

ISLAND SUB-REGIONAL RTPO POLICY BOARD

MINUTES OF THE MEETING

August 28, 2013

Policy Board Members in Attendance:

Bob Clay, Public Benefit Transit Area
Curt Gordon, RTPO Vice Chair, Port of So. Whidbey
Fred McCarthy, Mayor, City of Langley
Helen Price Johnson, Island County Commissioner
Jill Johnson, RTPO Chair / Island County Commissioner
Kelly Emerson, Island County Commissioner
Nancy Conard, Mayor, Town of Coupeville
Ron Nelson, Economic Development Council
Todd Carlson, WSDOT

Members Absent:

Jennifer Meyer, NAS Whidbey
Ray Deardorf, Washington State Ferries
Scott Dudley, Mayor, City of Oak Harbor

Also in Attendance:

Bill Oakes, Island County Public Works Director
Connie Bowers, Assistant County Engineer
Doug Cox, RTPO Staff
Maria Cablao, City of Langley Public Works Director

The Island RTPO Policy Board met in the Island County Commissioners Hearing Room on August 28, 2013. The meeting was called to order at 11:11 AM by Chair Johnson.

Note: To listen to the audio recording of this meeting, go to the Island RTPO web page at:

<http://www.islandcounty.net/publicworks/SkaqitIslandRTPO.asp>. Click on "meeting recordings."

Approval of the July 24, 2013 Meeting Minutes

Chair Johnson asked for a motion to approve the minutes of the July 24, 2013 meeting. Commissioner Price Johnson moved to approve the minutes, with Mayor McCarthy seconding. The minutes were approved without modification.

Upcoming STP and TAP calls for projects

Doug explained the plans to issue calls for projects for both the STP and TAP programs in late September, and clarified that annual obligation targets are expected to be required for both programs. The board discussed the change to the TAP selection process, which will now be a competitive process involving both Island and Skagit Counties, instead of splitting the available funds 60/40 between the counties and conducting separate selection processes as was done in years prior. Mr. Carlson elaborated on the unique organization of the Skagit / Island RTPO, which effectively operates as two separate RTPO's most of the time, but has been set up as one RTPO because Island County does not meet the

population threshold to form its own RTPO. The board asked for further clarification as to why this change to the TAP process was needed. Bill also provided an overview of the major milestones of the project selection process.

Island County STP Projects Update

Doug talked about three projects of countywide interest. He first provided an update about the status of the Radar Speed Sign installations, outlining the work that has been done to date and the remaining steps needed to get the signs installed. Vice Chair Gordon explained that the costs to the Port of South Whidbey seemed higher than originally expected and asked about the elements of the project that are covered by the grant. Doug agreed to follow-up with more information for Vice Chair Gordon after the meeting.

Doug then explained that the contract for the County's Comprehensive Plan Transportation Element Update has been signed by all parties and that there will be a project kickoff meeting in September with the yet-to-be-formed Project Advisory Committee (PAC). Bill talked about the challenges of managing the work, as the contract is for three separate products: an update to the regional transportation model, an update to the County's Transportation Element, and an update to the Freeland sub-area's Transportation Element. Each product has its own unique geographical area, stakeholders and involvement structures.

The group also discussed the aerial mapping project. Bill elaborated on the data that will be collected and explained how the County verifies the LIDAR topographical information.

New Items

There was one STIP amendment for a project within the Island Sub-region. Vice Chair Gordon made a motion to approve the amendment, with Commissioner Emerson seconding.

The meeting ended with Mr. Carlson providing a recap of the August 27th public meeting for WSDOT's SR-20 Morris Road to Jacobs Road Safety Improvements project

NEXT MEETING: September 25, 2013 at 11:00 AM

Project ID	Project Title	Project Description	Termini (From)	Termini (To)	Lead Agency	Source of Funds	FY 14	FY 15	FY 16	FY 17	Total
WA-02844	Honeymoon Bay Rd Turn lane at SR 525	Improve the Honeymoon Bay Road approach to SR 525 through a number of low-cost measures including: adding a right-turn lane, widening and improving channelization.	N/A	N/A	Island County	Federal					\$0
						State					\$0
						Local	\$225,000				\$225,000
						Total	\$225,000	\$0	\$0	\$0	\$225,000
WA-02694	Misc. HMA Structural Overlay	Resurfacing - various locations	various	various	Island County	Federal					
						State CAPP	\$290,000	\$295,000	\$301,000	\$307,000	\$1,193,000
						Local	\$33,000	\$33,000	\$33,000	\$33,000	\$132,000
						Total	\$323,000	\$328,000	\$334,000	\$340,000	\$1,325,000
WA-02693	New County Road - Race Rd to Houston Rd Connector - Phase 1	Design and right of way of a new two-lane rural road from Race Road to Houston Road to serve as an alternative and emergency access route should a blockage occur on SR 525. Construction will be programmed under Phase 2. Prior \$690,000	Race Road	Houston Road	Island County	Federal					
						State					
						Local	\$370,000	\$370,000	\$2,400,000	\$2,250,000	\$5,390,000
						Total	\$370,000	\$370,000	\$2,400,000	\$2,250,000	\$5,390,000
WA-02730	Boon Road Improvements	Vertical curve improvements and shoulder widening.	Mile .73	Mile 1.54	Island County	Federal					
						State RAP	\$520,000			\$1,500,000	\$2,020,000
						Local	\$580,000	\$1,410,000	\$452,000	\$700,000	\$3,142,000
						Total	\$1,100,000	\$1,410,000	\$452,000	\$2,200,000	\$5,162,000
IC01-5001	RTPO UNIFIED WORK PROGRAM	Implementation and administration of the approved Unified Planning Work Program for the Island sub-Region RTPO as part of the Skagit-Island RTPO.	N/A	N/A	Island County	Federal STP	\$86,000	\$86,000	\$86,000	\$86,000	\$344,000
						State WSDOT	\$44,000	\$44,000	\$44,000	\$44,000	\$176,000
						Local	\$10,000	\$10,000	\$10,000	\$10,000	\$40,000
						Total	\$140,000	\$140,000	\$140,000	\$140,000	\$560,000
WA-02961	RTPO Multijurisdictional Roadway Signage Project	Install speed check signs on Federally classified roads in Island County: Clinton, Coupeville, Langley	various	various	Island County	Federal STP-R	\$20,000				\$20,000
						State					
						Local	\$3,000				\$3,000
						Total	\$23,000	\$0	\$0	\$0	\$23,000
WA-02732	Freeland Trail - Segment 1	Construction of a 10 foot wide pedestrian and bicycle trail on south side of SR 525 in Cameron Road the Freeland area. The trail will be built to Federal standards and will provide non-motorized access to a park and ride and to the business area of Freeland. The trail is also part of a larger plan to construct a non-motorized trail along SR 20 and SR	Cameron Road	Fish Road	Island County	Federal STP / TAP	\$633,900				\$633,900
						State					
						Local	\$73,700				\$73,700
						Total	\$707,600	\$0	\$0	\$0	\$707,600
WA-02965	East Camano Drive / Elger Bay Road / Monticello Drive Intersection	Addition of right turn pocket and left turn lane on southbound East Camano Drive as well as the accompanying "Shadow lane" on Elger Bay Road, retaining walls and other associated improvements.	East Camano Drive	Elger Bay Road	Island County	Federal STP-US	\$595,000				\$595,000
						State					
						Local	\$92,900				\$92,900
						Total	\$687,900	\$0	\$0	\$0	\$687,900
WA-02849	Terry's Corner Phase 4 North Camano Drive	Widen and resurface N. Camano Dr. between Sunrise Blvd and the intersection with SR 532, located at Terry's Corner on Camano Island. The new roadway will include two travel lanes, with shoulders on both the north and south sides. All work is proposed within the existing ROW; widening of the roadway will mainly be to the	0.03	0.32	Island County	Federal STP-US	\$80,000				\$80,000
						State					
						Local	\$20,000				\$20,000
						Total	\$100,000	\$0	\$0	\$0	\$100,000
2012-46	Comprehensive Plan Transportation Element Update	GMA update of the Island County Comprehensive Plan Transportation Element, intermodal transportation planning.	N/A	N/A	Island County	Federal STP-R	\$100,000				\$100,000
						State					
						Local	\$20,000				\$20,000
						Total	\$120,000	\$0	\$0	\$0	\$120,000
WA-02958	Countywide Aerial Mapping	This project will provide high-resolution digital aerial imagery to be used by Public Works in road design, drainage analysis, asset inventory, and transportation planning. At 3" resolution the planned imagery acquisition will accurately reveal details such as centerlines, catch basins, signs, rooftops, driveways, and other	N/A	N/A	Island County	Federal STP-R	\$100,000				\$100,000
						State					
						Local	\$20,000				\$20,000
						Total	\$120,000	\$0	\$0	\$0	\$120,000
WA-02733	Hastie Lake Road / Zylstra Road Intersection Improvements	Realignment of an existing 2-lane rural road intersection to improve visibility and safety.	1.31 - 1.39	2.39 - 2.56	Island County	Federal					
						State					
						Local	\$100,000				\$100,000
						Total	\$100,000	\$0	\$0	\$0	\$100,000

Project ID	Project Title	Project Description	Termini (From)	Termini (To)	Lead Agency	Source of Funds	FY 14	FY 15	FY 16	FY 17	Total
WA-00729	Anthes Avenue Resurfacing	Repair in the southbound lane areas of failure on Anthes Avenue between 2nd Street and 6th Street with dig outs and patching followed by the resurfacing of Anthes Avenue from 2nd Street to 6th Street with a 2" layer of HMA.	2nd Street	6th Street	Langley	Federal STP-R	\$84,655				\$84,655
						State Local	\$13,212				\$13,212
						Total	\$97,867	\$0	\$0	\$0	\$97,867
WA-00831	Street Overlay Program	Placing Hot Mix Asphalt (HMA) on approximately 2/3 mile of two Federally Classified N/A Major Collector Rural roads: Camano Avenue from Sandy Point Road to Cascade/6th Street, and Anthes Avenue from 6th Street to 2nd Street. Work will include stabilizing existing road base up to 12 inches deep from existing surface as	N/A	N/A	Langley	Federal STP-R	\$183,782				\$183,782
						State Local	\$28,683				\$28,683
						Total	\$212,465	\$0	\$0	\$0	\$212,465
WA-00714	Second Street Reconstruction	Second Street reconstruction with improvements that include paving, pavers, concrete roadway, parking, bike lanes, curb and gutter, sidewalks, landscaping, signage, lighting, storm drainage, under-grounding power and water line.	Cascade Avenue-4th	Anthes Avenue	Langley	Federal STP-R	\$642,926				\$642,926
						State TIB	\$750,000				\$750,000
						Local	\$500,020				\$500,020
Total	\$1,892,946	\$0	\$0	\$0	\$1,892,946						
WA-01862	Madrona Way Improvements	The project will reconstruct and repave a portion of Madrona Way, construct a paved walkway along one side of the road, and install bioswales and biofiltration pond (rain garden) for stormwater treatment. The road surface will be widened by approximately two feet.	Broadway	Town Limits	Coupeville	Federal STP-R	\$347,806				\$347,806
						State TIB	\$54,294				\$54,294
						Total	\$402,100	\$0	\$0	\$0	\$402,100
WA-04171	Parker Road NE Pavement Rehabilitation	Pavement Repair and Overlay.	300' easterly of Moore Place	Town Limits	Coupeville	Federal STP-R	\$106,700				\$106,700
						State Local	\$68,000				\$68,000
						Total	\$174,700	\$0	\$0	\$0	\$174,700
WA-05886	North Main Street Pavement Rehabilitation	Pavement Repair and Overlay.	150 ft Nly of SR20	3rd Street	Coupeville	Federal STP-R	\$119,400				\$119,400
						State Local	\$31,000				\$31,000
						Total	\$150,400	\$0	\$0	\$0	\$150,400
WA-05887	Coveland/Madrona Pavement Rehabilitation	Pavement Repair and Overlay.	100' Wly of Main St.	Broadway NW	Coupeville	Federal STP-R	\$113,300				\$113,300
						State Local	\$24,000				\$24,000
						Total	\$137,300	\$0	\$0	\$0	\$137,300
WA-04957	NE 7th Ave. Reconstruction	Reconstruction of 2 lane street, nonmotorized facilities, & illumination.	N. Oak Harbor St.	SR-20	Oak Harbor	Federal STP-US*	\$587,490	\$2,760,504	\$0	\$0	\$3,347,994
						State Local	\$358,770	\$430,830	\$0	\$0	\$789,600
						Total	\$946,260	\$3,191,334	\$0	\$0	\$4,137,594

* not all STP funds shown have been awarded

**BYLAWS OF THE
SKAGIT-ISLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION**

**ARTICLE I
Purpose**

The purpose of the Skagit-Island Regional Transportation Planning Organization shall be to perform the functions of a Regional Transportation Planning Organization (RTPO) as set forth in Ch. 47.80 RCW and Ch. 468-86 WAC, as currently adopted or as amended and exercise the authority delegated to it pursuant to the Interlocal Agreement.

**ARTICLE II
Organization**

The organization of the Skagit-Island Regional Transportation Organization (SIRTPO) shall consist of a SIRTPO Board and two Sub-RTPO Boards. The SIRTPO shall be governed by the SIRTPO Transportation Policy Board consisting of representatives of the voting members of the Skagit Sub-RTPO Board and the Island Sub-RTPO Board and committees as established by the SIRTPO Transportation Policy Board, hereafter referred to as the "Board".

**ARTICLE III
Officers**

Section 1. The officers of the Skagit-Island Regional Transportation Organization shall be two co-Chairpersons of the Board. The co-Chairs shall be the Chairperson of the Skagit Sub-RTPO Transportation Policy Board and the Island Sub-RTPO Chairperson of the Transportation Policy Board.

**ARTICLE IV
Duties of Officers**

Section 1. Co-Chairs. The co-Chairs shall conduct the meetings of the Board, and shall be responsible for the preparation of the agenda for said meetings. The co-Chair shall ensure that the functions of the SIRTPO are carried out to the best of their ability.

**ARTICLE V
The SIRTPO Transportation Policy Board**

Section 1. Meeting Date: The Board shall meet once a year or as needed in locations alternating between the Skagit and Island counties. Meetings may be held upon request of the co-Chairs, or upon the request of two Board members, providing those members are from different member agencies.

Section 2. Composition: The Board shall be composed of representatives from the two Sub-RTPO Transportation Policy Boards.

Section 3. Appointment: Representatives to the Board shall be appointed by their respective

Sub-Regional Transportation Policy Boards as follows:

Representatives	Seats/Votes	Position
Skagit County	3	County Commissioners
Island County	3	County Commissioners
Skagit Cities/Towns	5	Sub-RTPO Transportation Policy Board member from each City (Mount Vernon, Anacortes, Sedro Woolley, and Burlington) and one small city/town
Island County Cities/Towns	3	Sub-RTPO Transportation Policy Board member from each City and Town (Oak Harbor, Coupeville, and Langley)
Ports	2	One Port Commissioner from each Sub-RTPO Transportation Policy Board
State	1	A WSDOT official who is a member of the Sub-Regional Transportation Policy Boards
Transit	2	One Elected Transit representative each from Skagit and Island Transit Boards
Total Seats/Votes	19	

In accordance with 2003 state legislation (RCW 47.80.040 as amended by ESB 5245), any members of the Washington State House of Representatives or Senate whose districts are wholly or partly within the boundaries of the regional transportation planning organization are considered ex officio, nonvoting members of the Transportation Policy Board.

Section 4. Notice: Written notice and the agenda of all Board of Director meetings shall be delivered, mailed, or transmitted electronically to all board members at least five days prior to the meeting.

Section 5. Purpose: The purpose of the Board will be to direct the affairs of the Skagit-Island Regional Transportation Planning Organization. The Board shall exercise on behalf of the SIRTPO the authorities and functions provided in the Interlocal.

Section 6. Duties. The Board has the following duties and functions, not by way of limitation, but for basic Identification of same:

- 1) To carry out the RTPO functions as prescribed by state law;
- 2) To adopt a Regional Transportation Plan for Skagit and Island Counties as prescribed by federal and state law and regulations and based on local comprehensive planning.;
- 3) To adopt a list of projects selected to receive Transportation Alternative Program funds, or any other federal or state funds that are required to be selected at the regional (SIRTPO) level;
- 4) To adopt and amend Bylaws;
- 5) To delegate functions and authorities to the Sub-RTPOs;
 - a) All RTPO functions and authority shall be delegated to the Sub-RTPO Transportation Policy Boards except for items two and three listed above in this section.
- 6) To initiate, advise, and aid in the establishment of cooperative arrangements, including interlocal agreements, among local governments and member agencies within the region;
- 7) To propose, initiate, or approve any study, policy discussion, plan, or other SIRTPO

matters.

Section 7. Quorum: A quorum for the Regional Policy Board shall consist of a simple majority of its total voting membership provided that there is at least one county and one city representative present from each county.

Section 8. Voting: Each member shall have one vote on the Board.

Section 9. Policy Boards. The Board may create policy boards to assist the SIRTPO in carrying out the authorities and functions pursuant to the Interlocal Agreement. Pursuant to the Interlocal Agreement and to applicable state and federal laws, Sub-Regional Transportation Policy Boards shall be established, one for each County. Membership on the Sub-Regional Transportation Policy Boards shall be consistent with the Interlocal Agreement, these Bylaws, federal and state requirements and the Bylaws of the Sub-RTPO. If there is a conflict between these Bylaws and the Sub-RTPO Bylaws these Bylaws shall prevail.

ARTICLE VI

The Sub-Regional Transportation Policy Boards

The Sub-RTPO Transportation Policy Boards shall be organized and governed by their respective Bylaws.

Section 1. Purpose: The purpose of the Sub-Regional Transportation Policy Boards shall be to exercise on behalf of the SIRTPO the authority pursuant to the Interlocal Agreement and under federal and state laws as the Regional Transportation Planning Organization for their respective Counties.

Section 2. Bylaws: Each Sub-RTPO shall enact Bylaws consistent with these Bylaws and the Interlocal Agreement. The Sub-RTPO Transportation Policy Boards shall be organized and governed by their respective Bylaws.

Section 4. Duties. The Sub-Regional Transportation Policy Boards shall exercise all functions and authorities of the RTPO for their respective County except those which require Board adoption listed in Article, section 6. The following duties and functions as delegated to them by the SIRTPO Board not by way of limitation, but for basic Identification of same:

- a) To recommend adoption of a Regional Transportation Plan;
- b) To recommend a list of projects selected to receive Transportation Alternative Program funds, or any other federal or state funds that are required to be selected at the regional (SIRTPO) level;
- c) To carry out the Regional Transportation Planning Organization functions pursuant to the Interlocal Agreement and as prescribed by state law for their respective County sub-region of the Skagit/Island RTPO;
- d) To be the select representatives to the SIRTPO Board;
- e) To approve the transportation work program (Unified Planning and Work Program). Adoption of the same UPWP by both Sub-RTPO Transportation Policy Boards shall be considered adoption by the SIRTPO Board. In the advent that the two Sub-RTPO Boards

cannot agree and adopt the same UPWP a meeting of the SIRTPO Board shall be held to adopt a SIRTPO UPWP;

- f) To manage the Sub-RTPO component of the adopted UPWP;
- g) To certify local comprehensive plans are consistent with the Regional Transportation Plan;
- h) To Select projects to be funded with regionally managed funds, except those projects seeking Transportation Alternative Program Funds;
- i) To adopt a six-year regional transportation improvement program which proposes regionally significant transportation projects and programs and transportation demand management measures.
- j) To manage the transportation improvement program for projects within their respective Counties as per state and federal law;
- k) May perform transportation planning activities for members as described in the approved work program.

Section 5. Committees: The Sub-Regional Transportation Policy Boards may appoint such other committees as it may determine at its discretion, from time to time, for such purpose as the Sub-Regional Transportation Policy Board may deem appropriate and for such actions as may be delegated to such committee. Such committees shall be composed and formed as the Sub-Regional Transportation Policy Board may direct.

ARTICLE VIII **Unified Planning and Work Program**

Section 1. An annual or bi-annual Unified Planning and Work Program shall be developed cooperatively by the lead agencies for the SIRTPO. The work program shall consist of projects and activities to be undertaken by the SIRTPO and Staff during the state fiscal year or years if a bi-annual UPWP.

Section 2. Adoption of the SIRTPO UPWP shall be done by the adoption of the same UPWP by the two Sub-RTPO Transportation Policy Boards. Adoption shall take place no later than June.

Section 3. Each Sub-RTPO shall manage their respective components of the UPWP as adopted.

ARTICLE IX **Transportation Improvement Program**

Section 1. A Transportation Improvement Program (TIP) shall be developed annually by each Sub-RTPO for their respective County and adopted by the Sub-RTPO Transportation Policy Board.

Section 2. The SIRTPO TIP shall consist of the two Sub-RTPO adopted TIPs.

Section 3. Each Sub-RTPO shall manage their respective components of the SIRTPO TIP as adopted.

ARTICLE X **Lead Agency Functions**

Section 1. There shall be designated lead agencies as per the Interlocal Agreement. The SIRTPO lead agency shall perform the following duties:

- 1) Uphold and fulfill the mandates of the SIRTPO contract agreement with the Washington State Department of Transportation, and the SIRTPO Interlocal;
- 2) Oversee the financial management of the program;
- 3) Administer the program start up, state applications, and adherence to state RTPO requirements.

Section 2. The lead agencies for the Sub-RTPOs shall perform the following duties:

- 1) Cooperatively staff the develop and management of the Regional Transportation Plan as per the adopted UPWP;
- 2) Cooperatively develop and administer the SIRTPO managed funds and projects;
- 3) Provide staff support for the activities of the Board and their respective Sub-Regional Transportation Policy Boards and Committees;
- 4) Cooperatively develop the UPWP;
- 5) Manage the Transportation Improvement Program (TIP) for their respective counties;
- 6) Comment on work scope and cost, participate in consultant selection, approve invoices, review products and administer contracts.

ARTICLE XI Financial

Section 1. The Skagit Island Regional Transportation Planning Organization through its lead agency and sub-regional agencies, on behalf of the organization, is authorized to apply for such federal, state or private funding of any nature as may become available to assist the organization in carrying out its purposes and functions. The SIRTPO is specifically authorized to:

- 1) Receive and administer State and Federal RTPO funds and other local, state, and federal grants as appropriate.
- 2) Perform services under contract for a fee to member agencies through the inter-local/ inter-agency agreements.

ARTICLE XII Public Participation

The SIRTPO shall seek involvement in its planning process of the general public, community and neighborhood organizations in urban and rural areas, large and small private sector interests, and local, regional and state government.

ARTICLE XIII Open Meetings

To ensure appropriate notice, public involvement, and effective regional decision-making, all meetings of the SIRTPO will be conducted in accordance with the state Open Public Meetings Act, RCW 42.30.

**ARTICLE XIV
Amendments to Bylaws**

These bylaws may be amended at any regular meeting of the Board by two-thirds vote of the voting membership; provided, that the proposed amendments have been submitted in writing at a previous meeting. Bylaws may be suspended at any meeting by the unanimous vote of the members present, provided, such attendance constitutes at least two-thirds of the voting membership.

ADOPTED .

AMENDED .

Commissioner Ron Wesen, Chair Skagit
Council of Governments

ATTEST:

Kevin Murphy, Executive Director

Commissioner,

Commissioner,

Commissioner,

ATTEST:
