

2020

Unified Planning Work Program

**SFY 2020
REPORT**

Island Regional Transportation
Planning Organization (IRTPO)
Whidbey & Camano Islands
9/23/2020

**ISLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION
PROGRAM YEAR July 1, 2019 – June 30, 2020 (SFY 2020)
UNIFIED PLANNING WORK PROGRAM**

Contents

Contents.....	2
Introduction.....	3
Organization Overview.....	3
Unified Planning Work Program (UPWP) Overview.....	3
SFY 2020 - Year End Summary.....	3
Unified Planning Work Program Elements.....	4
ELEMENT 1: ADMINISTRATION.....	4
ELEMENT 2: MULTIMODAL PLANNING.....	6
ELEMENT 3: REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM DEVELOPMENT.....	7
Table 1. Amount Budgeted by Work Element.....	8
Table 2. Actual Expenditures by Work Element.....	8
Table 3. Actual Expenditures by Funding Source.....	9
Appendix: Organization Membership.....	10
EXECUTIVE BOARD.....	10

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 and fiscal agent 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

SFY 2020 - Year End Summary

The IRTPO has prepared this progress report as a review of work efforts and accomplishments from July 1, 2019, through June 30, 2020, as outlined in the organization's 2020 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.

The second half of this fiscal year was greatly impacted as a result of the Coronavirus Pandemic. Many meetings were canceled and trainings shifted to webinars and online forums. As a result a great deal of money was saved on both travel expenses and travel time. Agencies such as WSDOT, have determined that much can be accomplished in streamlined processes that minimize travel and reduce costs. It's been suggested that much of the State's workforce will continue some level of telecommuting even after the pandemic is contained. As we look toward transportation planning in a new era, it is anticipated that many coordination meetings and forums will continue to be provided via teleconference and webinar.

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.

The development & adoption of the UPWP for the upcoming State Fiscal Year and the development and approve of the UPWP Annual Report for the most recent State Fiscal Year are completed under this Element.

Project Management: Developed scope of work and RFP for the Island Vehicle Electrification Study. Coordinated group review of proposals and consultant selection. Facilitated agreement between the IRTPO and the chosen consultant team.

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

Stanwood Outreach: Coordinated with the City of Stanwood and the NW Region WSDOT office on SR 532 congestion issues. This is an ongoing discussion that will be assisted with data collection.

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. Due to the ongoing public health crisis and the heavy burden on Island County Public Health, no coordination meetings occurred in the second half of this fiscal year and no new documents were drafted.

Deliverables

- Meeting agenda and minutes for Executive Board and Technical Advisory Committee meetings
- Website information updates
- 2021 Unified Planning Work Program **Adoption Date: May 27, 2020**
- 2020 Unified Planning Work Program Annual Report: **Approved by WSDOT June 30, 2020**

Budget

Funding Source: State RTPO Funds

Funding Amount: \$78,200

Expenditures: \$51,033¹

¹ A note on budgets and expenditures: It appears that the entire available funding amount for the biennium was used to create the budget for the SFY 2020 UPWP. As is indicated in the budget comparison on page 8, less than half of the budgeted amount was spent, allowing the remainder to be rolled into the second year of the biennium.

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

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.

WSDOT/MPO/RTPO Investment Strategy Committee: Participated in first meeting of this committee to discuss challenges and solutions for transportation funding in the State of Washington.

Deliverables

Island Access 2040: Regional Transportation Plan for the Island Region: *Adopted September 25, 2019*

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: \$113,700
Expenditures: \$ 31,099

The second half of this fiscal year was greatly impacted as a result of the Coronavirus Pandemic. Many meetings were canceled and trainings shifted to webinars and online forums. As a result a great deal of money was saved on both travel expenses and travel time.

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.

Accomplishments

Completed a Call for Projects for STBG and TA grant allocations in Island County. Seven projects were awarded funding. RTIP amended to include new projects.

Deliverables

Regional Transportation Improvement Program: developed and adopted 2020-2025 Regional Transportation Improvement Program (RTIP) and worked closely with WSDOT Statewide Transportation Improvement Program staff to refine RTIP to meet the 4-year constrained fiscal per WAC 468-86-160.

Budget

Funding Source: State RTPO Funds

Funding Amount: \$5,700

Expenditures: \$1,456

Minimal changes were made to update the RTIP from the previous fiscal year. A new call for projects led to a mid-year amendment, but only for a few projects. The SFY 2021 RTIP is expected to take more effort, but a smaller amount (\$3,300) has been budgeted for the next cycle.

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Table 1. Amount Budgeted by Work Element

SFY 2020 Budgeted Funding		STBG	Local	State	Total
Element 1	Administration	0	\$5,300	\$72,900	\$78,200
Element 2	Multimodal Planning	\$74,000	\$14,200	\$25,500	\$113,700
Element 3	Transportation Improvement Program	0	\$2,700	\$3,000	\$5,700
Totals		\$74,000	\$22,200	\$101,400	\$197,600

Table 2. Actual Expenditures by Work Element

SFY 2020 Budgeted Funding		STBG	Local	State	Total
Element 1	Administration			\$51,033	\$51,033
Element 2	Multimodal Planning	\$18,041	\$2,816	\$10,242	\$31,099
Element 3	Transportation Improvement Program			\$1,456	\$1,456
Totals		\$18,041	\$2,816	\$1,456	\$83,588

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Table 3. Actual Expenditures by Funding Source

	Program Fund Source	Element 1: Admin	Element 2: Multimodal Planning	Element 3: TIP	Total Expenditures	Allocation Available	Carry Forward to 2021
STBG Grant	STBG Funds	\$0	\$0	\$0	\$18,041	\$88,667	\$70,626
Local Match for STBG	Local	\$0	\$0	\$0	\$2,816	\$11,970	\$9,154
RTPO Planning Funds	State	\$0	\$0	\$0	\$64,143	\$114,103	\$49,960
STBG Vehicle Electrification		\$0	\$0	\$0	\$1,638	\$51,900	\$50,262
Local Match for Vehicle Electrification	Local	\$0	\$0	\$0	\$256	\$8,100	\$7,844

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