



# IRTPO – SFYs 2024-2025 UNIFIED PLANNING WORK PROGRAM

Island County Regional Transportation Planning  
Organization (IRTPO)

Adopted: May 24, 2023

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## AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

Island RTPO is in the process of developing an ADA plan in coordination with the Americans with Disability Act (ADA) of 1990. This plan is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public.

## TITLE VI NOTICE TO THE PUBLIC

The Island RTPO is in the process of updating their existing Title VI plan in coordination with WSDOT. This plan prohibits discrimination based on race, color, or national origin (including people with Limited English Proficiency) in programs or activities receiving federal financial assistance.

## BACKGROUND & HISTORY

### REGIONAL TRANSPORTATION PLANNING ORGANIZATIONS

Regional Transportation Planning Organizations (RTPOs) form through the voluntary association of local governments within a county or geographically contiguous counties to conduct regional transportation planning and programs. RTPO members include cities, counties, the Washington State Department of Transportation (WSDOT), tribes, ports, transportation service providers, private employers, and others. Each RTPO has specific duties as assigned by RCW 47.80.023 (see Program Requirements section). The purpose of RTPOs is to coordinate transportation planning among regional jurisdictions and develop a regional transportation plan aimed at solving transportation issues of mutual interest and concern.

RTPOs provide a platform for local agencies, WSDOT, and transit to coordinate on transportation planning in the region. The planning documents that are created by the Metropolitan and Regional Transportation Planning Organizations provide vital information and are used as a basis for WSDOT planning efforts both in the Northwest Region and statewide.

## ISLAND RTPO STRUCTURE

The Island RTPO is an association formed in 2016 between WSDOT, municipal corporations, and other interested parties in Island County, Washington. The organization's region coincides with the boundaries of Island County. The mission of the IRTPO is to work collaboratively to address multi-modal transportation issues within and across the Island Region (and beyond).

Island County acts as the lead agency and fiscal agent for the IRTPO. The Island County Public Works Director serves as Director of the IRTPO. An Executive Board (see Appendix A for members) meets monthly to discuss transportation challenges and opportunities in the region and take formal action, as needed. A staff-level, Technical Advisory Committee (see Appendix A) holds

a separate monthly meeting to discuss transportation challenges and opportunities in the region and make recommendations to the Executive Board.

This Unified Planning Work Program (UPWP) is adopted bi-annually in association with WSDOT and serves as the IRTPO's budget and work program.

## SFYs 2022 – 2023 WORK PROGRAM ACCOMPLISHMENTS

### **COORDINATED TRANSIT - HUMAN SERVICES TRANSPORTATION PLAN**

Adopted an updated HSTP in 2022. Held meetings and coordinated with Island Health District, Island Transit, Camano Center, Stanwood Camano Community Services Center, and Regional Coordination partners.

### **WSDOT CONSOLIDATED GRANT SCORING**

The IRTPO ranked and scored Island-area Consolidated Grant applications and provided them to WSDOT Coordinated Public Transit offices.

### **SURFACE TRANSPORTATION BLOCK GRANT AWARDS (STBG)**

Issued a call for projects for STBG funding, reviewed, ranked, and awarded project funds.

### **REGIONAL TRANSPORTATION PLAN (RTP)**

Contracted with David Evans and Associates to update the Regional Transportation Plan, Island Access 2040: Regional Transportation Plan. The plan was adopted in 2019 and the updated is expected to be complete in early 2024.

### **IRTPO STAFF CHANGES**

Hired a new transportation planner in March 2022.

### **PLANNING STAFF TRAINING & COORDINATION**

Took advantage of online and in-person training and coordination.

## IRTPO REGIONAL PLANNING AREA MAP



## MULTIMODAL PLANNING AND DECISION-MAKING MEETINGS

Facilitated regular meetings with the IRTPO Executive Board meetings and the IRTPO Technical Advisory Committee (TAC).

Participated in coordination meetings with individual member agencies as needed.

## REGIONAL COORDINATION

Participated in hybrid meetings virtual/webinars and in-person including:

MPO/RTPO/WSDOT Coordinating Council meetings

WSDOT initiatives

## DATA COLLECTION & ANALYSIS PROGRAM

Fehr & Peers continued updating data as part of the Element 4 task of Data Collection & Analysis. They also supported an SR 532 corridor study in the following ways:

- Obtaining more specific data from a connected vehicle data company
  - Travel speeds during AM & PM peak
  - Speed contour plots during AM & PM peak
  - Travel time reliability during AM PM peak
  - Hard braking and harsh acceleration events
  - Speed and travel time summaries across the entire day (weekday and weekend)
  - Number of observations for vehicles that traveled the entire corridor
- Survey assistance – developed survey questions to provide public perception
- StreetLight data – to provide contextual information
  - What is the distribution of traffic volumes by time of day?
  - Who are the main users of the corridor, and where do they live and work?
  - How much do volumes vary along the segments of the corridor by month or season?
  - How do origins and destinations of trips change along different segments of the corridor?

## PROGRAM REQUIREMENTS

**RCW Section 47.80.023** details the required duties of an RTPO, which are summarized below for reference:

1. Prepare and periodically update a transportation strategy for the region.
2. Prepare a Regional Transportation Plan (RTP) that is consistent with countywide policies, comprehensive plans in the region, and with state transportation plans.
3. Certify that the transportation elements of comprehensive plans adopted by counties, cities, and towns within the region reflect the guidelines and principles developed pursuant to RCW 47.80.026 (Transportation Guidelines and Principles for Comprehensive Plans) and are consistent with the adopted RTP.
4. Certify that the county-wide planning policies and the adopted RTP are consistent.
5. Develop a six-year regional transportation improvement program (RTIP) which proposes regionally significant transportation projects and programs and transportation demand management measures.
6. Include specific opportunities and projects to advance special needs coordinated transportation in the HSTP, after providing opportunity for public comment.
7. Designate a lead planning agency to coordinate preparation of the RTP and carry out the responsibilities of the organization.
8. Review level of service methodologies used by cities and counties planning to promote a consistent regional evaluation of transportation facilities.
9. Work with cities, counties, transit agencies, and WSDOT to develop level of service standards or alternative transportation performance measures.
10. Every four years, submit to the agency council on coordinated transportation an updated HSTP that includes the elements identified by the council. Every two years, submit to the council a prioritized regional human service and transportation project list.

## SFYs 2024-25 State Emphasis Areas

RTPOs are requested to set aside resources to collaboratively develop and/or review WSDOT Statewide plans and initiatives.

## PROGRAM BIENNIAL WORK SCOPE (JULY 1, 2023 – JUNE 30, 2025)

The following work program identifies IRTPO's major work projects, implementation processes, and responsibilities for the State Fiscal Years (SFYs) 2024 and 2025. The member jurisdictions and participating partners have developed this work program in an open and collaborative process for the SFYs 2024-2025 (with work starting July 1, 2023 and ending June 30, 2025).

## ELEMENT 1 (E1): ADMINISTRATION

## PURPOSE AND OBJECTIVES

Program administration consists of the tasks to be completed by the lead agency (Island County) for administrative support and management functions associated with the regional transportation planning program and fulfillment of state requirements. These management and staff support functions are provided by Island County Public Works.

*Funding Source:* Surface Transportation Block Grant (STBG) Funds, Local Agency Matching Funds, State RTPO Funds

*Funding Amount:* \$60,000

*Work Performed by:* Lead Agency with possible consultant support

*Timeline:* Ongoing

## E1 WORK ACTIVITIES

1. Prepare annual report and financial summary for work performed under the UPWP for SFY 2023 and 2024. Submit final report to WSDOT by September of 2023 and 2024.
2. Prepare and submit annual financial reports to the State Auditor's Office.
3. Provide administrative support to the IRTPO Executive Board, Transportation Advisory Committee, and the Transportation Equity Committee (TEC). This includes such items as:
  - a. Communicate with board and committee members
  - b. Produce meeting agendas and materials
  - c. Schedule, advertise, and facilitate meetings
  - d. Produce meeting summaries
  - e. Post meeting related materials on IRTPO website
4. Review and update IRTPO plans and materials as necessary to ensure compliance with Title VI of the Civil Rights Act of 1964.
5. Continue public outreach strategy in alignment with administrative and planning activities. Engagement should include outreach efforts to engage minority, Limited English Proficiency, or other underserved populations.
6. Respond to legislative inquiries and requests for information.
7. Update Bylaws as needed.
8. Maintain IRTPO web pages.
9. Maintain a federal funding and regional project tracking system.

## 10. Develop ADA Plan.

## E1 WORK PRODUCTS

1. SFY 2023 and SFY 2024 UPWP Year End Report
2. Annual Audit Reports for SFYs 2023 & 2024
3. Public meeting agendas, supporting materials, and meeting summaries
4. Title VI activities annual reporting
5. Memos, emails, and other responses to inquiries as appropriate
6. Updated bylaws as needed
7. Current information on IRTPO webpages
8. Adopted Title VI Plan & Assurances
9. Adopted ADA Plan

## ELEMENT 2 (E2): MULTIMODAL PLANNING

## PURPOSE AND OBJECTIVES

Island RTPO plays an important role in meeting federal and state requirements to implement and coordinate the region's transportation planning activities. Washington State has six transportation planning priorities that are addressed in this section: economic vitality, preservation, safety, mobility, environment, and stewardship. As the lead agency, Island County has directed its Public Works Department to provide management and staff support for the regional transportation planning process. Transportation planning by nature is a long-term process. As the IRTPO and regional needs continue to evolve, IRTPO Staff strives to ensure coordination of planning and implementation by all transportation interests and member agencies. This work coincides with strategic action items for collaborative coordination and planning identified in Island Access 2040: Regional Transportation Plan for the Island Region.

*Funding Source:* STBG Funds, Local Agency Matching Funds, State RTPO Funds

*Funding Amount:* \$90,000

*Work Performed by:* Lead Agency with possible consultant support

*Timeline:* Ongoing

## E2 WORK ACTIVITIES

1. Adopt the Regional Transportation Plan (RTP) in 2024.
  - a. David Evans and Associates consultants
2. Coordinate with TEC and update the Combined Public Transit-Human Services Transportation Plan (CPT-HSTP) as a segment of the new Regional Transportation Plan.

3. Develop regional multimodal planning projects based on actions identified in the Regional Transportation Plan. This includes, but is not limited to:
  - a. A collaboration with WSDOT and Stanwood, on issues related to SR 532 traffic patterns
4. Certify that Transportation Elements of city and county Comprehensive Plans and Countywide Planning Policies meet RCW 36.70A and align with the IRTPO Regional Transportation Plan and the Statewide Transportation Plan.
5. Participate in intra- and inter-regional planning efforts, including:
  - a. North Sound Transportation Alliance
  - b. Island County Human Services/Island County Health Department
  - c. Transportation Equity Committee
  - d. North Counties Transportation Coalition
  - e. SnoTrac
  - f. Transportation Improvement Program Manager's User Group
  - g. RTPO Coordinating Counsel
6. Participate in the development and implementation of WSDOT transportation planning efforts, where appropriate.
7. Manage the Safe Streets for all grant for the region.

## E2 WORK PRODUCTS

1. Regional Transportation Plan Update, adopted in 2024
2. Study results from regional multimodal planning projects.
3. Review and formal certification documentation for any updates to transportation elements of Comprehensive Plans in Island County, City of Oak Harbor, City of Langley, or Town of Coupeville.
4. Ongoing effort/work product resulting from participation in intra- and inter-regional planning efforts.
5. Responses to document and participation requests from WSDOT as needed, regarding statewide transportation projects and initiatives.
6. Safe Streets for All Action Plan

## ELEMENT 3 (E3): REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM DEVELOPMENT

### PURPOSE AND OBJECTIVES

IRTPO has the primary responsibility for the development, review, and revision of the Regional Transportation Improvement Program (RTIP) for the Island region. This document includes proposed and funded projects from Island Transit, WSDOT, and all jurisdictions within the IRTPO, including Island County, City of Oak Harbor, City of Coupeville, and City of Langley. Transportation projects from other agencies such as Port of Coupeville, Port of South Whidbey,

Whidbey Scenic Isle Way, Washington State Parks, and Washington State Ferries may be included, as available.

*Funding Source:* STBG Funds, Local Agency Matching Funds, State RTPO Funds

*Funding Amount* \$2,122

*Work Performed by:* Lead agency with RTPO members

*Timeline:* Update due September 2024 (bi-annual process with periodic amendments)

### E3 WORK ACTIVITIES

1. Compile and develop a SFY 2024-2029 RTIP per WAC 468-86-160:
  - a. Based on programs and projects identified by local jurisdictions, transit agencies, and WSDOT
  - b. Only includes projects consistent with the RTP
  - c. Includes financial sources and assumptions
2. Update the Statewide Transportation Improvement Program (STIP) with new and amended projects.
3. Update RTIP and STIP as needed throughout the plan year.
4. Maintain updated fiscal constraint spreadsheet and discuss with the TAC regularly.

### E3 WORK PRODUCTS

1. Adopted, four-year constrained, six-year RTIP (amended as needed).
2. Public notices for adoption of RTIP and amendments.
3. Annually updated STIP on WSDOT website. (Amend as needed.)

## ELEMENT 4 (E4): DATA COLLECTION AND ANALYSIS

### PURPOSE AND OBJECTIVES

Efficient planning for regional transportation requires an understanding of travel needs. For this biennium, IRTPO will consider working with a consultant team to help member agencies analyze & utilize the existing data in planning for projects and will continue to acquire new data as needed.

*Funding Source:* State RTPO Funds

*Funding Amount:* \$85,000

*Work Performed by:* Consultant with Lead Agency

*Timeline:* Ongoing

### E4 WORK ACTIVITIES

1. Work with member agencies to determine data and analysis needs.
2. Hire/Manage consultant if needed.
3. Add information and analyses to the joint database as it is acquired by member agencies or IRTPO.

## PROGRAM FUNDING DESCRIPTIONS

### WSDOT RTPO GRANTS

The State of Washington allocates funds to all RTPOs to assist them in performing the activities mandated by RCW Section 47.80.023. There is no local match requirement for these funds.

### SURFACE TRANSPORTATION BLOCK GRANTS

Surface Transportation Block Grants (STBG) are federal funds available to state and local agencies for projects that preserve and improve the transportation system, consistent with regional priorities. These funds are allocated to Island RTPO for regional project prioritization and selection. STBG funds require 13.5% local or state agency match.

### ISLAND COUNTY FUNDS

IRTPO planning efforts are funded by federal and state grant sources. The Island County Roads Division fund provides matching funds for Island County Projects and IRTPO administer.

PROGRAM YEAR BUDGET (JULY 1, 2023 – JUNE 30, 2025)

TABLE 1. FINANCIAL SUMMARY: EXPENDITURES BY WORK ELEMENT AND REVENUE SOURCES

| Expenditures and Revenue by Fund Source |                           |                                 |                         |                                     |                          |                         |
|---|---------------------------|---------------------------------|-------------------------|-------------------------------------|--------------------------|-------------------------|
| Funding Source                          | Element 1: Administrative | Element 2: Multi-Modal Planning | Element 3: Regional TIP | Element 4: Data Collection Analysis | SFY 2024-25 Expenditures | Total Estimated Revenue |
| STBG                                    | \$25,950                  | \$61,550                        | \$1,167                 |                                     | \$88,667                 | \$88,667                |
| Local Match 13.5%                       | \$4,050                   | \$9,450                         | \$338                   |                                     | \$13,838                 | \$13,838                |
| WSDOT RTPO (State)                      |                           | \$19,000                        | \$617                   | \$85,000                            | \$104,617                | \$104,617               |
| WSDOT RTPO – add'l                      | \$30,000                  |                                 |                         |                                     | \$30,000                 | \$30,000                |
| Total                                   | \$60,000                  | \$90,000                        | \$2,122                 | \$85,000                            | \$237,122                | \$237,122               |

## APPENDIX A: ORGANIZATION MEMBERSHIPS

### EXECUTIVE BOARD

#### Voting Members

Island County, represented by the three county commissioners  
City of Oak Harbor, represented by the mayor  
Town of Coupeville, represented by the mayor  
City of Langley, represented by the mayor  
Port of Coupeville, represented by one port commissioner  
Port of South Whidbey, represented by one port commissioner  
Island Transit Public Transit Benefit Area (PTBA), represented by a PTBA Board member  
WSDOT, represented by the Northwest Region, Mt. Baker Area

#### Non-Voting Members

NAS Whidbey Island, represented by the community planning liaison  
City of Stanwood, represented by the mayor (or designee)  
*Members of the state House of Representatives or the Senate whose districts are wholly or partly within the boundaries of the Transportation Planning Organization are considered ex officio, non-voting Executive Board members.*

### TECHNICAL ADVISORY COMMITTEE (TAC)

#### **All positions listed are considered voting members**

Island County Assistant County Engineer or his / her designee  
Island County Planning Director or his / her designee  
Island County Commissioner Districts (3) citizen representatives  
Oak Harbor City Engineer or his / her designee  
Oak Harbor City Planner or his / her designee  
City of Langley Public Works Director or his / her designee  
Town of Coupeville Engineer or his / her designee  
Port of Coupeville / Port of South Whidbey member each, alternating year representation  
Island Transit Executive Director or his / her designee  
Island County Economic Development Council Executive Director or designee  
Scenic Isle Way Manager represented by Whidbey and Camano Islands Tourism  
NAS Whidbey Island, represented by the community planning liaison  
WSDOT Northwest Region, Mt. Baker Area, Transportation Planning Manager or his/her designee

## TRANSPORTATION EQUITY COMMITTEE – BY CATEGORY

**The number following the category indicates the target number of representatives for that group. All positions listed are considered voting members except as noted.**

|  |                                     |
|--|-------------------------------------|
| Island County Public Works (1)           | Island County Human Services (1)    |
| Veterans Services (2)                    | Developmental Disability (1)        |
| Juvenile & Superior Court (1)            | Public Schools (2)                  |
| Homeless (3)                             | Low Income (2)                      |
| Employment (1)                           | Tribes (1)                          |
| Limited English Proficiency (1)          | Seniors (3)                         |
| Healthcare & Acquired Disability (3)     | Activities (2)                      |
| Transit (2)                              | Private Transportation Services (1) |
| WSDOT Public Transportation (non-voting) |                                     |