

SFY  
2016

# Unified Planning Work Program

camano

ISLAND

whidbey



transportation

PLANNING

organization

Island Transportation Planning  
Organization (ITPO)  
Whidbey + Camano Islands  
SFY 2016

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## Introduction

### Organization Overview

The Island Transportation Planning Organization (ITPO) is a new association of governmental organizations in Island County, Washington. The mission of the ITPO is to work collaboratively to solve transportation problems within and across its borders.

Between 1995 and 2015, the ITPO was known as the Island sub-RTPO. Together with the Skagit sub-RTPO and MPO, the organization formed the Skagit-Island Regional Transportation Planning Organization (SIRTPO). The SIRTPO disbanded on July 22, 2015 after the city councils from Sedro-Woolley, Burlington, Concrete, Hamilton and Lyman voted to withdraw from the organization.

The ITPO's Transportation Planning activities are funded through USDOT, WSDOT and Island County. This Unified Planning Work Program (UPWP) is adopted annually and serves as the ITPO'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. Project Programming & Prioritization

## Requirements

### State Planning Emphasis Areas

The Washington State Legislature has identified policy goals for the planning, operation, performance of, and investment in, the state's transportation system ([RCW 47.04.280](#)). Public investments in infrastructure should support the achievement of these policy goals:

1. Economic Vitality – To promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy.
2. Preservation – To maintain, preserve, and extend the life and utility of prior investments in transportation systems and services.
3. Safety – To provide for and improve the safety and security of transportation customers and the transportation system.
4. Mobility – To improve the predictable movement of goods and people throughout Washington State.

5. Environment – To enhance Washington’s quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment.
6. Stewardship – To continuously improve the quality, effectiveness, and efficiency of the transportation system.

Each of the Washington State transportation system policy goals is addressed through various work activities selected for SFY 2016, as shown below:

Planning Factor/UPWP Element	Economic Vitality	Preservation	Safety	Mobility	Environment	Stewardship
Administration	X	X	X	X	X	X
Multi-Modal Planning	X	X	X	X	X	X
Project Programming & Prioritization	X	X	X	X	X	X

## Funding

Funds to administer the ITPO and do the planning work come from the following sources:

### Surface Transportation Program (STP) Grant Funds

The STP 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. STP funds can be used for up to 86.5% of a project with a required match of 13.5%.

### RTPO Grant Funds

The State of Washington allocates funds to all RTPOs in the state in order to perform the required planning activities. Because the ITPO had been receiving these funds while operating as the Island sub-RTPO, WSDOT has agreed to continue to provide this money on an interim basis. These funds do not have a local match requirement.

### Island County Funds

The 13.5% match required to use STP funds are paid by Island County out of Roads Division funds.

For a cost estimate by work task, refer to the Expenditures by Task table, near the end of this document.

## Element 1: Administration

This work element focuses on all aspects of organization management, Policy Board and Technical Advisory Committee support, meeting coordination, budgeting, and annual work program reporting and development.

### Work Activities

#### *1.1 Transportation Planning Organization Administration*

**Description:** Develop and adopt Articles of Association and Bylaws for the organization. Manage and administer the work program, including work program development, schedule, budget, progress and evaluation reports and related documentation. Assure compliance with rules and regulations of funding agencies. Provide clerical support for general administration and other work program elements. Disseminate meeting notices and other required information to the public. Attendance at monthly Policy Board meetings, Technical Advisory Committee meetings, and other committee meetings as needed. Coordinate and consult with WSDOT, MPOs, RTPOs and local agencies on federal, state, and regional transportation issues.

**Product:** Articles and Bylaws to establish the organization.

#### *1.2 Unified Planning Work Program (UPWP) Development*

**Description:** Creation of the SFY 2016 and SFY 2017 UPWPs in cooperation with WSDOT.

**Product:** Finalize SFY 2016 UPWP by the end of summer 2016. Begin development of SFY 2017 UPWP in spring 2016 for adoption prior to the start of SFY 2017.

## Element 2: Multi-Modal Planning

This work element focuses on the inter-jurisdictional cooperation necessary to support the efficient movement of people and goods to, from and within Whidbey and Camano Islands and adjacent areas.

### Work Activities

#### 2.1 *Transportation Planning*

**Description:** Complete update to the Transportation Element of the Island County Comprehensive Plan Transportation Element, which will serve as the transportation plan for the organization. Certify local transportation elements are consistent with the County's Transportation Element, reflect the transportation guidelines and principles established in it, adhere to the requirements of [RCW 36.70A.070](#), and are consistent with countywide planning policies adopted under [RCW 36.70A.210](#).

**Product:** The Island County Comprehensive Plan Transportation Element is scheduled to be adopted in June 2016.

#### 2.2 *Regional Connectivity*

**Description:** Work to maintain and improve connectivity between Whidbey and Camano Islands and the surrounding regions. Develop and maintain relationships with elected officials and staff from neighboring jurisdictions, WSDOT, employers and service providers in support of enhancing mobility for everyone. Participate in WSDOT corridor sketch studies.

**Product:** This is an ongoing work task.

#### 2.3 *Human Services Transportation Plan (HSTP)*

**Description:** The Skagit-Island Human Services Transportation Plan was updated in December 2014. The Skagit Council of Governments (SCOG) is tasked with overseeing the implementation of the 2014 plan in partnership with Skagit Transit, Island Transit, non-profit special needs transportation providers, tribes and other stakeholders. The next update will be due in 2018; it is unknown if ITPO will continue to partner with SCOG on future HSTPs.

**Product:** This is an ongoing work task managed by SCOG until the 2018 HSTP is developed.

## Element 3: Project Programming and Prioritization

This work element focuses on meeting federal and state regulations pertaining to the development and management of federally funded projects over a four to six-year period.

The ITPO's Transportation Improvement Program (ITIP) is updated annually and amended as-needed. The ITIP is the list of specific projects using federal, state, and local funds to further regional connectivity and fulfill the goals of the state planning emphasis areas.

### Work Activities

#### *3.1 Transportation Improvement Program Development*

**Description:** Maintain a list of all federally-funded transportation improvement projects within the boundaries of the ITPO planned over the next six years. Transmit applicable projects to WSDOT for inclusion in the State Transportation Improvement Program (STIP). Approve amendments to the ITIP and STIP as project details change.

**Product:** The 2016-2021 ITIP will be adopted by the Policy Board in the fourth quarter of 2015. Amendments will be processed as needed.

#### *3.2 Federal Fund Allocation*

**Description:** Distribute Surface Transportation Program (STP) and Transportation Alternatives Program (TAP) funds to projects within the ITPO boundaries. Monitor project delivery to ensure that annual regional obligation targets are met.

**Product:** Issue calls for projects as needed. Modify project selection criteria as desired by the Policy Board.

### Financial Summary / Expenditures by Task

<i>Element</i>	<i>Task</i>	<i>Description</i>	<i>STP (federal)</i>	<i>RTPO (state)</i>	<i>Island County</i>	<i>Total</i>
Administration	1.1	Administration	\$20,000	\$15,000	\$2,700	\$37,700
	1.2	UPWP Development	\$1,100	\$700	\$149	\$1,949
Administration Total			\$21,100	\$15,700	\$2,849	\$39,649
Multi-Modal Planning	2.1	Transportation Planning	\$13,000	\$15,000	\$1,755	\$29,755
	2.2	Regional Connectivity	\$4,500	\$4,796	\$608	\$9,904
	2.3	HSTP	\$0	\$0	\$0	\$0
Multi-Modal Planning Total			\$17,500	\$19,796	\$2,363	\$39,659
Project Programming & Prioritization	3.1	TIP Development	\$2,750	\$1,850	\$371	\$4,971
	3.2	Federal Fund Allocation	\$2,750	\$1,872	\$371	\$4,993
Project Programming & Prioritization Total			\$5,500	\$3,722	\$742	\$9,964
<b>SFY 2016 Total</b>			<b>\$44,100</b>	<b>\$39,218</b>	<b>\$5,953</b>	<b>\$89,271</b>

## Appendix: Organization Membership

### Policy 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 the PBTA Board chair

#### *Non-Voting Members*

WSDOT, represented by the NW Region planning & engineering service manager  
NAS Whidbey, represented by the community planning liaison

### Technical 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  
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  
Island Transit Executive Director or his / her designee  
Island County Economic Development Council Executive Director or his / her designee  
WSDOT Mt. Baker Area Transportation Planning Manager or his / her designee  
Island County Commissioner District 1 Citizen  
Island County Commissioner District 2 Citizen  
Island County Commissioner District 3 Citizen