

ISLAND TRANSPORTATION PLANNING ORGANIZATION POLICY BOARD

MINUTES OF THE MEETING

April 27, 2016

Policy Board Members in Attendance:

Curt Gordon, Port of South Whidbey Commissioner
Helen Price Johnson, Island County Commissioner
Jackie Henderson, Island County Public Transportation Benefit Area Corporation
Jennifer Meyer, NAS Whidbey
John Mishasek, Port of Coupeville Commissioner
Molly Hughes, Mayor, Town of Coupeville
Rick Hannold, Island County Commissioner
Tim Callison, Mayor, City of Langley
Todd Carlson, WSDOT

Members Absent:

Bob Severns, Mayor, City of Oak Harbor
Jill Johnson, Island County Commissioner

Also in Attendance:

Connie Bowers, Island County
Brian Tyhuis, NAS Whidbey
Doug Merriman, City Administrator, City of Oak Harbor
Mike Nortier, Island Transit Executive Director

The Island Transportation Planning Organization (ITPO) Policy Board met in the Island County Commissioners Hearing Room on April 27, 2016. The meeting was called to order at 11:00 AM by Chair Price Johnson.

Note: To listen to the audio recording of this meeting, go to the [ITPO web page](#) and click on 'Listen' under the Audio column for the meeting date.

Approval of the Agenda

Jackie Henderson made a motion to approve the agenda. Commissioner Hannold seconded, and the motion passed with all in favor.

Approval of the March 23, 2016 minutes

Connie noted that there was an omission in the members absent section of the minutes. Commissioner Jill Johnson was not able to attend the March 23rd meeting. Curt Gordon moved to approve the minutes as amended. Molly Hughes seconded, and the motion passed with all in favor.

ITPO Bylaws

Connie reviewed the modified draft of the Bylaws for the new organization. She highlighted the sections that the group talked about changing at the last meeting. Specifically;

- Section 3.4 regarding voting members being elected officials was amended with;
If voting on fund allocations the alternate must be an elected official.
- Section 6.4 regarding a quorum for the TAC; the following sentence was added to the beginning of this section;
A quorum for conducting business shall be a minimum of eight voting members.
- A new section 6.6 identifying the TAC meeting time and location was established;
Meetings will be held on the second Thursday of the month at 1:00 pm in Island County Law and Justice Room 131.

Curt Gordon moved to approve the revised ITPO Bylaws. Rick Hannold seconded, and the motion passed with all in favor.

RTPO Designation Update

Connie indicated that she had initiated the process for RTPO designation by sending an intent email to the NW region contact for WSDOT Regional and Tribal Coordination. She has been working with this representative for direction and guidance in meeting the designation requirements. The group discussed what the new RTPO should be called. It was decided that Island Regional Transportation Planning Organization was the most straight forward and representative title. Connie then talked about the draft designation packet. One of the items that will be required is a resolution by each participating agency. A sample resolution was presented, which each organization can modify or use 'as is,' that will indicate the agency's interest in forming and being a member of an RTPO. Connie indicated that these resolutions are something that each agency can move forward now. This material will also be brought to the TAC and TAC staff members can help bring this to their elected officials.

The group was concerned that Island Transit was not listed as a member under Article (c), which lists of all RTPO member local governments. Initial guidance from WSDOT was that Island Transit would not be considered a local agency. ITPO staff will revisit this question with WSDOT.

Connie shared that the ILA for an RTPO will be slightly different than for the ITPO because the RCWs defining how each group operates provides different authorities. ITPO staff will initiate work on the RTPO ILA in May.

Mukilteo Parking Facility Study Update

A meeting was held April 7th on the Mukilteo Parking Study. Connie provided a summary of the meeting. The parking demand surveys have been forwarded to the consultant who will be preparing a Parking Demand Study. The Demand Study report was due towards the end of April. Mukilteo is expected to hold a public meeting in early May. The primary purpose of the April meeting was to meet with a potential developer of a parking garage in the approximate location of the current ferry holding lanes. The developer has been working with Mukilteo to design a building that will fit with the local character. The current design reflects cannery influences and would be a mix of restaurant / retail /office towards the street and parking in the interior. They expect to have around 260 parking stalls available. The developer indicated they thought they could have a streamlined construction that will allow construction to be complete within 6 months of the new WSF terminal opening.

Letter of support for the New County Road Project A motion to approve was made by Rick Hannold, and seconded by Curt Gordon. The motion passed with all in favor.

Letter of support for the Interim Parking at the Tank Farm Facility A motion to approve was made by Curt Gordon, and seconded by Jackie Henderson. The motion passed with all in favor.

WSDOT Updates

Todd Carlson was happy to share that Jay Drye is the new Assistant Regional Administrator for the WSDOT Northwest Region covering the Mount Baker Region of Skagit, Whatcom, Island and San Juan

Todd then provided an update on a number of WSDOT projects;

Sharpes Corner concepts will go to practical design committee this month, next open house in June. So far, roundabout appears to be the preferred option.

Dugualla Mitigation Project will start in early May, with closure of Dike Road.

Jacobs to Morris SR 20 Project will start June 1st or earlier if utilities are relocated early. Project is likely to take 2-3 months.

New Items

North Sound Connecting Communities (commonly known as the Farmhouse Gang) is having a **meeting June 10th** from 9:30 AM – 12 PM in the Skagit Station. A full agenda is expected to come out soon. County Connector / Intercounty Transit is penciled in as a topic. This year is the 20th anniversary for this group, and a portion of the meeting will likely touch on past accomplishments and future direction.

The meeting adjourned at 12: 05 PM.

NEXT MEETING: May 25, 2016