

***ISLAND RTPO SUB-REGIONAL WORK PROGRAM
FISCAL YEARS 2010 & 2011***

The Skagit/Island RTPO

In recognition of the need for coordinated transportation planning, Skagit and Island Counties created the Skagit/Island Regional Transportation Planning Organization (SIRTPO) in 1991. The SIRTPO was formed to serve as a mutual forum to identify, discuss, study, and bring into focus regional transportation challenges and opportunities. The SIRTPO provides a continuing organizational mechanism to ensure effective communication and coordination among governments and agencies on transportation related issues.

The following participants in the Skagit/Island RTPO have signed interlocal agreements and memoranda of understanding which establish the RTPO and define its duties: WSDOT, Skagit County, City of Anacortes, City of Burlington, Town of Concrete, Town of Hamilton, Town of LaConner, Town of Lyman, City of Mount Vernon, City of Sedro Woolley, Port of Anacortes, Port of Skagit County, Island County, Town of Coupeville, City of Oak Harbor, City of Langley, Port of South Whidbey, Port of Coupeville, Island Transit, Skagit Transit and the Swinomish Tribal Nation.

Since much of the work effort and activities of the SIRTPO take place at a sub-regional or county level, the member agencies are divided into two sub-regional organizations. Each sub-regional organization has established a Policy Board composed of elected officials of the member jurisdictions and other representatives. The Sub-regional Policy Boards are the countywide decision making bodies for the RTPO. A Technical Committee composed of Planning Directors, County/City Engineers, Transit and port officials, and citizen representatives was formed to evaluate and make recommendations to the Policy Board on regional transportation programs and issues, planning activities, and project funding decisions.

The 2009-2010 (FY-2010) and 2010-2011 (FY-2011) Unified Planning Work Program (UPWP) for the Island Sub-region identifies major work efforts to be undertaken for a two year period from July 1, 2009 through June 30, 2011. The FY-2010/2011 UPWP continues a number of elements begun in earlier years. It also includes new areas of responsibility and transportation planning efforts.

The Island Sub-region FY-2010/11 UPWP addresses guidance provided by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) and the Washington State Department of Transportation (WSDOT).

The FTA and FHWA guidance provides for consideration of projects and strategies that will:

- (a) Increase the safety of the transportation system for motorized and non-motorized users.
- (b) Increase the security of the transportation system for motorized and non-motorized users.
- (c) Increase the accessibility and mobility options available to people and for freight.

- (d) Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
- (e) Enhance the integration and connectivity of the transportation system, across and between modes for people and freight.
- (f) Promote efficient system management and operation.
- (g) Emphasize the preservation of the existing transportation system.

Island Sub-regional RTPO Funding Sources

Projected FY-2010/11 funding is listed below

1. **RTPO Standard and Long Range Planning Funds** allocation from the State of Washington is estimated to be **\$88,940** for FY-2010/11 and is dedicated for support of Island Sub-Regional RTPO activities. Emphasis will be focused on:
 - Commencing a major update the regional transportation plan that will be consistent with county-wide planning policies, county, city, and town comprehensive plans, and the state transportation plans;
 - Continued implementation of regional transportation and growth management planning goals pursuant to RCW 47.80;
 - Working with cities, county, transit agency, WSDOT and others to develop level of service standards or alternate transportation performance measures;
 - Review as appropriate and certify the transportation elements of the comprehensive plans adopted by counties, cities, and towns within the region. Certification will reflect RTPO guidelines and principles and be consistent with the adopted regional transportation plan and underlying policies.
2. FY-2010/11 **STP Regional** allocation for administration and transportation modeling purposes is **\$45,000** plus 13.5% lead agency matching funds of **\$7,000** for a total of **\$52,000**.
3. **Carryover STP Regional** funding (P-STPR-TA 2015(014) from FY-2009 UPWP budget is estimated to be **\$ 68,905** and 13.5% matching funds (**\$10,754**) for a total of **\$79,659**.
4. Total Sub-regional FY-2010/11 UPWP budget is: **\$220,599**.

PROGRAM DESCRIPTION

The FY-2010/11 Island Unified Planning Work Program is divided into two categories:

- A. Program Administration
- B. Transportation Planning and Analysis

Each section describes specific activities and work elements to be accomplished during the fiscal year. Short descriptions are provided for each work element with projected costs and revenues listed on separate sheets.

A. PROGRAM ADMINISTRATION

The Skagit Metropolitan Planning Organization (SMPO) is the designated Lead Planning Agency for the Skagit/Island RTPO. The Skagit Council of Governments (SCOG) is responsible for the administration of the Skagit MPO. Lead agency duties include: providing staff support and coordination for the Regional and Sub-regional Policy Boards and Technical Committees; serving as the recipient and dispenser of State and Federal funding; processing invoices from the Skagit and Island sub-regions; conducting public involvement meetings; and providing input and technical support in the development of transportation plans and studies.

In the Island Sub-region, the staff transportation planner, working under the direction of the Island County Public Works Director and the Chairman of the Island Sub-regional RTPO Policy Board, has been assigned the responsibility of routine program administration. The Transportation Planner provides primary support to the Island Sub-regional Policy Board and Technical Committee and serves as liaison with the Skagit MPO, Skagit Sub-region RTPO and WSDOT staff.

1. STAFF SUPPORT FOR MEETINGS

a. Technical Committee Support

The Island Sub-regional Transportation Planner provides staff support to the Technical Committee as follows: General technical and administrative support; preparation of meeting agendas and minutes; preparation of draft unified planning work programs and related budgets; research and preparation of reports on relevant transportation planning issues; preparation and revision of the Island Sub-region Transportation Plan; liaison with RTPO Policy Boards, Skagit MPO, and WSDOT; preparation of annual reports; organization of site inspections for STP funded projects; administration of the STP Regional and STP Enhancement project selection process; administration of the RTPO certification process for local agency transportation elements of comprehensive plans; preparation of the Regional Transportation Improvement Plan (RTIP); organization of public meetings and workshops on transportation issues; distribution of press releases and pertinent information to the public; attendance at regional and statewide transportation forums, workshops and conferences; and preparation and presentation of Technical Committee recommendations to policy boards.

b. Policy Board Support

Many of the decisions and much of the intergovernmental coordination involved in the SIRTPO will take place at the meetings of the Sub-regional Policy Board. The sub-regional

transportation planner is responsible for preparation of agendas, reports, minutes and informational packets for these meetings and is the primary staff person assigned to support the Sub-Regional Policy Board. SIRTPO staff provides primary administrative support for the Regional Policy Board that is composed of elected officials from both sub-regions.

c. Equipment and supplies

This item covers the purchase of office supplies and equipment necessary to support the Island RTPO Sub-region.

2. FINANCIAL MANAGEMENT

The Skagit MPO, as lead planning agency, is responsible for the overall financial management of the Skagit/Island RTPO including the dispersal of program funds and the handling of financial record keeping and reporting requirements.

The Island County Public Works Department provides financial management support for the Island Sub-region program. Support activities include maintaining financial records and billing the Skagit MPO for services provided by staff and consultants for sub-regional planning activities.

3. INTERAGENCY COORDINATION

Island Sub-regional transportation planning staff coordinates with participating jurisdictions as well as state and federal agencies; acts as a liaison for the Island Sub-regional RTPO with other state and federal agencies; provides technical assistance to local governmental agencies seeking project funding from Federal and State transportation programs; coordinates public transportation with Island Transit; and integrates public transportation planning into the Regional Transportation Plan.

There are a number of transportation programs and issues that are regional in nature. The Island Sub-regional Transportation Planner is the primary contact person for program coordination. Funding has been allocated to support staff attendance at RTPO/MPO/WSDOT quarterly meetings, monthly SIRTPO Coordination Committee Meetings, and transportation planning conferences.

RTPO staff and Policy Board representatives attend and participate in the *North Sound Connecting Communities Project (NSCCP)*. The NSCCP is a transportation forum comprised of state, county, city, port, tribal and transit officials and citizen interests in North Snohomish, Skagit, Whatcom, San Juan, and Island Counties. The purpose of the project is to provide a public/private multi-county transportation planning and discussion forum to improve transportation connections, provide direction for future multi-county transportation investments, reduce regulatory barriers and encourage partnerships for a seamless transportation system.

The Island Sub-region will be working closely with all school districts within the region to identify and pursue opportunities for the Safe Routes to Schools program. School district staff will be asked to participate with WSDOT and RTPO staff to select projects and submit applications for the Pedestrian and Bicycle Safety grant program. In addition, the Island Sub-

region will be working with the Washington Coalition for Promoting Physical Activity to identify non-motorized transportation facility needs.

4. LOCAL PLAN CERTIFICATION

One of the responsibilities of the SIRTPO is to certify that local government transportation plans meet applicable state Growth Management Act (GMA) and Washington Administrative Code (WAC) requirements and that they are consistent with the regional transportation plan.

Island sub-regional certification guidelines reflect certification requirements mandated by RCW 47.80.023(3). These guidelines are used by the Technical Committee and Policy Board to evaluate local government comprehensive plan transportation element updates for consistency with state transportation policies, countywide planning policies, and transportation plans of other local agencies. The focus of this work includes:

- Inclusion of “transportation facilities and services of statewide significance” (RCW47.80.023) and their improvements in regional and local plans, and as adopted in the Washington Transportation Plan (WTP)
- Review of level of service methodologies used by cities and counties planning under chapter 36.70A RCW to promote a consistent regional evaluation of transportation facilities and corridors.
- Periodic updates, from local governments, on what impacts are expected to state highways from future land use changes.

Certification will take place after local jurisdictions complete and adopt their transportation elements and submit them to the Technical Committee for review. All transportation elements and revisions must be approved by the Sub-regional Policy Boards and certified by the SIRTPO Policy Board.

5. FY-2012/2013 UNIFIED PLANNING WORK PROGRAM (UPWP)

One of the administrative tasks assigned to sub-regional RTPO staff and the Technical Advisory Committee is the creation of a work program for succeeding years. The UPWP contains an outline of all work tasks, products, planning efforts, and sub-regional RTPO organizational activities to be conducted during a two fiscal year (July 1 to June 30) timeframe. The UPWP also contains budgetary information including funding sources and cost estimates for each work element listed.

A “DRAFT” FY-2012/2013 UPWP will be developed by RTPO staff and submitted to the Technical Committee for review and comment and then forwarded to the Sub-regional Policy Board for approval.

6. PLANNING DOCUMENTATION

RTPO staff is responsible for:

- Revising and updating the Skagit/Island Regional Transportation Plan
- Preparation of an annual report to WSDOT including a summary of work during the course of the fiscal year, costs incurred in accordance with the approved UPWP and budget, and any problems or delays
- Amendments to the Unified Planning Work Program (UPWP)
- Development of Regional Transportation Improvement Plan (RTIP) and input to the State Transportation Improvement Plan (STIP)
- Development of a prioritized Regional Coordinated Public Transit and Human Services Transportation plan
- Developing and recording findings of public meetings; compiling, reviewing, and organizing planning data and information; maintenance of RTPO files; preparation and submission of billing documents and budget management
- Development of policies and bylaws related to the Island Sub-region Transportation Planning Organization.

7. SURFACE TRANSPORTATION PROGRAM (STP) PROJECTS

The Sub-regional Technical Committee is responsible for the administration of the STP Regional project selection process for the Island Sub-region. RTPO and WSDOT staffs are responsible for ensuring adequate public awareness of the STP-R project selection program and application process. Public notice announcements and press releases will be distributed to all regional and local newspapers and radio stations. At least one public workshop will be held, if necessary, to assist local agencies and interested parties with project applications.

The Technical Committee will use established evaluation criteria based on regional transportation plans goals and policies to review and rank projects in order of priority. The list of recommended projects will be forwarded to the Sub-regional Policy Board for prioritization and action.

The Technical Committee and Policy Board are also responsible for evaluating and prioritizing STP Enhancement projects submitted by local agencies within the Island Sub-region. The Technical Committee will use evaluation criteria to review and rank projects in order of priority in the Island sub-region. The sub-region project list will be submitted to the full Skagit/Island RTPO Policy Board for regional prioritization and approval.

8. REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM

RCW 47.80.023 requires that all RTPOs develop a six-year Regional Transportation Improvement Plan (RTIP) which identifies regionally significant transportation projects and programs. The RTIP is based on programs, projects, and transportation demand management measures of regional significance as identified by transit agencies, cities, and counties within the region. The Skagit/Island RTPO has defined “regionally significant” as transportation projects and services that:

- Include Federal Highway Administration (FHWA), Federal Transit Agency (FTA), or federal lands funds in their financing;
- Are proposed for state owned transportation facilities located within the region;
- Are on the Regional Transportation System as designated by each RTPO Sub-region including but not limited to those transportation projects and services which maintain, preserve, and enhance the designated systems; or
- Are significant Transit and Port District capital facilities projects located within the region.

Local agencies that develop six year TIPs will submit a copy of their adopted TIP to sub-regional RTPO staff prior to July 31 of each year. Each RTPO sub-region will develop and approve its own TIP independently following the procedures and process outlined above and submit them to the Skagit MPO office prior to September 30. The Skagit MPO, as the designated lead agency for the SIRTPO, will be responsible for combining and maintaining an updated and approved Skagit/Island RTIP.

9. PUBLIC INVOLVEMENT

The Island Sub-Regional Policy Board will continue to solicit public input in the transportation planning process. Publications, workshops, press releases, websites and public meetings will be fully utilized. Additional citizen input will come at the Policy Board meetings, which are advertised through local media and open to the public.

A key component of the public involvement program is providing information to media contacts regarding upcoming public meetings, STP project selection process, transportation issues, and transportation improvement plans. Display advertisements inviting public participation are published in regional newspapers. Copies of planning studies and planning documents are distributed to public information centers such as public libraries and local governmental offices and posted on the Island County website for public review.

The Island Sub-region Technical Committee will continue work on developing a public education program concerning regional transportation issues. The public education program will be designed to meet the following objectives:

- To expand public understanding of the long-term transportation needs
- To increase the public's awareness of transportation funding issues
- To provide the public with early and continuing public involvement opportunities
- To engage all socio-economic groups, including low-income and minority populations, in the transportation decision making process in accordance with federal law
- To work cooperatively with the Whidbey Scenic Isle Way citizen committee.

B. TRANSPORTATION PLANNING AND ANALYSIS

1. PERFORMANCE MONITORING

RTPO regulations require that the regional transportation system be monitored over time to: a) determine how well the Island Sub-Regional Transportation Plan is being implemented; and b) determine whether the improvements are having the desired effect on the performance of the transportation system.

Performance monitoring is the periodic measure of progress toward short and long term goals. Performance measures, reflecting adopted Regional Transportation Plan Policies (RTP), were developed during the last update of the Island Sub-region RTP. They are as follows:

Performance Measure – ***Emphasize the movement of people and goods rather than vehicles in order to obtain the most efficient use of transportation facilities.*** Measure mode split, comparing single occupancy vehicles against the aggregation of other vehicles. Each monitored year will be compared to the base year (2003) for improvement. Monitoring will be conducted once every two years in odd numbered years commencing in 2005.

Performance Measure – ***Increase the efficiency of the Sub-regional road and highway system by maximizing use of existing facilities.*** Each monitored year, in October after the construction season is over, travel speed will be measured at the same time of day at three SR-525 and SR-20 highway sections. The travel speeds will be compared to posted speed limits. The optimal speed to minimize throughput on highways occurs at 70-85% of posted speed.

Performance Measure - ***Protect the capital investment in the transportation system through adequate maintenance of facilities.*** The pavement management system for each agency will be reviewed for optimal care using least cost cycle principles.

Performance Measure – ***Actively promote transit service use throughout the Island***

Sub-region. The benchmark to be measured is an increase in total system use and ridership annually, reducing overall system costs per rider.

Performance Measure – ***Develop Travel forecasts from the Skagit Metropolitan Planning Organization Regional Model.***

System performance will be evaluated by comparing traffic counts obtained by the WSDOT Mt. Baker Area office at the concurrency monitoring sites with interpolated counts from the model.

Island County has developed a countywide traffic counting program to track system usage and efficiency. Traffic counting data will be analyzed periodically to monitor adopted level of service standards. Specific traffic studies may be performed based on the data collected.

The Island RTPO sub-region will continue working with WSDOT NW Region engineers to conduct intersection studies at key intersections of state highways with County roads and to share traffic count data.

2. SKAGIT/ISLAND RTPO REGIONAL TRANSPORTATION PLAN UPDATE

The Skagit/Island Regional Transportation Planning Organization was established in 1991. The provisions for the establishment of RTPO programs and planning requirements are contained in the Washington State Growth Management Act of 1990 and in the SHB 1928 (1994). These laws require that RTPOs develop a long range regional transportation plan (RTP).

The first SIRTPO Regional Transportation Plan was adopted in April, 1996 and updated in 2003. Since the last update, the RTP has been periodically reviewed for adequacy and currency. The SIRTPO will commence a major update of the regional transportation plan during this planning period. The Skagit Council of Governments (SCOG), as the lead agency for the Skagit/Island RTPO (SIRTPO), will be responsible for overall management of the regional transportation plan update. The Island Sub-region Technical Advisory Committee and Policy Board will be actively involved in all phases of the RTP update effort.

Adopted regional goals and strategies will be reevaluated and modified as necessary to reflect current conditions and issues. Regional goals and policies will address transportation facilities and services, deficiencies, funding issues, climate change and public involvement. The Skagit/Island RTP is required by law to be consistent with all city and county comprehensive plans and with the Washington Transportation Plan. RCW 47.04.280 states the following transportation planning goals:

- a) Preservation: To maintain, preserve, and extend the life and the utility of prior investments in transportation systems and services.
- b) Safety: To provide for and improve the safety and security of transportation customers and the transportation system.
- c) Mobility: To improve the predictable movement of goods and people throughout Washington State.
- d) Environment: To enhance Washington's quality of life through transportation investments that promote energy conservation, enhance local communities, and protect the environment.
- e) Stewardship: To continuously improve the quality, effectiveness, and the efficiency of the transportation system.

The Island Sub-region supports the transportation planning goals listed above. The SIRTPO Regional Transportation Plan update will be consistent with the Washington Transportation Plan.

3. REGIONAL TRANSPORTATION AND TRAFFIC MODELING PROGRAM

The Skagit Council of Governments (SCOG), as the lead agency for the Skagit/Island RTPO (SIRTPO) and the Skagit Metropolitan Planning Organization (SMPO), has established a transportation modeling program for the Skagit and Island County region. A full time modeler has been hired by SCOG to perform travel demand forecasting for the SIRTPO region using VISSUM and VISSIM software developed by PTV America.

The Island Sub-region will make an annual \$15,000 cash contribution to SCOG in support for the modeling program. In exchange for contribution, the Island Sub-region will be able to

utilize 15% of the modeler's time in support of the Island Sub-region transportation planning process including travel demand forecasting to identify future mobility deficiencies.

4. STATEWIDE TRANSPORTATION ISSUES

The Island Sub-region will actively support and/or participate in the development of the following top statewide issues:

- Energy Independence and Climate Change

The Island Sub-region supports the Governor's Executive Order 07-02 on climate change and RCW 80.80. SIRTPO staff will participate in meetings, conference calls, review of documents and provide feedback and comments as requested

- Economic Vitality

The Island Sub-region will coordinate transportation planning efforts with the Island Economic Development Council, tourism and recreation committees, freight interests and chambers of commerce to promote economic vitality in Island County.

- Federal Surface Transportation Act Renewal

The Island Sub-region will actively participate in the reauthorization of the of the next Federal Surface Transportation Bill by attending meetings, participating in conference calls, reviewing proposed legislation and providing comments.

- Statewide Planning Efforts

The Island Sub-region will participate in the development of the next Highway System Plan and Statewide Multimodal Transportation Plans by collecting and analyzing data applicable to statewide plans, modal plans and issue papers.

- Freight Needs

The Island Sub-region will analyze freight needs in Island County and solicit input from freight providers in the RTP update.

5. LONG RANGE PLANNING AND WTP IMPLEMENTATION:

The Island Sub-region will utilize the long-range planning funds provided by the Washington State Legislature in a manner consistent with the Investment Guidelines and Key Policy Recommendations of the WTP. Long-range planning examples may include:

- Preparation of corridor plans or studies on facilities of statewide and regional significance.
- Participation in development, implementation, and statewide activities related to the Highway System Plan and other modal plans as appropriate.
- Coordination efforts with neighboring RTPOs on common issues, such as multi-modal connection opportunities.

- Collect, model, and analyze data applicable to the statewide plan and the regional long range plan.
- Communicate with elected officials and conduct public involvement in support of the statewide plan, modal and issue plans, and the regional long-range plan.

6. PUBLIC TRANSIT/HUMAN SERVICE TRANSPORTATION PLAN UPDATE

SAFETEA-LU, the 2005-2009 Federal Transportation Program, required the establishment of a “locally developed, coordinated, public transit / human services transportation plan” for all Federal Transit Administration (FTA) programs for underserved populations. The purpose of the plan is to improve transportation services for persons with disabilities, older adults, and individuals with lower incomes by ensuring that communities coordinate transportation resources provided through multiple federal programs. Coordination enhances transportation access, minimizes duplication of services, and facilitates the most appropriate cost-effective transportation possible with available resources.

RTPOs that cover rural and small urban areas were given the responsibility by the state to develop and adopt the plan. The SIRTPO Policy Board adopted the plan in February 2007. The Island/Skagit Counties Coordinated Public Transit-Human Services Transportation Plan will be updated during this planning period.

There will be on-going public outreach meetings, in coordination and collaboration with local human service providers, to ensure that the needs of individuals with disabilities and older adults and individuals with limited incomes are met. Strategies for meeting these needs will include development of a recommended prioritization list of transportation-related projects and approval and adoption of the list by the Skagit/Island RTPO Policy Board.

**ISLAND SUB-REGION FY-2010/2011
UNIFIED PLANNING WORK PROGRAM FUNDING SOURCES**

	GRANT	LOCAL MATCH	TOTAL
1. FY 2010/11 RTPO Planning Funds	\$88,940	\$0.00	\$88,940

2. Island Sub-region			
STP Regional Funding	\$ 68,905	\$10,754	\$ 79,659
(Est. carry-over FY-2009 budget)			
3. FY-2010 STP-R Funding	\$ 45,000	\$7,000	\$ 52,000
Total Revenues FY-2010/11	\$202,845	\$17,754	\$220,599

Total FY-2010/2011 UPWP Budget **\$220,599**

**ISLAND SUB-REGION
FY-2010/11 UNIFIED PLANNING WORK PROGRAM**

ITEM	TOTAL FUNDS	SOURCE	LOCAL MATCH
A. PROGRAM ADMINISTRATION	\$155,000	¹ \$60,940	\$ 0
		² \$81,362	\$12,698

¹ RTPO PLANNING FUNDS
² STP-R

1. Staff Support for Meetings	\$ 98,000
2. Financial Management	\$ 10,000
3. Interagency Coordination	\$ 14,000
4. Local Plan Certification	\$ 5,000
5. FY-2008 UPWP Development	\$ 4,000
6. Planning Documentation	\$ 7,000
7. STP Selection Process	\$ 9,000
8. Regional T.I.P.	\$ 6,000
9. Public Involvement	\$ 2,000

**B TRANSPORTATION PLANNING
AND ANALYSIS \$65,599**

1. Performance Monitoring	² \$ 3,113	\$ 486
2. SIRTPO Transportation Plan Update	¹ \$ 20,000	\$ 0
3. Regional Transportation and Traffic Modeling Program	² \$ 25,950	\$ 4,050
4. Statewide Planning Issues	¹ \$ 3,000	\$ 0
5. Long Range Planning and WTP Implementation	¹ \$ 4,000	\$ 0
6. Public Transit/Human Service Transportation Plan Update	² \$ 4,324	\$ 676

TOTAL FISCAL YEAR 2010/11 BUDGET \$220,599