

ISLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (IRTPO) EXECUTIVE BOARD

MINUTES OF THE MEETING

July 28, 2021

Executive Board Member/Seat Attendance List:

Chair: Commissioner Melanie Bacon, Island County
Commissioner Jill Johnson, Island County
Commissioner Janet St. Clair, Island County
Blaine Oborn, Administrator, City of Oak Harbor
Jay Drye, WSDOT
Mayor Molly Hughes, Town of Coupeville
Director Todd Morrow, Island Transit
Brian Tyhuis, NAS Whidbey
Commissioner Mohammad Mostafavinassab,
Port of Coupeville
Stan Reeves, Port of South Whidbey
Mayor Scott Chaplin, City of Langley

Staff:

Susan Driver, IRTPO Planner

Members not in Attendance:

Sharon Sappington, EDC
Vice Chair: Commissioner Curt Gordon, POSW
Ray Deardorf, WSF
Councilwoman Beth Munns, Island Transit
(City of Oak Harbor)
Patricia Love, City of Stanwood

Guests:

Todd Carlson, WSDOT
John Shambaugh, WSDOT
Henry Rood, Island County Planning
Teague Sizemore, Island County Public Works
Charles Prestrud, WSF

Commissioner Bacon, Chair, called the meeting to order at 11:00 am

1. Approval of Agenda

Commissioner Johnson made a motion to approve the agenda as presented. Second by Mayor Hughes. All yeas, motion passed.

2. Minutes of June 23, 2021

Mayor Hughes made a motion to approve the Minutes of May 26, 2021, as presented. Second by Commissioner Johnson. All yeas, motion passed.

3. UPWP Amendment

Susan presented the Unified Planning Work Plan for State Fiscal Years 2022-2023, as amended to incorporate new funding for the update of the Human Services Transportation Plan and the Regional Transportation Plan.

Commissioner Johnson made a motion to approve the amended UPWP. Second by Mayor Hughes. All yeas, motion passed.

4. Draft Year-End Report

Susan presented the draft of the IRTPO UPWP Year End Report. The discussion included the discrepancy between the amount of money budget and the amount spent. The excess totaled \$769. Commissioner Johnson asked where the money to cover the difference came from. Susan reported that it has historically been covered by the Road fund. She indicated that this has been the practice since the beginning of the IRTPO. Commissioner Johnson noted that now that we have separated the IRTPO from

the County Road Fund, we no longer have that option. The Road Fund can't cover a separate entity without an act of the Board of County Commissioners.

Commissioner Johnson asked if there are other ways to recover those funds. Susan indicated that each biennium, WSDOT has a process to reallocate funds that some RTPOs and MPOs don't spend to others that have shortages. They could have applied for additional funds earlier, but did not know they would be over-budget until the year-end figures were finally tallied. IRTPO could petition for some of those funds, if there are any remaining.

After more discussion, Commissioner Johnson made a motion to bring the request to cover the overage to the Board of County Commissioners. Second by Mayor Hughes. All yeas, motion passed.

5. Data Collection & Analysis Priorities

Susan explained the list of this year's priority data collection & analysis projects as identified by the TAC. John Shambaugh, of WSDOT NW Region, and Susan have been working on a work plan to provide a high level look at the entire corridor from Terry's Corner to I-5. This will be a collaborative project, not a project funded by the IRTPO. John and Todd Carlson talked about their role in coordinating with Stanwood, Snohomish County, and Island County on SR 532 studies. Fehr & Peers, the IRTPO's consultant will be asked to collect and analyze data on small portions of the corridor, primarily related to the Camano Gateway.

Fehr & Peers is also working on the Whidbey Island freight traffic analysis, and will be continuing to work on other focus areas over the two-year life of the contract.

6. Electric Vehicle Infrastructure Grant

Susan shared with the Board that several of the members have chosen to pursue grant funding to install electric charging station infrastructure. She and others have met with some of the charging station purveyors and found that ChargePoint stands out at the top of the list. ChargePoint has staff assigned to helping customers apply for state and federal grants for infrastructure. The group has talked about applying for the Zero Emissions Vehicle Infrastructure grant through WSDOT. The legislature has funded the program as of July 1, but the application materials are not yet available. Members on Whidbey Island would apply for this funding as part of a tourism corridor. The Cascade Loop Association's recent designation as a National Scenic Byway puts the Whidbey Scenic Isle Way (as a portion of the Cascade Loop) in the position to apply for funding.

Commissioner Bacon asked Susan to put this item high on the list of projects for her replacement.

7. Regional Priority List Discussion

This was a general discussion requested by Commissioner Johnson. Because the IRTPO's regional project list only includes funded projects, she encourages the IRTPO come up with some regional priority projects that may not be funded or on any other list, but are high priority to the Island Region. For instance, she mentioned stalled projects or projects that are only partially funded, such as SR 20: Race to Welcher. She also suggested that there may be other projects that are important to the region such as barricades at Deception Pass Bridge, the proposed roundabout at East Camano and Arrowhead Roads, or intersection improvements in Freeland at Bush Point. Projects that could use a political push to get the attention of the legislature and get funding.

Todd Morrow asked if Commissioner Johnson was talking about being prepared as a County or an IRTPO to receive new monies that may come available as part of a State Infrastructure Investment or other new funding.

Commissioner Johnson agreed, and stated when the monies come along we need to have a wish list of our highest priorities – projects that we want to put our collective voice behind as a region.

Commissioner St. Clair asked WSDOT to help us understand whether we need to be talking about projects for the biennium, or projects for a massive, statewide transportation package that may be over a longer period of years.

Mr. Drye indicated that WSDOT priorities will be maintenance and preservation, and meeting legal obligations. If there is funding beyond that, they will have conversations about safety and multi-modal needs before they talk about funding additional projects. WSDOT is trying to push the legislature to fund maintenance and preservation to take care of the existing system.

Commissioner Bacon asked members to go back to their jurisdictions and come up with potential project lists that the Board could discuss at the August or September meeting.

Commissioner Johnson reiterated that the focus needs to be on regional priorities.

[Note: WSDOT IRTPO liaison Cliff Hall recommended that IRTPO include a separate, unfunded project list in the next RTIP update. This could be the regional priority wish list.]

8. New Item – Title VI Plan & Assurances text revision

Our WSDOT Title VI Liaison asked for a minor change in the approved document. The language change acknowledges that all IRTPO consultants, not just those paid with federal funds, must follow the Title VI requirements set forth in the Plan.

Commissioner Johnson made a motion to approve the language change. Second by Mr. Oborn. All yeas, motion passed.

9. Member update roundtable

Commissioner Bacon, Chair, Adjourned the meeting at 12:05 pm.

Next Meeting: August 25, 2021

Acronyms:

FHWA – Federal Highway Administration

HSTP – Human Services Transportation Plan

MOA – Memorandum of Agreement

MOU – Memorandum of Understanding

NAS – Naval Air Station

RTIP – Regional Transportation Improvement Program

RTP – Regional Transportation Plan

SFY – State Fiscal Year (July 1 – June 30)

STBG – Surface Transportation Block Grant

TAC – Technical Advisory Committee

TRIP – Tribal and Regional Integrated Planning

UPWP – Unified Planning Work Program

WSDOT – Washington State Department
of Transportation

WSF – Washington State Ferries