ISLAND SUB-REGIONAL RTPO POLICY BOARD

MINUTES OF THE MEETING
February 26, 2014

Policy Board Members in Attendance:
Bob Clay, Public Transit Benefit Area Chair
Fred McCarthy, Mayor, City of Langley
Helen Price Johnson, Island County Commissioner
Jill Johnson, RTPO Chair / Island County Commissioner
Marshall Bronson, Port of Coupeville
Nancy Conard, Mayor, Town of Coupeville
Scott Dudley, Mayor, City of Oak Harbor
Todd Carlson, WSDOT
Todd Harrison, WSDOT

Members Absent:
Jennifer Meyer, NAS Whidbey
Kelly Emerson, Island County Commissioner
Ray Deardorf, Washington State Ferries
Ron Nelson, Economic Development Council

Also in Attendance:
Bill Oakes, Island County Public Works
Doug Cox, RTPO Staff
Martha Rose, Island Transit

The Island RTPO Policy Board met in the Island County Commissioners Hearing Room on February 26, 2014. The meeting was called to order at 11:02 AM by Chair Johnson.
Note: To listen to the audio recording of this meeting, go to the Island RTPO web page at: http://www.islandcounty.net/publicworks/SkagitIslandRTPO.asp. Click on "meeting recordings."

Approval of the January 22, 2014 Meeting Minutes
Chair Johnson asked for a motion to approve the minutes of the January 22, 2014 meeting. Commissioner Price Johnson moved to approve the minutes, with Bob Clay seconding. The minutes were approved unanimously with a couple of minor modifications.

Transportation Alternatives Program (TAP) Project Rankings
Doug reminded the board that a new selection process has been developed to chose which projects to fund, with each sub-regions' TAC ranking all of the submitted projects in their respective sub-regions. A subcommittee comprised of three representatives from each TAC convened on January 30th and conducted a "forced pairs" comparison of the projects, ending up with a neatly-ordered list of all the proposed TAP projects for the region. Doug explained that four

of the five Island sub-region projects advanced, and that the funding split is approximately 50/50 between the two sub-regions.

At their meeting the previous week, the Skagit sub-RTPO Policy Board agreed to substitute the tenth-ranked for the fourth-ranked project at the request of the City of Sedro-Woolley. Todd Carlson, who attended the Skagit meeting, elaborated on the discussion that took place at that meeting and conveyed that there was recognition that the selection process was not intended to work this way, but because the same amount of funds would be awarded to the same agency, there is no impact to other agencies and therefore it could be permitted.

The group discussed the implications of the Skagit decision and agreed that it did not seem appropriate to make this substitution. Mayor Conard made a motion to approve the TAC subcommittee's recommendations for TAP funding as developed on January 30th, with Commissioner Price Johnson seconding. The motion carried unanimously.

Island & Skagit Coordinated Human Services Transportation Plan (HSTP) Update

Doug gave a brief overview of the two action items needed to begin the HSTP process, which are authorizing SCOG to enter into a contract to update the HSTP and authorizing the formation of an ad-hoc special needs committee. Chair Johnson asked if the HSTP could be integrated into the County's Comprehensive Plan. Todd Carlson explained the Federal HSTP requirement and the rationale for the developing the HSTP as a separate plan. Martha elaborated on the current HSTP plan and how it is used. The HSTP is coordinated primarily between Island Transit and Skagit Transit and outlines ADA and paratransit needs, which is a more specific focus that the Transportation Element of the County's Comprehensive Plan.

Commissioner Price Johnson made a motion to recommend that SCOG enter into the contract, with Marshall seconding. The motion carried unanimously. The group did not make a motion to authorize the formation of an ad-hoc special needs committee.

STIP Amendments

Doug explained the STIP amendment for the STP overlay projects in Coupeville and Langley. Todd Harrison made a motion to approve the amendment, with Commissioner Price Johnson seconding. The motion carried unanimously.

New Items

There were no new items.

The meeting adjourned at 12:00 PM.

NEXT MEETING: March 20, 2014 at 2:00 PM (Skagit-Island RTPO Policy Board)

SKAGIT METROPOLITAN PLANNING ORGANIZATION (SMPO)
SKAGIT-ISLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (SIRTPO)

UNIFIED PLANNING WORK PROGRAM

State Fiscal Year 2015

Adopted by Skagit Sub-RTPO/MPO Policy Board _____
Adopted by Island Sub-RTPO Policy Board _____

Preparation of this document was funded by grants from the Washington State Department of Transportation, Federal Highway Administration, Federal Transit Administration, and with funds contributed by SIRTPO's member jurisdictions.

CONTENTS

Introduction 1
Federal and State Requirements 2
Funding Sources for Planning Activities 4
Accomplishments from 2014 UPWP 5
Element 1: Administration 6
Element 2: Multi-Modal Planning 8
Element 3: Project Programming & Prioritization 11
Element 4:Data Collection & Analysis 12
Unfunded Work Priorities 14
Expenditures by Task 15
Expenditures/Revenue by Fund Type 16
Contact Information 17
Appendix A: Board Membership i
Appendix B: Board Structure iv
Appendix C: SMPO & SIRTPO Planning Areas v
Appendix D: Core Programs and Functions vi

DRAFT

INTRODUCTION

MPO/RTPO OVERVIEW

Through federal legislation, Metropolitan Planning Organizations (MPOs) exist throughout the United States in all urbanized areas with populations greater than 50,000 people. MPOs are given the authority to prioritize, plan and program transportation projects for federal funding in metropolitan areas.

Skagit MPO (SMPO) is the federally designated planning organization for local and county agencies in Skagit County. In coordination with United States Department of Transportation (USDOT), Washington State Department of Transportation (WSDOT), local elected leadership, local transportation planners and engineers, the business community and citizens in the planning area, Skagit MPO leads the development of the region's long-range transportation plan and short-range Transportation Improvement Program.

Through Washington State legislation, Regional Transportation Organizations (RTPOs) were authorized as part of the 1990 Growth Management Act. Skagit-Island RTPO (SIRTPO) involves cities, towns, counties, transit agencies, tribes, ports, private employers, and WSDOT with preparing a Regional Transportation Plan, certifying that countywide planning policies and local transportation elements are consistent with the Regional Transportation Plan and maintaining a six-year Regional Transportation Improvement Program.

Skagit Council of Governments (SCOG), comprised member agencies from throughout Skagit County, serves as the lead planning agency for SMPO as enabled by federal law 23 U.S.C. 134 and 49 U.S.C. 5303 of the Federal Transportation Act. SCOG also serves as the lead planning agency for the Skagit sub-RTPO, as enabled by Washington State law (RCW 47.80). Island County is the lead planning agency for the Island Sub-RTPO. The SMPO, SIRTPO, and the Skagit and Island Sub-RTPO Policy Boards are their own decision-making bodies.

MPO and RTPO planning activities are funded by grants from the USDOT, WSDOT and local governments through regional dues. The Unified Planning Work Program (UPWP) is adopted annually and serves as the organizations' budget and work program. The efforts of SCOG and Island County ensure that local and regional transportation projects are eligible for federal transportation funding.

For a listing of the membership of various boards, refer to Appendix A: Board Membership. For a graphical representation of the Board structure, refer to Appendix B: Board Structure. For a map of SMPO and SIRTPO planning areas, see Appendix C: SMPO & SIRTPO Planning Areas.

UPWP OVERVIEW

This UPWP documents the transportation planning work activities and related tasks to be accomplished during the state fiscal year (SFY) 2015 (July 1, 2014 through June 30, 2015). The activities identified in the UPWP are planned in accord with regional policies, goals and objectives. While direction and approval of work program activities are independently authorized by the respective Policy Boards in Island and Skagit County, the UPWP and the annual budget are consolidated and are approved in final form by the respective Policy Boards.

This document outlines federal and state planning requirements and presents a work program of planning activities to address the requirements during SFY 2015. The work activities in the UPWP are organized into four program elements:

- Element 1: Administration
- Element 2: Multi-Modal Planning
- Element 3: Project Programming & Prioritization
- Element 4:Data Collection & Analysis

DRAFT

FEDERAL AND STATE REQUIREMENTS

PLANNING FACTORS AND FEDERAL INITIATIVES

Moving Ahead for Progress in the 21st Century (MAP-21) describes Federal Planning Factors issued by Congress to emphasize planning factors from a national perspective. The eight planning factors are as follows:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users.
4. Increase the accessibility and mobility of people and for freight.
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of the transportation system, across and between modes, people and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.

Each of the federal planning factors is addressed through various work activities selected for SFY 2015, as shown below:

Planning Factor/UPWP Element	Economic Vitality	System Safety	System Security	Accessibility	Protect Environment	Integration of System	Efficiency	System Preservation
Administration	X	X	X	X	X	X	X	X
Multi-Modal Planning	X	X	X	X	X	X	X	X
Project Programming & Prioritization	X	X		X	X	X	X	X
Data Collection & Analysis	X	X				X	X	X

STATE PLANNING EMPHASIS AREAS (RTPO)

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 customer 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.

DRAFT

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 2015, 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
Data Collection & Analysis	X	X	X	X		X

Among the primary RTPO responsibilities (RCW 47.80.023) is preparing a regional transportation plan that is consistent with countywide planning policies and county, city and town comprehensive plans. Other tasks include preparing a regional Transportation Improvement Program (TIP), developing a Coordinated Public Transit-Human Services Transportation Plan (HSTP), and developing regionally consistent level of service standards. All of these duties are addressed in work activities in the UPWP. For a graphical representation of some of the work activities identified in the UPWP, refer to Appendix D: Core Programs and Functions.

Public Involvement

Federal and State legislation require MPOs and RTPOs to include provisions in the planning process to ensure the involvement of the public in the development of the RTP, TIP, and the UPWP. The SCOG Public Participation Plan (PPP) requires that all plans and documents are made available to the public online and at the SCOG office.

DRAFT

FUNDING SOURCES FOR PLANNING ACTIVITIES

All work, including staff time and consultant activities, listed in the UPWP are funded by one or more of the following funding sources:

FHWA SECTION 112 GRANT FUNDS ("PL," OR METROPOLITAN PLANNING FUNDS)

Federal planning funds can be used for up to 86.5% of a project, with a required 13.5% match typically provided by local government dues.

FTA SECTION 5303 GRANT FUNDS

Section 5303 funds are federal funds designated for transit planning and research activities. SCOG uses a local match of 13.5% based on an agreement with WSDOT.

FTA SECTION 5310 GRANT FUNDS

WSDOT apportions Section 5310 funds to MPOs and RTPOs to aid HSTP plan development and implementation. These funds do not have a local match requirement.

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 SCOG and Island County for regional project prioritization and selection or to supplement the efforts of the MPO and RTPO. 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. These funds do not have a local match requirement.

NORTH SOUND CONNECTING COMMUNITIES PROJECT (NSCCP)

These funds are from a grant program to be used for multi-modal planning at a five county level (Island, San Juan, Skagit, Snohomish, and Whatcom counties). These funds do not have a local match requirement.

DRAFT

ACCOMPLISHMENTS FROM 2014 UPWP

The Skagit and Island sub-regions share a long history of strong cooperation that has facilitated various notable accomplishments since the mid-1990s. With the support of local agencies and WSDOT, the SMPO and SIRTPO were able to fulfill the majority of tasks in the 2014 UPWP despite a constrained budget. Accomplishments to note include the following:

MPO/RTPO

- 2013 UPWP Annual Report
- 2015 UPWP Development
- Administered Surface Transportation Program (STP) selection criteria and regional prioritization process
- Administered Transportation Alternatives Program (TAP) selection criteria and regional prioritization process
- Allocated STP and TAP funds to regional projects
- Adopted the 2014-2017 TIP in October 2013
- Managed the FFY 2014-2017 TIP through formal amendments and administrative modifications
- Published Annual Listing of Federally Obligated Projects for calendar year 2013
- Maintained regional travel demand model and assisted local jurisdictions with transportation modeling and operational analysis
- Developed updated governance documents

MPO

- Completed Title VI Update and Accomplishment Report
- Completed Demographic Profile of Skagit County
- Completed MPO self-certification process
- Updated SCOG website
- Developed Skagit Council of Governments agreement for member agencies
- Continued work on the Skagit Regional Non-Motorized Plan
- Conducted over 500 traffic counts
- Completed Skagit industrial lands inventory

ISLAND SUB-RTPO

- Began the scheduled update to the Transportation Element of the Island County Comprehensive Plan
- Implemented radar feedback signage improvement projects on Whidbey Island
- Coordinated with WSDOT Ferries, City of Mukilteo and other agencies on the Mukilteo Multimodal Ferry Project
- Assisted Island County and local agencies with commute trip reduction efforts
- Completed a report on historic roads in Island County

DRAFT

ELEMENT 1: ADMINISTRATION

This work element focuses on all aspects of agency and personnel management, Policy Board support, meeting coordination, budgeting, transportation and land use policy development and review, and annual work program reporting and development.

For a cost estimate by work task, refer to Table 1: Expenditures by Task, near the end of this document. For a summary of expenditures and revenue by fund type, refer to Table 2: Expenditures/Revenue by Fund Type, also near the end of this document.

WORK ACTIVITIES

MPO/RTPO

1.1 MPO/RTPO Administration

Description: Manage and administer the work program, including work program development, schedule, budget, progress and evaluation reports and related documentation. Administration will also include assuring compliance with rules and regulations of funding agencies. Supervise staff, personnel activities; procure office supplies and furniture, etc. Review and update contracts and agreements. Clerical support for general administration and other work program elements. Procurement of software and hardware, and other technologies and devices as needed. Update and maintain SCOG and Island RTPO websites. Attendance at monthly Policy Board meetings, Technical Advisory Committee meetings, and other committee meetings as needed. Coordinate and consult with other MPOs and RTPOs on federal, state, and regional transportation issues. Prepare 2015 operating budget. Provide continuing education and training opportunities through webinars, conferences and seminars as appropriate. Prepare the annual self-certification that specifies that MPO functions are being performed in accordance with all applicable requirements.

Responsibilities: SCOG (Lead), Island County

Product: In November, staff will prepare 2015 SCOG operating budget. The budget will be adopted prior to calendar year 2015. Also in November, SCOG will submit its self-certification documentation.

Direct Cost: Technology-related (hardware, software, website, etc.) direct costs are expected to total up to $5,000. Training costs are expected to total up to $10,000.

1.2 UPWP Annual Development and Reporting

Description: Creation of the 2014 UPWP Annual Report per 23 CFR 420.117. Creation of the 2016 Skagit-Island UPWP in cooperation with Island County, WSDOT, Skagit Transit, Island Transit, FHWA and FTA.

Responsibilities: SCOG (Lead), Island County, Skagit Transit, Island Transit, WSDOT

Product: SMPO and SIRTPO will prepare the 2014 UPWP annual report in July/August 2014 and the 2016 UPWP in the spring of 2015.

1.3 Public Participation

Description: Facilitate public involvement and outreach efforts in accordance with the Title VI plan and Public Participation Plans. Update the Public Participation Plan in SFY 2015.

Responsibilities: SCOG (Lead), Skagit Transit, Island County, consultant

Product: Development of an updated PPP which is tentatively planned to be adopted in the fourth quarter of calendar year 2014.

DRAFT

Direct Cost: SCOG anticipates spending $30,000 for consultant services to update the Public Participation Plan, continue public outreach after Coordinated Public Transit-Human Services Transportation Plan adoption, and begin public outreach for the Regional Transportation Plan which will be adopted in calendar year 2015.

1.4 Governance

Description: Review of the SIRTPO governance structure and related bylaws. Develop Memorandum(s) of Agreement with WSDOT and Skagit Transit per 23 CFR 450.314. Coordinate with WSDOT and local tribes to develop a Tribal Consultation Plan.

Responsibilities: SCOG (Lead), Island County, WSDOT

Product: Updated bylaws and governance documents for SIRTPO tentatively set for adoption by member agencies in the fourth quarter of calendar year 2014. Memorandum(s) of Agreement will be established with WSDOT, and Skagit Transit in the third quarter of calendar year 2014. A Tribal Consultation Plan, if necessary, is tentatively set for adoption in the fourth quarter of calendar year 2014.

1.5 Legislator Contact

Description: Develop and submit Public Disclosure Commission Reports as required. This report identifies all contact with State legislators. All expenses in meeting with federal and state elected and administration officials are paid using local funds. Historically, SCOG has visited state legislators in the first month or two of the Washington State Legislature's Regular Session. Other contact may occur but it is unknown when this will happen.

Responsibilities: SCOG (Lead)

Product: Quarterly Public Disclosure Commission Reports as necessary.

MPO

1.6 Title VI Annual Report

Description: Report on Title VI Plan implementation activities through the annual Title VI Update and Accomplishment Report.

Responsibilities: SCOG (Lead)

Product: The Title VI Annual Report will be submitted in August 2014.

DRAFT

ELEMENT 2: MULTI-MODAL PLANNING

This work program element focuses on the development, ongoing maintenance and update of the Skagit-Island Regional Transportation Plan (RTP). The latest RTP was adopted in April 2011. Planning projects that are anticipated are detailed in this section.

For a cost estimate by work task, refer to Table 1: Expenditures by Task, near the end of this document. For a summary of expenditures and revenue by fund type, refer to Table 2: Expenditures/Revenue by Fund Type, also near the end of this document.

WORK ACTIVITIES

MPO/RTPO

2.1 Metropolitan and Regional Transportation Plan

Description: The Skagit-Island Metropolitan/Regional Transportation Plan was last adopted in April of 2011. The next scheduled update is in August 2015. The RTP and any required environmental documents will be developed in cooperation with members, stakeholders and the public, during SFY 2015. Careful review of the MAP-21 requirements will ensure that essential processes will be incorporated into the development of the plan. Public Participation strategy will be developed as part of a consulting contract that will include a new or updated Public Participation Plan for SCOG, outreach strategy for implementation and coordination with groups specifically related to the HSTP, and outreach plan/strategy for the RTP 2015 update.

Responsibilities: SCOG (Lead), Island County

Product: A draft of the Regional Transportation Plan will be available for public review at the end of SFY 2015.

2.2 Coordinated Public Transit-Human Services Transportation Plan

Description: In partnership with Skagit Transit, Island Transit, non-profit special needs transportation providers, tribes and other stakeholders, SCOG will prepare the 2014 Skagit-Island Coordinated Public Transit-Human Services Transportation Plan.

Responsibilities: SCOG (Lead), Island County, consultant

Product: Adoption of the 2014 HSTP update by December 31, 2014. A consultant will be hired to prepare the plan update. SCOG will serve as project manager.

Direct Cost: The anticipated consultant cost will be $30,000, which is a carry forward from SFY 2014.

2.3 Washington State Transportation Plan

Description: Participate in the implementation of the Washington Transportation Plan (WTP) where consistent with regional transportation policy priorities, including:

a. Coordination with WSDOT on investment priorities identified in the WTP which are of mutual interest.
b. Coordination with other Washington MPOs/RTPOs on investment priorities identified in the WTP that are of mutual interest.
c. Cooperation with WSDOT in ongoing efforts to communicate WTP priorities to elected officials and citizens within the region.
d. Participation in statewide planning activities such as the WTP and rail planning.

Responsibilities: SCOG (Lead), Island County

DRAFT

Product: Participation in statewide transportation plans and program development as the need arises.

2.4 Transportation Planning

Description: Assist local agencies with local planning efforts. Support the development of a regional economic development strategy.

Planning studies anticipated to occur in SFY 2015:

- Skagit Transit Maintenance, Operations, and Administration Facility Feasibility Study
- WSDOT Climate Change Adaptation Study
- Bon-Air Access Feasibility Study
- Cross Island Road/West Camano Drive Feasibility Study
- Whidbey Air Park Access Feasibility Study
- Clinton to Langley Trail Feasibility Study
- Midvale Trail Feasibility Study

Responsibilities: SCOG, Island County, Skagit Transit

Product: SCOG and Island County will also assist with other local planning efforts as needed. This is an ongoing work task.

2.5 North Sound Connecting Communities Project

Description: As the lead agency for the North Sound Connecting Communities Project (Farmhouse Gang), SCOG will administer the program. SCOG currently has a contract with Whatcom Council of Governments to aid the administration of the program. A small amount of SIRTPO staff time may be dedicated to this program in the multimodal planning element as well.

Responsibilities: SCOG (Lead), Island County

Product: Quarterly Farmhouse Gang meetings. Staff support for additional multimodal planning activities that the Farmhouse Gang performs.

Direct Cost: The agreement with WCOG is not to exceed $15,000 in calendar year 2014.

2.6 Transportation Element Consistency

Description: Certify that the transportation element of city/county comprehensive plans and countywide planning policies meet the following requirements:

a. Reflect the transportation guidelines and principles established in the Metropolitan and Regional Transportation Plans and be consistent with the adopted plans.

b. Conform to the requirements of RCW 36.70A.070.

c. Reflect consistency to the countywide planning policies adopted under RCW 36.70A.210 and the adopted regional transportation plan.

Responsibilities: SCOG, Island County

Product: Certification of local transportation elements.

MPO

2.7 Title VI, Limited English Proficiency and Environmental Justice Implementation

Description: SCOG will review planning, programming and projects to ensure that SCOG decisions do not have a disproportionate negative impact on protected populations. SCOG will maintain a Title VI complaint log and implement the adopted Title VI Plan to ensure nondiscrimination in SCOG's Transportation Program.

Responsibilities: SCOG (Lead)

DRAFT

Product: Ensuring nondiscrimination in the Transportation Program is an ongoing work task. Work products developed throughout the year to ensure non-discrimination will be reported through the Title VI Annual Update and Accomplishments Report which will be submitted in August 2014.

2.8 Skagit County Rail Crossing Study

Description: Develop a methodology to assess at-grade rail crossings within Skagit County. The study would develop a set of analytical questions the methodology would strive to answer and test the methodology on one or more at-grade crossings. The methodology would allow assessment of all at-grade crossings to assist in determining where existing and future problems are likely to occur and provide a framework to prioritizing at-grade crossing to be included in plans or programs.

Responsibilities: SCOG, consultant

Product: A report detailing the methodology developed, analysis of rail road crossings, and recommended solutions or next steps. The anticipated completion will be in the first quarter of calendar year 2015.

Direct Cost: $45,000 for consulting services

2.9 Industrial Lands Survey

Description: This task integrates transportation and economic development planning related to industrial lands within Skagit County. In addition, the analysis and recommendations will likely have an effect on growth planning.

SCOG has coordinated and participated in the industrial lands survey being led by the Port of Skagit. The study assessed the current supply of industrial land in Skagit County and determined whether this supply is sufficient to meet the current and future demand for industries. The survey included transportation infrastructure available to support industrial lands. It is anticipated that additional work will occur in SFY 2015 based on the completed work in SFY 2014.

Responsibilities: SCOG (Lead)

Product: An updatable inventory was completed in SFY 2014 that can be used to track the available industrial land base over time and to market Skagit County industrial land to prospective employers. Work in SFY 2015 will likely be more in-depth assessment of infrastructure needs and market factors for various types of employers and industrial land including the possible infrastructure needs.

Direct Cost: Consultant support of up to $10,000.

ISLAND SUB-RTPO

2.10 Transportation Element Update

Description: Update to the Transportation Element of the County Comprehensive Plan.

Responsibilities: Island County (Lead), SCOG, consultant

Product: The consultant contract will include development of the Transportation Element for Island County. Update the SIRTPO travel demand model, and provide a long-range economic forecast for Island and Skagit County.

The expected completion date is by December, 2014.

Direct Cost: The anticipated consultant cost will be $75,000 and be overseen by Island County.

DRAFT

ELEMENT 3: PROJECT PROGRAMMING & PRIORITIZATION

PURPOSE

Federal and state regulations guide the development and management of the programming of federally funded and other regionally significant transportation improvement projects over a four to six-year period. The Transportation Improvement Program (TIP) is updated annually, and is amended on an as-needed basis throughout the year. The TIP is effectively an ongoing process of programming federal, state, and local expenditures to implement the regional planning goals and state and federal planning emphasis areas.

For a cost estimate by work task, refer to Table 1: Expenditures by Task, near the end of this document. For a summary of expenditures and revenue by fund type, refer to Table 2: Expenditures/Revenue by Fund Type, also near the end of this document.

SFY 2014 WORK ACTIVITIES

MPO/RTPO

3.1 Regional Project Prioritization

Description: Maintain a financially feasible four-year transportation improvement program, including a two year list of contingency projects, for regionally significant projects.

a. Develop the annual Transportation Improvement Program (TIP); transmit applicable projects to WSDOT for inclusion in the Statewide Transportation Improvement Program (STIP).
b. As projects change in funding status or description, prepare amendments to the TIP in order to program federal funds that become secured or prioritized throughout the year.
c. Develop TIP project identification, prioritization, and selection procedures with the goal of programming projects using regionally-managed funds (Surface Transportation Program and Transportation Alternatives Program) for all four years of the TIP.
d. Document and publish an annual listing of obligated projects
e. Submit a self-certification to WSDOT, FHWA, and FTA certification that all applicable state and federal guidelines are being followed.
f. Track regionally managed fund (STP and TAP) project delivery to ensure that annual regional obligation targets are met.
g. Coordinate process for prioritization of special needs transportation projects for Island and Skagit counties.

Responsibilities: SCOG (Lead), Island County

Product: The 2015 TIP will be adopted by the MPO and RTPO Policy Boards in the fourth quarter of calendar year 2014.

Process TIP amendments as needed.

Develop changes to the project selection process as needed.

An annual listing of obligated projects will be posted to the SCOG website in the first quarter of calendar year 2015.

SCOG will submit a self-certification to WSDOT, FHWA and FTA in the fourth quarter of calendar year 2014.

SCOG will submit a regional list of prioritized special needs transportation projects to WSDOT in the fourth quarter of calendar year 2014.

DRAFT

ELEMENT 4:DATA COLLECTION & ANALYSIS

A regional travel demand model is used to inform transportation policy decisions. Varying funding and project scenarios can be run to establish a reasonable estimate of what the regional transportation needs will be in the future. The RTP is based on the development of the regional transportation model. Similarly, member agencies utilize the regional model in the development of their transportation elements of their comprehensive plans.

SCOG maintains databases of regional transportation, employment, and housing data. These primarily serve as inputs to the regional transportation demand model but also serve as a valuable resource for information. Member agencies are able to access data that would be difficult for them to maintain individually due to budget and staffing constraints.

For a cost estimate by work task, refer to Table 1: Expenditures by Task, near the end of this document. For a summary of expenditures and revenue by fund type, refer to Table 2: Expenditures/Revenue by Fund Type, also near the end of this document.

WORK ACTIVITIES

MPO/RTPO

4.1 Performance Metrics

Description: In cooperation with WSDOT and guidance from USDOT in response to Section 1203 of MAP-21, SCOG will develop state and local performance measures and performance targets. The MAP-21 Implementation Schedule identifies the approximate time frame for setting and adopting performance measures for all categories.

Responsibilities: SCOG (Lead)

Product: Performance measures that will be incorporated into the metropolitan transportation planning process.

4.2 Travel Demand Model

Description: In SFY 2015 an update to the travel demand model will be completed in preparation for the 2015 RTP update and for use in the development of local comprehensive plans. SCOG has hired a consultant to assist with the model update.

Responsibilities: SCOG (Lead), Island County, consultant

Product: The result of this work activity will be an updated transportation demand model predicted to be completed in the third quarter of calendar year 2014.

Direct Cost: $40,000 will be used for consultant services to update the model. This line item is carried over from the previous UPWP.

4.3 Transportation Data

Description: This task includes a continuation of our annual agreement with Skagit County to perform traffic counting services for jurisdictions within Skagit County. Initiate conversations with Island County to make a similar agreement for traffic counts on Whidbey and Camano Islands. Continue to maintain inventory of traffic and vehicle classification counts and travel time studies from all available sources; store data and make available in electronic format.

The Puget Sound Regional Council (PSRC) is planning on conducting a regional household survey in the spring of 2014. Both Island and Skagit Counties are interested in participating with PSRC on the survey. The household survey data would assist in updating the travel demand model and providing data for

DRAFT

analysis for the RTP, particularly in understanding more about travel behavior between Skagit and Island Counties and the Puget Sound Counties.

Responsibilities: SCOG (Lead), Island County.

Product: Maintain library of current traffic counts for Skagit County. Counts will be done throughout the year on both a scheduled and as-needed basis. All counts, travel time information, and transit ridership data will be made available and maintained in an electronic library.

Direct Cost: The anticipated consultant cost will be $24,000 for traffic counts.

4.4 GIS and Mapping

Description: Maintain current demographic, roadway infrastructure and other spatial data for mapping and GIS applications. Produce maps and conduct geospatial analysis as necessary to support the work program.

Responsibilities: SCOG (Lead)

Product: Provide GIS data and maps as necessary. This is an ongoing work task.

4.5 Highway Functional Classification

Description: Update, review and process requests for modifications of the federal highway functional classification system within the Skagit County urbanized areas, as required.

Responsibilities: SCOG, Island County

Product: Updated urban areas and functional classification maps. This work will be done on an as-needed basis.

DRAFT

UNFUNDED WORK PRIORITIES

1. Coast to Cascades Corridor Study. Currently there is no clear way for non-motorized travelers to travel west from Mount Vernon/Burlington to Anacortes. This corridor study would identify the preferred route to develop for non-motorized use.

   Estimated cost of $100,000.

SCOG will seek funding opportunities for this project. Possible sources of funding this work item include STP funds or other special grants.

DRAFT

EXPENDITURES BY TASK

TABLE 1: EXPENDITURES BY TASK

SFY 2015 Unified Planning Work Program Proposed Budget			FHWA - PL			FTA - 5303			FTA - 5310	STP			RTPO	Farmhouse Gang	Other	Summary			
Element	Number	Description	Total 100.0%	FHWA 86.5%	Match 13.5%	Total 100.0%	FTA 86.5%	Match 13.5%	Total	Total 100.0%	STP 86.5%	Match 13.5%				Federal	State	Local	Total
Administration	1.1	Administration	$67,100	$58,000	$9,100	$12,500	$10,800	$1,700	$0	$3,200	$2,800	$400	$25,800	$0	$0	$71,600	$25,800	$11,200	$108,600
	1.2	UPWP Annual Development And Reporting	$4,500	$3,900	$600	$1,700	$1,500	$200	$0	$200	$200	$0	$5,600	$0	$0	$5,600	$5,600	$800	$12,000
	1.3	Public Participation	$7,400	$6,400	$1,000	$2,900	$2,500	$400	$5,000	$10,600	$9,200	$1,400	$200	$0	$15,000	$23,100	$200	$17,800	$41,100
	1.4	Governance	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$9,100	$0	$0	$0	$9,100	$0	$9,100
	1.5	Legislator Contact	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	1.6	Title VI Annual Report	$7,000	$6,100	$900	$2,300	$2,000	$300	$0	$0	$0	$0	$0	$0	$0	$8,100	$0	$1,200	$9,300
		Administration Total	**$86,000**	**$74,400**	**$11,600**	**$19,400**	**$16,800**	**$2,600**	**$5,000**	**$14,000**	**$12,200**	**$1,800**	**$40,700**	**$0**	**$15,000**	**$108,400**	**$40,700**	**$31,000**	**$180,100**
Multimodal Planning	2.1	MTP/RTP	$44,500	$38,500	$6,000	$11,500	$9,900	$1,600	$0	$0	$0	$0	$12,500	$0	$0	$48,400	$12,500	$7,600	$68,500
	2.2	HSTP	$0	$0	$0	$12,800	$11,100	$1,700	$41,700	$2,100	$1,800	$300	$3,100	$0	$0	$54,600	$3,100	$2,000	$59,700
	2.3	WSTP	$2,300	$2,000	$300	$0	$0	$0	$0	$0	$0	$0	$4,800	$0	$0	$2,000	$4,800	$300	$7,100
	2.4	Transportation Planning	$24,200	$20,900	$3,300	$0	$0	$0	$0	$16,400	$14,200	$2,200	$16,600	$0	$0	$35,100	$16,600	$5,500	$57,200
	2.5	NSCCP	$0	$0	$0	$0	$0	$0	$0	$2,100	$1,800	$300	$0	$22,400	$0	$24,200	$0	$300	$24,500
	2.6	Transportation Element Consistancy	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$8,300	$0	$0	$0	$8,300	$0	$8,300
	2.7	Environmental Justice	$8,300	$7,200	$1,100	$2,900	$2,500	$400	$0	$700	$600	$100	$0	$0	$0	$10,300	$0	$1,600	$11,900
	2.9	Skagit County Rail Crossing Study	$0	$0	$0	$0	$0	$0	$0	$45,000	$38,900	$6,100	$0	$0	$0	$38,900	$0	$6,100	$45,000
	2.9	Industrial Lands Survey	$0	$0	$0	$0	$0	$0	$0	$10,100	$8,700	$1,400	$0	$0	$0	$8,700	$0	$1,400	$10,100
	2.10	Transportation Element Update	$0	$0	$0	$0	$0	$0	$0	$87,300	$75,500	$11,800	$12,200	$0	$0	$75,500	$12,200	$11,800	$99,500
		Multimodal Planning Total	**$79,300**	**$68,600**	**$10,700**	**$27,200**	**$23,500**	**$3,700**	**$41,700**	**$163,700**	**$141,500**	**$22,200**	**$57,500**	**$22,400**	**$0**	**$297,700**	**$57,500**	**$36,600**	**$391,800**
Project Programming & Prioritization	3.1	Regional Project Prioritization	$22,500	$19,500	$3,000	$11,100	$9,600	$1,500	$0	$6,800	$5,900	$900	$11,100	$0	$0	$35,000	$11,100	$5,400	$51,500
		Project Programming Total	**$22,500**	**$19,500**	**$3,000**	**$11,100**	**$9,600**	**$1,500**	**$0**	**$6,800**	**$5,900**	**$900**	**$11,100**	**$0**	**$0**	**$35,000**	**$11,100**	**$5,400**	**$51,500**
Data Collection and Analysis	4.1	Performance Metrics	$10,800	$9,300	$1,500	$2,300	$2,000	$300	$0	$0	$0	$0	$0	$0	$0	$11,300	$0	$1,800	$13,100
	4.2	Travel Demand Modeling	$32,400	$28,000	$4,400	$0	$0	$0	$0	$29,800	$25,800	$4,000	$0	$0	$0	$53,800	$0	$8,400	$62,200
	4.3	Transportation Data	$0	$0	$0	$0	$0	$0	$0	$35,400	$30,600	$4,800	$0	$0	$0	$30,600	$0	$4,800	$35,400
	4.4	GIS and Mapping	$0	$0	$0	$0	$0	$0	$0	$14,600	$12,600	$2,000	$0	$0	$0	$12,600	$0	$2,000	$14,600
	4.5	Federal Functional Classification	$2,300	$2,000	$300	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$2,000	$0	$300	$2,300
		Data Collection and Analysis Total	**$45,500**	**$39,300**	**$6,200**	**$2,300**	**$2,000**	**$300**	**$0**	**$79,800**	**$69,000**	**$10,800**	**$0**	**$0**	**$0**	**$110,300**	**$0**	**$17,300**	**$127,600**
		UPWP Total	**$233,300**	**$201,800**	**$31,500**	**$60,000**	**$51,900**	**$8,100**	**$46,700**	**$264,300**	**$228,600**	**$35,700**	**$109,300**	**$22,400**	**$15,000**	**$551,400**	**$109,300**	**$90,300**	**$751,000**

Numbers are rounded

EXPENDITURES/REVENUE BY FUND TYPE

TABLE 2: EXPENDITURES/REVENUE BY FUND TYPE

Federal Funds

	Program Fund Source	Element 1: Administration	Element 2: Multimodal Planning	Element 3: Project Programming	Element 4: Data Collection & Analysis	Total Expenditures	Revenue	Carry Forward from 2014	Carry Forward to 2016
SCOG	FHWA PL Federal Funds	$74,400	$68,500	$19,500	$39,300	**$201,700**	$194,700	$260,000	$253,000
	Local Match = 13.5%	$11,600	$10,700	$3,000	$6,100	$31,400	$31,400	N/A	
	FTA 5303 PL Federal Funds	$16,800	$23,500	$9,600	$2,000	**$51,900**	$35,300	$50,000	$33,400
	Local Match = 13.5%	$2,600	$3,700	$1,500	$300	$8,100	$8,100	N/A	
	FTA 5310 Federal Funds	$5,000	$41,700	$0	$0	$46,700	$0	$57,000	$10,300
	STP Funds	$8,700	$49,400	$0	$68,900	**$127,000**	$152,700	$100,000	$125,700
	Local Match = 13.5%	$1,400	$7,700	$0	$10,800	$19,900	$19,800	N/A	
	North Sound Connecting Communities Project	$0	$22,400	$0	$0	$22,400	$0	$34,000	$11,600
	Other	$15,000	$0	$0	$0	**$15,000**	$15,000	$0	$0
	Total	**$135,500**	**$227,600**	**$33,600**	**$127,400**	**$524,100**	**$457,000**	**$501,000**	**$434,000**
Island County	STP Funds	$3,500	$92,000	$5,900	$0	**$101,400**	$86,000	$160,700	$145,300
	Local Match = 13.5%	$500	$14,400	$900	$0	$15,800	$15,800	N/A	
	Total	**$4,000**	**$106,400**	**$6,800**	**$0**	**$117,200**	**$101,800**	**$160,700**	**$145,300**
	Federal Total	**$139,500**	**$334,000**	**$40,400**	**$127,400**	**$641,300**	**$558,800**	**$661,700**	**$579,300**

Numbers are rounded

State Funds

	Program Fund Source	Element 1: Administration	Element 2: Multimodal Planning	Element 3: Project Programming	Element 4: Data Collection & Analysis	Total Expenditures	Revenue	Carry Forward from 2014	Carry Forward to 2016
RTPO Planning Funds	Skagit Sub-RTPO*	$35,400	$31,300	$9,900	$0	**$76,600**	$76,600	N/A	**N/A**
	Island Sub-RTPO*	$5,300	$26,100	$1,200	$0	**$32,600**	$32,600	N/A	**N/A**
	Total	**$40,700**	**$57,400**	**$11,100**	**$0**	**$109,200**	**$109,200**	**N/A**	**N/A**

*RTPO Planning Funds are an apportionment to SIRTPO. The funds are distributed to Skagit and Island Sub-RTPO's based on work program cost estimates.

Numbers are rounded

CONTACT INFORMATION

For more information or to request a copy of this document, please contact:

Kevin Murphy, Executive Director
Skagit Council of Governments
204 West Montgomery Street
Mount Vernon, WA 98273
(360) 416-7871
kevinm@scog.net

Doug Cox, Transportation Planner
Island sub-Region RTPO
P.O. Box 5000
Coupeville, WA 98239
(360) 678-7959
d.cox@co.island.wa.us

Appendix A: BOARD MEMBERSHIP

SKAGIT METROPOLITAN PLANNING ORGANIZATION (SMPO)/SKAGIT SUB-REGIONAL TRANSPORTATION PLANNING BOARD (SKAGIT SUB-RTPO)

The primary function of the MPO/RTPO Board is to coordinate with the state and local governments and public transportation operators in developing policy, transportation plans, and programs within the MPO/RTPO boundaries. This transportation planning process results in policy, plans and programs coordinated with local land use plans. In addition, the plans provide for the development of transportation facilities that are consistent with the RTP. This Skagit MPO/TPO Board also serves as the Skagit Sub-RTPO Board.

BOARD MEMBER JURISDICTIONS:

City of Anacortes
City of Burlington
City of Mount Vernon
City of Sedro-Woolley
Skagit County
Skagit Transit
Port of Skagit County
Port of Anacortes
Swinomish Tribal Community
Samish Indian Nation
Town of Concrete
Town of Hamilton
Town of La Conner
Town of Lyman
WSDOT
Washington State Ferries

GEOGRAPHIC PLANNING AREA: Urbanized area of Skagit County made up of the cities of Mount Vernon, Burlington, Sedro-Woolley and their respective Urban Growth Areas, portions of Skagit County and Port of Skagit.

SKAGIT-ISLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (SIRTPO) POLICY BOARD

The Skagit-Island Regional Transportation Planning Organization (SIRTPO) is a combination of the Skagit sub-RTPO and the Island sub-RTPO's, to serve as a forum to identify, study, and discuss regional transportation issues. SCOG is the lead agency for the Skagit sub-RTPO and Island County is the lead agency for the Island sub-RTPO who administers their own program and provides reporting on their own, and in partnership with SCOG. SCOG acts as the lead reporting agency for both sub-RTPO's when necessary such as with the Skagit-Island RTP, Skagit-Island Regional TIP or the Skagit-Island Coordinated Public Transit-Human Services Transportation Plan (HSTP) and any other joint ventures.

SKAGIT BOARD MEMBER JURISDICTIONS:

City of Anacortes
City of Burlington
City of Mount Vernon
City of Sedro-Woolley
Skagit County
Skagit Transit
Port of Anacortes
Port of Skagit County
Swinomish Tribal Community
Samish Indian Nation
Town of Concrete
Town of Hamilton
Town of La Conner
Town of Lyman
WSDOT

ISLAND BOARD MEMBER JURISDICTIONS:

City of Oak Harbor
Island County
Town of Coupeville
City of Langley
Port Districts (alternate)
Island Transit

GEOGRAPHIC PLANNING AREA: All of Skagit and Island counties.

ISLAND SUB-REGIONAL TRANSPORTATION PLANNING ORGANIZATION (ISLAND SUB-RTPO) POLICY BOARD

The Island sub- RTPO serves as a mutual forum to identify, discuss study and bring into focus sub-regional transportation challenges and opportunities. The Island sub-RTPO Policy Board is the countywide decision-making body for the sub-RTPO and is made up of the jurisdictions listed below.

BOARD MEMBER JURISDICTIONS:

Town of Coupeville	Island Transit	South Whidbey Port District
Coupeville Port District	City of Langley	WSDOT
Island County	City of Oak Harbor	Washington State Ferries

GEOGRAPHIC AREA: All of Island County.

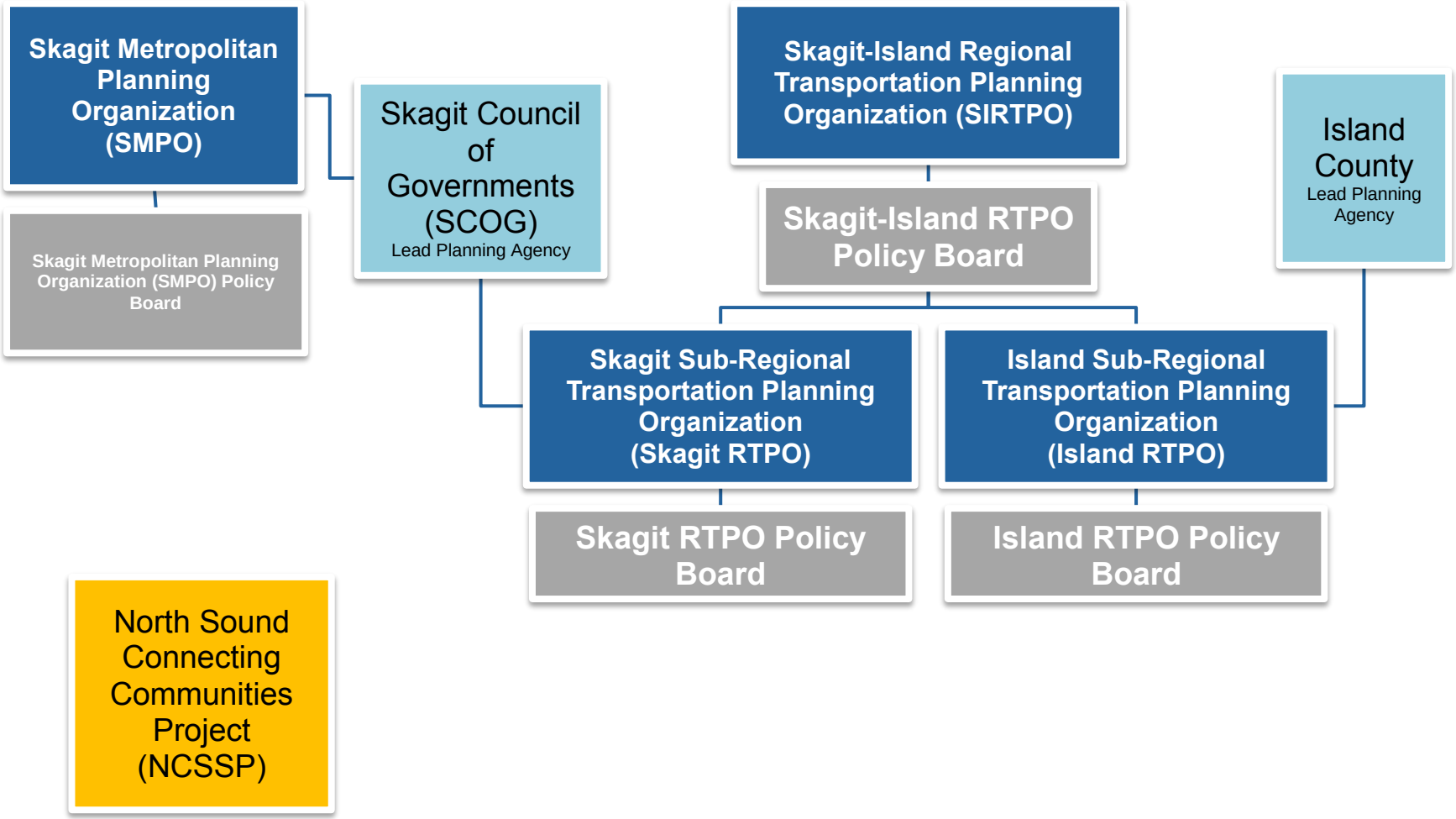
NORTH SOUND CONNECTING COMMUNITIES PROJECT (FARMHOUSE GANG)

SCOG is the lead agency for this project which is a coalition of elected, agency and citizen representatives from the five North Sound Counties (Whatcom, Skagit, Island, San Juan, and Snohomish). Together they work on regional planning that includes highway, rail/freight, transit, non-motorized transportation and ferry issues. This project is funded through a High Priority Project grant and supported by public and private partnerships. The goal of the Farmhouse Gang is to study and support ways that transportation systems work together to provide options and access to residents in the region. SCOG will be seeking funding for a second phase of the Farmhouse Gang as funding is available.

MEMBERSHIP: Public and private stakeholders within the North Sound Counties of the Puget Sound area.

GEOGRAPHIC PLANNING AREA: Whatcom, Skagit, Island, San Juan, and Snohomish Counties.

Appendix B: Board Structure



Appendix C: SMPO & SIRTPO PLANNING AREAS

Core Programs and Functions

Administration

- Administrative Tasks
- Training
- Annual Budget
- Contract and Grant Management
- Unified Planning Work Program
- Public Involvement and Outreach
- Governance
- Establish Memorandums of Understanding
- Title VI Annual Report

Planning

- MTP/RTP
- Human Services Transportation Plan
- Transportation Planning
- Regional Transportation Plan Consistency
- Environmental Justice
- Rail Crossing Study
- Industrial Lands Survey
- Transportation Element Update

Programming

- MTIP/RTIP
- Amendments to MTIP/RTIP
- Selection of Regional Project Priorities
- Annual List of Obligated Projects

Modeling/Data Management

- Performance Metrics
- Travel Demand Model Update
- Transportation Data
- GIS and Mapping
- Highway Functional Classification

MPO (Federal)
RTPO (State)
MPO and RTPO

Island sub-Regional Transportation Planning Organization

April 23, 2014

Jon O'Hare
Project Manager / Sound Transit DECM I
401 South Jackson Street
Seattle, Washington 98104

Dear Jon:

As you know, Washington State Ferries (WSF) issued the Final Environmental Impact Statement for the Mukilteo Multimodal Ferry Terminal Project in June of 2013. The preferred alternative design and environmental documentation does not rule out the possibility of a parking garage on the tank farm; however, it does not evaluate the effects of a parking garage either.

Sound Transit requested assurance that the ferry terminal project will be able to obtain a Record of Decision (ROD) and close the funding gap prior to embarking on a feasibility study, environmental documentation and design for a parking garage on the tank farm.

WSF is expecting to obtain a ROD within the next month, and the project's funding gap has recently shrunk to $12 million. We respectfully ask Sound Transit to conduct the feasibility study for the parking garage and transit center at this time.

The design effort will be more straightforward if Sound Transit's intentions are made clear prior embarking on the final design phase, which is expected to begin this summer.

Sincerely,

Jill Johnson, Chair
Island sub-regional Transportation Planning Organization

DRAFT