



## ISLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (IRTPO) EXECUTIVE BOARD

### MINUTES OF THE MEETING

October 27, 2021

#### **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  
Chris Damitio, Assistant Regional Administrator - WSDOT  
Scott Chaplin, Mayor - City of Langley  
Beth Munns, Mayor Pro Tem Councilmember - Island Transit Board Chair and City of Oak Harbor  
Blaine Oborn, City Administrator - City of Oak Harbor  
Mohammad Mostafavinassab, Port Commissioner – Port of Coupeville  
Jill Johnson, County Commissioner – Island County  
Brian Tyhuis, Community Planning and Liaison Officer - NAS Whidbey  
Patricia Love, Community Development Director - City of Stanwood

#### **Island County Public Works Staff Attendance List**

Bill Oakes, Executive Director  
Ed Sewester, Assistant County Engineer  
Nikki Davis, Interim IRTPO Planner/Traffic Engineer  
Heather Bickford, New IRTPO Planner

#### **Interested Parties in Attendance**

John Shambaugh, Planning Manager - WSDOT  
Todd Carlson, Planning and Engineering Services Manager– WSDOT  
Jennifer Roll, Executive Assistant - Island County  
Carmen Bendixen, Senior Transportation Planner - WSF

***\*Please note that parts of the recording dropped out due to Island County networking issues during the meeting. These transcribed notes reflect our best ability to follow the dialogue\****

**Commissioner Melanie Bacon, Chair, calls the meeting to order at 11:02 am**

**1. Approval of Agenda and Draft Minutes from September 27, 2021**

Chair Melanie Bacon: on the agenda, we're going to add a 4a and 4b, which is: a) a letter of support to Island Transit, and, b) adding a resolution number to a resolution we approved a couple of months ago. Councilmember Beth Munns moves to approve the agenda with the additions of 4a and 4b. Administrator Blaine Oborn seconds. All yeas, motion approved. Vice Chair Curt Gordon moves to approve the minutes. Councilmember Beth Munns seconds. All yeas, motion approved.

**2. Draft RTIP (Six Year Regional Transportation Improvement Plan)**

New IRTPO Planner Heather Bickford: at the last Executive Board meeting, Interim IRTPO Planner Nikki Davis sent out the draft Regional Transportation Improvement Program (RTIP) which contains all our IRTPO projects. Nikki sent this out to get the Board's approval of two new projects from Island Transit. Project 17 is the South Whidbey Transit Center which will provide 200 parking stalls with electric vehicle charging stations and a small operations building. Project 18 is a transition to zero emission buses. Vice Chair Curt Gordon requests more information - specifics and funding information - before the board votes on this. Heather said she will send more information out in advance of the next Executive Board meeting. *External Note: Heather and Nikki misunderstood the mechanics between the Technical Advisory Committee (TAC) and the Executive Board. TAC members approve the projects on the RTIP rather than the Executive Board. Heather will include the notes from Director Todd Morrow's TAC presentation of Island Transit's two new projects in the next meeting packet so the Board has a better understanding of the projects.*

**3. Fehr & Peers Consultant Update**

**SR 532**

Heather Bickford: for WSDOT's SR 532 Corridor Project, we're going to see if the consultants can obtain *Streetlight* traffic data for the Island County corridor section between the City of Stanwood and Terry's Corner. This would include an analysis of traffic patterns, congestion problems, and peak travel times.

***Freight Traffic Analysis***

The consultants will be studying freight data on the islands in coordination with WSF and WSDOT. If we find we have more freight moving throughout the islands than previously determined, this could potentially provide us with more gas tax allocation funds.

***City of Oak Harbor***

The consultants will also be collecting traffic data for the City of Oak Harbor. WSDOT's Todd Carlson reminds us that WSDOT did a congestion study in Oak Harbor in 2005, which will be taken up by WSDOT's project office in 2027. He explains that the data collected through the Fehr & Peers study will be broader than what was collected in the 2005 study, so the additional data will help the project office once they revisit the study.

Heather Bickford: additionally, the IRTPO will be able to use Fehr & Peers for smaller studies on an as-needed basis until June 2023.

Commissioner Janet St. Clair asks why the SR 532 Corridor Project is not on the IRTPO list of projects. Director Bill Oakes explains that the project is not on IRTPO's RTIP, but it is on the State Transportation Improvement Project (STIP) list. *External note: as mentioned above, Fehr & Peers was contracted by the IRTPO to work with WSDOT and our fellow agencies on the SR 532 Corridor Project. The Fehr & Peers contract was funded with grant dollars outside and separate from the projects listed on the Regional TIP.* WSDOT's John Shambaugh said that we may have something on the RTIP in the near future for 532 planning purposes, but WSDOT does not have a finalized scope of work or dollar figure quite yet.

#### **4. Vehicle Electrification Project**

##### ***4a) Letter of support for Island Transit funding***

Heather Bickford: Island Transit's Meghan Heppner asked if the IRTPO could draft a letter to support Island Transit in obtaining federal funding from the Bus and Bus Facilities Program through the Federal Transit Administration. Councilmember Beth Munns explains that the project will not compete against funds with the cities or counties, and that the grant fund of \$800,000 will support Island Transit's movement to a zero emission bus fleet. There is a 20% local match that Island Transit will be covering, and they do not anticipate additional expenses. Mayor Scott Chaplin says the City of Langley is fully in favor of drafting the letter and will be sending their own letter to support the cause. Commissioner Janet St. Clair moves to support the letter. Councilmember Beth Munns seconds. All yeas, motion approved.

##### ***4b) Number the IRTPO Electrification Policy Resolution***

Chair Melanie Bacon suggests numbering the resolution 2021-01. Administrator Blaine Oborn moves to support the resolution number. Councilmember Beth Munns seconds. All yeas, motion approved.

#### **5. Request for Proposals on RTP/HSTP Update**

Heather Bickford: a Request For Proposals was sent to advertisement for a joint update to the Regional Transportation Plan (RTP) and the Human Services Transportation Plan (HSTP) and the proposals are due today. These are IRTPO planning documents required by law. The HSTP is due by December 2022, but we will be combining the HSTP with the RTP for efficiency since some of the work can be done simultaneously. We heard from seven consultants during the advertisement dates and we have received one proposal back from Fehr & Peers with Susan Driver as the Project Manager! Vice Chair Curt Gordon asks if we will be bringing the proposals to the Board so they can look at them before we hire. Heather says yes, I believe that is part of the process.

#### **6. Local TIP & RTIP and how they connect to each other**

Heather Bickford puts a diagram up to explain to the Board the differences between the Transportation Improvement Program (TIP), RTIP and STIP, but the network cuts out. Heather says she will send the diagram out in the next Executive Board meeting packet and re-visit the topic if the Board would like to do so.

Chair Melanie Bacon must leave for another appointment and asks Vice Chair Curt Gordon to take over for the rest of the meeting. The Vice Chair agrees. But before Chair Bacon leaves she asks if anyone will be around for the November Executive Board meeting since it lands the day before the Thanksgiving holiday. She is concerned that we might not have a quorum for action items. After some discussion, it is decided to cancel the November meeting and regroup for the December meeting.

## **7. Member Roundtable**

**Vice Chair Curt Gordon adjourns the meeting at 11:54 a.m.**

***Next Meeting: December 22, 2021***

### **Common Acronyms:**

HSTP – Human Services Transportation Plan  
IRTPO – Island Regional Transportation Planning Organization  
NAS – Naval Air Station  
RFQ – Request for Qualifications  
RTIP – Regional Transportation Improvement Program  
RTP – Regional Transportation Plan  
STIP – State Transportation Improvement Program  
WSDOT – Washington State Department of Transportation  
WSF – Washington State Ferries