



ISLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (IRTPO) EXECUTIVE BOARD

MINUTES OF THE MEETING

January 26, 2022

Executive Board Member Attendance List

Melanie Bacon, Chair and County Commissioner - Island County
Curt Gordon, Vice Chair and Port Commissioner - Port of South Whidbey
Janet St. Clair, County Commissioner - Island County
Blaine Oborn, City Administrator - City of Oak Harbor
Todd Morrow, Executive Director - Island Transit
Molly Hughes, Mayor - Town of Coupeville
Scott Chaplin, Mayor – City of Langley
Brian Tyhuis, Community Planning and Liaison Officer - NAS Whidbey
David Day, Port Commissioner – Port of Coupeville
Jill Johnson, County Commissioner – Island County

Island County Public Works Staff Attendance List

Connie Bowers, Director of Public Works/County Engineer
Ed Sewester, Assistant County Engineer
Heather Bickford, Transportation Planner
Nikki Davis, Traffic Engineer
Laura Beard, Fleet Services/Parking Coordinator
Dane Kinney, Facilities Project Manager

Interested Parties in Attendance

John Shambaugh, Planning Manager - WSDOT
Todd Carlson, Planning and Engineering Services Manager– WSDOT
Carmen Bendixen, Senior Transportation Planner – WSF

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

1. Approval of Agenda and Draft Minutes from January 26, 2022

Vice Chair Curt Gordon moves to approve the draft agenda. Commissioner Janet St. Clair seconds. All yeas, motion approved. Mayor Molly Hughes moves to approve the minutes. Vice Chair Curt Gordon seconds. All yeas, motion approved.

2. Vote to Amend Bylaws – Article V, Section 5.2

In the December 22, 2021 Executive Board meeting, Chair Melanie Bacon recommended that the Board:

- Approve a new meeting length of 90 minutes to accommodate the growing workload.
- Approve a new meeting time (10:00 - 11:30 a.m. was agreed upon)
- Approve the posted 2022 meeting schedule dates (but change the times to 10:00 – 11:30 a.m.)

Commissioner Janet St. Clair moved to approve all items in the December meeting, and Vice Chair Curt Gordon seconded. All yeas, and the motion was approved by the Board.

After the January meeting, it was discovered the Executive Board meeting time was part of the IRTPO Bylaws. It was agreed that specific meeting times should be pulled out of the Bylaws language. It was also decided that the IRTPO Executive Board end meeting time should remain flexible in case the Council of Governments Meeting held afterwards needed more time during a particular month. The Chair of the IRTPO Executive Board and the Chair of the Council of Governments would communicate their meeting length needs to each other each month, and adjust the IRTPO Executive Board meeting time accordingly. The posted 2022 Executive Board meeting schedule time was adjusted to 10:00 a.m. – TBD.

EXECUTIVE BOARD*

Date	Time	Location
January 26, 2022	10:00 a.m. - TBD	Virtual Meeting via StarLeaf
February 23, 2022	10:00 a.m. - TBD	Virtual Meeting via StarLeaf
March 23, 2022	10:00 a.m. - TBD	Virtual Meeting via StarLeaf
April 27, 2022	10:00 a.m. - TBD	Virtual Meeting via StarLeaf
May 25, 2022	10:00 a.m. - TBD	Virtual Meeting via StarLeaf
June 22, 2022	10:00 a.m. - TBD	Virtual Meeting via StarLeaf
July 27, 2022	10:00 a.m. - TBD	Virtual Meeting via StarLeaf
August 24, 2022	10:00 a.m. - TBD	Virtual Meeting via StarLeaf
September 28, 2022	10:00 a.m. - TBD	Virtual Meeting via StarLeaf
October 26, 2022	10:00 a.m. - TBD	Virtual Meeting via StarLeaf
November 23, 2022	10:00 a.m. - TBD	Virtual Meeting via StarLeaf
December 28, 2022	10:00 a.m. - TBD	Virtual Meeting via StarLeaf

***The Executive Board meets the fourth Wednesday of each month. Meetings are subject to change and special meetings may occur.**

Commissioner Janet St. Clair moves to approve the Bylaws amendment, with the stipulation that the posted meeting schedule reflected a TBD end time. Mayor Scott Chaplin seconded. All yeas, motion approved.

3. Election of New Officers - Chair and Vice Chair

Vice Chair Curt Gordon nominates Chair Melanie Bacon to remain as the Executive Board Chair for 2022. Mayor Molly Hughes seconds the nomination. Commissioner Janet St. Clair nominates Vice Chair Curt Gordon to remain the Executive Board Vice Chair for 2022. Mayor Molly Hughes seconds the nomination. All yeas, nominations approved.

4. WA State University Green Transportation Program by Jim Jensen and Andrea Tousignant

Mr. Jensen's and Ms. Tousignant's presentation and PowerPoint slides can be found under the January 26, 2022 Executive Board Meeting on the IRTPO Meetings webpage. To listen to the presentation, please go to minute 24:00 on the Starleaf Recording. Both the presentation recording and slides are posted here: <https://www.islandcountywa.gov/PublicWorks/Roads/Planning/Pages/Itpominutesandagendas.aspx>

5. Discussion Items:

Dual Executive Board and TAC Meeting – Chair Melanie Bacon proposes a joint meeting between the IRTPO Executive Board and TAC members to better understand the relationship and roles between the two groups, and see how they can help one another. Vice Chair Curt Gordon explains the basic role of the TAC group in relation to the Board and agrees that this would be a good idea, as does Mayor Molly Hughes.

Executive Board and TAC Annual Task Calendar - Chair Melanie Bacon proposes an IRTPO Calendar so both groups know what tasks are expected of them and when.

Project Wish List - Chair Melanie Bacon proposes we put together a collective project wish list so we can jump into action when grants come around. Vice Chair Curt Gordon explains that lists of projects are already out there for each jurisdiction in different forms for different year lengths: 3, 6, 20 years, etc., like the Transportation Improvement Program, Capital Improvement Program, and the RTIP. They can probably be brought together in some format for the IRTPO. City Administrator Blaine Oborn remembers working on a project wish list in 2019. WSDOT's Todd Carlson recognizes Mr. Oborn and Mr. Gordon are both talking about the 20-year planning document, *Island Access 2040*. WSDOT's John Shambaugh reminds the group that the 2019 Regional Transportation Plan (which is *Island Access 2040*) is going to be updated by a consultant in 2022-2023, with the IRTPO's input. This is where the IRTPO can collaborate on a project wish list.

6. Member Roundtable

Vice Chair Curt Gordon – The Port of South Whidbey is about to sign a contract for engineering and permitting for the passenger-only ferry dock project with the funding we received from the RTPO.

Todd Morrow, Island Transit – We are reviewing bids for solar panels at both of our operating bases, we're engaging with the public on our service expansion options, and we're getting ready to undertake a feasibility study for our transfer to zero emissions vehicles.

Brian Tyhuis, NAS Whidbey – We wanted to apologize about the traffic back-ups on the north end of Whidbey during the snow event; some people may have run into snow removal issues on our end. We've done a huge after-action and roundtable report to change our operating procedures and reduce the traffic impact. We've had a lot of employee turnover in operation departments, so we've lost a certain element of connection between local Public Works, and we hope to change that for the next event.

Carmen Bendixen, WSF – I appreciated the Green Transportation Program presentation today. It's something we been thinking about and talking about at ferries...how do we add charging stations at our terminals, where do we put them, and how do we make that happen. Pre-COVID we were talking about doing a new RFP for our parking vendors, because we don't always manage our parking facilities, and we would like to offer more options for our customers, so this was a helpful conversation to have.

Laura Beard, Island County – Thank you for the opportunity to sit in on this meeting and gather some ideas on how to move forward with electrification of the Island County fleet. I would like to be included in future meetings on this subject!

Chair Melanie Bacon adjourns the meeting at 11:29 a.m.

Next Meeting: February 23, 2022

Common Acronyms:

HSTP – Human Services Transportation Plan
IRTPO – Island Regional Transportation Planning Organization
MPO – Metropolitan Planning Organization
NAS – Naval Air Station
RFQ – Request for Qualifications
RTIP – Regional Transportation Improvement Program
RTP – Regional Transportation Plan
RTPO - Regional Transportation Planning Organization
STIP – State Transportation Improvement Program
TAC – Technical Advisory Committee
WSDOT – Washington State Department of Transportation
WSF – Washington State Ferries