

2021

Unified Planning Work
Program

SFY 2021
REPORT

Island Regional Transportation
Planning Organization (IRTPO)
Whidbey & Camano Islands
8/25/2021

ISLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION
PROGRAM YEAR July 1, 2020 – June 30, 2021 (SFY 2020)
UNIFIED PLANNING WORK PROGRAM

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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
4. Data Collection & Analysis

SFY 2021 - Year End Summary

The IRTPO has prepared this progress report as a review of work efforts and accomplishments from July 1, 2020, through June 30, 2021, 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.

This fiscal year was greatly impacted as a result of the Coronavirus Pandemic. Meetings 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 has 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. Budgeting for the next biennium will reflect this new normal.

Additional staff time was expended this year to conform to new State auditing requirements. The State Auditor's Office (SAO) designated IRTPO as a separate State agency, responsible for its own financial accountability. The first three fiscal years of the IRTPO's records were compiled and submitted as annual audit reports (SFYs 2017, 2018, and 2019). The SAO then completed a formal audit. The SFY 2020 audit report was subsequently filed.

Following the determination that IRTPO is a separate entity, WSDOT requested that IRPTO adopt a Title VI Plan and assurances, separate from that of Island County, and prepare its own Title VI reporting. This effort was also not budgeted.

Accomplishments

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

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producing meeting summaries, regularly updating the IRTPO webpage, advertising public meetings, and posting meeting related items.

The development & adoption of the UPWP for the upcoming State Fiscal Year and the development and approval of the UPWP Annual Report for the most recent State Fiscal Year were included as tasks under this Element.

- 2022-2023 Unified Planning Work Program **Adoption Date: July 28, 2021**
- 2020 Unified Planning Work Program Annual Report: **Approved by WSDOT: December 3, 2020**

Completion of annual audit reports for four fiscal years.

Completion of a Title VI plan, specifically for IRTPO.

Project Management: Hired and managed consultant teams for the Island Region Vehicle Electrification Project and the Data Collection & Analysis Element. Consultants were selected through the RFP process. TAC members reviewed and ranked proposals.

Multimodal Planning and Decision Making Meetings: Facilitated virtual meetings of the IRTPO Executive Board and 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. Coordinated with regional transportation partners on panel discussions of passenger-only ferries and ferry infrastructure, including all-electric ferries.

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

SnoTrac: participated in meetings with Snohomish County public transportation and human services providers regarding regional transportation services, needs, and opportunities for special populations.

North Counties Transportation Coalition (NCTC): participated in the NCTC process to survey first mile/last mile needs and develop a pilot project for a SFY 2022-2023 Consolidated Grant application.

Budget

Funding Source: State RTPO Funds

Funding Amount: \$ 46,740

Expenditures: \$ 48,357

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 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. 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 Management: 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 members understand available funding opportunities and how to utilize them.

Island Vehicle Electrification Study

Following a competitive RFP process, IRTPO hired Makers Architecture & Urban Design, along with DKS Associates to complete this project. The consultant team collected existing fleet and charging station data from fleet managers in the Island Region. A high-level analysis of fleet vehicles that would be optimal for conversion to EVs in the near-term, mid-term, and long-term was developed for the consideration of the IRTPO member agencies.

The study included a public survey that asked if respondents owned electric vehicles (EVs) and what barriers they saw to owning EVs in the Island Region. The majority of respondents (both current EV owners and non-EV owners) identified the lack of available public charging, range anxiety, and upfront vehicle costs as challenges to owning an EV in the Island region. The next series of questions in the survey asked respondents where they wanted to see charging stations on Whidbey and Camano Islands.

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In tying the public and fleet EV discussion together, the team created a *Charging Station Design Guidance Toolbox* to help potential charging station hosts and fleet managers understand the station types and infrastructure needs. Finally, the consultant drafted a policy document for the IRTPO and (if desired) member agencies, to adopt in support of electric vehicles and EV infrastructure.

Island Aerial Photography

Island County led the effort to select a consultant and manage this regional project. Sanborn mapping company was chosen by the county to capture this imagery in late August of 2020. The imagery that was captured was delivered in February of 2021 and includes 3-inch spatial resolution for both the oblique and ortho imagery. The oblique Imagery is being displayed in a new Island County application named Island County Oblique Viewer. The orthorectified imagery was delivered in GeoTIFF, TIFF/TIFW, and MrSID formats. This imagery is being displayed in Island Counties' main GIS application, ICGeoMap. Both these imagery datasets are available from the county upon request to the GIS Coordinator and can be freely shared to any agency that has an interest.

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

Budget

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

Funding Amount: \$ 38,200

Expenditures: \$ 35,706

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, 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. Planning

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efforts support effective, respectful, and cooperative regional transportation decision-making. Regional plans 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.

Note: The RTIP was not formally updated this year. Two member agencies produced documentation of grant awards dating back to 2010 from Skagit-Island COG that were not on record in the IRPTO files. As a result, this year's focus was on reaching out to all member agencies to collect all previous award letters and track the obligations and de-obligations to date. Because the RCW only requires updates every two years, the next RTIP update will be for SFYs 2022-2027.

Accomplishments

Established a grant tracking spreadsheet and collected information from member agencies to complete missing information back to 2010.

Created a draft 2022-2027 RTIP for adoption in September of 2021.

Regional Transportation Improvement Program: Amended the 2020-2025 Regional Transportation Improvement Program (RTIP) to meet the 4-year constrained fiscal per *WAC 468-86-160* following new project awards from May of 2020. Began preparation of the 2022-2027 RTIP.

Budget

Funding Source: State RTPO Funds

Funding Amount: \$ 3,000

Expenditures: \$ 3,000

ELEMENT 4: 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.

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This work coincides with strategic action items for data collection and evaluation identified in *Island Access 2040: Regional Transportation Plan for the Island Region*.

Accomplishments

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

Budget

Funding Source: State RTPO Funds, Local Match

Funding Amount: \$ 45,000

Expenditures: \$ 46,726

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Table 1. Amount Budgeted by Work Element

SFY 2021 Unified Planning Work Program Proposed Budget IRTPO								
Task Code	Task Description	Federal		WSDOT - RTPO	TASK FUNDING SUMMARY			
		STBG	Local Match		FEDERAL	STATE	LOCAL	TOTAL
		86.5%	13.5%					
	Element 1: Administration	36,140	5,640	4,960	36,140	4,960	5,640	46,740
	Element 2: Multi-Modal Planning	30,275	4,725	0	31,891	1,412	4,977	38,280
	Element 3: Regional Transportation Improvement Program	2,595	405	0	2,595	0	405	3,000
	Element 4: Data Collection and Analysis			45,000	0	45,000	0	45,000
	UPWP TOTAL	69,010	10,770	49,960	70,626	51,372	11,022	133,020

Note: Budget Table 1 for this UPWP was amended in January of 2021. The dollar amounts under 'Task Funding Summary' are correct. However, the columns to the left were not updated to match. The STBG budget total should have been \$70,626; Local Match budget total should have been \$11,022; and WSDOT-RTPO budget total should have been \$51,372. These numbers are reflected correctly in the following tables.

Table 2. Actual Expenditures by Work Element

SFY 2021 Unified Planning Work Program Actual Expenditures by Work Element IRTPO								
Task Code	Task Description	Federal		WSDOT - RTPO	TASK FUNDING SUMMARY			
		STBG	Local Match		FEDERAL	STATE	LOCAL	TOTAL
		86.5%	13.5%					
	Element 1: Administration	37,140	5,796	5,421	37,140	5,421	5,796	48,357
	Element 2: Multi-Modal Planning	30,886	4,820		30,886	0	4,820	35,706
	Element 3: Regional Transportation Improvement Program	2,595	405		2,595	0	405	3,000
	Element 4: Data Collection and Analysis		775	45,951	0	45,951	775	46,726
	UPWP TOTAL	70,621	11,796	51,372	70,621	51,372	11,796	133,789

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Table 3. Actual Expenditures by Funding Source

	Program Fund Source	Element 1: Admin	Element 2: Multimodal Planning	Element 3: RTIP	Element 4: Data Collection	Total Expenditures	Allocation Available	
STBG Grant	STBG Funds	\$37,140	\$30,886	\$2,595	0	\$70,621	\$70,621	
Local Match	Local	\$5,796	\$4,820	\$405	\$775	\$11,796	\$11,022	
RTPO Planning Funds	State	\$5,421			\$45,951	\$51,372	\$51,372	

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