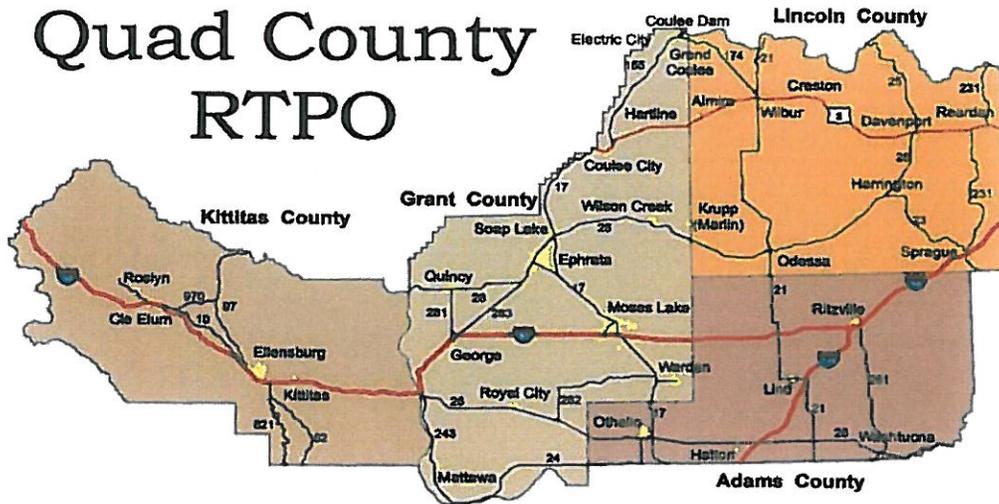


# Quad County RTPO



## Unified Planning Work Program

for

July 1, 2014 through June 30, 2015

Approved:

Obie O'Brien, QUADCO Chairperson

Date:

6/20/2014

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 Kittitas County and will be transferred to Lincoln County in July, 2015. This document consists of the planning activities and priorities for the State Fiscal Year (SFY) 2015.

## 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 37 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 approximately four times a year, but will meet more often if necessary. The Council membership is shown in Appendix A.

### B. COMMITTEES

The Transportation Policy Board (TPB) is composed of 15 members with designated alternates. The Transportation Policy Board meets as often as necessary to accomplish the assigned tasks of the Council. The TPB 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 public 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. PAST YEAR UPWP ACCOMPLISHMENTS

Following is a list of QUADCO's achievements during the 2013-2014 State Fiscal Year:

1. QUADCO Meeting Coordination and Information Distribution: Coordinated four Council meetings (they meet quarterly), two Transportation Policy Board (TPB) meetings, and two subcommittee meetings assigned by the Council for special work. This work included scheduling, preparing agendas and meeting minutes, and conducting presentations.
2. Transportation Partnerships: Invited participation from state, federal, and local agencies, legislators, and all interested transportation partners to participate in QUADCO. Appointed members to the TPB and added a Public Transportation Representative to the TPB.
3. State Representation: Participated in four MPO/RTPO/WSDOT Coordinating Committee meetings and presented a summary of these meetings to the QUADCO Council.
4. Training: Lead Agency staff attended training on transportation planning issues related to RTPO's including the State Transportation Improvement Program workshop on 5/7 and "How Can the State Help Local Governments during Comprehensive Plan Updates" focus group on 5/14.
5. QUADCO Document Updates: Revised the QUADCO by-laws, inter-local agreements, updated QUADCO membership and contact information, and updated equipment inventories.
6. UPWP and Related Reports: Prepared and coordinated with the Council and WSDOT the 2014-2015 fiscal year UPWP and processed grant agreements and related reports.
7. RTIP: Assisted QUADCO local jurisdictions with entering information into the web-based STIP.
8. RTP: Developed the scope of work, public participation plan, and schedule for updating QUADCO's RTP. Began coordination with the TPB for their input and recommendations and obtained Council approval on proposed methodology.
9. Human Services Transportation Plan: Developed a scope of work for the Human Services Transportation Plan (HSTP) update, a consultant services Request For Qualifications, and worked closely with QUADCO's appointed selection committee to evaluate consultant qualifications and recommend a selected firm for Council approval. Reviewed firm's draft survey forms, stakeholder summaries, and invoices. Attended 4-County Community Transportation Planning Team meetings to present and discuss HSTP tasks.
10. Statewide Planning Participation – Freight Mobility Plan and State Rail Plan Updates: Coordinated the request for Washington State Freight Plan projects Rail Plan projects from QUADCO jurisdictions. Assisted in obtaining QUADCO support for Moses Lake area rail line needs. Coordinated with WSDOT to present the Freight and Rail Plans at the 9/26 Council meeting.
11. State and Federal Funding Programs: Reviewed the MAP-21 Notice of Proposed Rule Making (NPRM) for safety performance measures, requested QUADCO input, and responded to WSDOT's survey for QUADCO.
12. Transportation Enhancement Program: Developed a call for projects, guidelines, and application form for the Transportation Alternative Program (TAP). Evaluated, ranked, and awarded Transportation Alternative Program (TAP) funds. Organized and coordinated with QUADCO's Ranking Committee to evaluate and prioritize

projects, developed a score sheet, obtained approval from the Council, and notified the applicants.

## VI. 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, TPB, 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 TPB 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: Continue to update QUADCO by-laws, inter-local agreements, committee membership list, and equipment inventories as needed.
6. UPWP and Related Reports: Prepare and present to the Council a Unified Planning Work Program (UPWP), amendments, annual UPWP performance and expenditure report, and other 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	August thru January	\$2,000
UPWP and Related Reports	Kittitas County & Adams County	March thru June	\$5,000
<b>TOTAL</b>			<b>\$14,000</b>

\* 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. Work with member agencies to address WAC requirements for developing QUADCO's RTIP. Assist member agencies with entering information into the web-based State Transportation Improvement Program (STIP) as needed.
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). Comprehensive Plan elements for this review include Transportation, Land Use, and Economic Development. Grant County and Kittitas County are GMA counties. They conduct annual Comprehensive Plan Amendments that require reviews during the summer and fall months, depending on each jurisdiction's amendment schedule. QUADCO will participate in planning activities to assist with GMA comprehensive plan amendments and full updates. The GMA update deadlines are 2017 for Kittitas County and 2018 for Grant County.
3. RTP: Continue the Regional Transportation Plan (RTP) update for the region. In addition to funding the lead agency's administrative costs for coordinating and conducting this planning effort, this task funds 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 be continued to ensure public interests and concerns are heard and discussed. This will include development of a QUADCO website, surveying, and stakeholder focus groups. See Appendix C for the RTP Scope of Work, Public Participation Plan, and Schedule.
4. Human Services Transportation Plan: Continue development of the Human Services Transportation Plan (HSTP) update. This includes working closely with People For People, the consultant firm hired to conduct the public process and prepare the plan. The 4-County Community Transportation Planning Team is managed by People For People and includes transportation service providers from the QUADCO area that work in coordination with QUADCO to help provide information regarding outreach, transportation needs and current transportation services. The WSDOT HSTP grant is funding work conducted by People For People. The final HSTP plan update is due August 29, 2014. WSDOT requires that all projects selected for funding through WSDOT's Public Transportation Consolidated Grant Program be included in this plan. See Appendix D for HSTP Scope of Work.
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	\$8,000
GMA Planning Review	Kittitas County	on-going	\$7,500
RTP (funds data collection & analysis participation for all members)	Kittitas County	July thru June	\$153,302
Human Services Transportation Plan & amendments	Kittitas County w/ People for People contract work	July thru September	\$20,000
Statewide Planning Participation	Kittitas County	on-going	\$8,000
TOTAL			\$196,802

\*An additional \$80,000 WSDOT grant has been awarded to QUADCO for the HSTP update.

**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. Transportation Alternatives Program: Provide services necessary to implement and complete processes regarding the Transportation Alternatives Program.
2. MAP-21 and other 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 and potential evaluation measures that may be required.
3. Special Grant Funding: Coordinate special grant funding opportunities and processes that may occur.

**Deliverables and Estimated Completion Dates:**

<i>Product</i>	<i>Lead Agency</i>	<i>Timeframe</i>	<i>Budget</i>
Transportation Alternatives Program coordination	Kittitas County	on-going	\$500
MAP-21 and other Funding Programs coordination	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: QUADCO website coordination.
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 the public on the issues and needs within the QUADCO region.

3. Other: Any other unanticipated participation necessary and specific to the RTP.

**Deliverables and Estimated Completion Dates:**

<i>Product</i>	<i>Lead Agency</i>	<i>Timeframe</i>	<i>Budget</i>
Regional Project Information – website coordination	Kittitas County	on-going	\$500
Education Committee	Kittitas County	January thru June	\$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.

**VII. 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 RTPs and are considered when developing the UPWP. The GMA sets up RTPs 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 RTPs 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 RTPs 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.

## VIII. 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. A summary of the deliverables and products to be produced is included in Table A. QUADCO RTPO UPWP Deliverables and Budget.

IX. 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.

X. BUDGET

The QUADCO RTPO UPWP budget is summarized in Table A. QUADCO RTPO UPWP Deliverables and Budget.

**Table A.**  
**QUADCO RTPO UPWP Deliverables and Budget**  
*July 1, 2013 through June 30, 2015*

<i>Work Item</i>	<i>Products</i>	<i>SFY 2014 (est.)</i>	<i>SFY 2015 (est.)</i>	<i>Total Biennium</i>
Administrative Management and Coordination	QUADCO Meeting Coordination and Information Distribution (agenda, minutes, etc.)	\$4,000	\$4,000	\$8,000
	State Representation and Training	\$3,000	\$3,000	\$6,000
	QUADCO Document Updates: Bylaws, ILAs, membership, inventory	\$2,000	\$2,000	\$4,000
	UPWP and Related Reports	\$5,000	\$5,000	\$10,000
	<b><i>SUB TOTAL</i></b>	<b><i>\$14,000</i></b>	<b><i>\$14,000</i></b>	<b><i>\$28,000</i></b>
Regional Transportation Planning and GMA	RTIP & amendments	\$2,000	\$8,000	\$10,000
	GMA Planning Review	\$500	\$7,500	\$8,000
	RTP (funds data collection & analysis participation for all members)	\$4,000	\$152,302	\$156,302
	Human Services Transportation Plan & amendments	\$1,000	\$20,000	\$21,000
	Human Services Transportation Plan & amendments	\$20,000*	\$60,000*	\$80,000*
	Statewide Planning Participation	\$2,000	\$8,000	\$10,000
	<b><i>SUB TOTAL</i></b>	<b><i>\$29,500</i></b>	<b><i>\$255,802</i></b>	<b><i>\$285,302</i></b>
Funding Programs	Transportation Alternatives Program coordination	\$1,500	\$500	\$2,000
	MAP-21 and other Funding Programs coordination	\$500	\$500	\$1,000
	<b><i>SUB TOTAL</i></b>	<b><i>\$2,000</i></b>	<b><i>\$1,000</i></b>	<b><i>\$3,000</i></b>
Special Assignments Administration	Regional Project Information – website coordination	\$500	\$500	\$1,000
	Education Committee	\$500	\$500	\$1,000
	<b><i>SUB TOTAL</i></b>	<b><i>\$1,000</i></b>	<b><i>\$1,000</i></b>	<b><i>\$2,000</i></b>
	<b><i>GRAND TOTAL</i></b>	<b><i>\$46,500</i></b>	<b><i>\$271,802</i></b>	<b><i>\$318,302</i></b>

\*Funding source: \$80,000 WSDOT grant has been awarded to QUADCO for the HSTP update.

Approved for QUADCO Council:

\_\_\_\_\_

Chair, QUADCO

**APPENDIX A. 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	John N. Marshall	Commissioner	Todd O'Brien	PW Director
Grant County	County	Cindy Carter	Commissioner	Jeff Tincher	PW Director
Kittitas County	County	Obie O'Brien	Commissioner	Douglas P. D'Hondt	County Engineer
Lincoln County	County	Rick Becker	PW Director	Phil Nollmeyer	Op/Permit Coordinator
Almira	City	Einar Larson	Mayor	Brian Belsby	Contracted Engineer
Cle Elum	City	Jim Leonhard	PW Director	Matthew Morton	City Administrator
Coulee City	Town	Robert J. Dove	Mayor	Jim Holcomb	City Superintendent
Coulee Dam	Town	Barry Peacock	PW Superintendent	None	None
Creston	City	Blake Angstrom	Mayor	None	None
Davenport	City	Steve Goemmel	City Administrator	David Leath	City Clerk
Electric City	City	Ken Dexter	PW Director	Jacqueline Perman	City Clerk
Ellensburg	City	Ryan Lyyski	City Engineer	Bruce Tabb	Councilmember
Ephrata	City	Bill Sangster	PW Director	None	None
George	City	Elliot Kooy	Mayor	Joe Schons	PW Director
Grand Coulee	City	TBD	TBD	TBD	TBD
Hartline	Town	Jim Baergen	Mayor	None	None
Hatton	Town	Michael D. Pherigo	Mayor	Brian Belsby	Contracted Engineer
Harrington	City	Paul Gililand	Mayor	Rick Becker	Councilmember
Kittitas	City	Bryan Nash	PW Director	Jerry Gilmour	Mayor
Krupp	Town	TBD	TBD	TBD	TBD
Lind	Town	Jamie Schmunk	Mayor	None	None
Mattawa	City	Gary Crowder	PW Director	Robin Newcomb	City Clerk
Moses Lake	City	Shawn O'Brien	City Engineer	Gary Harer	Municipal Svc. Dir.
Odessa	Town	Frank White	Councilmember	Douglas Plinski	Mayor
Othello	City	Terry Clements	PW Director	Dan Quick	Lead Water Op.
Quincy	City	Ariel C. Belino	City Engineer	Tim Snead	City Administrator
Reardan	Town	Bruce Johnson	City Manager	Sherman Johnson	Mayor
Ritzville	City	Scott Yaeger	Councilmember	None	None
Roslyn	City	Mitch Long	Councilmember	Brandi Taklo	City Clerk
Royal City	City	John Lasen	PW Director	Kent Anderson	Mayor
Soap Lake	City	Raymond Gravelle	Mayor	Karen Dillon	Finance Director
South Cle Elum	Town	Scott MacKenzie	PW Director	None	None
Sprague	City	Chris Canaday	PW Director	Ginny Rajala	City Clerk
Warden	City	Ron Curren	PW Director	Anthony Massa	Mayor
Washtucna	City	Mike Rettinger	PW Superintendent	None	None
Wilbur	Town	Randy Harris	Councilmember	Don Rolfe	Councilmember
Wilson Creek	Town	Katherine Bohnet	Mayor	None	None

**APPENDIX B. QUADCO TRANSPORTATION POLICY 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>
Anderson Hay	Major employer	Rod Van Orman	Operations Manager	Mark T. Anderson	CEO/President
Central Washington Grain Growers	Major employer	Paul Katovich	Assistant Manager	None	None
WSDOT North Central Region	State	Dan Sarles	Regional Administrator	Paul Mahre	Planning Engineer
Ellensburg	City	Ryan Lyyski	City Engineer	Derek Mayo	Asst. City Engineer
Moses Lake	City	Shawn O'Brien	City Engineer	None	None
Ritzville	City	Scott Yaeger	Councilmember	None	None
Harrington	City	Rick Becker	Councilmember	None	None
Port of Moses Lake	Port	Patrick Jones	Exec. Director	None	None
Adams County	County	Todd O'Brien	PW Director	Brandi Coylar	Assist. PW Dir.
Grant County	County	Jeff Tincher	PW Director	Todd Mittge	Assistant Co. Road Engineer
Kittitas County	County	Doug D'Hondt	County Engineer	Jan Ollivier	Transportation Manager
Lincoln County	County	Phil Nollmeyer	Op & Permit Coordinator	None	None
Columbia Basin RR & Cold Train Intermodal	Railroad	Patrick Boss	Public Affairs & Business Developer	None	None
QUADCO Chair	RTPO	Obie O'Brien	Kittitas Co. Commissioner	Shawn O'Brien	Moses Lake Engineer
Grant Transit Authority	Transit	Greg Wright	General Manager	None	None

## SPECIFIC TASKS AND SCHEDULE

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### 1. Getting Organized: January through June 2014

#### a) ***Building the Team***

- i) Form the Transportation Policy Board for policy and planning direction of QUADCO's RTP update.
- ii) Form the Planning Team who will develop:
  - (1) Scope of Work.
  - (2) Schedule.
  - (3) Public Participation Plan and Outreach Strategies.
  - (4) Data Management System.
- iii) Contract with a consultant to provide services including public participation, website development, and technical analysis.

#### b) ***Public Participation***

- i) Implement the public participation plan and outreach strategies to be on-going throughout the development of the plan.
- ii) Involve and engage the public throughout the process to include establishing a QUADCO website.

### 2. Where We Are Today: April through June 2014

#### a) ***Existing Conditions Inventory (Data and Plans)***

- i) Review relevant plans and policies regarding transportation in QUADCO.
- ii) Identify state requirements for the RTP.
- iii) Inventory existing baseline data from the QUADCO transportation and land use network.
- iv) Hold stakeholder meetings and/or use survey tools to obtain feedback.

### 3. Direction and Issues: July 2014 through September 2014

#### a) ***Trend Analysis***

- i) Describe regional strengths, weaknesses, and opportunities.
- ii) Identify likely trends including project transportation demand and future freight movement (short haul trucking vs. long haul rail).

#### b) ***Visioning***

- i) Consider updating RTP vision and strategies based on information gathered.
- ii) Assess capital investment and other strategies needed to preserve infrastructure for future needs.

#### 4. Prepare the Plan: October 2014 through March 2015

##### a) ***Compile the Elements***

- i) Review each element of the existing plan and determine if it needs to be updated with the information gathered.
- ii) Identify performance measures consistent with state and federal requirements.
- iii) Develop a financial plan and forecast for the identified needs.
- iv) Revise the format to make it reader friendly and include interesting and informative graphics, maps, and photographs.

##### b) ***Adoption and Distribution***

- i) Obtain QUADCO Council adoption.
- ii) Obtain WSDOT approval.
- iii) Publish final document and distribute to the public and local agencies.

#### 5. Getting Where We Want to Be: April 2015 through June 2015

##### a) ***Implementation***

- i) Promote the RTP Vision.
- ii) Help individual communities develop and adapt their implementation strategies within the regional vision.
- iii) Develop a grant program to facilitate plan implementation.
- iv) Implement performance measures to assess progress.

### **PROJECT DELIVERABLES**

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- 25 bound copies of the final Regional Transportation Plan.
- Original sign-in sheets from all stakeholder/public involvement meetings.
- Paper copies of all supporting meeting materials for the public involvement process including any power point presentations, hand-outs, comments, surveys, etc.
- 1 disk containing the Regional Transportation Plan (Word format).
- All supporting meeting materials for the public involvement process including any power point presentations, hand-outs, web information, etc.

# Regional Transportation Plan (RTP)

## ***PUBLIC PARTICIPATION PLAN***

### **Introduction**

The Quad County Regional Transportation Planning Organization (QUADCO) currently consists of 34 elected or designated officials and representatives of the cities, towns, and counties within the four-county region of Adams, Grant, Kittitas, and Lincoln. QUADCO provides a continuing, cooperative, and comprehensive transportation planning and decision-making process among the member agencies.

QUADCO is required to periodically update its Regional Transportation Plan (RTP) under RCW 47.80.030. The original QUADCO RTP was adopted in June, 1994. It was amended in 2004 and 2007. The current RTP shall be updated to reflect changing conditions and new data available.

### **Target Audiences/Stakeholders**

- Community residents.
  
- Private businesses and commodity associations (farmers, cold storage houses, apple, potato, hay, livestock, etc.).
  
- Economic Development Councils.
  
- Port Districts.
  
- Grant Transit Authority.
  
- Emergency service providers.
  
- General Aviation Airports including WSDOT Aviation.
  
- Transportation providers including public transportation, rail (BNSF and other carriers), freight shippers, and private providers of transportation.
  
- Affected public agencies.
  
- Minorities, people with mobility disabilities, low-income, and persons speaking English as a second language.
  
- Representatives of users of pedestrian walkways and bicycle facilities.
  
- Tribal Governments including Colville and Yakama Nations.
  
- QUADCO Transportation Policy Board.
  
- QUADCO Council.

### **Planning Team Members**

- Douglas D'Hondt, County Engineer
  
- Jan Ollivier, Transportation Manager

- Maria Fischer, Engineer Technician I

### **Communication Goals**

- Transportation information will be provided to the public in a timely manner.
- The public will understand the purpose of the RTP and the reasons for the update.
- The public will have the opportunity to review the draft RTP and provide their input.
- The public will understand the types of projects that QUADCO is planning.
- Public comments will be considered, documented and responded to.

### **Communication Strategies and Tools**

- Coordinate information between the public and QUADCO.
- Conduct media relations by providing news releases and advertisements.
- Conduct public outreach proactively.
- Have face-to-face meetings at public open houses.
- Communicate using plain talk: flyer invitation, comment card, presentation boards.
- Use web tools: post information on Kittitas County's website with a comment card link.
- Record ideas, comments, and other details for QUADCO to consider in the update.
- Provide Spanish translations of outreach materials and translators at open houses as requested.

### **Progress Updates**

- Provide progress reports to the Transportation Policy Board (TPB). The TPB will provide policy advice on the RTP to the QUADCO Council.
- Provide progress reports to the QUADCO Council.

### **Stakeholder Feedback**

- Start by obtaining feedback from stakeholders and interest groups early in the planning process to develop trend analysis and vision as well as get their feedback prior to going to the general public for input.

### **Submit a press release**

- Issue a press release at the beginning of the plan update and when a draft RTP is available for review and comment.
- Direct persons to the website for more information and to provide their comments at.
- Include information on the open houses.

## **Hold 4 Open Houses for public comments and interaction**

- Advertise the open houses and request written ideas in the papers of record within each of the four counties.
- Invite QUADCO members and local agency officials that represent the area that the open house is scheduled at.
- Schedule open houses in the fall of 2014.
- Hold open houses in locations along bus routes if possible.
- Meetings will be held in the evenings, from 6:30 pm till 8:00 pm.
- Set up at 5:45 p.m., it may take 30 minutes and the public typically starts to show up 15 minutes early. Set up in open house “style” with display boards that have maps of the area set up around the room, refreshments, and chairs set up to greet people at front door.
- Welcome guests, direct them to enjoy refreshments (water, coffee, and cookies) and one-on-one conversations with staff and local officials, direct audience to familiarize themselves with topic and materials.

### **Event supplies checklist:**

- Name tags, sign in sheet, event signs, agendas, comment cards, project fact sheet, talking points, and FAQ
- Displays and easels
- Refreshments – cookies, coffee, water, napkins, paper plates, cups
- Digital camera and digital recorder
- Supplies box: Pens, pencils, tape, hand sanitizer, first aid kit
- Laptop (confirm projector and screen to be provided at facility)
- Call day before to confirm set-up

### **Presentation Boards and Power Point Presentation:**

WELCOME

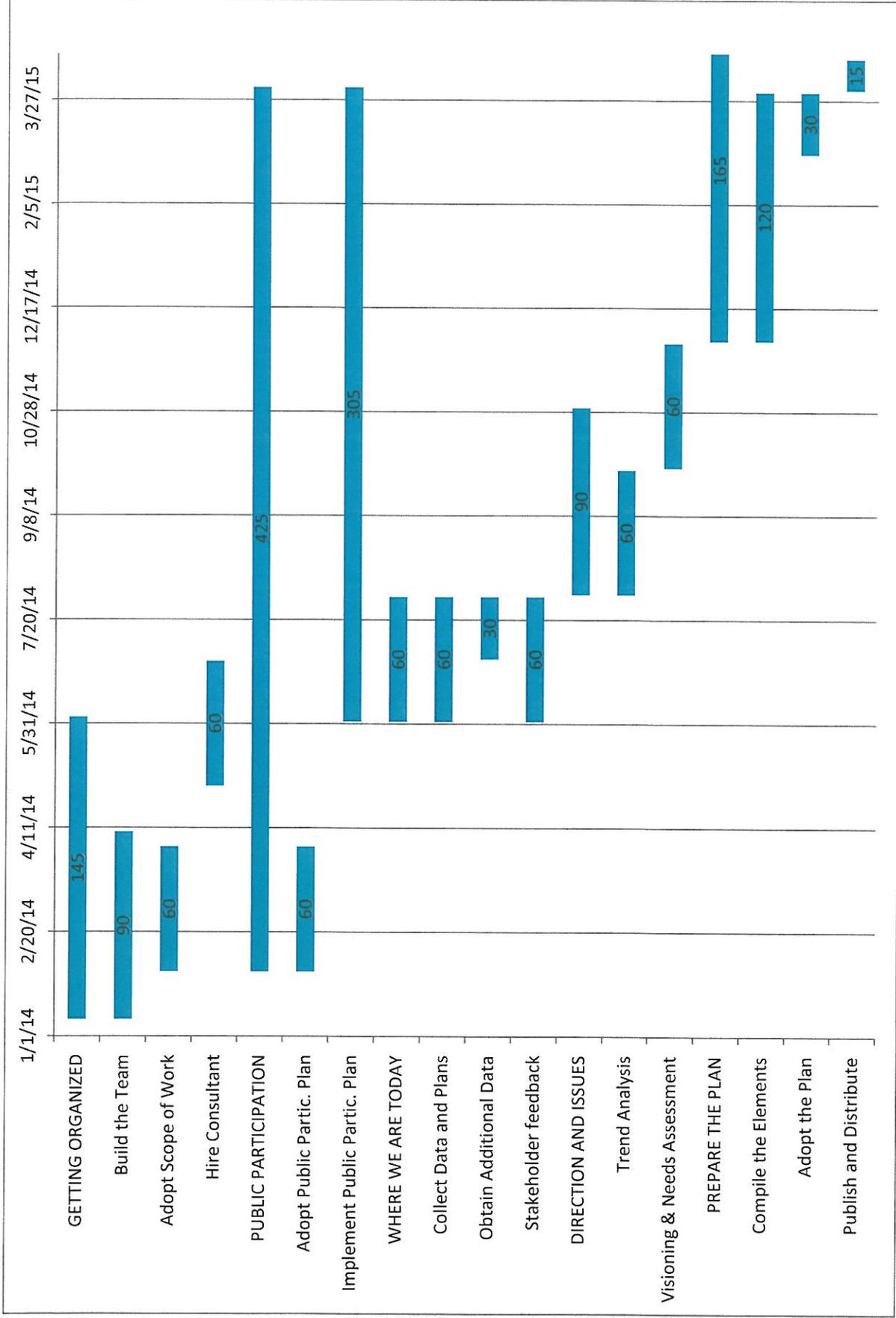
WHAT IMPROVEMENTS ARE PROPOSED

MAPS

CONTACTS

OTHER

## Regional Transportation Plan Update - Schedule



## APPENDIX D. HUMAN SERVICES TRANSPORTATION PLAN

### Scope of Work:

To provide planning funding assistance to create a locally-developed, Public Transit/ Human Services Transportation Plan, following the “2013 Coordinated Plan Template” available on the ACCT Web site (<http://www.wsdot.wa.gov/acct/>) and complying with the planning requirements of FTA SAFETEA-LU and MAP 21 (49 USC § 5310, § 5311, § 5316 and § 5317), and RCW 47.80.023(10). The plan will provide a coordinated framework of transportation for people who, because age, disability, income or rural location, cannot provide transportation for themselves, with a focus on outreach to transportation providers, planners, riders, tribes and social service programs.

People For People will convene stakeholders and provide public outreach to the target population in each of the four counties (Kittitas, Grant, Adams, and Lincoln). Materials and interpreters will be available to assure participation by individuals with disabilities and English as a Second Language individuals.

People For People will identify demographic and socio-economic data, population density, and characteristics of the special needs populations in each county.

People For People will identify common origins and destinations to reflect needs, available transportation services, and gaps in transportation services.

People For People will document how transportation providers in each county address emergency management issues and their methods of collaborating with local emergency management agencies.

People For People will identify technology that is used by current transportation providers in the region and identify potential solutions for increasing and coordinating service through the use of technology.

People For People will analyze the transportation needs of individuals with special needs in the four counties. The needs assessment will include existing services and all transportation modes available.

People For People will identify gaps where transportation services do not exist for the target population or are too minimal to be effective.

People For People will facilitate a process with stakeholders, the 4-County community Transportation Planning Team, and the TAC to discern the priorities of the community regarding transportation service needs and alternatives and prepare a Coordinated Public Transit-Human Services Transportation Plan that draws together all information, evaluation and community outreach conducted. The plan shall include recommendations for moving forward with implementation of coordinated transportation services, programs, and projects consistent with the results of all technical work and community outreach.

People For People will provide recommendations for continuation of existing level of service from all information, evaluation and community outreach conducted.

People For People will develop alternatives that address the unmet needs. The alternative shall describe service levels, the size and composition of the market, service coordination, and estimated costs. Each alternative shall describe how coordinated transportation will be implemented.

**Project Deliverables**

The final draft shall be provided by August 29, 2014. The final draft will be one unbound copy and one disk (Word format) for QUADCO review and comment.

Upon approval, 25 bound copies, original sign-in sheets from all stakeholder/public involvement meetings, paper copies of all supporting meeting materials for the public involvement process, one disk containing the final document.

# Human Services Transportation Plan Update - Schedule

