

ISLAND TRANSPORTATION PLANNING ORGANIZATION POLICY BOARD

MINUTES OF THE MEETING

July 27, 2016

**Policy Board Members in Attendance:**

<b>Member Attendance List</b>	<b>Members not in Attendance</b>
Helen Price Johnson, Island County	Jill Johnson, Island County Commissioner
Rick Hannold, Island County Commissioner	
Molly Hughes, Mayor, Town of Coupeville	
Bob Severns, Mayor, City of Oak Harbor	
Tim Callison, Mayor, City of Langley	
Mike Nortier, Island Transit Exec. Dir.	
John Mishasek, Port of Coupeville Commissioner	
Curt Gordon, Port of South Whidbey	
Jay Drye, WSDOT	
Jennifer Meyer, NAS Whidbey	
Jackie Henderson, Island County Public	
<b>Other Attendees</b>	<b>Facilitator</b>
Bill Oakes, Island County Public Works	Brian Wood, ITPO Staff
Connie Bowers, Island County Public Works	
Todd Carlson, WSDOT	

**Action Items:**

- Develop structure for including a consent agenda to address recurring/routine business
- Include suggested motion language where action items are required
  - Future calls for projects should have a date or time period within the motion
- Produce and distribute a near final draft of ILA
  - Ensure legal review before August 24<sup>th</sup> Policy Board meeting
  - Pursue board action at August 24<sup>th</sup> meeting
- Send a call for STP and TAP projects out to ad
- Proceed with interim HSTP Committee and develop (by end of this year):
  - Meeting schedule (address biennium cycle)
  - Ongoing member structure (adequate representation/dynamic membership)
  - Conflict of interest policy
  - Terms of service

**Motions:**

- Motion to approve agenda as amended (carried)
- Motion to approve minutes [June 22, 2016] (carried)
- Co/Price Johnson: Motion to approve STIP amendments as presented [STIP ID WA-08667 and WA-07793] (co/Hannold moved, seconded, all in favor)
- Co/Gordon: Motion to advertise for a call for federally funded project applications (seconded, all in favor)
- Co/Gordon: Motion to recognize this group [HSTP Committee Members listed on handout] as initial interim committees that will help design the permanent committee and the rules that go with it. (co/Hannold second, all in favor)

- Additional comments:
- Co/Mishasek: “the motion doesn’t sound like that motion limits them from having additional members.”
- Co/Gordon: “Trying not to limit anything.”
- Co/Hannold: “The group is evolving as we go.”

### **Call to Order/Changes to Agenda**

- The Island Transportation Planning Organization (ITPO) Policy Board met in the Island County Commissioners Hearing Room on July 27, 2016. The meeting was called to order at approximately 11:00 AM by Chair Price Johnson.
- Brian Wood requested change of HSTP Progress from Update to Action item.

### **STIP Amendments (motion/discussion)**

- Two sidewalk ramp projects (STIP ID’s: WA-08667 and WA-07793) on SR 20/525 require cost amendments to the statewide transportation improvement program:
  - Preliminary engineering phase deleted from the Coupeville project (obligated in 2015) and construction phase costs were increased.
  - Cultus Bay construction costs were increased.
- Island County (lead planning agency) must approve (through ITPO process) amendments to projects within our transportation planning jurisdiction.
- Amendments will be periodic as WSDOT identifies opportunities, or changes in available funding for projects across the state.
- Approval of amendments is an administrative formality rather than an opportunity for input
- WSDOT amendments (and minutes) appropriate for consent agenda in the future

### **Call for Projects (motion/discussion)**

- Federal project funding sources: Surface Transportation Program Transportation Alternatives were reviewed briefly along with the ITPO’s requirement to meet funding obligation targets each year.
  - A list of projects for the coming years, with planned obligations that collectively meet the yearly targets, ensures that we will be able to spend the funds that come to us.
- Advertising a call for projects will provide sponsors with a 6 week window to submit applications.
- Calls have been yearly, but the goal is every other year

### **RTPO Draft ILA and Resolutions Update**

- Updated ILA was sent to legal counsel and Prosecuting Attorney Dan Mitchell is assisting with final edits.
- ITPO staff are continuing to work with WSDOT to refine ILA
  - Recommendation from WSDOT: “the simpler the better” with specifics moved to the bylaws
- Dan Mitchell is also helping with bylaw revisions as needed to support ILA language
- Near final draft will go out in next few days to allow members time for review before approval at August 24<sup>th</sup> Policy Board meeting.
- Coupeville and Island County resolutions have been signed-others will be signed after final ILA review
- RTPO designation packet submittal still targeted for September, 2016

## **HSTP (motion discussion)**

- Human Services Transportation Plan committee took place on July 25<sup>th</sup>
  - 18 attendees
  - Current HSTP plan was reviewed
  - Ryan Warner of WSDOT (Community Liaison ADA and Civil Rights Specialist) described:
    - Consolidated grant program (single application to 10 grants)
    - Grant application process and deadlines
      - Intent of the program is to fund more than just transit
      - “How to use the transportation system” projects are good candidates
      - Our ITPO assigns letter grades to our projects: A, B, C, and D.
      - WSDOT has allotted 3 A’s, 3 B’s and 3 C’s and unlimited D’s.
      - Grants applications will be released soon, deadline for completion is Oct. 14<sup>th</sup>
      - Awards go out in March and projects begin July 1<sup>st</sup> 2017.
- Structure:
  - An HSTP committee is need to advise the ITPO
  - ITPO, which approves final project rankings
- The next steps
  - Completion of project applications (sponsors)
  - Review of criteria for ranking projects (committee and ITPO)
  - Evaluate projects (committee and ITPO)
  - Ranking/grading of projects (committee and ITPO)

## **WSDOT Updates**

Jay Drye provided an update on WSDOT projects:

- Morris to Jacobs Rd project will have asphalt down soon and should be substantially complete by the middle of August
- Dugualla Bay mitigation site at Dike Rd is running into some delays due to settlement issues. Completion target is now early to mid September.

## **New Items**

- Commissioner Price Johnson discussed attendance at Puget Sound Regional Council and plans for an ongoing association with that organization
- Commissioner Price Johnson and Commissioner Gordon discussed the Mukilteo parking study and positive progress toward realizing temporary parking at the tribal owned Tank Farm and a 261-car parking structure at a property owned by Buzz Inn.
- Commissioner Gordon discussed that a way forward may exist to establish a passenger ferry terminal in Clinton were it deemed necessary.
- Commissioner Price Johnson provided an update on progress toward a Kiss & Ride in Clinton, indicating that talks are in progress with WSF.

The meeting adjourned at 11:59 AM.

NEXT MEETING: July 27, 2016