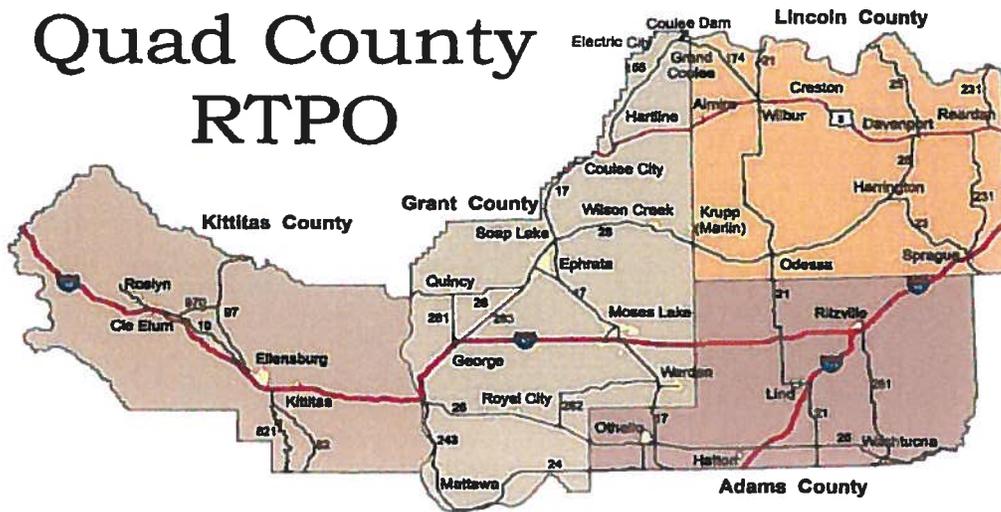


Quad County RTPO



Unified Planning Work Program

for

July 1, 2013 through June 30, 2014

Approved: 
Obie O'Brien, QUADCO Chairperson

Date: 6/27/13

Prepared for:
QUADCO Member Council

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I. INTRODUCTION

Each fiscal year (July 1 to June 30), the Quad County Regional Transportation Planning Organization (QUADCO RTPO) prepares a Unified Planning Work Program (UPWP) for transportation planning activities and priorities to take place in the QUADCO RTPO. The UPWP describes planning studies and tasks to be accomplished, designates who will perform the work, identifies the final products and benefits of the planning activities, and estimates the costs for these planning activities.

The QUADCO RTPO Lead Agency prepares the UPWP and the QUADCO Council adopts the UPWP and signs a contract with the Washington State Department of Transportation. The RTPO Lead Agency is currently Adams County and will be transferred to Kittitas County in July, 2013. This document consists of the planning activities and priorities for the State Fiscal Year (SFY) 2014.

II. PURPOSE

The primary purpose of the QUADCO RTPO is to provide for a continuing, cooperative, and comprehensive transportation planning and decision-making process by the member agencies within the four-county region of Adams, Grant, Kittitas, and Lincoln Counties. Through this forum, the QUADCO RTPO prepares and maintains a decision-making process for regional transportation planning which augments and supports local transportation planning programs within the individual counties.

III. ORGANIZATION OF QUADCO

A. QUADCO COUNCIL

The Quad County Regional Transportation Planning Organization (QUADCO RTPO) currently consists of 34 elected or designated officials and representatives of the cities, towns, and counties within the four-county region that have become signatories to the Inter-Local Agreement, with management vested in the QUADCO Council. The QUADCO Council meets a minimum of four times a year, but will meet more often if necessary. The Council membership is shown in Appendix A.

B. COMMITTEES

The Transportation Advisory Board (TAB) is composed of 15 members with designated alternates. The Transportation Advisory Board meets as often as necessary to accomplish the assigned tasks of the Council. All subcommittees are extended from the TAB unless specifically provided for by the QUADCO Council. The TAB membership is shown in Appendix B.

The Ranking Committee prioritizes the region's transportation enhancement and planning projects in accordance with the purposes and criteria established by the QUADCO Council. Final project ranking and selection is decided by the Council.

Special Committees are formed as necessary to complete and fulfill various other duties and responsibilities that may arise.

The Education Committee is comprised of one representative from each of the four counties and a Committee Advisor. The Committee meets as necessary to develop and implement legislative outreach and education opportunities and events.

IV. FUNDING

Programs are funded primarily with federal and state formula grants as they are made available. Many local agency planning projects must be completed totally or partially "out of pocket" due to limitations in available funding.

V. UPWP ELEMENTS

A. ADMINISTRATIVE MANAGEMENT AND COORDINATION

The lead agency will manage and coordinate the regional transportation planning process and activities with the agencies, WSDOT, TAB, QUADCO Council, and other committees as necessary to complete the work and business of the RTPO. This includes:

1. QUADCO Meeting Coordination and Information Distribution: Prepare and schedule all QUADCO Council and TAB meetings, as well as other subcommittee work assignments as necessary. Act as a central point of contact in obtaining and distributing information pertaining to the RTPO on evolving federal and state requirements. This task also includes preparing agendas, meeting minutes, and coordination of QUADCO activities.
2. Transportation Partnerships: Invite and provide legislators, state, federal and local agencies, and other interested transportation partners and organizations opportunities for participation in RTPO meetings. Coordinate contacts with federal, state, local agencies, business, industry, and other interested parties.
3. State Representation: Attend and participate in MPO/RTPO/WSDOT Coordinating Committee meetings and other committee meetings as assigned to ensure QUADCO issues and concerns are considered.
4. Training: Attend informational and training meetings related to RTPO issues as they may become available.
5. QUADCO Document Updates: Update QUADCO by-laws, inter-local agreements, committee membership list, and equipment inventories.
6. Annual UPWP and Related Reports: Prepare and present to the Council an annual Unified Planning Work Program (UPWP), amendments, annual UPWP performance and expenditure report, and other annual agreements with WSDOT. All of these plans and reports shall be responsive to state and federal planning requirements and/or guidance.

Deliverables and Estimated Completion Dates:

<i>Product</i>	<i>Lead Agency</i>	<i>Timeframe</i>	<i>Budget</i>
QUADCO Meeting Coordination and Information Distribution: agendas, minutes, etc.	Kittitas County	on-going	\$4,000
State Representation and Training	Kittitas County	on-going	\$3,000
QUADCO Document Updates: Bylaws, ILAs, membership, inventory	Kittitas County	8/13 - 1/14	\$2,000
Annual UPWP and Related Reports	Kittitas County & Adams County	7/13 – 6/14	\$5,000
TOTAL			\$14,000

* Lead Agency administration expenses may not exceed 15% of total expenses per Inter-Local Agreement.

B. REGIONAL TRANSPORTATION PLANNING AND GROWTH MANAGEMENT PLANNING

QUADCO is responsible for programming expenditures of selected federal funds for regionally significant transportation improvement projects. Additionally, QUADCO performs long-range transportation planning among the region’s jurisdictions in accordance with RCWs and WACs. The tasks and responsibilities are as follows:

1. RTIP: Act as repository, compile, and submit the RTPO Six Year Transportation Improvement Program (RTIP) for member agencies. This work includes entering information into the web-based State Transportation Improvement Program (STIP).
2. GMA Planning Review: Evaluate and review adopted comprehensive plans, their amendments, level of service standards, and county-wide planning policies to insure they reflect consistency with the Regional Transportation Plan (RTP). Key Comprehensive Plan elements for this review include Transportation, Land Use, and Economic Development.
3. RTP: Update and amend the Regional Transportation Plan (RTP) for the region. In addition to funding the lead agency’s administrative costs for coordinating and conducting this planning effort, it will also fund all other QUADCO member’s work regarding data collection and analysis requirements for the RTP. An important element of the RTP will include identification and prioritization of future planning needs for improving the sustainability of QUADCO’s economic vitality for future QUADCO funding. A robust public participation program will also be conducted to ensure public interests and concerns are heard and discussed.
4. Human Services Transportation Plan: Prepare a grant proposal to update the Human Services Transportation Plan (HSTP) in partnership with local private agencies. This will include hiring and managing consultant services to prepare the plan. It is expected that grant funds will fund the consultant’s work. The HSTP plan must be updated every four years and the next update is due in 2014. WSDOT requires that all projects selected for funding through WSDOT’s Public Transportation Consolidated Grant Program by included in this plan.
5. Statewide Planning Participation: Freight Mobility Plan Update: Invite, encourage, and arrange for participation in statewide planning processes as needed to ensure regional issues and concerns are identified, and presented for inclusion to the plan including:
 - a. State Freight Mobility Plan
 - b. Washington Transportation Plan
 - c. State Rail Plan
 - d. Public Transportation Plan

Deliverables and Estimated Completion Dates:

<i>Product</i>	<i>Lead Agency</i>	<i>Timeframe</i>	<i>Budget</i>
RTIP & amendments	Kittitas County	on-going	\$5,000
GMA Planning Review	Kittitas County	on-going	\$4,000
RTP (funds data collection & analysis participation for all members)	Kittitas County	7/13 – 6/14	\$81,038
Human Services Transportation Plan & amendments	Contract	7/13 – 6/14	\$10,000
Statewide Planning Participation	Kittitas County	on-going	\$5,000
TOTAL			\$105,038

C. FUNDING PROGRAMS

QUADCO has the responsibility of periodically awarding federal funds through competitive solicitation. Additionally, QUADCO informs its members of new state and federal funding programs and calls for projects. The tasks and responsibilities are as follows:

1. State and Federal Funding Programs: Review opportunities and implement strategies for new funding proposals offered by the Governor and various state agencies. This task also includes analysis of MAP-21 to understand impacts to planning practice within QUADCO.
2. Transportation Enhancement Program: Provide services necessary to implement and complete processes regarding the Transportation Enhancement program as funding is made available. This will include a call for projects to develop ranked project lists. The projects in these lists will be considered for future enhancement project funds. Funding of these projects will be by Council decision.
3. Special Grant Funding: Coordinate special grant funding opportunities and processes.

Deliverables and Estimated Completion Dates:

<i>Product</i>	<i>Lead Agency</i>	<i>Timeframe</i>	<i>Budget</i>
Ranked Transportation Enhancement Program Project List	Kittitas County	8/13 – 1/14	\$500
Information distribution and coordination of MAP-21 funding program	Kittitas County	on-going	\$500
TOTAL			\$1,000

D. SPECIAL ASSIGNMENTS ADMINISTRATION

The lead agency will provide oversight and administration for this work. Tasks may be completed by a combination of member agency representatives, committees, and/or lead agency staff working on behalf of, and under the guidance of the QUADCO Council. This work includes:

1. Regional Project Information: Participate in Forward Washington, a pilot project to provide an illustrative look at regional project and investment priorities statewide. QUADCO regional projects are shown at the following website:
<http://www.forwardwashington.net>
2. Education Committee: The Education Committee is made up of representatives from each County. The Committee will continue to pursue and schedule outreach events and opportunities to invite, involve and educate legislators and representatives on the issues and needs within the QUADCO region.
3. Other: Any other unanticipated participation necessary and specific to the RTPO.

Deliverables and Estimated Completion Dates:

<i>Product</i>	<i>Lead Agency</i>	<i>Timeframe</i>	<i>Budget</i>
Forward Washington website update with QUADCO projects	Kittitas County	8/13 – 1/14	\$500
Education Committee	Kittitas County	1/14 – 6/15	\$500
TOTAL			\$1,000

E. UNFUNDED WORK

WSDOT prefers that unfunded work activities be listed separately. The work listed below is additional transportation planning activities that benefit QUADCO if funding were available. This work includes:

1. Guidelines for Evaluating Transportation Elements: Assist in development of guidelines for evaluation of GMA Transportation Elements of all municipal agencies in Grant and Kittitas Counties.
2. Regional Transportation Planning Projects: Conduct planning studies or projects, as identified in the Regional Transportation Plan, to fulfill transportation planning needs of regional significance. Regionally significant planning needs in QUADCO improve the sustainability of QUADCO's economic vitality. Projects will include possible solutions to issues of accessibility, mobility, safety, and preservation and generally include:
 - a. Collection of data/information and studies specific to regional corridors.
 - b. The region's major market routes.
 - c. Transportation issues affecting larger geographic scales.
 - d. Work promoted by a combined group of member agencies and interested parties.
 - e. Work that compliments other planning and strategy development work in the region, or projects being advanced and promoted by WSDOT and other agencies.
3. Projects and studies that address immediate and/or future investments consistent with the goals of the RTP.

VI. STATE AND FEDERAL TRANSPORTATION PLANNING GUIDANCE

This UPWP meets work program requirements and the intent of agreements as outlined in RCW 47.80.010 through RCW 47.80.070 and WAC 468-86. These state statutes and regulations provide the core planning elements required for RTPOs and are considered when developing the UPWP. The GMA sets up RTPOs as the venues for identifying regional priorities and coordinating transportation planning at all jurisdictional levels with local comprehensive plans.

The regional transportation plans prepared by RTPOs play an important role in achieving consistency between state, county, city, and town plans and policies. State law requires regional transportation plans to be consistent with countywide planning policies adopted under the GMA, county, city, and town comprehensive plans, and state transportation plans. State law also requires RTPOs to certify that the transportation elements of local comprehensive plans reflect guidelines and principles established by the RTPOs, are consistent with the adopted regional transportation plan, and conform to the requirements of RCW 36.70A.070.

In addition to certifying adopted local plans and policies, WSDOT encourages RTPOs to work as partners with local governments in the early stages of local comprehensive plan and countywide planning policy development to more effectively identify and resolve consistency issues. The Department of Commerce's schedule indicates that Kittitas County must complete its GMA update in 2017 and Grant County must complete its GMA update in 2018.

RTPOs should coordinate and invite participation with tribes on the development of their regional transportation plans. The Yakama Nation is within the QUADCO region and the Colville Nation and Spokane Nation border the QUADCO region.

WSDOT requests that each UPWP describe the work programmed to support and address the six legislative transportation system policy goals of RCW 47.04.280. These goals include:

- Economic Vitality
- Preservation
- Safety
- Mobility
- Environment
- Stewardship

WSDOT encourages RTPOs to continue jointly working on the following activities to ensure plans and priorities are reflected in these statewide and corridor effects:

- Statewide Freight Mobility Plan
- State Rail Plan
- Highway System Plan
- Corridor Planning Studies
- Incorporation of pertinent aspects of statewide transportation plans into QUADCO's RTP
- Analysis of MAP-21 to understand impacts to planning practice in Washington State

QUADCO must report annually to WSDOT on UPWP progress as required by 23 CFR 420.117. This includes providing WSDOT a draft of the report for comments and discussion.

QUADCO may contract with another agency or private firm for services to implement tasks identified in the UPWP. QUADCO should discuss the needed contracted services with WSDOT prior to pursuing these services because WSDOT may already have the technical resources needed. WSDOT must recommend approval of state RTPO funds before any consultant selection process begins. Subcontracting agreements are subject to specific requirements as outlined in the money agreements. The "Metropolitan/Regional Transportation Planning Organization Two-Year Financial Agreement" provides further requirements and information on subcontracting and purchases.

VII. OUTCOMES

The work elements to be performed are part of the continuing implementation of the QUADCO Regional Transportation Plan. All work and projects to be completed are consistent with the goals set forth in the RTP. The goals of the RTP are consistent with the transportation system goals set in RCW 47.04.280 and various strategies included in those goals.

VIII. ACCOUNTABILITY

This document is intended to articulate the accomplishments of the RTPO through the various work elements. To further accomplish that end all invoices submitted for reimbursement are to include brief descriptions of the tasks, accomplishments, and/or outcomes realized.

IX. BUDGET

The QUADCO RTPO UPWP budget is on the following page:

**QUADCO RTPO UPWP
Budget**

July 1, 2013 through June 30, 2014

<i>Work Item</i>	<i>Products</i>	<i>Lead Agency</i>	<i>SFY 2014 (est.)</i>
Administrative Management and Coordination	QUADCO Meeting Coordination and Information Distribution: agenda, minutes, etc.	Kittitas County	\$4,000
	State Representation and Training	Kittitas County	\$3,000
	QUADCO Document Updates: Bylaws, ILAs, membership, inventory	Kittitas County	\$2,000
	Annual UPWP and Related Reports	Kittitas County & Adams Co.	\$5,000
SUB TOTAL			\$14,000
Regional Transportation Planning and GMA	RTIP & amendments	Kittitas County	\$5,000
	GMA Planning Review	Kittitas County	\$4,000
	RTP (funds data collection & analysis participation for all members)	Kittitas County	\$81,038
	Human Services Transportation Plan & amendments	Contract	\$10,000
	Statewide Planning Participation	Kittitas County	\$5,000
SUB TOTAL			\$105,038
Funding Programs	Ranked Transportation Enhancement Program Project List	Kittitas County	\$500
	Information distribution and coordination of MAP-21 funding program	Kittitas County	\$500
SUB TOTAL			\$1,000
Special Assignments Administration	Forward Washington website update with QUADCO projects	Kittitas County	\$500
	Education Committee	Kittitas County	\$500
SUB TOTAL			\$1,000
GRAND TOTAL			\$121,038

Approved for QUADCO Council:



 Chair, QUADCO

APPENDIX A DRAFT

QUADCO COUNCIL

<i>Agency Name</i>	<i>Agency Type</i>	<i>Member Name</i>	<i>Member Title</i>	<i>Alternate Name</i>	<i>Alternate Title</i>
Adams County	County			Todd O'Brien	Public Works Director
Grant County	County				
Kittitas County	County	Doug D'Hondt	County Engineer	Jan Ollivier	Transportation Manager
Lincoln County	County				
Almira	City				
Cle Elum	City				
Coulee City	Town				
Coulee Dam	Town				
Creston	City				
Davenport	City				
Electric City	City				
Ellensburg	City				
Ephrata	City				
George	City				
Grand Coulee	City				
Harrington	City				
Kittitas	City	Tony Helland	City Mayor	Bryan Nash	City Superintendent
Krupp	Town				
Lind	Town				
Mattawa	City				
Moses Lake	City				
Odessa	Town				
Othello	City				
Quincy	City				
Reardan	Town				
Ritzville	City				
Roslyn	City				
Royal City	City				
Soap Lake	City				
Sprague	City				
Warden	City				
Washtucna	City				
Wilbur	Town				
Wilson Creek	Town				

APPENDIX B DRAFT

QUADCO TRANSPORTATION ADVISORY BOARD

<i>Agency Name</i>	<i>Agency Type</i>	<i>Member Name</i>	<i>Member Title</i>	<i>Alternate Name</i>	<i>Alternate Title</i>
	Major employer				
	Major employer				
WSDOT Eastern Region*	State	Keith Metcalf	Regional Administrator	Charlene Kay	Planning Engineer
WSDOT North Central Region*	State	Dan Sarles	Regional Administrator	Terry Mattson	Planning Engineer
WSDOT South Central Region*	State	Don Whitehouse	Regional Administrator	Paul Gonseth	Planning Engineer
	STP member				
Ellensburg	City	John Akers	Public Works Director	Ryan Lyyski	City Engineer
Moses Lake	City				
	City				
	City				
	Port				
Adams County	County				
Grant County	County				
Kittitas County	County	Doug D'Hondt	County Engineer	Jan Ollivier	Transportation Manager
Lincoln County	County	Rick Becker	Public Works Director		
	Railroad				
QUADCO Chair	RTPO	Obie O'Brien	Kittitas Co. Commissioner	Shawn O'Brien	Moses Lake Engineer

* The WSDOT Region representative is from one of three Regions and is determined by the location of the County lead agency for QUADCO. In FFY 2013-2015, South Central Region provides the TAB representative because Kittitas County is the lead agency for QUADCO and Kittitas County is within the South Central Region.

