

ISLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (IRTPO) EXECUTIVE BOARD

MINUTES OF THE MEETING

September 23, 2020

Executive Board Member/Seat Attendance List:

Chair: Helen Price-Johnson, Commissioner, Island Cty
Vice Chair: Curt Gordon, Commissioner, Port of SW
Molly Hughes, Mayor, City of Coupeville
Todd Morrow, Director, Executive Island Transit
Janet St. Clair, Island County Commissioner
Tim Callison, Mayor, City of Langley
Jay Drye, WSDOT
Blaine Oborn, Administrator, City of Oak Harbor
Beth Munns, Island Transit (Oak Harbor City Council)
Patricia Love, Planner, City of Stanwood
Mohammad Mostafavinassab, Commissioner,
Port of Coupeville
Sherrye Wyatt, Whidbey Scenic Isle Way

Members not in Attendance:

Bob Severns, Mayor, City of Oak Harbor
Brian Tyhuis, NAS Whidbey
Kelly Ojala, Asst. Island County Public Works Dir.
Stan Reeves, Exec. Dir., Port of South Whidbey

Guests:

Todd Carlson, WSDOT
Donna Keeler, Town of Coupeville

Staff:

Bill Oakes, IRTPO Executive Director
Susan Driver, IRTPO Planner

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

Actions:

- Agenda. Staff requested that Item 4 (Repeal and Replace IRTPO Founding Resolution) and Item 5 (Amendments to IRTPO Bylaws) be addressed in reverse order. Motion to approve agenda as amended by Mayor Callison, and second by Commissioner Gordon. All yeas, motion passed.
- Minutes of August 26, 2020. Motion to approve minutes as presented by Commissioner Gordon, and second by Mayor Callison. All yeas, motion passed.
- State Fiscal Year 2020 Unified Planning Work Program Annual Report. Motion to approve report as written by Commissioner Gordon, and second by Mayor Callison. All yeas, motion passed.
- Budget Amendment to the State Fiscal Year 2021 Unified Planning Work Program. Motion to approve budget as proposed by Commissioner St. Clair, and second by Councilwoman Munns. All yeas, motion passed.
- Amendments to IRTPO Bylaws. Multiple motions to amend section by section as detailed below.
- Repeal and Replace IRTPO Founding Resolution. Motion to approve Resolution with the deletion of the margin note by Mayor Callison, and second by Councilwoman Munns. All yeas; motion passed.

State Fiscal Year (SFY) 2020 Unified Planning Work Program (UPWP) Annual Report

The SFY 2020 Annual Report was presented for discussion in August. Susan noted that WSDOT has already reviewed the document and made comments. No changes were proposed. Motion to approve report as written by Commissioner Gordon, and second by Mayor Callison. All yeas, motion passed.

Amendment to SFY 2021 UPWP Budget

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. Present for discussion in August. No changes were proposed. Motion to approve

budget as proposed by Commissioner St. Clair, and second by Councilwoman Munns. All yeas, motion passed.

Amendments to IRTPO Bylaws

The Board has reviewed amendments to the IRTPO Bylaws since May. Following much discussion, the following sections were amended:

- 1 Article 4, Section 4.2 amended to include “fiscal agent”. *Motion Councilwoman Munns, second Commissioner Gordon. All yeas.*
- 2 Article 5, Section 5.5 amended to clarify 6 of 10 voting members. *Motion Commissioner St. Clair, second Councilwoman Munns. All yeas.*
- 3 Article 6 amended to clean up and clarify language; Section 6.7 amended to allow for virtual or alternate location TAC meetings. *Motion Commissioner St Clair, second Commissioner Gordon. All yeas.*
- 4 Article 7 amended to clean up and clarify language. *Motion Commissioner St Clair, second Commissioner Gordon. All yeas.*
- 5 Article 9 amended to specify a “majority” vote of a quorum of voting members for an amendment. *Motion Commissioner St. Clair, second Councilwoman Munns. All yeas.*
- 6 Article 10 amended to clean up and clarify language. *Motion Commissioner St. Clair, second Councilwoman Munns. All yeas.*
- 7 Appendices amended to remove names from titles. *Motion Councilwoman Munns, second Mayor Callison. All yeas.*

The Chair requested further research and revision to sections 3.5 and 5.2. Revised language for these two sections will be presented to the Board in October.

Repeal and Replace IRTPO Founding Resolution

As discussed at the September meeting, the State Auditor’s Office recommended the creation of a separate fund for the IRTPO at Island County (the lead agency) to ensure that state and federal grant funds awarded to IRTPO are not co-mingled into County funds in the future. (It was noted that this has not been an issue to date.) Creating a separate fund requires a revision to the IRTPO founding Resolution naming Island County as both Lead Agency and Fiscal Agent. Motion to approve the Resolution as written by Mayor Callison, and second by Councilwoman Munns. All yeas, motion passed.

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 11:56 pm.

Next Meeting: October 28, 2020