Island Regional Transportation Planning Organization (IRTPO)
Whidbey & Camano Islands
SFY 2020
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Introduction

Organization Overview
The Island Regional Transportation Planning Organization (IRTPO) is an association formed in 2016 between WSDOT, municipal corporations, and interested major employers 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.

Regional Transportation Planning Organizations provide a platform for WSDOT to communicate and coordinate with Local Agencies. 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 as well as statewide.

This Unified Planning Work Program (UPWP) is adopted annually in association with WSDOT and serves as the IRTPO’s budget and 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
SFY 2019 Accomplishments

- **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.

- **Coordinated Public Transit - Human Services Transportation Plan**: completed Human Services Transportation Network and Needs project and used that information to develop a Coordinated Public Transit - Human Services Transportation Plan (HSTP) which was adopted in February 2019.

- **Transportation Equity Committee**: formalized this committee which provides insights and support of Human Services related projects.

- **Transportation Equity Network**: identified and established an extended network of individuals and organizations who are interested in / participate in Human Services related projects.

- **Regional Transportation Plan**: continued focused outreach to regional stakeholders and worked with consultant on the draft Regional Transportation Plan. Adoption is targeted for June 2019.

- **Website**: developed, refined, and updated IRTPO web presence making it easier for the public to engage with the IRTPO.

- **Multimodal Planning and Decision Making Meetings**: Facilitated nine seven meetings of the IRTPO membership and six meetings of the Technical Advisory Committee.

- **Project Management**: developed materials, attended public meetings, communicated with stakeholders and scheduled public events for Regional Transportation Plan and Special Needs Transportation Planning projects.

- **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 regarding potential improvements associated with state highways for the Clinton area, Freeland Subarea, and SR20/Banta Road intersection.

- **Hosted Washington Transportation Commission Meeting**: put together a pre-meeting tour of transportation related projects on Whidbey Island, identifying sites, arranging transportation and providing commentary. Identified and coordinated speakers for the full day meeting.
- **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 such as WSDOT’s Human Services Consolidated Grants Workshop in order to help IRTPO potential applicants understand opportunities and process. Also developed new Consolidated Grant funding applications and rating criteria in support of a new call for projects in fall of 2018.

- **Formalized the addition of the City of Stanwood as an associate member**

- **Added the Scenic Isleway Manager to the Transportation Advisory Committee**
Requirements

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

• To prepare and periodically update a transportation strategy for the Region.

• To prepare a regional transportation plan that is consistent with countywide policies, comprehensive plans in the Region, and with state transportation plans.

• To certify transportation elements of comprehensive plans that is adopted within the Region.

• To certify that countywide planning policies and the regional transportation plan are consistent.

• To develop a six-year regional transportation improvement program.

• To advance special needs coordinated transportation through specific opportunities and projects included in the coordinated transit-human services plan.

• To review level of service methodologies used by cities and counties planning under GMA.

• To work with cities, counties, transit agencies, WSDOT, and others to develop level of service standards or alternative performance measures.

• To submit every four years an updated – Coordinated Human Transportation Services Plan (HSTP) to the Agency Council on Coordinated Transportation.

• To submit a prioritized human service and rural transit project list every two years.
Funding

IRTPPO administration and planning funds come from the following sources:

**WSDOT RTPO Grant Funds**
The State of Washington allocates funds to all RTPOs in order to perform required planning activities. These funds do not have a local match requirement.

**Island County Funds**
When possible, Island RTPO planning efforts are funded by federal and state grant sources. The Island County Roads Division fund is used to cover unfunded budget expenses and also provides matching funds for grants requiring a local match.

**Surface Transportation Block Grant (STBG) Funds**
The STBG 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 Island County for regional project prioritization and selection. STBG funds can be used for up to 86.5% of a project with a required match of 13.5%.

**Federal Transit Administration 5310 Funds**
(tied to consolidated grant years, typically the odd numbered State Fiscal Years)
The Federal Transit Administration provides Human Services Transportation Planning funds to RTPOs through its Section 5310 program.

Financial summaries of these funding sources as well as expenditures by work element can be found on page 14.
PROGRAM YEAR 2019/20 - WORK SCOPE

The following work program identifies major work projects, implementation processes, and responsibilities to be undertaken for State Fiscal Year (SFY) 2020 by the Island Regional Transportation Planning Organization.

The member jurisdictions and participating employers of the Island Regional Transportation Planning Organization (IRTPO) have developed this work program in an open and collaborative process for the SFY 2020 (with work starting July 1, 2019 and ending June 30, 2020).

ELEMENT 1 (E1): ADMINISTRATION

Purpose and Objectives
Program Administration consists of the tasks to be completed by the lead agency for administrative support and management functions associated with regional transportation planning program and fulfillment of state requirements. Island County Public Works provides management and staff support for the regional transportation planning process.

Funding Source: State RTPO Funds, Federal Surface Transportation Block Grant (STBG) Funds, Local Match
Funding Amount: $78,200
Work Performed By: Lead Agency
Timeline: On-going

E1 WORK ACTIVITIES

1.1 Prepare an annual report to summarize SFY 2019 Unified Planning Work Program (UPWP) progress. Submit the final report to WSDOT by August 2019.

1.2 Develop a draft and final UPWP for the SFY 2021.

1.3 Provide administrative support to the IRTPO Executive Board, Transportation Advisory Committee, and Transportation Equity Committee and the Transportation Equity Network. 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.
1.4 Implement approved public outreach strategy aligned to administrative and planning activities, including making outreach efforts to engage minority and limited English proficient populations or other underserved populations. Review and expand public outreach strategy.

1.5 Respond to legislative inquiries and requests for information.

1.6 Update Bylaws as needed to ensure IRTPO process and procedures align with RCW 47.80.023 requirements.

1.7 Maintain IRTPO web pages.

1.8 Review current logo for potential update / simplification.

1.9 Evaluate / define additional staffing needs for the IRTPO.

1.10 Administer a call for Surface Transportation Block Grant projects.

1.11 Maintain federal funding and regional project tracking system.

1.12 Review and update as necessary materials related to complying with the Title VI of the Civil Rights Act of 1964.

Ensure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.
E1 WORK PRODUCTS

a. Unified Planning Work Program
b. UPWP Annual Progress Report
c. Public meeting agendas, supporting materials, meeting summaries
d. Updated Public Outreach Plan
e. Job description, if additional staff is supported
f. Updated Logo – potential
g. Title VI activities and annual reporting will be managed by IRTPO Lead Agency as described in the Nondiscrimination Agreement for Population Under 100,000.
ELEMENT 2 (E2): 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.

Funding Source: State RTPO Funds, Federal STBG Funds, Local Match
Funding Amount: $113,700
Work Performed By: Lead Agency
Timeline: On-going

E2 WORK ACTIVITIES

2.1 Develop regional multimodal planning projects based on actions identified in Regional Transportation Plan. Certify that the transportation element of city/county comprehensive plans and countywide planning policies meet RCW 36.70A

2.2 Initiate a regional Electronic Vehicle Evaluation Study

2.3 Perform annual update of the Regional Transportation Plan (RTP)

2.4 Participate in intra- and inter-regional transportation planning efforts, including:
   a. North Sound Transportation Alliance
   b. Island Human Services Transportation Equity Committee
   c. Regional human services transportation managers and mobility management coordination efforts
   d. Washington Transportation Professionals Forum
   e. Transportation Improvement Program Manager’s User Group
   f. Regional Transportation Planning Organization Coordinating Committee
   g. North Counties Transportation Coalition

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1 RCW 47.80.030
2.5 Participate in the development and implementation of WSDOT transportation planning efforts, where appropriate, including:

Statewide Efforts:
- Highway System Plan
- Washington State Coordinated Public Transit – Human Services Transportation Plan
- Public Transportation Plan
- Active Transportation Plan
- Freight Systems Plan
- State Rail Systems Plan (WSDOT HQ will confirm if this will still be underway in SFY 2020)
- Ultra High-speed Rail Analysis
- Connected and Automated Transportation Committee advances
- Joint Multimodal Investment Strategy

Northwest Region, Mount Baker Efforts:
- Highway Non-motorized Crossing Review & Assessment\(^1\)
- Intersection Priority assessment\(^2\)

Island Region:
- Scenic Isleway Plan

**E2 WORK PRODUCTS**

a. Study results from regional multimodal planning projects

b. Ongoing effort / work product resulting from participation in intra- and inter-regional planning efforts.

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\(^1\) Highway non-motorized crossing review & assessment in rural communities to address pedestrian crossings across state highways.

\(^2\) Intersection Priority assessment will help answer questions about how to improve the resiliency and connectivity of the multi-modal transportation network in the NW Region Mount Baker Area.
ELEMENT 3 (E3): REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM DEVELOPMENT

Purpose and Objectives
Island RTPO must carry out a regional transportation program that complies with all state guidance and planning area of emphasis. Some of these requirements are ongoing while others are annual efforts. 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.

Funding Source; State Planning Funds
Funding Amount: $5,700
Work Performed By: Lead Agency with RTPO members
Timeline: On-going - annual process with monthly amendments

E3 WORK ACTIVITIES

3.1 Compile and develop a six-year Regional Transportation Improvement Program (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 regional transportation plan
   c. Outlines financial sources and assumptions
      i. Maintain a fiscally constrained four-year transportation improvement program

3.2 Update Statewide Transportation Improvement Program (STIP) with new and amended projects.

E3 WORK PRODUCTS

   a. 6-Year Regional Transportation Improvement Program (4-year constrained)
### Table 1. Financial Summary: Expenditures by Work Element

<table>
<thead>
<tr>
<th>Work Elements</th>
<th>STBG 86.5%</th>
<th>Local</th>
<th>RTPO</th>
<th>FTA 5310</th>
<th>Summary</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Federal</td>
<td>State</td>
<td>Local</td>
<td>Total</td>
<td>Total</td>
</tr>
<tr>
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<tr>
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<td><strong>UPWP Total</strong></td>
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<td><strong>$101,400</strong></td>
<td><strong>$0</strong></td>
<td><strong>$197,600</strong></td>
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### Table 2. Financial Summary: Funding Sources

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<tr>
<th></th>
<th>Program Fund Source</th>
<th>Element 1: Admin</th>
<th>Element 2: Multimodal Planning</th>
<th>Element 3: TIP</th>
<th>Total Expenditures</th>
<th>Revenue</th>
<th>Carry Forward to 2021</th>
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<tbody>
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<td><strong>STBG Grant</strong></td>
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<tr>
<td><strong>RTPO Planning Funds</strong></td>
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<tr>
<td><strong>Local &amp; Match Balance</strong></td>
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<td>$2,700</td>
<td>$22,200</td>
<td>$22,200</td>
<td>$0</td>
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</table>
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 a 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 (or designee)
TRANSPORTATION ADVISORY COMMITTEE
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 – 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, represented by the community planning liaison
WSDOT Mt. Baker Area Transportation Planning Manager or designee
TRANSPORTATION EQUITY COMMITTEE
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)
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)