

ISLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (IRTPO) EXECUTIVE BOARD

MINUTES OF THE MEETING

August 26, 2020

Executive Board Member/Seat Attendance List:

Helen Price-Johnson, Commissioner, Island County
Janet St. Clair, Island County Commissioner
Molly Hughes, Mayor, City of Coupeville
Todd Morrow, Director, Executive Island Transit
Curt Gordon, Commissioner, Port of SW
Tim Callison, Mayor, City of Langley
Blaine Oborn, Administrator, City of Oak Harbor
Todd Carlson, WSDOT
Beth Munns, Island Transit
Patricia Love, Planner, City of Stanwood

Members not in Attendance:

Bob Severns, Mayor, City of Oak Harbor
Brian Tyhuis, NAS Whidbey
Jay Drye, WSDOT
Stan Reeves, Exec. Dir., Port of South Whidbey
Mohammad Mostafavinassab, Commissioner
Port of Coupeville

Staff:

Bill Oakes, IRTPO Executive Director
Susan Driver, IRTPO Planner
Kelly Ojala, Asst. Island County Public Works Dir.

Commissioner Price Johnson, Chair, called the meeting to order at 11:04 am

Actions:

- Agenda. Motion to approve agenda by Commissioner St. Clair and second by Ms. Munns; all yeas, motion passed.
- Minutes of May 27, 2020. Motion to approve minutes as presented by Ms. Munns and second by Commissioner St. Clair; all yeas, motion passed.

Discussion of IRTPO State Audit

The State Auditor's Office (SAO) recently contacted all independent RTPOs not currently filing annual audit reports to request compliance. IRTPO and others were not aware of the need to file until this request was delivered at an RTPO/MPO Coordinating Council meeting in May of 2020. In July, Susan filed back audit reports from September of 2016 through June of 2019. The SAO completed the assessment audit in early August. No material findings were reported. The auditor noted that although the grants received by the IRTPO went through the Island County financial system, all of the financial tracking information was available and clear. However, the auditor recommended creation of a separate fund for the IRTPO at Island County (the lead agency) to ensure that state and federal grant funds do not get co-mingled in the future. Creating this separate fund will require a revision to the IRTPO founding resolution naming Island County as both Lead Agency and Fiscal Agent.

The resolution will be on the September agenda for Board action. A revision to the bylaws may also be necessary. The bylaws update will be on the September agenda for Board action.

The final audit report will be available on the SAO website and on the IRTPO website. The audit report for SFY 2020 will be filed by the end of August. The next audit is expected to take place in the fall of 2021, for SFYs 2020 and 2021 (July 1, 2019 – June 30, 2021).

Discussion of SFY 2020 UPWP Annual Report

The SFY 2020 Annual Report was presented for discussion. Susan noted that WSDOT has already reviewed the document and made comments. Most of the comments related to the actual expenditures falling so far short of the budgeted expenditures. Susan has annotated the document to offer explanations for spending less money, including the substantial reduction in travel time and travel expenditures related to the shift in meeting style during the pandemic. It is also noted that the budgeted expenditures may have been for the entire biennium, rather than for a single, fiscal year.

Proposed amendment to SFY 2021 UPWP Budget – Discussion only

As a result of the reduction in expenditures for SFY 2020, nearly \$130,000 remains for the second year of the biennium (through June 30, 2021). This is \$21,430 more than anticipated and budgeted for in the current (SFY 2021) UPWP. Susan recommended amending the SFY 2021 UPWP budget to include all of the available funds. An amended SFY 2021 UPWP will be on the September agenda for Board action.

Member update roundtable

Acronyms:

WSDOT – Washington State Department of Transportation

FHWA – Federal Highway Administration

RTIP – Regional Transportation Improvement Program

STBG – Surface Transportation Block Grant

TA – Transportation Alternatives

UPWP – Unified Planning Work Program

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

Commissioner Price Johnson, Chair, Adjourned the meeting at 12:00 pm.

Next Meeting: September 23, 2020

Action Items for next meeting:

- 1) Amendment to the IRPTO Founding Resolution
- 2) Amendments to the IRTPO Bylaws
- 3) Approval of the SFY 2020 UPWP Annual Report
- 4) Budget amendment to the SFY 2021 UPWP