Disability (Focus on Employment):

Ashlee Wiley, Prog. Manager Service Alternatives Island County **(OH) (CW)**

(OH): Oak Harbor (CW): Countywide (C): Coupeville (WI): Whidbey Island (CI): Camano Island

Parentheses: 1st = Location, 2nd = Service Area *= repeated member

CITY OF OAK HARBOR
RESOLUTION NO. 16-19

A RESOLUTION OF THE OAK HARBOR CITY COUNCIL TO RELINQUISH FUNDS GRANTED TO THE CITY UNDER THE FEDERAL TRANSPORTATION ALTERNATIVE PROGRAM FOR DESIGN AND CONSTRUCTION OF THE WHIDBEY AVENUE PEDESTRIAN CROSSING PROJECT

WHEREAS, chronic pedestrian jay-walking occurs on East Whidbey Avenue between Oak Harbor Street and SR-20 which causes a traffic safety hazard to the pedestrians and drivers using the street.

WHEREAS, the Whidbey Avenue Pedestrian Crossing project was developed to provide a safe, efficient mid-block pedestrian crossing of E. Whidbey Avenue between the intersections with Oak Harbor Street and SR-20.

WHEREAS, a Transportation Alternative Program federal grant funding application for the Whidbey Avenue Pedestrian Crossing Project was submitted to the Skagit-Island Regional Transportation Planning Organization.

WHEREAS, the Skagit-Island Regional Transportation Planning Organization awarded $244,500 from the federal Transportation Alternative Program for design and construction of the Whidbey Avenue Pedestrian Crossing Project on April 4th, 2014.

WHEREAS, an engineering evaluation of the project and site recommended locating the mid-block pedestrian crossing at the east corner of SE Barron Drive

WHEREAS, the recommended pedestrian crossing location requires limiting vehicle access between E. Whidbey Avenue and SE Barron Drive to right-in and right-out of SE Barron Drive.

WHEREAS, the recommended pedestrian crossing location requires relocating a private driveway from E. Whidbey Avenue to SE Barron Drive.

WHEREAS, there are existing, marked crosswalks at signalized intersections at the intersections with SR-20 and Oak Harbor Street at reasonable distances from the proposed mid-block crossing which provide safer crossing locations than the proposed project.

WHEREAS, pedestrians often choose random locations to jay-walk across E. Whidbey Avenue in the project vicinity.

WHEREAS, the City's insurance provider, Washington Cities Insurance Authority, recommends against constructing a mid-block crossing of E. Whidbey Avenue because of the increased liability for accidents associated with mid-block pedestrian crossings.

WHEREAS, the City of Oak Harbor has elected not to proceed with the design and construction of the Whidbey Avenue Pedestrian Crossing Project due to concerns regarding safety of the traveling public, liability to the City and restrictions to vehicle access to property necessary for the proposed project.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Oak Harbor that the Transportation Alternative Program funds encumbered for the City of Oak Harbor under F.A. No. TAP-7762(003) by Washington State Department of Transportation Local Programs in the amount totaling $244,500 for design and construction of the Whidbey Avenue Pedestrian Crossing is relinquished.

PASSED by the City Council of the City of Oak Harbor and approved by its Mayor this 5th day of July, 2016.

CITY OF OAK HARBOR

BOB SEVERNS, MAYOR

Attest:

Anna Thompson, City Clerk

Approved as to Form:

Nikki Esparza, City Attorney

IN THE MATTER OF DISSOLVING THE ISLAND TRANSPORTATION PLANNING ORGANIZATION AND TERMINATING THE INTERLOCAL AGREEMENT THAT ESTABLISHED SAID ORGANIZATION

WHEREAS, several of the members of the Island Transportation Planning Organization, herein referred to as the ITPO, find it appropriate to form a Regional Transportation Planning Organization in Island County, WA, herein referred to as the RTPO, as authorized by RCW 47.80; and

WHEREAS, the ITPO was established in February of 2016 by entering into an interlocal agreement, herein referred to as the ITPO-ILA among its members; and

WHEREAS, because the new RTPO will perform the same duties and work as the ITPO, it is appropriate to dissolve the ITPO and terminate the ITPO-ILA to allow the intended members to enter into a new interlocal agreement establishing the RTPO;

NOW THEREFORE, BE IT RESOLVED BY THE ISLAND TRANSPORTATION PLANNING ORGANIZATION: The ITPO that was formed in February of 2016 shall be dissolved and the ITPO-ILA that established the ITPO, attached here as Exhibit A to this Resolution, shall be terminated along with all duties and responsibilities set forth in that agreement, upon the formation of an Island County RTPO by the execution of a new interlocal agreement forming an RTPO in Island County.

DRAFT

_____

Helen Price Johnson
Chair, Island Transportation Planning Organization

Voting Members

Board of Island County Commissioners
Island County, Washington

City of Oak Harbor

_____	_____	_____	_____
Richard M. Hannold, Chair	Date	Bob Severns, Mayor	Date

City of Langley

_____ _____
Tim Callison, Mayor Date

Town of Coupeville

_____ _____
Molly Hughes, Mayor Date

Port of South Whidbey

_____ _____
Curt Gordon, Commissioner Date

Port of Coupeville

_____ _____
John Mishasek, Commissioner Date

Island County Public Transportation Benefit Area Corporation dba Island Transit

_____ _____
Jackie Henderson, Chair Date

DRAFT