

**MEETING SUMMARY**  
**IRTPO TECHNICAL ADVISORY COMMITTEE**  
**December 14, 2017**

**Member Attendance List**

Connie Bowers, Island County Public Works  
Joe Stowell, City of Oak Harbor  
Cac Kamak, City of Oak Harbor  
Pete Schrum, Island Transit  
Stan Berryman, City of Langley  
John Shambaugh, WSDOT  
Christine Boswell-Still, District 2 Citizen Rep.  
Bob Monize, District 3 Citizen Rep.  
Don Meehan, District 1 Citizen Rep.

**Members not in Attendance**

Angi Mozer, Port of South Whidbey  
Kim Hinds, Town of Coupeville  
Brian Tyhuis, NAS Whidbey Island  
Nathan Howard, Island County Planning  
Jessica Chapman, Island County EDC

**Other Attendees**

Thera Black, SCJ Alliance

**Facilitator**

Brian Wood, IRTPO Staff

The meeting began at 1:00 PM

**Action Items:**

- Add project readiness to draft federal funding applications
- Research scoring systems that allow better competition between categorically dissimilar projects (forced pair project scoring)
- Prepare draft federal funding application for paving projects
- Long term: revise transportation element certification checklist to be consistent with final regional transportation plan and adopt with that document

**Motions**

- November minutes were approved

**Regional Transportation Plan Development**

- Thera Black of SCJ Alliance presented a proposed Regional Transportation Plan development schedule that relies heavily on input from the TAC, with the first order of business being to refine prior goals work and develop policies

**Additional Regionally Significant Projects for RTIP**

- In November the TAC discussed the possibility of adding additional illustrative projects (qualified in terms of the Island Regionally Significant Transportation System document) to the RTIP to highlight their regional significance.
  - No projects were brought forward.
  - It was noted that there is no timeline for bringing illustrative projects forward, and annual RTIP updates in October would be a good opportunity to add them.

### **Draft STBG application format and project rating categories**

- A new draft format for IRTPO federal funding applications (STBG and TA) was discussed. The format was designed to align better with WSDOT's online Statewide Transportation Improvement Program (STIP) database.
- The TAC was in favor of developing a separate, data-focused, application for paving projects to compete against the \$300K paving set-aside.
- Project rating criteria were reviewed.
  - Criteria used in draft application were drawn from WSDOT's six focus areas: Economic Vitality, Preservation, Safety, Mobility, Environment, & Stewardship
  - WSDOT has identified new focus areas, but John Shambaugh indicated that our efforts were initiated under the prior guidelines which remain in effect.
    - It was also noted that the new focus areas were largely contained within the older set
- TAC members discussed the best way to "score" projects. It was agreed that alternatives to the strict point system should be explored.
  - It was noted that a points system is not required, though it may be favored by WSDOT.

### **Draft Comp Plan certification checklist**

- The need to develop a Comprehensive Plan Certification process was discussed and a draft checklist presented in light of the City of Langley's request that the IRTPO certify their transportation element.
- The TAC reviewed the relevant legal codes:
  - RCW 47.80.026 Regional Guidelines and Principles
  - RCW 47.80.030 Consistent with the adopted RTP
  - RCW 36.70A.070 Growth Management Act
  - WAC 365-196 GMA Procedural Criteria for Adopting Comprehensive Plans and Development Plans
- John Shambaugh discussed the process:
  - WSDOT uses a checklist to help local jurisdictions develop consistent plans, but does not impose demands on those jurisdictions.
  - The IRTPO was not in place when member agencies were in the process of drafting their regional transportation plans, so requirements for consistency apply only to the countywide planning policies.
  - Due to the need for a certification checklist to reflect a region's Regional Transportation Plan (RTP), it was recommended that the checklist be adopted in conjunction with the RTP.

**The meeting adjourned at 2:45 PM**

**Next Regular TAC Meeting: February 8, 2017**