

# ISLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (IRTPO) EXECUTIVE BOARD

## MINUTES OF THE MEETING

March 24, 2021

### **Executive Board Member/Seat Attendance List:**

Chair: Commissioner Melanie Bacon, Island County  
Vice Chair: Commissioner Curt Gordon, Port of SW  
Commissioner Jill Johnson, Island County  
Commissioner Mohammad Mostafavinassab,  
Port of Coupeville  
Blaine Oborn, Administrator, City of Oak Harbor  
Mayor Tim Callison, City of Langley  
Mayor Molly Hughes, Town of Coupeville  
Director Todd Morrow, Island Transit  
Todd Carlson, WSDOT  
Brian Tyhuis, NAS Whidbey  
Councilwoman Beth Munns, Island Transit  
(City of Oak Harbor)

### **Members not in Attendance:**

Bill Oakes, IRTPO Director  
  
Sherrye Wyatt, Whidbey Scenic Isle Way  
Jay Drye, WSDOT  
Jennifer Ferguson, City of Stanwood

### **Staff:**

Susan Driver, IRTPO Planner  
Kelly Ojala, Island County Public Works

### **Guests:**

Stan Reeves, Port of South Whidbey  
Rish Ukil, Makers Architecture & Urban Design  
Mike Usen, DKS Associates

**Commissioner Bacon, Chair, called the meeting to order at 11:01 am**

### **1. Approval of Agenda**

Mayor Callison made a motion to approve the agenda. Second by Councilwoman Munns. All yeas, motion passed.

### **2. Minutes of January 27, 2021**

Councilwoman Munns made a motion to approve the Minutes of January 27, 2021 as presented. Second by Mayor Callison. All yeas, motion passed.

### **3. Draft UPWP for SFYs 2022-2023**

- Ms. Driver presented the first draft of the Unified Planning Work Program for State Fiscal Years 2022 and 2023. The substantive difference between this document and the 2021 UPWP is the planning timeframe. This draft covers two years, coinciding with the State biennium funding.
- One question related to the work products of Element #4 was addressed. The need for an MOU or MOA was discussed. Commissioner Johnson stated that communication management should address any issues – we just need to work as a team through conversation. Commissioner Gordon suggested we strike the MOU language.
- **Mayor Callison made a motion to strike the MOU language from the draft. Second by Councilwoman Munns. All yeas, motion passed.**
- The draft will be discussed with the WSDOT/FHWA team in early April and will come back to this board for adoption following incorporation of any requested changes.

#### **4. Regional Transportation Plan Update Schedule**

Ms. Driver presented the proposed schedule to update the Regional Transportation Plan. She noted that the schedule is very aggressive and may be difficult, particularly due to the delay in acquiring 2020 Census data. However, an update of the entire plan is not required at this time, only a review of the policies and priorities to ensure that they are still in alignment with local and state plans. At minimum, the Action Item list will be updated, and completed projects will be highlighted. The Technical Advisory Committee (TAC) has already been tasked with reviewing the Action Item list and making suggestions for changes or additions. The TAC recommendations will be brought to the Executive Board in April.

#### **7. Presentation of Island Region Vehicle Electrification Study**

Rish Ukil (Makers Architecture and Urban Design) and Mike Usen (DKS Associates) presented their findings and conclusions of the Island Vehicle Electrification Study. The draft Island Electrification Policy document and a Charging Station Design Guidance Toolbox are available on the IRTPO website.

The Board will further discuss the policy and recommendations of the study team at the April meeting.

#### **8. Member update roundtable**

**Commissioner Bacon, Chair, Adjourned the meeting at 12:04 pm.**

***Next Meeting: April 28, 2021***

The recording of this meeting will be available on the IRTPO meetings page:

<https://www.islandcountywa.gov/PublicWorks/Roads/Planning/Pages/Itpominutesandagendas.aspx>

#### **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

UPWP – Unified Planning Work Program

WSDOT – Washington State Department of Transportation

WSF – Washington State Ferries