
SKAGIT COUNCIL OF GOVERNMENTS (SCOG) & SKAGIT-ISLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (SIRTPO)



UNIFIED PLANNING WORK PROGRAM

State Fiscal Year 2016

Adopted by Skagit Sub-RTPO/MPO Policy Board May _____

Adopted by Island Sub-RTPO Policy Board May _____

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INTRODUCTION

MPO/RTPO OVERVIEW

Through federal legislation, Metropolitan Planning Organizations (MPOs) exist throughout the United States in all urbanized areas with populations greater than 50,000 people. MPOs are given the authority to prioritize, plan and program transportation projects for federal funding in metropolitan areas.

The Skagit Council of Governments (SCOG) is the federally designated MPO in Skagit County, Washington, as enabled by federal law [23 U.S.C. 134](#) and [49 U.S.C. 5303](#). In coordination with the United States Department of Transportation (USDOT), the Washington State Department of Transportation (WSDOT), local elected leadership, and stakeholders in the planning area, SCOG leads the development of the region's long-range Regional Transportation Plan and short-range Regional Transportation Improvement Program.

Through Washington State legislation, Regional Transportation Planning Organizations (RTPOs) were authorized as part of the 1990 Growth Management Act. The Skagit-Island RTPO (SIRTPO) involves cities, towns, counties, transit agencies, tribes, ports, private employers, and WSDOT with preparing a Regional Transportation Plan, certifying that countywide planning policies and local transportation elements are consistent with the Regional Transportation Plan and maintaining a six-year Regional Transportation Improvement Program.

SCOG serves as the lead planning agency for the SIRTPO and Skagit sub-RTPO, while Island County is the lead planning agency for the Island Sub-RTPO. MPO and RTPO planning activities are funded by grants from USDOT, WSDOT and local governments through regional dues. The Unified Planning Work Program (UPWP) is adopted annually and serves as the budget and work program for SCOG and SIRTPO.

For a listing of the membership of various boards, refer to Appendix A: Board Membership. For a graphical representation of the Board structure, refer to Appendix B: Board Structure. For a map of MPO and RTPO planning areas, see Appendix C: MPO & RTPO Planning Areas.

UPWP OVERVIEW

This UPWP documents the transportation planning work activities and related tasks to be accomplished during the state fiscal year (SFY) 2016 (July 1, 2015 through June 30, 2016). Work activities identified for inclusion in the UPWP comply with regional policies, goals and objectives. SCOG, SIRTPO, and Island Sub-RTPO work activities are consolidated into the Skagit-Island UPWP which is approved separately by the SCOG Transportation Policy Board and the Island Sub-RTPO Policy Board. Final approval is then issued by the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA) and WSDOT.

This document outlines federal and state planning requirements and presents a work program of planning activities to address the requirements during SFY 2016. The work activities in the UPWP are organized into four program elements:

- Element 1: Administration
- Element 2: Multi-Modal Planning
- Element 3: Project Programming & Prioritization
- Element 4: Data Collection & Analysis

For a graphical representation of the core work activities identified in the UPWP, refer to Appendix D: Core Programs and Functions.

AMENDING THE UPWP

As staff availability fluctuates and regional priorities change, it may become necessary to amend the UPWP. If it is determined, through discussions with the SCOG Transportation Policy Board and Island Sub-RTPO Policy Board,

that an amendment is necessary, staff will prepare an updated. A draft will then be made available to the Technical Advisory Committees (TACs), Policy Boards, WSDOT, FHWA, FTA and the public. The TACs will then recommend approval of the amended UPWP to the Policy Boards. Following a public comment period, the Policy Boards will then take action on the amended UPWP. If the amendment is approved by both Policy Boards, the approved regional UPWP will then be submitted to WSDOT, FHWA, and FTA for final approval.

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FEDERAL AND STATE REQUIREMENTS

PLANNING FACTORS AND FEDERAL INITIATIVES

Moving Ahead for Progress in the 21st Century (MAP-21) describes Federal Planning Factors issued by Congress to emphasize planning factors from a national perspective. The eight planning factors are as follows:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users.
4. Increase the accessibility and mobility of people and for freight.
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of the transportation system, across and between modes, people and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.

Each of the federal planning factors is addressed through various work activities selected for SFY 2016, as shown below:

| Planning Factor/UPWP Element | Economic Vitality | System Safety | System Security | Accessibility and Mobility | Protect Environment | Integration of System | Efficiency | System Preservation |
|--------------------------------------|-------------------|---------------|-----------------|----------------------------|---------------------|-----------------------|------------|---------------------|
| Administration | X | X | X | X | X | X | X | X |
| Multi-Modal Planning | X | X | X | X | X | X | X | X |
| Project Programming & Prioritization | X | X | | X | X | X | X | X |
| Data Collection & Analysis | X | X | | X | | X | X | X |

STATE PLANNING EMPHASIS AREAS (RTPO)

The Washington State Legislature has identified policy goals for the planning, operation, performance of, and investment in, the state's transportation system ([RCW 47.04.280](#)). Public investments in infrastructure should support the achievement of these policy goals:

1. Economic Vitality – To promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy.
2. Preservation – To maintain, preserve, and extend the life and utility of prior investments in transportation systems and services.
3. Safety – To provide for and improve the safety and security of transportation customer and the transportation system.
4. Mobility – To improve the predictable movement of goods and people throughout Washington State.
5. Environment – To enhance Washington's quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment.

- 6. Stewardship – To continuously improve the quality, effectiveness, and efficiency of the transportation system.

Each of the Washington State transportation system policy goals is addressed through various work activities selected for SFY 2016, as shown below:

| Planning Factor/UPWP Element | Economic Vitality | Preservation | Safety | Mobility | Environment | Stewardship |
|--------------------------------------|-------------------|--------------|--------|----------|-------------|-------------|
| Administration | X | X | X | X | X | X |
| Multi-Modal Planning | X | X | X | X | X | X |
| Project Programming & Prioritization | X | X | X | X | X | X |
| Data Collection & Analysis | X | X | X | X | | X |

Among the primary RTPO responsibilities ([RCW 47.80.023](#)) is preparing a regional transportation plan that is consistent with countywide planning policies and county, city and town comprehensive plans. Other tasks include preparing a [Regional Transportation Improvement Program \(RTIP\)](#), developing a [Coordinated Public Transit-Human Services Transportation Plan \(HSTP\)](#), and developing regionally consistent level of service standards. All of these duties are addressed in work activities in the UPWP. For a graphical representation of some of the work activities identified in the UPWP, refer to Appendix D: Core Programs and Functions.

PUBLIC INVOLVEMENT

Federal and state legislation require MPOs and RTPOs to include provisions in the planning process to ensure the involvement of the public in the development of the RTP, RTIP, and the UPWP. The SCOG [Public Participation Plan \(PPP\)](#) requires that all plans and documents are made available to the public online and at the SCOG office.

FUNDING SOURCES FOR PLANNING ACTIVITIES

All work, including staff time and consultant activities, listed in the UPWP are funded by one or more of the following funding sources:

FHWA SECTION 112 GRANT FUNDS (“PL,” OR METROPOLITAN PLANNING FUNDS)

Federal planning funds can be used for up to 86.5% of a project, with a required 13.5% match typically provided by local government dues.

FTA SECTION 5303 GRANT FUNDS

Section 5303 funds are federal funds designated for transit planning and research activities. SCOG uses a local match of 13.5% based on an agreement with WSDOT.

SURFACE TRANSPORTATION PROGRAM (STP) GRANT FUNDS

The STP provides flexible funding that may be used by states and localities for projects to preserve and improve the transportation system consistent with regional priorities. Funds are allocated to SCOG and Island County for regional project prioritization and selection or to supplement the efforts of the MPO and RTPO. STP funds can be used for up to 86.5% of a project with a required match of 13.5%.

RTPO GRANT FUNDS

The State of Washington allocates funds to all RTPOs in the state in order to perform the required planning activities. These funds do not have a local match requirement.

NORTH SOUND CONNECTING COMMUNITIES PROJECT (NSCCP)

These funds are from a grant program to be used for multi-modal planning at a five county level (Island, San Juan, Skagit, Snohomish, and Whatcom counties). These funds do not have a local match requirement.

ACCOMPLISHMENTS FROM 2015 UPWP

The Skagit and Island sub-regions have facilitated various notable accomplishments since the mid-1990s. With the support of local agencies and WSDOT, SCOG and SIRTPO were able to fulfill the majority of tasks in the [2015 UPWP](#) despite a constrained budget. Accomplishments of note include the following:

MPO/RTPO

- [2014 UPWP Annual Report](#)
- 2016 UPWP Development
- Administered Transportation Alternatives Program (TAP) selection criteria and regional prioritization process
- Allocated TAP funds to regional projects
- Adopted the [2015-2020 RTIP](#) in October 2014
- Managed the 2015-2020 RTIP through formal amendments and administrative modifications
- Published [Annual Listing of Federally Obligated Projects](#) for calendar year 2014
- Adopted the [Skagit-Island Human Services Transportation Plan](#)
- Prioritized special needs transportation projects
- Maintained regional travel demand model and assisted local jurisdictions with transportation modeling and operational analysis
- Prepared initial growth allocations for use in development of local GMA comprehensive plans, regional transportation plan, and travel demand model
- Updated the regional travel demand model
- Began work on the Regional Transportation Plan Update

MPO

- Updated the Public Participation Plan
- Updated Title VI Plan
- Completed [Title VI Update and Accomplishment Report](#)
- Completed [MPO self-certification process](#)
- Administered [Surface Transportation Program \(STP\) selection criteria](#) and regional prioritization process
- [Allocated STP funds to regional projects](#)
- Continued work on the [Skagit Regional Non-Motorized Plan](#)
- Conducted over 500 traffic counts

ISLAND SUB-RTPO

- Substantially completed update to the Transportation Element of the Island County Comprehensive Plan
- Coordinated with WSDOT on an updated concurrency program methodology
- Administered STP selection criteria and regional prioritization process
- Allocated STP funds to regional projects
- Coordinated with WSDOT Ferries, City of Mukilteo and other agencies on the Mukilteo Multimodal Ferry Project and improvements in Clinton
- Assisted Island County and local agencies with commute trip reduction efforts

ELEMENT 1: ADMINISTRATION

This work element focuses on all aspects of agency and personnel management, Policy Board support, meeting coordination, budgeting, transportation and land use policy development and review, and annual work program reporting and development.

For a cost estimate by work task, refer to the Expenditures by Task table, near the end of this document. For a summary of expenditures and revenue by fund type, refer to the Expenditure/Revenue by Fund Type table, also near the end of this document.

WORK ACTIVITIES

MPO/RTPO

1.1 MPO/RTPO Administration

Description: Manage and administer the work program, including work program development, schedule, budget, progress and evaluation reports and related documentation. Administration will also include assuring compliance with rules and regulations of funding agencies. Supervise staff, personnel activities; procure office supplies and furniture, etc. Review and update contracts and agreements. Provide clerical support for general administration and other work program elements. Procurement of software and hardware, and other technologies and devices as needed. Maintain SCOG and Island Sub-RTPO websites. Participation at monthly Policy Board meetings, Technical Advisory Committee meetings, and other committee meetings as needed. Coordinate and consult with other MPOs and RTPOs on federal, state and regional transportation issues. Prepare 2016 operating budget. Provide continuing education and training opportunities through webinars, conferences and seminars as appropriate. Prepare the annual self-certification that specifies that MPO functions are being performed in accordance with all applicable requirements.

Responsibilities: SCOG (Lead), Island County

Product: In November, staff will prepare 2016 SCOG operating budget. The budget will be adopted prior to calendar year 2016. Also in November, SCOG will submit its self-certification documentation.

Direct Cost: Technology-related (hardware, software, website, etc.) direct costs are expected to total up to \$5,000. Training costs are expected to total up to \$10,000.

1.2 UPWP Annual Development and Reporting

Description: Creation of the 2015 UPWP Annual Report per [23 CFR 420.117](#). Creation of the 2017 Skagit-Island UPWP in cooperation with Island County, WSDOT, Skagit Transit, Island Transit, FHWA and FTA.

Responsibilities: SCOG (Lead), Island County, Skagit Transit, Island Transit, WSDOT

Product: SCOG and SIRTPO will prepare the 2015 UPWP annual report in July/August 2015 and the 2017 UPWP in the spring of 2016.

1.3 Public Participation

Description: Facilitate public involvement and outreach efforts in accordance with the Title VI Plan and Public Participation Plan. Public engagement activities related to specific tasks in the UPWP can also be found in their associated descriptions. See Task 2.1 for an example.

Responsibilities: SCOG (Lead), Island County

Product: Provide opportunities for continuous and meaningful public participation in all planning, programs, and projects.

1.4 Governance

Description: Update the SIRTPO governance structure and related bylaws. Develop Memorandum(s) of Agreement with WSDOT and Skagit Transit per [23 CFR 450.314](#). Coordinate with WSDOT and local tribes to develop a Tribal Consultation Plan.

Responsibilities: SCOG (Lead), Island County, WSDOT

Product: Updated bylaws and governance documents for SIRTPO tentatively set for adoption by member agencies in the third quarter of calendar year 2015. Memorandum(s) of Agreement will be established with WSDOT and Skagit Transit in the fourth quarter of calendar year 2015. A Tribal Consultation Plan, if necessary, is tentatively set for adoption in the fourth quarter of calendar year 2015.

1.5 Legislator Contact

Description: Develop and submit Public Disclosure Commission Reports as required. This report identifies all contact with State legislators. All expenses in meeting with federal and state elected and administration officials are paid using local funds. Historically, SCOG has visited state legislators in the first month or two of the Washington State Legislature's regular session. Other contact may occur but it is unknown when this will happen.

Responsibilities: SCOG (Lead)

Product: Quarterly Public Disclosure Commission Reports as necessary.

MPO

1.6 Title VI Annual Report

Description: Report on Title VI Plan implementation activities through the annual Title VI Update and Accomplishment Report.

Responsibilities: SCOG (Lead)

Product: The Title VI Annual Report will be submitted in August 2015.

ELEMENT 2: MULTI-MODAL PLANNING

This work program element focuses on the development, ongoing maintenance and update of the Skagit-Island Regional Transportation Plan (RTP). The latest RTP was adopted in April 2011. Planning projects that are anticipated are detailed in this section.

For a cost estimate by work task, refer to the Expenditures by Task table, near the end of this document. For a summary of expenditures and revenue by fund type, refer to the Expenditure/Revenue by Fund Type table, also near the end of this document.

WORK ACTIVITIES

MPO/RTPO

2.1 Regional Transportation Plan

Description: The Skagit-Island Metropolitan/Regional Transportation Plan was last adopted in April of 2011. The next scheduled update is in April 2016. The RTP and any required environmental documents have been developed in cooperation with members, stakeholders and the public, in SFY 2015. SCOG's work in updating the RTP will continue into SFY 2016. A public involvement plan will guide the approach to public engagement through the RTP update.

Responsibilities: SCOG (Lead), Island County, consultant

Product: A draft of the Regional Transportation Plan will be available for public review in SFY 2016. The adoption of the RTP will occur no later than April of 2016.

Direct Cost: Envirolsues is continuing its contract from SFY 2015 to assist in the development and implementation of the public involvement plan for the RTP for \$5,000.

2.2 Coordinated Public Transit-Human Services Transportation Plan

Description: The Skagit-Island Human Services Transportation Plan (HSTP) was updated in December of 2014. In partnership with Skagit Transit, Island Transit, non-profit special needs transportation providers, tribes and other stakeholders, SCOG will oversee the implementation of the plan.

Responsibilities: SCOG (Lead), Island County

Product: Ongoing implementation of the Skagit-Island HSTP.

2.3 Washington State Transportation Plan/Highway System Plan

Description: Participate in the implementation of the Washington Transportation Plan (WTP) and Highway System Plan (HSP) where consistent with regional transportation policy priorities, including:

- a. Coordination with WSDOT on investment priorities identified in the WTP which are of mutual interest.
- b. Coordination with other Washington MPOs/RTPOs on investment priorities identified in the WTP that are of mutual interest.
- c. Cooperation with WSDOT in ongoing efforts to communicate WTP priorities to elected officials and citizens within the region.
- d. Assist WSDOT in corridor level transportation studies, as needed.

Responsibilities: SCOG (Lead), Island County

Product: Participation in statewide and corridor transportation plans and program development as the need arises.

2.4 Transportation Planning

Description: Assist local agencies with transportation planning efforts. Refer to Appendix E: for a description of major planning projects to be conducted by SCOG and SIRTPO member agencies.

Planning studies anticipated to occur in SFY 2016:

- Clinton to Langley Trail Feasibility Study

Responsibilities: SCOG, Island County

Product: SCOG and Island County will assist with local planning efforts as needed. This is an ongoing work task.

2.5 North Sound Connecting Communities Project

Description: The North Sound Connecting Communities Project (Farmhouse Gang) is a macro-regional group including Island, San Juan, Snohomish, Skagit and Whatcom counties that focuses on mobility and multimodal issues. SCOG is designated as the lead agency for the Farmhouse Gang. SCOG currently has a contract with Whatcom Council of Governments to aid the administration of the program.

Responsibilities: SCOG (Lead), Island County

Product: Farmhouse Gang meetings. Staff support for additional multimodal planning activities that the Farmhouse Gang performs.

Direct Cost: The agreement with WCOG is not to exceed \$15,000 in calendar year 2015.

2.6 Transportation Element Consistency

Description: Certify that the transportation element of city/county comprehensive plans and countywide planning policies meet the following requirements:

- a. Reflect the transportation guidelines and principles established in the adopted and be consistent with other adopted plans.
- b. Conform to the requirements of [RCW 36.70A.070](#).
- c. Reflect consistency to the countywide planning policies adopted under [RCW 36.70A.210](#) and the adopted RTP.

Responsibilities: SCOG, Island County

Product: Certification of local transportation elements.

MPO

2.7 Title VI, Limited English Proficiency and Environmental Justice Implementation

Description: SCOG will review planning, programming and projects to ensure that SCOG decisions do not have a disproportionate adverse impact on protected populations. SCOG will maintain a Title VI complaint log and implement the adopted Title VI Plan to ensure nondiscrimination in SCOG's Transportation Program.

Responsibilities: SCOG (Lead)

Product: Ensuring nondiscrimination in transportation decisions is an ongoing work task. Work products developed throughout the year to ensure non-discrimination will be reported through the Title VI Annual Update and Accomplishments Report which will be submitted in August 2015.

2.8 Skagit County Rail Crossing Study

Description: Develop a methodology to assess at-grade rail crossings within Skagit County. The study will develop a set of analytical questions the methodology would strive to answer and test the

methodology on one or more at-grade crossings. The methodology would allow assessment of all at-grade crossings to assist in determining where existing and future problems are likely to occur and provide a framework to prioritizing at-grade crossing to be included in plans or programs. This task is a continuation from the 2015 UPWP.

Responsibilities: SCOG, consultant

Product: A report detailing the methodology, analysis of railroad crossings, and recommended solutions or next steps. The anticipated completion will be in the fourth quarter of calendar year 2015.

Direct Cost: \$45,000 for consulting services

2.9 Non-Motorized Transportation Planning

Description: The Active Community Taskforce (ACT) is an advisory committee to the TAC and the SCOG Transportation Policy Board (TPB) on non-motorized issues. A primary responsibility of the ACT will be to encourage implementation of the Skagit Regional Non-Motorized Plan. During SFY 2016 the ACT will review transportation projects as requested by SCOG or member agencies. In September 2015 the ACT will organize the annual bicycle and pedestrian count. The ACT will work to update the Skagit County Walking Trail Guide for distribution in the fall of 2015 and the Skagit County Bike Map for distribution in the spring of 2016. All expenses associated with printing the maps will be paid out of local funds.

Responsibilities: SCOG

Product: In October SCOG will provide documentation of regional bicycle and pedestrian counts. SCOG will provide updated Skagit County Walking Trail Guide and Skagit County Bike Maps to local chambers of commerce and visitor centers in SFY 2016. The Coast to Cascades Corridor Study will be completed in the second quarter of 2016.

2.10 Regional Americans with Disabilities Act Transition Plan

Description: SCOG will develop a regional template for member agencies to use in the production and adoption of Americans with Disabilities Act (ADA) Transition Plans. Through federal law, all public agencies with 50 or more employees must prepare an ADA Transition Plan that inventories ADA deficiencies and identifies a plan to make all public facilities compliant. It is anticipated that SCOG will hire a consultant to assist in the development of a regionally consistent template that member agencies can use to develop their plans.

Responsibilities: SCOG (Lead)

Product: A regional template that member agencies can use to develop their ADA Transition Plans.

Direct Cost: Consultant support of up to \$60,000.

ISLAND SUB-RTPO

2.11 Island County Non-Motorized Plan Update

Description: Update to the Island County Non-Motorized Transportation Plan.

Responsibilities: Island County (Lead)

Product: The consultant contract will include a comprehensive review and prioritization of new and existing non-motorized transportation infrastructure, including beach access for paddle craft.

The expected completion date is by December 31, 2016.

Direct Cost: The anticipated consultant cost will be \$175,000 and be overseen by Island County.

ELEMENT 3: PROJECT PROGRAMMING & PRIORITIZATION

PURPOSE

Federal and state regulations guide the development and management of the programming of federally funded and other regionally significant transportation improvement projects over a four to six-year period. The Regional Transportation Improvement Program (RTIP) is updated annually, and is amended on an as-needed basis throughout the year. The RTIP is effectively an ongoing process of programming federal, state, and local expenditures to implement the regional planning goals and state and federal planning emphasis areas.

For a cost estimate by work task, refer to the Expenditures by Task table, near the end of this document. For a summary of expenditures and revenue by fund type, refer to the Expenditure/Revenue by Fund Type table, also near the end of this document.

SFY 2015 WORK ACTIVITIES

MPO/RTPO

3.1 Regional Project Prioritization

Description: Maintain a financially feasible four-year transportation improvement program, including a two-year list of contingency projects, for regionally significant and federally funded transportation projects.

- a. Develop the RTIP; transmit applicable projects to WSDOT for inclusion in the Statewide Transportation Improvement Program (STIP).
- b. As projects change in funding status or description, prepare amendments to the RTIP in order to program federal funds that become secured or prioritized throughout the year.
- c. Develop RTIP project identification, prioritization, and selection procedures with the goal of programming projects using regionally-managed funds (STP and TAP) for all four years of the RTIP.
- d. Document and publish an annual listing of obligated projects
- e. Track regionally managed fund (STP and TAP) project delivery to ensure that annual regional obligation targets are met.

Responsibilities: SCOG (Lead), Island County

Product: The 2016-2021 RTIP will be adopted by the SIRTPO Policy Board in the fourth quarter of calendar year 2015.

SCOG and Island sub-RTPO will process [RTIP amendments](#) as needed.

Develop changes to the project selection process as needed.

An annual listing of obligated projects will be posted to the SCOG website in the first quarter of calendar year 2016.

ELEMENT 4: DATA COLLECTION & ANALYSIS

A regional travel demand model is used to inform transportation policy decisions. Varying funding and project scenarios can be run to establish a reasonable estimate of what the regional transportation needs will be in the future. The RTP is based in part on the development of the regional travel demand model. Similarly, member agencies utilize the regional model in the development of their transportation elements of their comprehensive plans.

SCOG maintains databases of regional transportation, employment, and housing data. These primarily serve as inputs to the regional travel demand model but also serve as a valuable resource for information. Member agencies are able to access data that would be difficult for them to maintain individually due to budget and staffing constraints.

For a cost estimate by work task, refer to the Expenditures by Task table, near the end of this document. For a summary of expenditures and revenue by fund type, refer to the Expenditure/Revenue by Fund Type table, also near the end of this document.

WORK ACTIVITIES

MPO/RTPO

4.1 Performance Measures

Description: In cooperation with WSDOT and with guidance from USDOT in response to [Section 1203 of MAP-21](#), SCOG will develop state and local performance measures and performance targets. The [MAP-21 Implementation Schedule](#) identifies the approximate time frame for setting and adopting performance measures for all categories.

Responsibilities: SCOG (Lead), Island County

Product: Review and comment on proposed rules regarding performance measures. Potentially adopt performance measures late SFY 2016.

4.2 Travel Demand Model

Description: SCOG will maintain the regional travel demand model for use in updates to the RTP and other transportation planning efforts.

Responsibilities: SCOG (Lead)

Product: The result of this work activity will be a current transportation demand model. This is an ongoing work activity.

4.3 Data & Analysis

Description: This task includes a continuation of SCOG's agreement with Skagit County to perform traffic counting services for jurisdictions within Skagit County. Continue to maintain inventory of traffic and vehicle classification counts and travel time studies from all available sources; store data and make available in electronic format. The agreement with Skagit County will be reassessed to ensure SCOG's transportation data needs are being met. With the assistance of a consultant, SCOG will also develop a regional economic and demographic profile in SFY 2016

Responsibilities: SCOG (Lead), consultant.

Product: Maintain library of current traffic counts for Skagit County. Counts will be done throughout the year on both a scheduled and as-needed basis. All counts, travel time information, and transit ridership data will be made available and maintained in an electronic library.

Direct Cost: The anticipated consultant cost will be \$30,000 for traffic counts. The anticipated consultant cost for the economic and demographic profile will be \$10,000.

4.4 GIS and Mapping

Description: Maintain current demographic, roadway infrastructure and other spatial data for mapping and GIS applications. Produce maps and conduct geospatial analysis as necessary to support the work program.

Responsibilities: SCOG (Lead)

Product: Provide GIS data and maps as necessary. This is an ongoing work task.

4.5 Highway Functional Classification

Description: Update, review and process requests for modifications of the federal highway functional classification system within the region, as required.

Responsibilities: SCOG, Island County

Product: Updated functional classification maps. This work will be done on an as-needed basis.

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UNFUNDED WORK PRIORITIES

1. **Economic Impact of Active Tourism:** This study will analyze economic indicators regarding the implementation of non-motorized transportation facilities and promotion of active recreation. The results of the study can be used to inform future project prioritization decisions, particularly pertaining to non-motorized transportation infrastructure.

Estimated cost of \$50,000.

2. **Coast to Cascades Corridor Study:** Currently there is no clear way for non-motorized travelers to travel west from Mount Vernon/Burlington to Anacortes. The proposed study would examine detailed routing options, preliminary engineering/design of anticipated choke points, coordinate with property owners and stakeholders, and include an outreach strategy.

Estimated cost of up to \$100,000.

SCOG may seek funding opportunities for these projects. Possible sources of funding this work item include STP funds or other special grants.

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EXPENDITURES BY TASK

| SFY 2015 Unified Planning Work Program Proposed Budget | | | FHWA - PL | | | FTA - 5303 | | | STP | | | RTPO | Farmhouse Gang | Other | Summary | | | Total |
|--|-----------------------------|---|------------------|------------------|------------------|-----------------|-----------------|-----------------|------------------|------------------|-----------------|------------------|-----------------|----------------|------------------|------------------|------------------|------------------|
| Element | Number | Description | Total 100.0% | FHWA 86.5% | Match 13.5% | Total 100.0% | FTA 86.5% | Match 13.5% | Total 100.0% | STP 86.5% | Match 13.5% | | | | Federal | State | Local | |
| Administration | 1.1 | Administration | \$95,300 | \$82,400 | \$12,900 | \$16,300 | \$14,100 | \$2,200 | \$5,700 | \$4,900 | \$800 | \$24,000 | \$0 | \$0 | \$101,400 | \$24,000 | \$15,900 | \$141,300 |
| | 1.2 | UPWP Annual Development And Reporting | \$8,100 | \$7,000 | \$1,100 | \$2,200 | \$1,900 | \$300 | \$200 | \$200 | \$0 | \$7,600 | \$0 | \$0 | \$9,100 | \$7,600 | \$1,400 | \$18,100 |
| | 1.3 | Public Participation | \$7,300 | \$6,300 | \$1,000 | \$3,700 | \$3,200 | \$500 | \$700 | \$600 | \$100 | \$900 | \$0 | \$0 | \$10,100 | \$900 | \$1,600 | \$12,600 |
| | 1.4 | Governance | \$4,300 | \$3,700 | \$600 | \$0 | \$0 | \$0 | \$3,200 | \$2,800 | \$400 | \$4,300 | \$0 | \$0 | \$6,500 | \$4,300 | \$1,000 | \$11,800 |
| | 1.5 | Legislator Contact | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | 1.6 | Title VI Annual Report | \$7,300 | \$6,300 | \$1,000 | \$3,100 | \$2,700 | \$400 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$9,000 | \$0 | \$1,400 | \$10,400 |
| | Administration Total | | | \$122,300 | \$105,700 | \$16,600 | \$25,300 | \$21,900 | \$3,400 | \$9,800 | \$8,500 | \$1,300 | \$36,800 | \$0 | \$0 | \$136,100 | \$36,800 | \$21,300 |
| Multimodal Planning | 2.1 | Regional Transportation Plan | \$84,200 | \$72,800 | \$11,400 | \$24,600 | \$21,300 | \$3,300 | \$10,400 | \$9,000 | \$1,400 | \$12,400 | \$0 | \$5,000 | \$103,100 | \$12,400 | \$21,100 | \$136,600 |
| | 2.2 | Human Services Transportation Plan | \$0 | \$0 | \$0 | \$14,300 | \$12,400 | \$1,900 | \$2,200 | \$1,900 | \$300 | \$3,100 | \$0 | \$0 | \$14,300 | \$3,100 | \$2,200 | \$19,600 |
| | 2.3 | WSTP/HSP | \$2,900 | \$2,500 | \$400 | \$0 | \$0 | \$0 | \$1,700 | \$1,500 | \$200 | \$5,300 | \$0 | \$0 | \$4,000 | \$5,300 | \$600 | \$9,900 |
| | 2.4 | Transportation Planning | \$22,300 | \$19,300 | \$3,000 | \$2,100 | \$1,800 | \$300 | \$15,300 | \$13,200 | \$2,100 | \$13,900 | \$0 | \$0 | \$34,300 | \$13,900 | \$5,400 | \$53,600 |
| | 2.5 | NSCCP | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$4,400 | \$3,800 | \$600 | \$0 | \$21,800 | \$0 | \$25,600 | \$0 | \$600 | \$26,200 |
| | 2.6 | Transportation Element Consistency | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$11,000 | \$0 | \$0 | \$0 | \$11,000 | \$0 | \$11,000 |
| | 2.7 | Environmental Justice | \$9,100 | \$7,900 | \$1,200 | \$5,900 | \$5,100 | \$800 | \$700 | \$600 | \$100 | \$0 | \$0 | \$0 | \$13,600 | \$0 | \$2,100 | \$15,700 |
| | 2.8 | Skagit County Rail Crossing Study | \$5,800 | \$5,000 | \$800 | \$0 | \$0 | \$0 | \$53,200 | \$46,000 | \$7,200 | \$0 | \$0 | \$0 | \$51,000 | \$0 | \$8,000 | \$59,000 |
| | 2.9 | Non-Motorized Transportation Planning | \$8,000 | \$6,900 | \$1,100 | \$0 | \$0 | \$0 | \$5,100 | \$4,400 | \$700 | \$0 | \$0 | \$0 | \$11,300 | \$0 | \$1,800 | \$13,100 |
| | 2.10 | Regional ADA Transition Plan | \$6,700 | \$5,800 | \$900 | \$0 | \$0 | \$0 | \$70,300 | \$60,800 | \$9,500 | \$0 | \$0 | \$0 | \$66,600 | \$0 | \$10,400 | \$77,000 |
| | 2.11 | Island County Non-Motorized Plan Update | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$188,100 | \$162,700 | \$25,400 | \$13,100 | \$0 | \$0 | \$162,700 | \$13,100 | \$25,400 | \$201,200 |
| Multimodal Planning Total | | | \$139,000 | \$120,200 | \$18,800 | \$46,900 | \$40,600 | \$6,300 | \$351,400 | \$303,900 | \$47,500 | \$58,800 | \$21,800 | \$5,000 | \$486,500 | \$58,800 | \$77,600 | \$622,900 |
| Project Programming & Prioritization | 3.1 | Regional Project Prioritization | \$29,700 | \$25,700 | \$4,000 | \$5,500 | \$4,800 | \$700 | \$8,800 | \$7,600 | \$1,200 | \$13,400 | \$0 | \$0 | \$38,100 | \$13,400 | \$5,900 | \$57,400 |
| Project Programming & Prioritization Total | | | \$29,700 | \$25,700 | \$4,000 | \$5,500 | \$4,800 | \$700 | \$8,800 | \$7,600 | \$1,200 | \$13,400 | \$0 | \$0 | \$38,100 | \$13,400 | \$5,900 | \$57,400 |
| Data Collection & Analysis | 4.1 | Performance Metrics | \$8,600 | \$7,400 | \$1,200 | \$3,000 | \$2,600 | \$400 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$10,000 | \$0 | \$1,600 | \$11,600 |
| | 4.2 | Travel Demand Modeling | \$5,800 | \$5,000 | \$800 | \$0 | \$0 | \$0 | \$8,100 | \$7,000 | \$1,100 | \$0 | \$0 | \$0 | \$12,000 | \$0 | \$1,900 | \$13,900 |
| | 4.3 | Transportation Data | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$55,600 | \$48,100 | \$7,500 | \$0 | \$0 | \$0 | \$48,100 | \$0 | \$7,500 | \$55,600 |
| | 4.4 | GIS and Mapping | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$17,700 | \$15,300 | \$2,400 | \$0 | \$0 | \$0 | \$15,300 | \$0 | \$2,400 | \$17,700 |
| | 4.5 | Federal Functional Classification | \$3,200 | \$2,800 | \$400 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$2,800 | \$0 | \$400 | \$3,200 |
| Data Collection & Analysis Total | | | \$17,600 | \$15,200 | \$2,400 | \$3,000 | \$2,600 | \$400 | \$81,400 | \$70,400 | \$11,000 | \$0 | \$0 | \$0 | \$88,200 | \$0 | \$13,800 | \$102,000 |
| UPWP Total | | | \$308,600 | \$266,800 | \$41,800 | \$80,700 | \$69,900 | \$10,800 | \$451,400 | \$390,400 | \$61,000 | \$109,000 | \$21,800 | \$5,000 | \$748,900 | \$109,000 | \$118,600 | \$976,500 |

EXPENDITURES/REVENUE BY FUND TYPE

Federal Funds

| Program Fund Source | | Element 1: Administration | Element 2: Multimodal Planning | Element 3: Project Programming & Prioritization | Element 4: Data Collection & Analysis | Total Expenditures | Revenue | Carry Forward from 2015 | Carry Forward to 2017 |
|----------------------|--|---------------------------|--------------------------------|---|---------------------------------------|--------------------|------------------|-------------------------|-----------------------|
| SCOG | FHWA PL Federal Funds | \$105,800 | \$120,200 | \$25,700 | \$15,100 | \$266,800 | \$194,700 | \$215,000 | \$142,900 |
| | Local Match = 13.5% | \$16,500 | \$18,800 | \$4,000 | \$2,400 | \$41,700 | \$41,700 | N/A | |
| | FTA 5303 PL Federal Funds | \$21,800 | \$40,600 | \$4,800 | \$2,600 | \$69,800 | \$35,300 | \$84,000 | \$49,500 |
| | Local Match = 13.5% | \$3,400 | \$6,300 | \$700 | \$400 | \$10,800 | \$10,800 | N/A | |
| | STP Funds | \$0 | \$120,200 | \$0 | \$70,400 | \$190,600 | \$0 | \$574,000 | \$383,400 |
| | Local Match = 13.5% | \$0 | \$18,800 | \$0 | \$11,000 | \$29,800 | \$29,800 | N/A | |
| | North Sound Connecting Communities Project | \$0 | \$21,800 | \$0 | \$0 | \$21,800 | \$0 | \$28,000 | \$6,200 |
| | Other | \$0 | \$5,000 | \$0 | \$0 | \$5,000 | \$5,000 | \$0 | \$0 |
| Total | | \$147,500 | \$351,700 | \$35,200 | \$101,900 | \$636,300 | \$317,300 | \$901,000 | \$582,000 |
| Island County | STP Funds | \$8,400 | \$183,600 | \$7,600 | \$0 | \$199,600 | \$86,000 | \$205,000 | \$91,400 |
| | Local Match = 13.5% | \$1,300 | \$28,700 | \$1,200 | \$0 | \$31,200 | \$31,200 | N/A | |
| | Total | | \$9,700 | \$212,300 | \$8,800 | \$0 | \$230,800 | \$117,200 | \$205,000 |
| Federal Total | | \$157,200 | \$564,000 | \$44,000 | \$101,900 | \$867,100 | \$434,500 | \$1,106,000 | \$673,400 |

Numbers are rounded

State Funds

| Program Fund Source | | Element 1: Administration | Element 2: Multimodal Planning | Element 3: Project Programming | Element 4: Data Collection & Analysis | Total Expenditures | Revenue | Carry Forward from 2015 | Carry Forward to 2017 |
|---------------------|------------------|---------------------------|--------------------------------|--------------------------------|---------------------------------------|--------------------|------------------|-------------------------|-----------------------|
| RTPO Planning Funds | Skagit Sub-RTPO* | \$31,200 | \$31,000 | \$12,200 | \$0 | \$74,300 | \$74,300 | N/A | N/A |
| | Island Sub-RTPO* | \$5,700 | \$27,900 | \$1,300 | \$0 | \$34,800 | \$34,800 | N/A | N/A |
| | Total | | \$36,900 | \$58,900 | \$13,500 | \$0 | \$109,200 | \$109,200 | N/A |

*RTPO Planning Funds are an apportionment to SIRTPO. The funds are distributed to Skagit and Island Sub-RTPO's based on work program cost estimates.

Numbers are rounded

EXPECTED CONSULTANT CONTRACTS

| Task | Title | Expected Cost | Fund Type |
|--------------|---|------------------|----------------|
| 2.1 | Regional Transportation Plan | \$5,000 | Skagit Transit |
| 2.8 | Skagit County Rail Crossing Study | \$45,000 | STP |
| 2.10 | Regional ADA Transition Plan | \$60,000 | STP |
| 2.12 | Island County Non-Motorized Plan Update | \$175,000 | STP |
| 4.3 | Transportation Data | \$40,000 | STP |
| Total | | \$325,000 | |

CONTACT INFORMATION

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 (360) 678-7959
d.cox@co.island.wa.us

Appendix A: BOARD MEMBERSHIP

SKAGIT COUNCIL OF GOVERNMENTS TRANSPORTATION POLICY BOARD

The SCOG Transportation Policy Board makes regional transportation decisions for the MPO and sub-RTPO. The responsibilities of the Transportation Policy Board include approval of MPO planning documents and programs as well and establishing regional transportation planning policies.

SCOG TRANSPORTATION POLICY BOARD MEMBER JURISDICTIONS:

| | | |
|-----------------------|----------------------------|-------------------|
| City of Anacortes | Port of Skagit County | Town of Hamilton |
| City of Burlington | Port of Anacortes | Town of La Conner |
| City of Mount Vernon | Swinomish Tribal Community | Town of Lyman |
| City of Sedro-Woolley | Samish Indian Nation | WSDOT |
| Skagit County | Town of Concrete | |

GEOGRAPHIC PLANNING AREA: All of Skagit County.

SKAGIT-ISLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (SIRTPO) POLICY BOARD

The Skagit-Island Regional Transportation Planning Organization (SIRTPO) is a combination of the Skagit sub-RTPO and the Island sub-RTPOs. The SIRTPO Policy Board has approval authority over the Skagit-Island RTP, Skagit-Island RTIP and the Skagit-Island Coordinated Public Transit-Human Services Transportation Plan (HSTP).

SKAGIT SUB-RTPO BOARD MEMBER JURISDICTIONS:

| | | |
|-----------------------|----------------------------|-------------------|
| City of Anacortes | Skagit Transit | Town of Concrete |
| City of Burlington | Port of Anacortes | Town of Hamilton |
| City of Mount Vernon | Port of Skagit County | Town of La Conner |
| City of Sedro-Woolley | Swinomish Tribal Community | Town of Lyman |
| Skagit County | Samish Indian Nation | WSDOT |

ISLAND SUB-RTPO BOARD MEMBER JURISDICTIONS:

| | | |
|--------------------|-----------------------|--------------------|
| City of Langley | Island County | Town of Coupeville |
| City of Oak Harbor | Port of Coupeville | |
| Island Transit | Port of South Whidbey | |

GEOGRAPHIC PLANNING AREA: All of Skagit and Island counties.

ISLAND SUB-REGIONAL TRANSPORTATION PLANNING ORGANIZATION (ISLAND SUB-RTPO) POLICY BOARD

The Island sub- RTPO serves as a mutual forum to identify, discuss study and bring into focus sub-regional transportation challenges and opportunities. The Island sub-RTPO Policy Board is the countywide decision-making body for the sub-RTPO and is made up of the jurisdictions listed below.

BOARD MEMBER JURISDICTIONS:

| | | |
|--------------------|-----------------------|--------------------|
| City of Langley | Island Transit | Town of Coupeville |
| City of Oak Harbor | Port of Coupeville | WSDOT |
| Island County | Port of South Whidbey | |

GEOGRAPHIC AREA: All of Island County.

NORTH SOUND CONNECTING COMMUNITIES PROJECT (FARMHOUSE GANG)

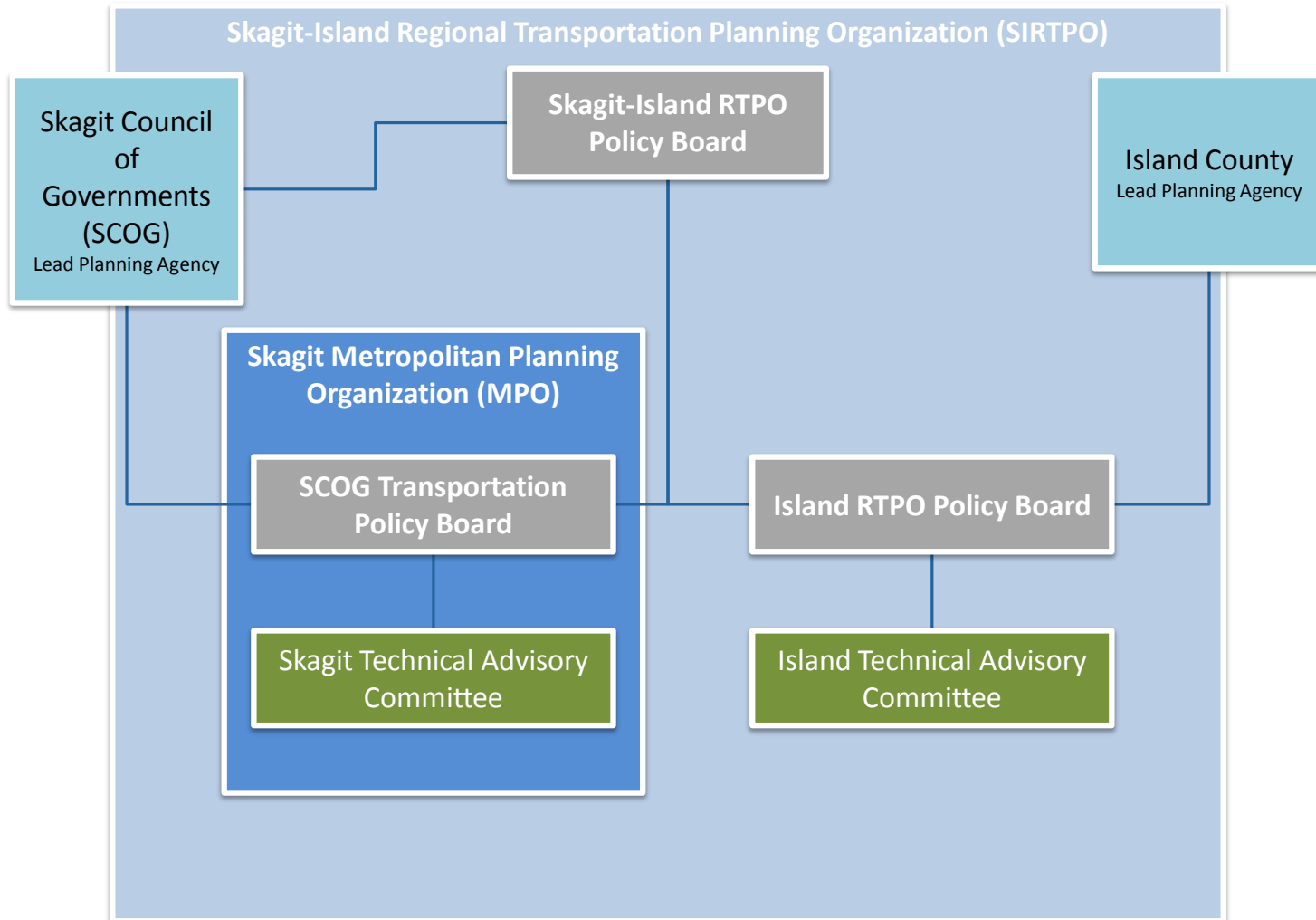
SCOG is the lead agency for this project which is a coalition of elected, agency and citizen representatives from the five north sound counties (Whatcom, Skagit, Island, San Juan, and Snohomish). Together they work on regional planning that includes highway, rail/freight, transit, non-motorized transportation and ferry issues. This project is funded through a High Priority Project grant and supported by public and private partnerships. The goal of the Farmhouse Gang is to study and support ways that transportation systems work together to provide options and access to residents in the region.

MEMBERSHIP: Public and private stakeholders within the north sound counties of the Puget Sound area.

GEOGRAPHIC PLANNING AREA: Whatcom, Skagit, Island, San Juan, and Snohomish counties.

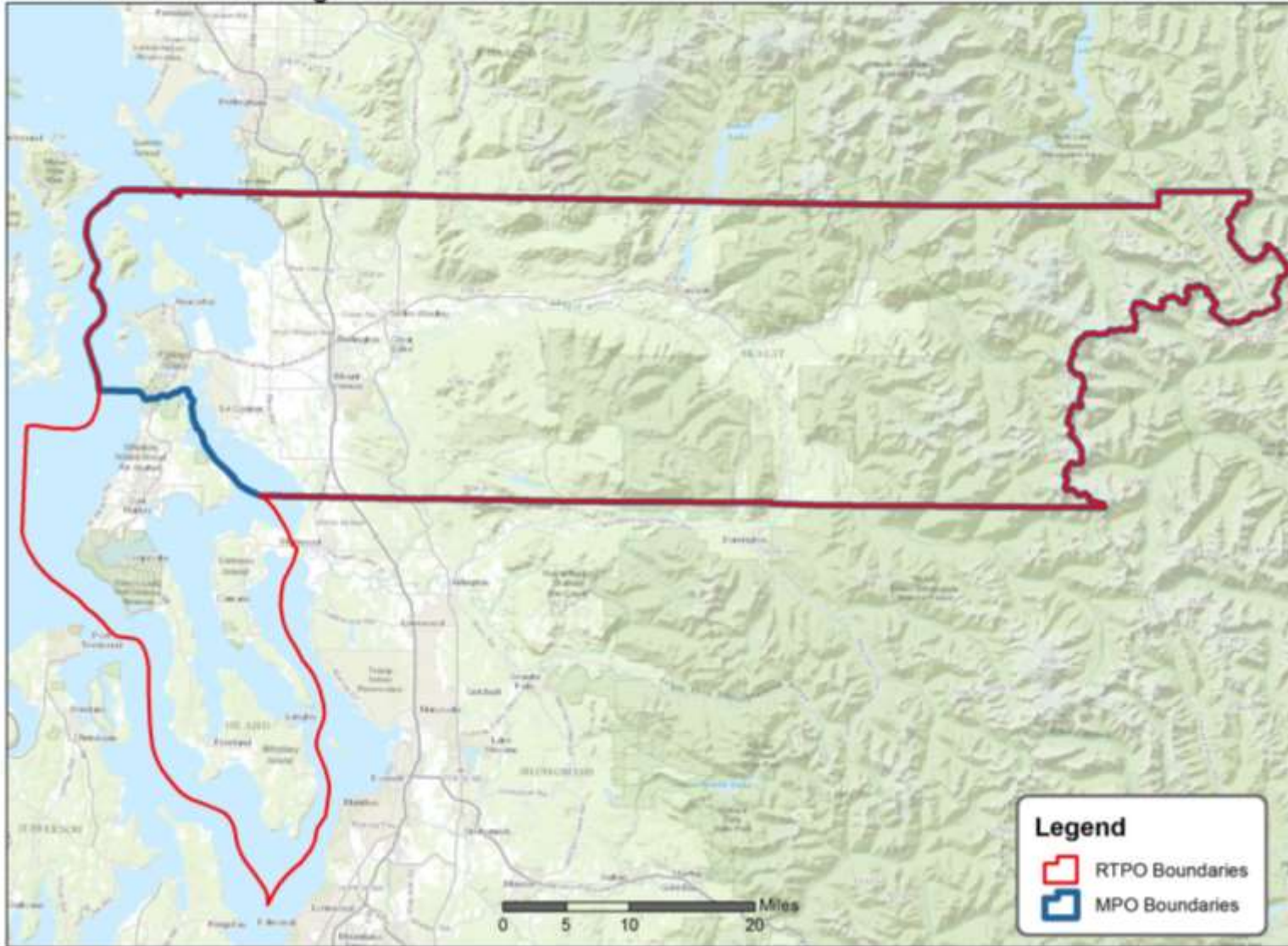
Appendix B: BOARD STRUCTURE

Skagit MPO and Skagit-Island RTPO Structure

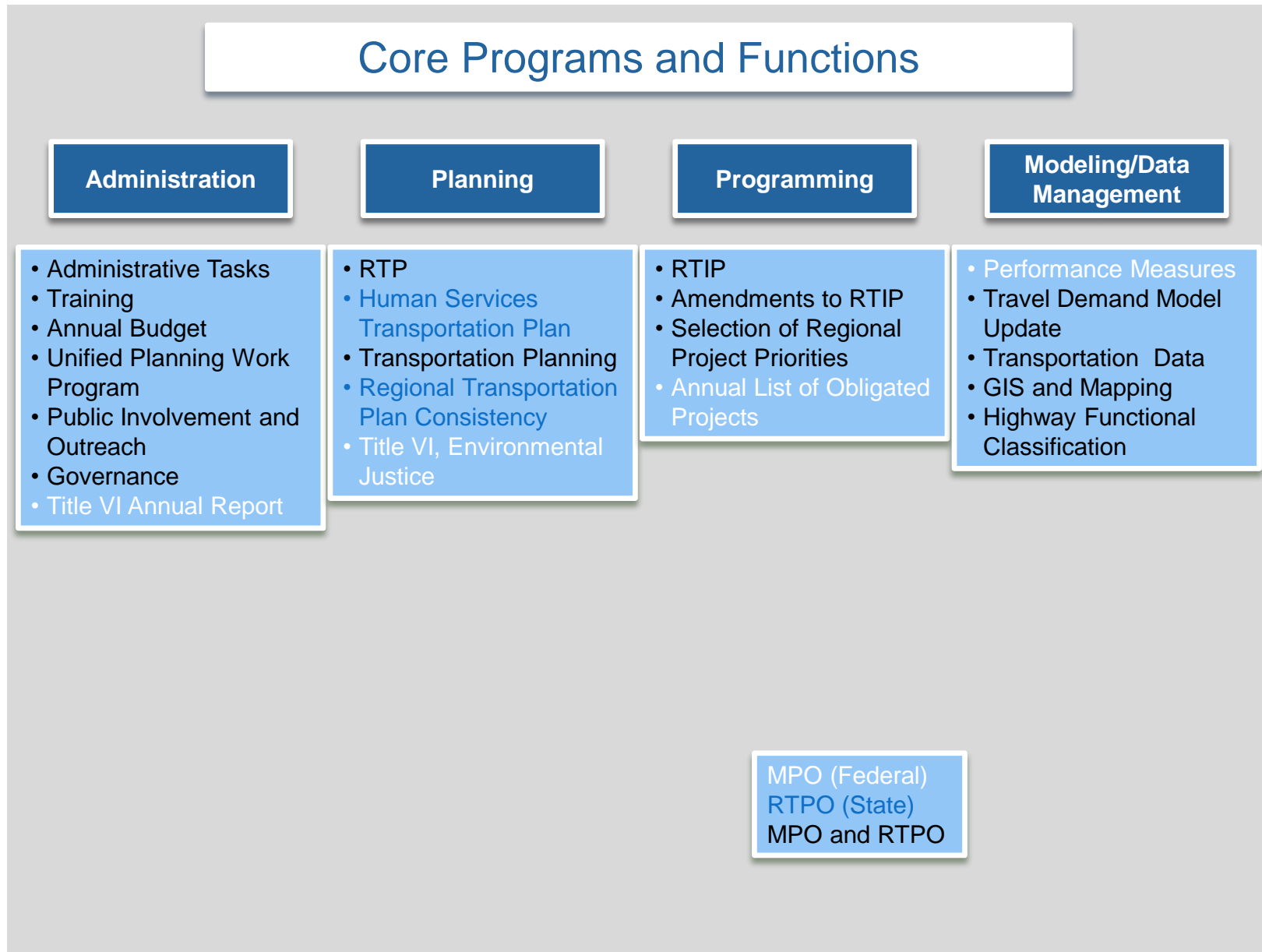


Appendix C: MPO & RTPO PLANNING AREAS

MPO & RTPO Planning Areas



Appendix D: CORE PROGRAMS AND FUNCTIONS



Appendix E: PLANNING PROJECTS BY OTHER AGENCIES

SKAGIT TRANSIT

2015 TRANSIT DEVELOPMENT PLAN

As per RCW 35.58.2795, Skagit Transit updates a six-year Transit Development Plan (TDP) every year for submittal to WSDOT by September 1st. The TDP identifies proposed service changes and capital projects over a six year period and provides the public an opportunity to comment on these planned activities.

Schedule: May 2015 – August 2015

Funding: Local funds

SERVICE ANALYSIS PLAN

Skagit Transit plans to undertake a Service Analysis Plan in calendar year 2015 that will examine the current efficiency and effectiveness of the system and provide recommendations for improvements, analyze under-performing routes and make recommendations to improve ridership, develop and recommend service expansions that will address current and future transportation needs, and evaluate existing passenger facilities and amenities and recommend improvements to existing facilities or recommend new facilities.

Schedule: Fall-Winter 2015

Funding: Local funds