

SFY 2019

Unified Planning Work  
Program

YEAR END  
REPORT

Island Regional Transportation  
Planning Organization (IRTPO)  
Whidbey & Camano Islands  
SFY 2019

**ISLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION  
PROGRAM YEAR July 1, 2018 – June 30, 2019 (SFY 2019)  
UNIFIED PLANNING WORK PROGRAM**

## **Contents**

|  |   |
|--|---|
| Contents.....  | 2 |
| Introduction.....  | 3 |
| Organization Overview.....   | 3 |
| Unified Planning Work Program (UPWP) Overview.....                         | 3 |
| FY 2019 - Year End Summary.....  | 3 |
| Unified Planning Work Program Elements.....                                | 4 |
| ELEMENT 1: ADMINISTRATION.....   | 4 |
| ELEMENT 2: MULTIMODAL PLANNING.....  | 5 |
| ELEMENT 3: REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM<br>DEVELOPMENT..... | 6 |
| Table 1. Actual Expenditures by Task.....                                  | 7 |
| Table 2. Amount Budget by Funding Source.....                              | 7 |
| Appendix: Organization Membership.....                                     | 8 |
| EXECUTIVE BOARD.....   | 8 |

## Introduction

### Organization Overview

The Island Regional Transportation Planning Organization (IRTPO) is an association between the Washington State Department of Transportation (WSDOT), Island County, Island Transit, City of Oak Harbor, Town of Coupeville, City of Langley, Port of South Whidbey, Port of Coupeville, City of Stanwood, and Naval Air Station Whidbey Island. Members of the IRTPO work collaboratively to address multi-modal transportation issues within and across Island Region. Island County serves as the lead agency for the IRTPO, providing staff and local funding support to the organization. Planning support for the IRTPO is also provided by member agencies and jurisdictions.

### Unified Planning Work Program (UPWP) Overview

The UPWP documents the transportation planning work activities to be accomplished for the state fiscal year. The work activities are organized into the following elements:

1. Administration
2. Multi-Modal Planning
3. Regional Transportation Improvement Program (RTIP) Development

### FY 2019 - Year End Summary

The IRTPO has prepared this progress report as a review of work efforts and accomplishments from July 1, 2018, through June 30, 2019, as outlined in the organization's 2019 UPWP. This document is organized into a report of activities and expenditures by element.

## Unified Planning Work Program Elements

### ELEMENT 1: ADMINISTRATION

#### *Purpose and Objectives*

Program Administration is a core function of the IRTPO, and includes administrative support and management functions associated with the regional transportation planning program and fulfillment of state requirements. It also includes coordination with WSDOT and member agencies. Island County Public Works, as lead agency, provides management and staff support for the regional transportation planning process.

#### *Accomplishments*

**Support Services:** Provide administrative support to the IRTPO Executive Board (EB), Technical Advisory Committee (TAC), and the Transportation Equity Committee (TEC). This includes such items as; communicating with board and committee members, producing meeting agendas and materials, coordinating and scheduling meetings, facilitating meeting discussions, producing meeting summaries, and posting meeting related items.

**Bylaw updates:** Unanimously adopted changes to IRTPO bylaws. The City of Stanwood was formally included as an Associate Member; a change was made to differentiate associate from non-voting members; the description of the TAC was revised; and the TEC was officially formed.

**Project Management:** Developed materials, attended public meetings, communicated with stakeholders and scheduled public events related to the creation of the Regional Transportation Plan (RTP) and the Human Services Transportation Plan (HSTP)

**Multimodal Planning and Decision Making Meetings:** Facilitated fifteen meetings of the IRTPO Executive Board and eleven meetings of the Technical Advisory Committee.

**Stanwood Outreach:** The Board approved the City of Stanwood as an Associate Member of the IRTPO, as all Camano Island traffic passes through Stanwood.

**North Sound Transportation Alliance:** participated in strategic planning, presentation development and facilitation of meetings and workshops with members of the five-county North Sound Transportation Alliance.

**WSDOT Northwest Region Coordination:** participated in joint planning discussions with WSDOT.

**Public Health Coordination:** Discussions of coordination between the IRTPO and the Island County Public Health Board revealed opportunities to partner in meeting the transportation needs of vulnerable populations. Public Health has an Assessment and Communities Program that fits well with the IRTPO's Human Services Transportation Plan efforts.

**Hosted Washington Transportation Commission:** The Washington Transportation Commission visited Island County in November of 2018 to learn about local transportation needs, challenges, and successes.

### **Deliverables**

- Revised Bylaws **Approval Date: January 23, 2019**
- Meeting agenda and minutes for Executive Board and Technical Advisory Committee meetings
- Website information updates
- 2019 Unified Planning Work Program **Adoption Date: April 25, 2018**
- 2018 Unified Planning Work Program Annual Report

### **Budget**

Funding Source: State RTPO Funds, Federal Surface Transportation, Block Grant (STBG) Funds,  
Funding Amount: \$44,262  
Expenditures: \$43,710

## **ELEMENT 2: MULTIMODAL PLANNING**

### **Purpose and Objectives**

Island RTPO plays an important role in meeting federal and state planning requirements to implement and coordinate the region's transportation planning activities. As the lead agency, Island County has directed their Public Works Department to provide management and staff support for the regional transportation planning process. Transportation planning by nature is a long-term process. The regional transportation planning process continues to evolve and strives to improve upon itself to ensure coordination of planning and implementation by all transportation interests.

### **Accomplishments**

**Consolidated Grants:** Developed a Needs Assessment that generated a list of Consolidated Grant applications reviewed by members of the TEC.

**Project Development:** Acted as a central point of contact for IRTPO members to understand obligation processes and ensure members are aware of grant opportunities. This included attending grant-focused activities

and trainings in order to help IRTPO member cities understand available funding opportunities.

### ***Deliverables***

**Regional Transportation Improvement Program:** developed and adopted 2019-2024 Regional Transportation Improvement Program (RTIP) and worked closely with WSDOT Statewide Transportation Improvement Program staff to refine RTIP to meet fiscal restraint requirements.

**Human Services Transportation Plan (HSTP):** Completed and adopted the HSTP to assist in planning for transportation services to vulnerable communities. ***Adoption Date: February 27, 2019.***

**Island Access 2040: Regional Transportation Plan for the Island Region:** Substantially completed the Regional Transportation Plan and began the public and agency review process.

**Regional Priorities List:** Facilitated IRTPO county-wide discussion of regional priority projects and the Island Regionally Significant Transportation System.

### ***Budget***

Funding Source: State RTPO Funds, Federal STBG Funds, Local Match

Funding Amount: \$127,560

Expenditures: \$130,844

## **ELEMENT 3: REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM DEVELOPMENT**

### ***Purpose and Objectives***

Federal and state regulations guide the programming of federally funded and other regionally significant transportation improvement projects.

Transportation planning efforts are to maintain and operate a regional transportation planning process that supports effective, respectful and cooperative regional transportation decision-making. Planning efforts encompass long-range comprehensive objectives of local jurisdictions, port districts, transit agencies, and tribes. The Island County Regional Transportation Improvement Program includes four-year constrained programming within a six-year plan.

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**Deliverables**

6-Year Regional Transportation Improvement Program (4-year constrained)  
per WAC 468-86-160

**Budget**

Funding Source: State Planning Funds  
Funding Amount: \$11,467  
Expenditures: \$3040

**Table 1. Actual Expenditures by Task**

| SFY 2019 Unified Planning Work Program Expenditures |                                    | Total               |
|---|------------------------------------|---------------------|
| Element 1   | Administration                     | <b>\$43,709.56</b>  |
| Element 2   | Multimodal Planning                | <b>\$130,844.28</b> |
| Element 3   | Transportation Improvement Program | <b>\$3,040</b>      |
| <b>Totals</b>                                       |                                    | <b>\$177,593.83</b> |

**Table 2. Amount Budget by Funding Source**

| SFY 2019 Budgeted Funding |                                    | STBG             | Local           | FTA             | Cons.           | Total            |
|---------------------------|------------------------------------|------------------|-----------------|-----------------|-----------------|------------------|
| Element 1                 | Administration                     | \$ 27,536        | \$16,727        |                 |                 | <b>\$ 44,262</b> |
| Element 2                 | Multimodal Planning                | \$ 63,356        | \$18,585        | \$17,939        | \$27,680        | <b>\$127,560</b> |
| Element 3                 | Transportation Improvement Program | \$ 11,467        |                 |                 |                 | <b>\$ 11,467</b> |
| <b>Totals</b>             |                                    | <b>\$102,359</b> | <b>\$35,312</b> | <b>\$17,939</b> | <b>\$27,680</b> | <b>\$183,289</b> |

## Appendix: Organization Membership

### 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 (PBTA), represented by PBTA Board member

WSDOT, represented by the NW Region

#### *Non-Voting Members*

NAS Whidbey, represented by the community planning liaison

City of Stanwood, represented by the Mayor