

**MEETING SUMMARY**  
**Island Region Transportation Planning Organization (IRTPO)**  
**TECHNICAL ADVISORY COMMITTEE (TAC)**  
**February 13, 2020**

**Member Attendance List**

Don Meehan, District 1 Citizen Rep.  
Connie Bowers, Island County Public Works  
Stan Berryman, City of Langley  
Jim Bridges, City of Oak Harbor Public Works  
John Shambaugh, WSDOT  
Brian Tyhuis, NAS Whidbey Island  
Cac Kamak, City of Oak Harbor Planning  
Todd Morrow, Island Transit  
Sharon Sappington, EDC

**Facilitator**

Susan Driver, IRTPO Planner

**Members Not in Attendance**

Meredith Penny, Island County Planning  
Owen Dennison, Town of Coupeville  
Christine Boswell-Still, District 2 Citizen Rep.  
Sherrye Wyatt, Scenic Isle Way Manager  
Port of Coupeville Representative  
Port of South Whidbey Representative

**Other Attendees**

Nikki Davis, Island County  
Victor Salemann, Transportation Solutions  
Andrew Bratlien, Transportation Solutions

**Meeting began at 1:00 PM**

**1. Approval of October 9, 2019 TAC meeting minutes**

- a. Bob Monize made a motion to approve the January 09, 2020, minutes as presented. Cac Kamak seconded. All yeas. Motion passed.

**2. Review of Draft Unified Planning Work Program (UPWP) for State Fiscal Year (SFY) 2021**

- a. Susan presented the first draft of the UPWP for SFY 2021
- b. She asked members for discussion on the proposed new Element 4 – Data Collection and Analysis.
  - i. What kinds of data do you need?
  - ii. What will you use it for – what kind of analysis do you need?

Members discussed various needs and uses of data. Guests from Transportation Solutions offered suggestions on what types of data other agencies in the area are collecting and how they are using it. Member unanimously agreed that Element 4 should be added to the SFY 2021 UPWP. No dollar amount has been assigned at this time.

- c. Other questions on the draft UPWP included:
  - i. *How are the action items from the recently-adopted regional transportation plan incorporated?* Response: Staff will incorporate action items in the Work Activities sections of each task, as appropriate.
  - ii. *Why do we want to include Island County Public Health in the Transportation Equity Network?* Response: Public Health has a Community Health Improvement Plan that is updated every four years,

similar to the IRTPO's Human Services Transportation Plan. Because many of the focus areas overlap, we are proposing to work on these plans jointly, rather than duplicate efforts of staff.

### **3. 2020 Call for Surface Transportation Block Grant (STBG) and Transportation Alternatives (TA) Projects**

- a. Members were asked if they had projects that they would be bringing forward for funding in the next competitive application process.
- b. Questions about the funds available for 2020-2023 were addressed, using the fiscal constraints spreadsheet. Susan indicated that the Obligation Authority process is in the process of revision, and agencies that do not utilize all of their allocated funding in a fiscal year will be sanctioned. In order to avoid sanctions, IRTPO has typically programmed more expenditures in a given year than we have money available to obligate. This year, because IRTPO is over-programmed<sup>1</sup> for 2020 (we are showing that we will spend \$450,000 more than we have available), we have been asked to move some projects to later years.
- c. Connie Bowers noted that is only for STBG projects and we have the opposite issue with TA projects – we have approximately \$100,000 that must be obligated by the end of September 2020.
- d. Discussion ensued about potential projects and funding sources.
- e. Susan reminded members that applications will be due on March 12, and offered assistance as needed.

### **4. Member Updates**

- a. Round table discussion about ongoing and upcoming projects.

### **5. Adjourn**

**The meeting adjourned at 2:05 PM**

**Next Regular TAC Meeting: March 12, 2020**

**Allocated** = Federal Funds set aside for distribution by RTPOs and MPOs.

IRTPO's STBG Allocation is \$1,052,806. (This is up from the previous allocation level of \$1,026,328.)

IRTPO's TA Allocation is \$96,233. (This is down from the previous allocation level of \$104,179.)

**Awarded** = The funds IRTPO decides to distribute to member agency projects based on the Call for Projects competitive process.

**Programmed** = The projects with federal funds involved that are entered in the State Transportation Improvement Program (STIP).

The programmed dollars must be subtracted from the total federally allocated funds, BUT we can award and program projects out for six years.

**Obligated** = programmed projects that have gone through the federal grant agreement process. WSDOT local programs manages and obligates the federal funds.

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<sup>1</sup> Over-programmed: The dollar amount of awarded projects (not yet obligated) that are identified to start in 2020 is more than the total allocation available by 2020.