



# IRTPO – SFY 2021 UNIFIED PLANNING WORK PROGRAM

Island County Regional Transportation Planning  
Organization (IRTPO)

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*Adopted May 27, 2020*

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Serving Whidbey and Camano Islands

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## 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 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 and statewide.

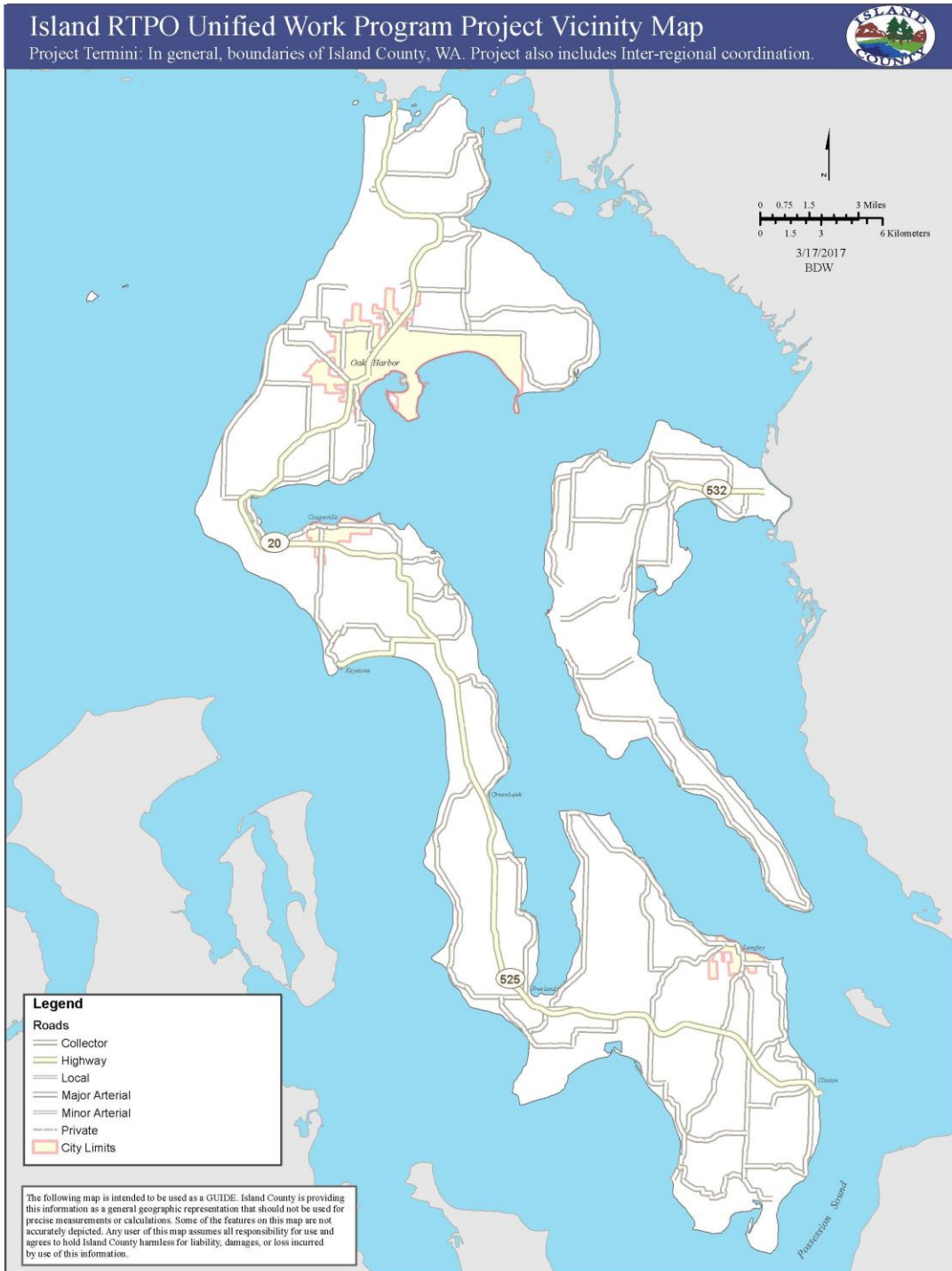
### ISLAND RTPO STRUCTURE

The Island RTPO (IRTPO) 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).

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

(See [Appendix A](#) for membership information)

IRTPO REGIONAL PLANNING AREA MAP



SFY 2020 WORK PROGRAM ACCOMPLISHMENTS

**REGIONAL TRANSPORTATION PLAN (RTP)**

Island Access 2040: Regional Transportation Plan for the Island Region was adopted in September of 2019.

**REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM (RTIP)**

The RTIP for 2020-2025 was adopted in October of 2019.

**MULTIMODAL PLANNING MEETINGS**

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

Met with individual member agencies including WSDOT Mt. Baker/NW Region, Island Transit, City of Oak Harbor, Naval Air Station (NAS) Whidbey, and Whidbey Scenic Isle Way.

**REGIONAL COORDINATION**

Participated in meetings and webinars including:

MPO/RTPO/WSDOT Coordinating Committee meetings

North Sound Transportation Alliance meetings

SnoTrac and North Counties Transportation Coalition meetings

Meetings with Peninsula RTPO and Jefferson County

**PLANNING STAFF TRAINING & COORDINATION**

Attended the annual Washington State Chapter American Planning Association (APA) meeting

Presented at the Washington (WA) APA Northwest Region Planner's Forum

Participated in the WSDOT Public Transportation Grant Workshop

Participated in WSDOT Rail and Washington State Ferries webinars

**HUMAN SERVICES TRANSPORTATION COORDINATION**

Meetings and coordination with Island Health District, Island Transit, Camano Center, Stanwood-Camano Community Services Center, and Regional Coordination partners.

**CALL FOR PROJECTS**

Conducted a competitive process for award and disbursement of federal funds.

## PROGRAM REQUIREMENTS

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

### UPWP

To prepare and periodically update a transportation work plan for the region, the UPWP.

### RTP

To prepare a Regional Transportation Plan (RTP) that is consistent with countywide policies, comprehensive plans in the Region, and with state transportation plans.

### RTIP

To develop a six-year Regional Transportation Improvement Program (RTIP).

### CT - HSTP

To advance special needs coordinated transportation through specific opportunities and projects included in the Coordinated Transit - Human Services Transportation Plan (CT-HSTP).

To submit an updated CT – HSTP to the WSDOT-sponsored Agency Council on Coordinated Transportation every four years.

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

## REGIONAL PLANNING COORDINATION

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

To certify that countywide planning policies and the RTP are consistent.

To review Level of Service (LOS) methodologies used by cities and counties planning under the Growth Management Act (GMA).

To work with cities, counties, transit agencies, WSDOT, and others to develop LOS standards or alternative performance measures.

## SFY 2021 State Emphasis Areas

WSDOT will be developing multiple statewide plans during SFY 2021. RTPOs are requested to set aside resources to collaboratively develop and/or review the plans. Statewide plans include:

Highway System Plan, Multimodal Investment Strategy, Statewide HSTP, Statewide Public Transportation Plan, and Statewide Cooperative Automated Transportation Policy Framework.

PROGRAM YEAR WORK SCOPE (JULY 1, 2020 – JUNE 30, 2021)

The following work program identifies major work projects, implementation processes, and responsibilities to be undertaken for State Fiscal Year (SFY) 2021 by the Island Regional Transportation Planning Organization. The member jurisdictions and participating partners have developed this work program in an open and collaborative process for the SFY 2021 (with work starting July 1, 2020 and ending June 30, 2021).

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

*Funding Amount:* \$40,000

*Work Performed by:* Lead Agency

*Timeline:* Ongoing

E1 WORK ACTIVITIES

1. Develop Draft and Final UPWP for SFY 2022.
2. Prepare annual report and financial summary for work performed under the SFY 2020 UPWP. Submit final report to WSDOT by August 2020.
3. Provide administrative support to the IRTPO Executive Board, Transportation Advisory Committee, and the Transportation Equity Committee. 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. Coordinate with TEC and begin drafting the update of the CT – HSTP.
5. Implement approved public outreach strategy aligned to administrative and planning activities, including making outreach efforts to engage minority, Limited English Proficiency, or other underserved populations. Review and expand public outreach strategy.
6. Respond to legislative inquiries and requests for information.
7. Update Bylaws as needed.
8. Maintain IRTPO web pages.
9. Evaluate/define staffing needs for IRTPO.

10. Administer a call for projects for Surface Transportation Block Grant funding.
  - a. Maintain federal funding and regional project tracking system.
11. Review and update IRTPO materials as necessary to insure compliance with Title VI of the Civil Rights Act of 1964.

## E1 WORK PRODUCTS

1. Unified Planning Work Program
2. UPWP Annual Report
3. Public meeting agendas, supporting materials, and meeting summaries
4. Draft of Coordinated Transit – Human Services Transportation Plan
5. Draft Public Engagement Plan
6. Memos, emails, and other responses to inquiries as appropriate
7. Updated bylaws
8. Current information on IRTPO webpages
9. Memo on staffing needs
10. Federal funding award letters
11. Title VI activities annual reporting (to be managed by Island County 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 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, Island County 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:* State RTPO Funds, STBG Funds, Local Agency Matching Funds

*Funding Amount:* \$30,000

*Work Performed by:* Lead Agency

*Timeline:* Ongoing

### E2 WORK ACTIVITIES



1. Develop regional multimodal planning projects based on actions identified in the Regional Transportation Plan.
2. 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.
3. Update Regional Transportation Plan as needed.
4. Participate in intra- and inter-regional planning efforts, including:
  - a. North Sound Transportation Alliance
  - b. Island Human Services
  - c. Transportation Equity Committee
  - d. North Counties Transportation Coalition
  - e. SnoTrac
  - f. Transportation Improvement Program Manager’s User Group
  - g. RTPO Coordinating Committee
5. Participate in the development and implementation of WSDOT transportation planning efforts, where appropriate, including:
  - a. Washington State Highway System Plan
  - b. Multimodal Investment Strategy
  - c. Statewide Coordinated Public Transit – Human Services Transportation Plan
  - d. Statewide Public Transportation Plan
  - e. Statewide Active Transportation Plan
  - f. Statewide Cooperative Automated Transportation Policy Framework
  - g. Freight Systems Plan
  - h. Ultra High-speed Rail Analysis
  - i. Northwest Region/Mt. Baker Area Planning
    - i. Highway Non-motorized Crossing Review & Assessment
    - ii. Intersection Priority Assessment
  - j. Whidbey Scenic Isle Way Plan (Update)

## E2 WORK PRODUCTS

1. Study results from regional multimodal planning projects.
2. 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.
3. Interim update to Regional Transportation Plan (if appropriate)
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.

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

### PURPOSE AND OBJECTIVES

IRTPO has the primary responsibility for the development, review, and revision of the 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:* State RTPO Funds, STBG Funds, Local Agency Matching Funds

*Funding Amount:* \$3,310

*Work Performed by:* Lead agency with RTPO members

*Timeline:* Ongoing (annual process with periodic amendments)

### E3 WORK ACTIVITIES

1. Compile and develop a six-year 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 within the RTP
  - c. Outlines financial sources and assumptions
2. Update 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 Regional Transportation Improvement Program (amended as needed).
2. Public notices for adoption of RTIP and amendments.
3. Annually updated STIP on WSDOT website. (Amend as needed.)
4. Fiscal constraint spreadsheet (amended as needed).

**ELEMENT 4 (E4): DATA COLLECTION AND ANALYSIS****PURPOSE AND OBJECTIVES**

Efficient planning for regional transportation requires an understanding of travel needs. A focus of IRTPO efforts for SFY 2021 will be to gather and compile information on facility usage, origin/destination, travel times, travel speeds, turning movements, crash history, travel mode, and other data as identified by member agencies. As IRTPO does not employ tracking, analysis, or modeling, much of this work will be done by consultants and member agencies, with a goal of establishing a comprehensive, shared database and base model. In the long-term, IRTPO may work toward establishing a regional travel demand model for use by all member agencies. This work coincides with strategic action items for data collection and evaluation identified in *Island Access 2040: Regional Transportation Plan for the Island Region*.

*Funding Source:* State RTPO Funds

*Funding Amount:* \$35,000

*Work Performed by:* Consultant with Lead Agency

*Timeline:* Preliminary analysis due March 2021

**E4 WORK ACTIVITIES**

1. Create a Memorandum of Agreement (MOU) between all member agencies, establishing coordination and cooperation in the development, maintenance, and use of the database
2. Work with member agencies to determine data and analysis needs
3. Work with member agencies to establish preferred standard formatting
4. Work with member agencies to gather existing data
5. Write a Request for Proposals (RFP) for a consultant to begin work gathering additional data and creating preliminary analysis
6. Manage consultant and coordinate with member agencies throughout the process

**E4 WORK PRODUCTS**

1. MOU between IRTPO member agencies
2. Outline of desired data and analysis needs, documenting existing information
3. Database of compiled information as identified by member agency agreement
4. Preliminary analysis (first level) as identified by member agency agreement

## 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 at 13.5% local or state agency match.

### ISLAND COUNTY FUNDS

When possible, IRTPO planning efforts are funded by federal and state grant sources. The Island County Roads Division fund is used to cover unfunded program expenses and also provides matching funds for IRTPO-specific grants requiring local match.

### OTHER

The IRTPO, as an agency, was awarded federal funds for an Island Region Vehicle Electrification Study. These funds were assigned as part of the region-wide competitive call for projects, rather than from the federal RTPO planning funds.

IRTPO – SFY 2021 UNIFIED PLANNING WORK PROGRAM

PROGRAM YEAR BUDGET (JULY 1, 2020 – JUNE 30, 2021)

TABLE 1. FINANCIAL SUMMARY: EXPENDITURES BY WORK ELEMENT

SFY 2021 Unified Planning Work Program Proposed Budget IRTPO								
Task Code	Task Description	Federal		WSDOT - RTPO	TASK FUNDING SUMMARY			
		STBG 86.5%	Local Match 13.5%		FEDERAL	STATE	LOCAL	TOTAL
	<b>Element 1: Administration</b>	25,037	4,220	10,743	25,037	10,743	4,220	40,000
	<b>Element 2: Multi-Modal Planning</b>	17,300	2,700	10,000	17,300	10,000	2,700	30,000
	<b>Element 3: Regional Transportation Improvement Program</b>	2,000		1,310	2,000	1,310	0	3,310
	<b>Element 4: Data Collection and Analysis</b>			35,000	0	35,000	0	35,000
	<b>UPWP TOTAL</b>	<b>44,337</b>	<b>6,920</b>	<b>57,053</b>	<b>44,337</b>	<b>57,053</b>	<b>6,920</b>	<b>108,310</b>

TABLE 2. FINANCIAL SUMMARY: FUNDING SOURCES

Expenditures and Revenue by Fund Type								
Federal Funds								
Funding Source	Administration	Multi-Modal Planning	Regional TIP	Data Collection & Analysis	Total Estimated SFY 2021 Expenditures	Carry Forward from 2020	Total Estimated Revenue	Est. Carry Forward to 2022
STP(S) (Federal)	\$ 25,037.00	\$ 17,300.00	\$ 2,000.00	\$ -	\$ 44,337.00	0	\$ 44,337.00	
Local Match 13.5%	\$ 4,220.00	\$ 2,700.00		\$ -	\$ 6,920.00	N/A	\$ 6,920.00	
<b>Total</b>	<b>\$ 29,257.00</b>	<b>\$ 20,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ -</b>	<b>\$ 51,257.00</b>	<b>\$ -</b>	<b>\$ 51,257.00</b>	<b>\$ -</b>
State Funds								
	Administration	Multi-Modal Planning	Regional TIP	Data Collection & Analysis	Total Estimated SFY 2021 Expenditures	Carry Forward from 2020	Total Estimated Revenue	Est. Carry Forward to 2022
WSDOT - RTPO	\$ 10,743.00	\$ 10,000.00	\$ 1,310.00	\$ 35,000.00	\$ 57,053.00	N/A	\$ 57,053.00	N/A
<b>Total All Funds</b>	<b>\$40,000.00</b>	<b>\$30,000.00</b>	<b>\$ 3,310.00</b>	<b>\$35,000.00</b>	<b>\$ 108,310.00</b>		<b>\$ 108,310.00</b>	

TABLE 3. ANTICIPATED CONSULTANT CONTRACTS

Project	Funding Type	Grant Amount	Local Match	Staff/ Administration	Consultant Contract Amount
Vehicle Electrification Study	STBG – stand alone	\$51,900	\$8,100	\$9,000	\$51,000
Data Collection and Analysis	State	Per Element Four		\$3,000	\$32,000

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, 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.*

TRANSPORTATION 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 – 1 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, represented by the community planning liaison  
WSDOT Northwest Region, Mt. Baker Area, Transportation Planning Manager or 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)