



ISLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (IRTPO) EXECUTIVE BOARD

MINUTES OF THE MEETING May 24, 2023

Executive Board Member Attendance List

Melanie Bacon, Chair and County Commissioner – Island County
Janet St. Clair, County Commissioner – Island County
Jill Johnson, County Commissioner – Island County
Curt Gordon, Vice Chair and Port Commissioner – Port of South Whidbey
Molly Huges, Mayor – Town of Coupeville
Connie Bowers, Public Works Director/County Engineer – Island County
Blaine Oborn, City Administrator – City of Oak Harbor
Beth Munns, Councilmember and Chair – Island Transit
David Day, Port Commissioner – Port of Coupeville
Scott Chaplin, Mayor – City of Langley
Todd Morrow, Executive Director – Island Transit

Interested Parties in Attendance

Benjamin Jones, Transportation Planner – Island County
Kenesha Lewin, Diversity Equity Inclusion Manager – Island County
Jacquelyn Styra, Senior Municipal Liaison Manager – PSE
Jason Rogers, Planning Manager – Washington State Ferries
Susan Driver, Project Manager – David Evans & Associates
Brian Tyhuis, Community Planning and Liaison Officer – NAS Whidbey
Carmen Bendixen, Senior Transportation Planner – WSF
Nikki Davis, Traffic Engineer – Island County
Todd Carlson, Planning and Engineering Services Manager – WSDOT

Commissioner Melanie Bacon, Chair, calls the meeting to order at 10:00 a.m.

1. Approval of the April 26, 2023 Draft Minutes and May 24, 2023, 2023 Draft Agenda

Commissioner St. Clair motioned to approve the draft agenda, Councilmember Munns seconded, the motion passed unanimously.

Commissioner St. Clair motioned to approve the draft minutes as amended, Councilmember Munns seconded, the motion passed unanimously.



2. Public Input or Comment

No comments from the public.

3. UPWP Final Review /Adoption

Ben Jones from Island County gave an update about the following:

- The UPWP documents include transportation planning work activities to be accomplished for the State Fiscal Year (SFY). The work activities are organized into the following elements:
 - Multi-Modal Planning
 - Administration
 - Regional Transportation Improvement Program (RTIP) Development
 - Data Collection & Analysis
- **ELEMENT 1 (E1): ADMINISTRATION:** Surface Transportation Block Grant (STBG), Local Agency Matching Funds, and State RTPO Funds:
 - Funding Amount: \$60,000
 - 1. SFY 2023 and SFY 2024 UPWP Year-End Report
 - 2. Annual Audit Reports for SFYs 2023 & 2024
 - 3. Public meeting agendas, supporting materials, and meeting summaries
 - 4. Title VI activities annual reporting
 - 5. Memos, emails, and other responses to inquiries as appropriate
 - 6. Update bylaws as needed
 - 7. Current information on IRTPO webpages
 - 8. Adopt Title VI Plan & Assurances
 - 9. Adopt ADA Plan
- **ELEMENT 2 (E2): MULTIMODAL PLANNING:** STBG, Local Agency Matching Funds, and State RTPO Funds:
 - Funding Amount: \$90,000
 - 1. Regional Transportation Plan Update, tentatively adopt in 2024
 - 2. Study results from regional multimodal planning projects
 - 3. Review and formal certification documentation for any updates to transportation elements of Comprehensive Plans in Island County, City of Oak Harbor, City of Langley, or Town of Coupeville.
 - 4. Ongoing effort/work product resulting from participation in intra- and inter-regional planning efforts.
 - 5. Responses to document and participation requests from WSDOT as needed, regarding statewide transportation projects and initiatives.
 - 6. Safe Streets for All Action Plan



- **ELEMENT 3 (E3): REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM DEVELOPMENT:** STBG is the combination of Local Agency Matching Funds and State RTPO Funds:
 - Funding Amount: \$2,122
 - 1. Adopt, a four-year constrained, six-year RTIP (amended as needed).
 - 2. Public notices request adoption of RTIP and amendments.
 - 3. Annually updated STIP on the WSDOT website. (Amend as needed).

- **ELEMENT 4 (E4): DATA COLLECTION AND ANALYSIS:** STBG, Local Agency Matching Funds, and State RTPO Funds:
 - Funding Amount: \$85,000
 - 1. Work with member agencies to determine data and analysis needs.
 - 2. Hire/Manage consultant if needed.
 - 3. Add information and analyses to the joint database as it is acquired by member agencies IRTPO.

Mayor Scott motioned to approve the SFYs 2024-2025 UPWP Report, Councilmember Munns seconded, the motion passed unanimously.

4. RTP Draft Review/Consultants

Susan Driver from David Evans and Associates gave an update about the following:

- Verification of the vision statement. (Is it still the Board’s current vision)?
 - Re-organization of the policy section. (Same policies, different format, less extraneous detail. We can include a discussion of how these policies correspond to the six State policies).
 - Organization and layout of the Action Item section. (All administrative responsibilities identified in the RCW, and subsequently in the UPWP, have been removed as Action Items. Action Items need to directly reflect the policies of the IRTPO. The IRTPO is not responsible to lead all of the Action Items. A lead agency is responsible for each Action Item must be identified. TAC members have been asked to provide additional Action Items for this section. Some have been received, but not yet added to the document).

- Executive Board action will only be needed today if there are significant changes requested to the vision or policies.
 - We have acquired WSF data for the Clinton and Coupeville Gateways.
 - WSDOT and Fehr & Peers acquired data for the SR 532 Camano Gateway as part of the Stanwood study. WSDOT has provided this data in draft form. We are waiting for approval to include in the RTP document.
 - We are still working on locating comparable data for the Deception Pass gateway.



- Demographic data provided comes from the US Census - American Community Survey 2021, from the Office of Financial Management, and from the Department of Labor & Industries.

5. Member Roundtable

No Member Roundtable

Chair Bacon adjourned the meeting at 11:02 a.m.

Next Meeting: June 28, 2023

Acronym Key

EB – Executive Board
 IRTPO – Island Regional Transportation Planning Organization
 TAC – Technical Advisory Committee
 WSDOT – Washington State Department of Transportation
 RTP – Regional Transportation Plan
 UPWP – Unified Planning Work Program

Projects/Report Due Dates

January 27, 2023 Consolidated Grant Program Due to WSDOT **(Complete)**
 June 15, 2023 Submit Final UPWP Due to WSDOT
 October 27, 2023 RTIP Due to WSDOT
 February 28, 2024 Final RTP Due to WSDOT
 Title IV Plan TBD
 Procurement Purchasing Policy TBD