Call to Order
Mike Skehan, Sub-Committee Chair, called the meeting to order at 6:30 p.m. after a quorum was established.

In attendance were: LIFAC Committee Members Chuck Antholt and Mike McKenzie; Sub-Committee Members Mike Skehan (Chair), Rhayma Blake, Beth Walukas Louis, and Rich Frye.

Public Comment
Members of the public were given 3 minutes each to address the Sub-Committee.

Charles Daily, recently changed status from part time to full time islander and was a former Ford Foundation representative to numerous countries around the world. Charles stated he was attending to learn about our Commte and its function.

Consent Calendar
Chuck moved approval of the August 19, 2014 and August 26, 2014 meeting minutes. Beth seconded. Both minutes were approved unanimously.

Old Business
Adopt Scope of Work

Mike S. thanked Beth and Rich for their work on the revised scope and stated that comments have been received from Chuck, Mike M. and Beth. Mike S. reviewed the "Road Map" with the Members, which summarized the four work phases, two tracks – technical and community, and products. Mike M. stated that in general work should be conveyed as simply and concisely as possible so that the lay person could understand it.

Discussion of the scope followed and addressed the following:

- Does LIFAC need to bless this? Mike M. stated that the scope will function as a guiding document and will be adjusted as needed. LIFAC will be briefed on it as a topic of discussion at their meetings.

- There were two questions related to time period. Under History to Date, 2015 be changed to 2014 and under Crystal Ball, the length of ferry lease, which expires in 2046, needs to be accounted for.

- It was a positive that the scope includes a comparison of transportation alternatives and outreach; the idea of having broad-brush estimates on other options was good; however, it needs to be balanced with the need to not take on more than we can do.

- Clarification was sought on:
  - Definitions of terms (e.g., quality, t, wait time) and how they would be measured. It was recommended that quality of service
and quantity be separate items as well as population and land use. It was also recommended that Peak Demand be Peak Demand Issues;
  - Outreach and community input and how it would be accomplished;
  - How the technical and community input tracts would be integrated.

- It was acknowledged that we did not need to be constrained by a timeline, but should try to get products completed as soon as possible so our input can be considered in on-going County planning and funding processes. We also need to demonstrate that this is a County transportation link and not just Lummi Island. Scope language and work products should reflect this. It was further noted that the Whatcom Chief benefits County business should be documented.

Mike S. directed member to get inputs to Beth by the end of the week so that she can incorporate them into a final draft.

**New business**

**Work Plan and Calendar/Lead's Assignments**

Mike S. suggested that we form two working groups that parallel the Technical and Community tracks. The following was identified:

Community: Byron, Rich, Rhayma  
Technical: Chuck, Mike, Beth

Clarification was sought on whether additional help could be procured. Mike S. stated that people can be added to the working groups to support the work full-time or for specific tasks as appropriate. We will meet monthly to coordinate between the working groups. Mike S. asked for a lead contact for each group. Beth volunteered to be the lead organizer for the Technical Working Group and Rhayma agreed to be the lead organizer for the Community Working Group.

Mike S. requested that by the October 21st meeting each group define a timeline for the completion of Phase 1.

**Getting Projects Funded**

Mike S. stated that in the end we want to get projects funded. He asked Beth to give a brief overview of how transportation projects get funded. Beth stated that the term “project” could mean a capital project, like infrastructure, or a program, like ferry operations, and that we should keep in mind that the Planning process is cyclical. While the planning target year is 20-years, plans are updated every 4 years, so there is frequent opportunity to have input into the process.

Beth stated that there were two parts to getting a project funded. The first was to get it on the County's radar screen as something to which public funds should be assigned. The vehicles for this are: the County's long range (20 year) Comprehensive Plan, the shorter range (6-year) Capital Facilities Plan and (14 year) Ferry Plan, and the six-year Transportation Improvement Program, which includes the first 6 years of the Ferry Plan and prioritizes transportation projects in the county. It is also beneficial to be in the Whatcom Council of Government's Long Range Transportation Plan, which is also
a 20-year plan, and their shorter term (6-year) Transportation Improvement Program as they control the regional funds.

Second, funding needs to be identified. There are many local, state, and federal funding sources available. All have different eligibility requirements and timing for when the funds need to be obligated and spent as well as varying matching fund requirements. Beth reviewed the list of dedicated transportation capital revenues and general capital revenues available in the County as well as a breakdown on funding sources by level: federal (highway and transit), state, and local. Most funding sources have been assigned to projects and getting funded is very competitive as there is generally more need than funds available. So it helps to have a well-defined project and matching funds in order to compete well for limited funds. Ferry projects are included in the current Plans, primarily for operations and maintenance.

There was discussion about how we could best meet the planning deadlines to make sure we are in the Plans. One of the outcomes of this Sub-Committee’s work will be to identify projects.

Mike S. stated that we have time to get into on-going Plans updates, but it was not too early to start thinking about the funding process. Mike S. and Beth will coordinate to present this information on the Planning Process to LIFAC. Mike S. will also present the scope to LIFAC at the October 7 meeting.

Other New Business

Mike S. pointed out that there was additional data available on the ferry in the agenda handouts including, a graph showing data for ferry costs (2006-2014) and ferry operating expenses and revenues (2006-2014) by Diane Harper, former Task Force member. He emphasized that this data shows that $1 million in wages stays on Lummi. He further stated that this kind of detail is available to us when we start to look at numbers as we do our work as well as a spreadsheet on historical ferry performance, Ferry Task Force data (at the library and on PLIC’s website) and assessors data by parcel.

Adjournment/Next Meeting

The meeting was adjourned at 7:50 p.m.

Attachments:
DRAFT Scope of Work 9/12/14
Ferry Graphics – Costs, Revenues, 55/45; D.Harper

The next meeting is October 21, 2014 at 6:30 p.m.

Adopted ____________   Recorded by: Beth Walukas Louis