

CHAIRMAN:
Mark Stedman, County Commissioner
Lincoln County
P.O. Box 28
Davenport, WA 99122
(509) 660-3208

LEAD AGENCY:
Kittitas County
Public Works Department
411 N. Ruby, Suite 1
Ellensburg, WA 98926
(509) 962-7523

QUADCO RTPO
Quad County
Regional Transportation Planning Organization

QUADCO Council Meeting Minutes

Date: May 14, 2015
Location: Grant County Public Works Conference Room
124 Enterprise Street SE, Ephrata, WA 98823

Welcome

Chairman Mark Stedman called the meeting to order and welcomed the 26 persons in attendance (see attendee list in Attachment A).

Roll Call

Introductions were made and roll call was collected, a quorum of 11 members were present (see Quorum Call in Attachment B).

Meeting Minutes

Doug D'Hondt moved to approve February 12, 2015 minutes; Derek Mayo seconded it and the minutes were approved unanimously.

Federal Program Target Delivery & Transportation Alternative Program (TAP)

Shawn O'Brien said that Moses Lake's Heron Bluff Trail project is completed and billed for the full amount. Derek Mayo said that the PE for Ellensburg's John Wayne Pioneer Trail Reconnection Route has been obligated for \$25,000. He expects to construct it this summer. Paul Mahre said that Soap Lake's SR 17 Lane Reconfiguration and Safety Improvement project is completed and they used all of the federal TAP funds awarded to this project. Rick Becker said that Almira's consultant Belsby Engineering is expecting to advertise the Main Street Sidewalk project for construction this June.

Doug D'Hondt discussed the requirement for using American steel on federal aid projects. Keith Martin recommended that project engineers contact their WSDOT Local Programs Engineer if they need clarification for whether or not this requirement applies to their project.

Paul Mahre provided information on the latest obligation targets and obligation authority policy (see Attachment C). He said that the targets are updated monthly. The Beezley Hill enhancement project has not been constructed yet and is included in QUADCO's TAP obligation target. Funding that is obligated for construction before August 1st will be counted toward that agency's target in the current year. Jan Ollivier asked if QUADCO will be sanctioned if the TAP/ Enhancement target is not met. Paul Mahre said he would find out. Agencies were encouraged to shift in their thinking of how to manage a project such as borrowing ahead to construct even if funding is programmed a few years out.

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Paul described the new forms for federal projects and the new progress billing process (see Attachment D). Agencies will bill WSDOT Headquarters directly instead of the Region Local Programs offices for federal aid projects. Keith Martin encouraged local agency project engineers to be patient as they work through this new system. He said the WSDOT Local Program's engineers will continue to provide customer service such as viewing draft documents before they are submitted. Jeff Tincher asked if local agency project engineers need to show all of the backup information that WSDOT Local Programs Engineers already have. Paul said that the backup information must be submitted to Headquarters since this is new information for Headquarters.

Tribal Coordination Presentation

Megan Nicodemus, Tribal Liaison for WSDOT's Eastern Region, North Central Region, and South Central Region, gave a presentation on tribal coordination. She said that tribes should be engaged when local agencies are performing NEPA, Section 106, and 05-05 State Archaeological & Cultural Resources. Tribal coordination should also happen early in the planning phase. Megan encouraged QUADCO agencies to develop relationships with tribal contacts before a project is being developed. She also encouraged QUADCO agencies to look at WSDOT's website on tribal consultation for more information and useful templates. Keith Martin said that the local agencies should work with WSDOT Local Programs engineers for help with tribal coordination on projects. Charlene Kay emphasized that the Tribal Transportation Planning Organization is an excellent place to build relationships with tribal contacts to help deal with future issues that may arise.

Regional Transportation Plan (RTP) Update

Gary Cooper, SCJ Alliance reported on the progress for developing the RTP. He said his firm completed the QUADCO website and encouraged persons to go to it by typing QUADCORTPO. The website has an on-line survey that everyone should fill out. Gary reported on the four open houses that took place in April. He said that Jan Ollivier has been working on the main body of the RTP and his firm is providing technical information for some of the appendices. He described how they have been reviewing QUADCO's policies for consistency with the Growth Management Act and each jurisdiction's transportation and land use policies. QUADCO members asked Jan to check whether or not there is a deadline for adoption of the RTP update.

Regional Transportation Improvement Plan (RTIP) Update

Jan Ollivier explained that QUADCO is required to have an RTIP that is updated at least once every two years. The Regional Transportation Plan (RTP) includes the RTIP as an appendix to show the regional transportation projects planned by QUADCO. SCJ Alliance was tasked with developing a mock-up RTIP to be included in the current RTP update. Gary Cooper provided a proposed RTIP that incorporates QUADCO's Transportation Policy Board (TPB) input (see Attachment E). QUADCO's website would house the RTIP. All QUADCO jurisdictions would continue to be responsible to

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submit their federal projects onto the State's website for their STIP, but they would also be required to submit a scanned electronic copy of their TIP or TIP Amendment to QUADCO's lead agency for placement on QUADCO's website. Phil Nollmeyer stated that each agency should continue to have the right to define what is regionally significant in their area. He also suggested that QUADCO approve the RTIP, maybe by resolution. Todd O'Brien said there isn't a requirement to have the RTIP formally approved and that what is being proposed isn't much different from what we are currently doing. Jan Ollivier said that lead agency only receives a few of the QUADCO agencies' TIPs or TIP amendments and it is difficult to find TIPs on agency websites. Scott Yaeger asked if the website could allow for the different agencies to download their TIP and TIP amendments directly onto the website. Gary Cooper said that they could create that ability. Gary also said that the website RTIP would not prioritize projects and this webpage could be QUADCO's approved RTIP. Phil emphasized that what is developed be something that supports QUADCO agencies and not interferes with their ability to fund and program projects. It was suggested that a guidance paper be put together for the agencies to follow. Also, lead agency should send out reminders to QUADCO agencies to submit their TIPs and TIP amendments in the spring and fall. QUADCO members decided a draft of the procedures and mockup of the website should be presented for approval at the next QUADCO meeting.

Draft 2015 Unified Planning Work Program (UPWP)

Jan Ollivier presented final changes to the draft UPWP (see Attachment F). She asked QUADCO members to consider approving it for the 2015/2017 biennium. Chair Stedman stated that the UPWP will provide funding to complete the RTP by Kittitas County. Todd O'Brien moved to approve the 2015-2017 UPWP, Jeff Tincher seconded the motion and it was approved unanimously.

Budget

Jan Ollivier explained that she anticipates there will be about \$15,000 surplus at the end of the biennium that can be used to purchase additional data collection equipment such as a pedestrian counter. Charlene Kay explained that WSDOT Eastern Region has this type of equipment that they loan to local agencies in her region. She said that NEW RTP has also purchased traffic counters that provide freight data and QUADCO may find this useful equipment to own. Software licensing requirements should be considered. The equipment and software would need to rotate and the lead agencies would have to help assist QUADCO agencies with it. Todd O'Brien moved to allow Kittitas County as lead agency to use the remaining UPWP funds for the current biennium to purchase equipment for QUADCO. Scott Yaeger seconded the motion and it was approved unanimously.

Regional WSDOT Planning Offices and Headquarters Updates

Charlene Kay encouraged the QUADCO agencies to provide her feedback on the PCC Rail Line Strategic Plan. Also, LTAP is providing training on right of way, DBE, and

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bikeways & pedestrian facilities. Training is available in June at the Eastern Region office. Persons interested should sign up on the LTAP website or through their list serve.

Paul Mahre said that North Central Region is starting their chip seal program soon and will be working on a project in Mattawa funded by the Safe Routes to School program. North Central Region is also repainting the I-90 Bridge at Vantage.

Don Whitehouse said that the I-90 Snoqualmie Pass East project is funded for the first seven miles. The first five miles construction came under budget by about \$100 million and these funds are being used to construct the next two miles eastward. WSDOT made excellent progress on this project due to the mild winter we experienced. Don said that there are two other projects in the I-90 corridor: a concrete rehabilitation of the westbound lanes in Cle Elum and of the eastbound lanes on Easton Hill.

Other Business

Renee Biles said that agencies in the QUADCO region received a total of \$3,976,121 from WSDOT's consolidated grant program (see Attachment G). All of these projects are required to be included in QUADCO's Human Services Transportation Plan for eligibility. She said that one of Grant Transit's projects was the 2nd highest rated project in the state. Renee said that many agencies only received half awards for capital fund requests. People for People will reduce the number of vehicles they purchase and the vehicle size of the new vehicles because of this reduction. All route extension projects were funded.

Next QUADCO Meeting

The Council agreed to hold their next meeting on September 17, 2015 at 10:00 a.m. The meeting adjourned at 12:00 p.m.

ATTACHMENT A

Attendees:

<i>Name</i>	<i>Organization</i>	<i>Phone</i>
Jan Ollivier	Kittitas County	509-962-7610
Doug D'Hondt	Kittitas County	509-962-7690
Mark Cook	Kittitas County	509-962-7523
Phil Nollmeyer	Lincoln County	509-725-7041
Paul Mahre	WSDOT NCR	509-667-3090
Keith Martin	WSDOT ER	509-324-6080
Charlene Kay	WSDOT ER	509-324-6195
Don Whitehouse	WSDOT SCR	509-577-1620
Derek Mayo	City of Ellensburg	509-962-7230
Ariel Belino	City of Quincy	509-787-3523
Gary Crowder	City of Mattawa	509-932-4037
Paul Gonseth	WSDOT- Yakima SCR	509-577-1630
Dale Pomeroy	Port of Warden	509-750-8876
Renee Biles	People For People	509-248-6726
Scott Yaeger	City of Ritzville	509-659-3289
Jeff Tinchler	Grant County	509-754-6082
Richard Hanover	Port of Moses Lake	509-750-8876
Shawn O'Brien	City of Moses Lake	509-764-3786
Todd O'Brien	Adams County	509-659-3276
Greg Wright	Grant Transit Authority	509-765-0898
Steve Goemmel	City of Davenport	509-725-4352
Megan Nicodemus	WSDOT	509-324-6202
Gary Cooper	SCJ Alliance	360-352-1465
Rick Becker	Lincoln County	509-725-7041
Mark Stedman	Lincoln County Commissioner	509-660-3208

ATTACHMENT B

QuadCo Quorum Call

May 14, 2015

Member	Present	Proxy/Held By
<u>Adams County</u>	<u> X </u>	<u> </u>
Hatton	<u> </u>	<u> </u>
Lind	<u> </u>	<u> </u>
Othello	<u> </u>	<u> </u>
Ritzville	<u> X </u>	<u> </u>
Washtucna	<u> </u>	<u> </u>
<u>Grant County</u>	<u> X </u>	<u> </u>
Coulee City	<u> </u>	<u> </u>
Coulee Dam	<u> </u>	<u> </u>
Electric City	<u> </u>	<u> </u>
Ephrata	<u> </u>	<u> </u>
George	<u> </u>	<u> </u>
Grand Coulee	<u> </u>	<u> </u>
Hartline	<u> </u>	<u> </u>
Krupp	<u> </u>	<u> </u>
Mattawa	<u> X </u>	<u> </u>
Moses Lake	<u> X </u>	<u> </u>
Quincy	<u> X </u>	<u> </u>
Royal City	<u> </u>	<u> </u>
Soap Lake	<u> </u>	<u> </u>
Warden	<u> </u>	<u> </u>
Wilson Creek	<u> </u>	<u> </u>
<u>Kittitas County</u>	<u> X </u>	<u> </u>
Cle Elum	<u> </u>	<u> </u>
Ellensburg	<u> X </u>	<u> </u>
Kittitas	<u> </u>	<u> </u>
Roslyn	<u> </u>	<u> </u>
South Cle Elum	<u> </u>	<u> </u>
<u>Lincoln County</u>	<u> X </u>	<u> </u>
Almira	<u> </u>	<u> </u>
Creston	<u> </u>	<u> </u>
Davenport	<u> X </u>	<u> </u>
Harrington	<u> X </u>	<u> </u>
Odessa	<u> </u>	<u> </u>
Reardan	<u> </u>	<u> </u>
Sprague	<u> </u>	<u> </u>
Wilbur	<u> </u>	<u> </u>

Quorum Present?

-- YES --

--NO--

Quorum = Seven members present (excluding proxies) provided that there is at least one representative from each county or a city within each county.

ATTACHMENT C

2015 Local Federal Program Target Delivery

Status as of 04/30/15

dollars in millions

Total Estimated 2015 OA	Target Delivery by Program											All Counties	
	RTC	PSRC	SRTC	BFCG	CWCOG	LCV	SMPO	TRPC	WCOG	CDTC	WWVMPPO		YCOG
107.4	(2.36)	12.64	(1.04)	(2.01)	0.14	0.20	(0.82)	(0.16)	(0.37)	(0.75)	(0.49)	(9.62)	9.68
STP Regional	5.03	5.41	6.58	3.37	1.30	0.38	1.52	3.25	2.65	1.83	1.02	3.33	13.18
2015 Est. Allocation	92.91	49.09	6.58	3.37	1.30	0.38	1.52	3.25	2.65	1.83	1.02	3.33	13.18
Total Available	97.94	61.73	5.54	1.36	1.44	0.58	0.70	3.08	2.28	1.07	0.53	(6.28)	22.86
10/1/14 - 04/30/15 Delivery	49.02	31.60	0.47	2.98	0.89	0.32	0.04	1.59	0.71	(0.03)	2.70	(0.57)	5.26
CMAQ	(2.18)	2.40	2.71	-	-	-	-	(0.22)	-	-	-	0.05	-
2015 Est. Allocation	34.76	27.37	3.49	-	-	-	-	0.38	-	-	-	0.37	-
Total Available	37.53	29.77	6.20	-	-	-	-	0.16	-	-	-	0.41	-
10/1/14 - 04/30/15 Delivery	20.21	17.28	1.40	-	-	-	-	(0.08)	-	-	-	0.00	-
TAP/TE data for the MPOs includes all amounts from their corresponding RTPO. Rural RTPO TAP funds included in Statewide Bridge/Safety/SRTS Totals.													
Transportation Alternatives/Enhancement	0.396	(2.462)	1.042	0.407	(0.159)	-	0.277	(0.012)	0.273	0.092	0.134	0.509	-
2015 Est. Allocation	7.437	4.420	0.564	0.305	0.390	-	0.234	0.302	0.241	0.133	0.068	0.291	-
Total Available	7.934	1.958	1.606	0.712	0.171	-	0.511	0.290	0.514	0.225	0.202	0.801	-
10/1/14 - 04/30/15 Delivery	1.534	(0.21)	(0.20)	0.03	0.03	-	0.02	0.02	0.00	0.04	0.04	0.60	-
Total	(4.14)	12.58	2.72	(1.60)	(0.02)	0.20	(0.54)	(0.39)	(0.10)	(0.66)	(0.36)	(9.06)	9.68
2015 Est. Allocation	135.10	80.88	10.63	3.67	1.63	0.38	1.75	3.93	2.89	1.96	1.09	3.99	13.18
Total Available	143.40	93.46	13.35	2.07	1.61	0.58	1.21	3.54	2.79	1.30	0.73	(5.07)	22.86
10/1/14 - 04/30/15 Delivery	70.76	48.67	1.67	3.01	0.92	0.32	0.06	1.53	0.71	0.01	2.73	0.03	5.26

Dollars may not add due to rounding.

2015 Local Federal Program Target Delivery

Status as of 04/30/15
Dollars may not add due to rounding.

Target Delivery by County by Program

STP Regional	Carry Forward	2015 Est. Allocation	Total Available	Target	Target Delivery by County by Program																								
					Adams	Clallam	Columbia	Ferry	Garfield	Grant	GHCOG	Island	Jefferson	Kittitas	Klickitat	Lewis	Lincoln	Mason	Okanogan	Pacific	Orellia	San Juan	Skamania	Stevens	Wahkiakum	Whitman			
	9.68	13.18	22.86	17.95	(0.55)	1.01	0.18	0.84	0.23	0.15	0.23	0.16	1.50	0.66	(0.18)	1.70	0.35	0.17	(0.12)	0.14	0.63	1.13	0.41	1.84	1.22	0.43	1.80	0.30	(0.44)
	0.57	0.98	2.01	1.51	0.57	0.98	0.15	0.23	0.16	1.50	0.66	1.50	0.66	1.50	1.00	1.02	0.40	0.55	1.00	0.59	0.75	0.87	0.32	0.29	0.22	0.17	0.80	0.09	1.00
	0.01	1.99	2.86	1.99	0.01	1.99	0.33	1.07	(0.17)	2.16	0.82	2.22	0.75	2.16	0.82	2.22	0.75	0.68	0.88	0.73	1.59	2.00	0.72	2.13	1.44	0.60	2.60	0.39	0.16
	0.00	1.51	17.95	17.95	0.00	1.51	0.26	0.81	0.00	1.64	0.42	1.69	0.37	1.64	0.42	1.69	0.37	0.52	0.45	0.55	1.06	1.56	0.55	1.62	1.11	0.46	1.97	0.30	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

TAP/TE data for the MPDs includes all amounts from their corresponding RTPD. Rural RTPD TAP funds included in Statewide Bridge/Safety/SRTS Totals.

Transportation Alternatives/ Enhancement	Carry Forward	2015 Est. Allocation	Total Available	Target	NEW	Okanogan	Palouse	Peninsula	QuadCo	RTC	San Juan	Island	Skagit/	SWW
	0.632	0.617	2.249	0.918	(0.000)	0.058	0.058	0.161	0.319	0.000	0.036	0.019	0.055	0.041
	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

10/1/14 - 04/30/15 Delivery

ATTACHMENT D

Local Agency Task Force

Local Agency Federal OA Policy

Washington's Local Agency Task Force was asked to develop a strategy to ensure delivery of the local share (34 percent) of the Federal Highway (FHWA) program. Through discussions, the Task Force has established a Local Agency Federal OA (obligation authority) Policy that sanctions unutilized allocation from MPO/RTPO/County lead agencies that are unable to deliver their annual target.

MPO/RTPO/County lead agencies are provided annual allocations based upon estimated OA available for the current Federal Fiscal Year (FFY). Obligation targets are developed in cooperation with the Local Agency Task Force utilizing the carry-forward balances, previous delivery and current year allocation. For 2014, the formula developed to establish the targets takes: the 2014 allocation; adds 50% of positive carry forward; subtracts the amount exceeded per the 2013 target to come up with the base target. Then adds a multiplier factor against the 2014 available allocation, to achieve \$113.6 million overall target. (For details, see the 2014 Target Calculation.) (Target calculation to be modified for FFY 2015)

If the Statewide Target is delivered by August 1st, then all entities have until the end of the FFY to obligate projects to meet their OA target or their next year's allocation will be reduced accordingly. Once the entire local share of OA is delivered, projects will be authorized through the Advanced Construction (AC) process.

If the Statewide Target has not been delivered by August 1st – Lead agencies that are unable to deliver their OA target by August 1st will have the un-delivered portion of their target sanctioned. The August 1st deadline allows those agencies that met their target sufficient time to program and deliver sanctioned funds.

This policy also positions local agencies to obtain additional obligation authority for local projects to advance, in the event other states fail to deliver their federal program (re-distributed OA). Re-distributed OA will be shared at the same pro-rata share, 66% WSDOT / 34% Local, if projects are available. If received, re-distributed OA will first be applied to projects authorized utilizing AC, and then to additional projects within those lead agencies that met their target by the deadline. Projects that use re-distributed OA or AC utilize the MPO/RTPO/County lead agency allocations.

To assist in delivering the local federal program:

- MPO/RTPO/County lead agencies are to have a four year TIP/STIP of programmed projects, fiscally constrained by year.
- WSDOT will provide:
 - ✓ An updated Target Delivery table to show the status of the programs overall; and

- ✓ Monthly obligation reports to each MPO/RTPO/County lead agency that includes all federal activity in their respective area. (If a project releases funds (de-obligates due to closure, cancellation or good bids) those funds must be obligated on another project in the MPO/RTPO/County lead agency to ensure the full amount of the target is obligated within the year. This includes inactive projects identified by FHWA that are required to be de-obligated and closed.)
- MPO/RTPO/County lead agencies are to work with all their project sponsors with programmed projects for the FFY to:
 - ✓ Ensure delivery of the projects programmed for the FFY;
 - ✓ Identify the projects that are delayed into a future FFY; and
 - ✓ Identify additional projects that are ready to go and able to be delivered this FFY.

By mid-June, all MPO/RTPO/County lead agencies need to submit a plan to the Task Force **in the event that they will not** meet their target – to address the expected shortfall in the submitted plan. These plans will provide a starting point to identify the next steps, if needed, for ensuring delivery of the statewide local OA.

- Strategies MPO/RTPO/County lead agencies may utilize to ensure delivery of the Target's include:
 - ✓ Localities are to continue to deliver their projects.
 - ✓ Consider increasing the federal share and reduce the local participation to the minimum local match (13.5%). This decision would need the awarding agency's approval. All projects must adhere to the requirements described in the STIP document Appendix C: STIP Administration.
 - ✓ MPO/RTPO/County lead agencies identify additional priority projects that can be programmed for obligation. Projects include those identified in contingency lists approved in current TIPs and forwarded for inclusion in the STIP.
- MPO/RTPO/County lead agencies can begin over-programming their TIP/STIP to maximize the delivery of the Local OA in the last quarter of the FFY.

By August 1st, each MPO/RTPO/County lead agency receiving an allocation must have obligated or have submitted to WSDOT (at Region Local Programs office or Headquarters) complete funding packages for 100 percent of their total target amount. **If the Statewide Target has not been delivered by this date:**

- WSDOT will notify the MPO/RTPO/County lead agencies of their OA delivery status by mid-August. Included in this notification will be whether funds were sanctioned from the MPO/RTPO/County lead agency specifically and the total amount of sanctioned funds available statewide.
- All MPO/RTPO/County lead agencies that had funds sanctioned are required to reduce their programmed projects accordingly in the October amendment.
- Only those MPO/RTPO/County lead agencies that have met the 100% target will be provided the opportunity to receive the sanctioned funds.

- Projects that could be programmed for obligation include those identified in contingency lists approved in current TIPs and forwarded for inclusion in the STIP.
- Sanctioned funds will be made available based on first come, first serve basis for projects that are programmed and have complete funding packages submitted to WSDOT for obligation.
 - ✓ Project sponsors are to continue to deliver their projects. If funds were sanctioned from the sponsor's MPO/RTPO/County lead area, the project will be processed assuming the next year's allocation.
 - ✓ Projects must be programmed and have complete funding packages submitted to WSDOT (thru Region Local Programs office or Headquarters) by September 15th. NOTE: Any incomplete project submittals will be returned.
- The Task Force may meet in mid-August, if necessary, to review the overall status of the Local OA to ensure statewide delivery of federal program.
- If changes to the TIP/STIP are required due to the receipt of re-distributed OA, WSDOT will incorporate the projects in the STIP as soon as practicable.

MPO/RTPO/County lead agencies that obligate more than their Target and allocated funds should not assume they are utilizing sanctioned funding, but implementing their current program of projects within their own Total Federal Allocation for the current year and possibly future years. **In addition, MPOs are limited to obligating no more than two years of their estimated annual allocation, after that Local Programs will AC projects.**

Example:

<i>\$'s in millions</i>					
MPO A	Total Available	Target Delivery	Aug 1 Obligated	Aug 1 100% Goal	Aug 1 Sanction
STP	15.0		6.9	-	-
CMAQ	8.0		5.5	-	-
TAP	4.0		4.0	-	-
Total	27.0	17.0	16.4	17.0	(0.6)

Consequences:

If funds are sanctioned, WSDOT will sanction the most flexible funds (e.g., STP) to ensure delivery of the local program. Any sanctioned funds not utilized by the specific MPO/RTPO/County lead agency will be removed from their carry-forward or annual allocation. These lost funds will not be available for future programming by the MPO/RTPO/County lead agency. Sanctioned funds received by an MPO/RTPO/County lead agency are a bonus and will not affect their current or future annual allocations. In the event sanctioned funds are unable to be utilized by other MPO/RTPO/County lead agencies, WSDOT can utilize these funds without repayment.

Conclusion:

FHWA usually provides notification of redistributed OA to state's the second or third week of September. WSDOT will inform the Task Force and applicable MPOs of the planned utilization of the redistributed OA. Due to the limited time, this discussion may be through email and/or impromptu phone conference.

Once the sanctioned funds are obligated, projects authorized utilizing AC or redistributed OA are utilizing the MPO/RTPO/County lead agency allocation.

Maintaining accurate project schedules and managing to regional OA plans are essential for ensuring delivery of the local program of projects. Late notification of schedule changes limits the opportunity for other projects to be added to the program or advanced to utilize these available funds due to their project delays.

The goal of this process is timely delivery of local projects essential to the public for improving safety and movement of people and goods throughout the state.



WSDOT Local Programs

Serving the local agencies in Washington for over 70 years

Spring 2015

Local Agency Guidelines (LAG) Manual Update

This season's Local Programs update focuses on the significant changes to the LAG Manual. Areas of particular interest to are:

Local Agency Agreement/Supplement & Project Prospectus – Effective May 1st, all project submittals of the Local Agency Agreement, supplement and project prospectus must utilize the revised forms.

Project Agreement End Date – All projects are required to have a Period of Performance which includes both a begin date and an end date. A project's begin date is the date of FHWA authorization. Local agencies are required to supply an estimated Project Agreement End Date for each federally authorized phase of a project. To ensure adequate time for the delivery of local projects which are subject to state environmental requirements, substantial community involvement, eminent domain, and coordination with other local projects, WSDOT recommends that when establishing the "Project Agreement End Date" local agencies consider:

- For **Planning Only** projects – WSDOT recommends local agencies estimate the end of the project's period of performance and add one year.
- For **Preliminary Engineering (PE - design) and Right of Way (RW)** – WSDOT recommends local agencies estimate when each phase will be completed and add one year to each, due to the complications that may arise with environmental requirements and approvals and negotiating right of way with property owners and railroads.
- For **Construction (CN)** – WSDOT recommends local agencies estimate when construction will be completed and add two years in order to provide adequate time to acquire all the necessary paperwork and releases, as well as negotiating any claims for closure of the project.

Modifying the Project Agreement End Date – Any change to the end date has to be approved by FHWA. FHWA may approve a local agency change to the Project Agreement End Date during a phase if:

- a project has a change in the terms and conditions of the Federal award (e.g., cost increase or scope change); or
- adequate justification is provided for project schedule revisions or other circumstances (e.g., litigation) and there is no change to the terms and conditions of the Federal project.

Requests for Reimbursement after the Project Agreement End Date – Any costs incurred after the Project Agreement End Date are NOT eligible for federal reimbursement. Any eligible costs incurred prior to the Project Agreement End Date must be submitted for reimbursement within 90 days after the Project Agreement End Date.

Utility and Railroad Requirements – To ensure utility and railroad activities are adequately addressed, local agencies are required to provide an updated and signed project prospectus prior to construction phase authorization (23 CFR 635.309(b)).

Construction Authorization – Six weeks after construction is authorized, the project shall be advertised.

Right of Way – Provided clarity in a number of areas by removing some ambiguous language.

Consultants – Clarified on-call rosters, emergent contracts and purchased services.

Sub-Consultants – Prime consultants cannot markup sub-consultants contracts, however the fee (profit) should be negotiated to reflect a percentage of subcontracting relative to the percentage of work by the prime consultant. Subcontracting is then one of several considerations when determining a reasonable profit. Justification for the profit should be included in the record of contract negotiations.

Indirect Cost Rate – When requesting federal fund authorization, all agencies are required to identify if they will be claiming indirect costs on a federal project. Approval by the agency's federal cognizant agency and supporting documentation is required to be available for review by FHWA, WSDOT, and/or State Auditor.

Utilizing Federal Funds Prior to Construction – To maintain eligibility of federal funds utilized in a project prior to construction, certain federal requirements must be met even though the project is being constructed using local funds. The following federal provisions are applicable for the construction of the project:

- Buy America [LAG - Chapter 14]
- Title VI, Americans with Disabilities Act (ADA) [LAG - Chapter 29]
- Compliance with the Uniform Act (no certification required) [LAG - Chapter 25]
- NEPA requirements [LAG - Chapter 14]

Local Programs and/or FHWA may review these projects at a later date to ensure eligibility.

Americans with Disabilities Act (ADA) Compliance – FHWA and Local Programs are putting an increased emphasis on ADA as federal funds cannot participate in a project that is not ADA compliant. To assist in this effort, local agencies are recommended to address these items at the pre-construction meetings with the contractors/sub-contractors so that all are aware of the compliance requirements. In addition, local agency inspectors are to take the extra steps necessary to ensure ADA compliance before and after the installation of these elements on projects. Local agencies are required to notify Region Local Programs Engineers at the time a project is substantially complete so that a final inspection can be performed. Any concerns identified during the final inspection should be incorporated into the local agency's punch list for the contractor. Finally, final payment to the contractor should not be made until all items are in compliance.

DBE Change Continues – Pending approval by FHWA, a new DBE specification package will be coming from Local Programs for all federal projects. Training will be provided to detail these updates. Below is a list of the changes:

- Clarification to the DBE trucking specification and force account items
- Prompt pay and reporting requirements updated
- Penalties detailed for not achieving contract goals
- Several new forms will be introduced including additional documentation requirements
- Further details on Commercially Useful Function to add clarity

Progress Billings – This summer local agencies will be required to submit their progress billings directly to Headquarters Local Programs rather than through the Region Local Programs offices. With this change, first and final billings will require additional documentation, prior to payment. The details for this new process will be provided in June.

NEW Progress Billing Process

Effective this summer, all local agencies with agreements through Local Programs will be required to submit progress billings directly to WSDOT Headquarters Local Programs. All agencies requesting reimbursement through WSDOT Local Programs please send an email with the progress billing, applicable attachments, statements, etc., to:

hq1pbillings@wsdot.wa.gov

Schedule for implementing this new process is as follows:

- **June 1st** – For local agencies located in WSDOT’s South Central & Southwest Regions
- **July 1st** – For local agencies located in WSDOT’s Eastern, North Central & Olympic Regions
- **August 1st** – For local agencies located in WSDOT’s Northwest Region

With this new process the additional requirements are as follows:

- A project’s **FIRST** progress billing requires the local agency submit the back-up documentation to support the reimbursement request.
- A project’s **FINAL** progress billing requires a final summary of all project costs.

For agencies who submit hard copies, the progress billings and additional documentation as required above will need to be sent to:

WSDOT Local Programs
PO Box 47390
Olympia, WA 98504-7390

To ensure timely processing of the progress billings, please refer to the Local Agency Guidelines (LAG) manual Chapter 23 for completing the progress billings accurately and completely. Any billings that need adjustments made will be returned to the local agency for correction, prior to processing.

ATTACHMENT E

Local TIP

Edit

2015-2020 Regional Transportation Improvement Program (RTIP)

Acting as the Regional Transportation Planning Organization (RTPO) for jurisdictions within Adams, Grant, Kittitas and Lincoln Counties, QuadCo is required by State regulations to develop a Regional Transportation Improvement Program (RTIP) at least once every two years or annually at local discretion. The RTIP is a financial plan that identifies and prioritizes federally-funded and regionally-significant transportation projects to be carried out by cities, counties, transit operators, and the Washington State Department of Transportation (WSDOT) within QuadCo's boundaries. Projects using federal transportation dollars must appear in the RTIP to secure funding, and must be approved by the QuadCo Council. These projects are then included in the State Transportation Improvement Program (STIP) and are approved by WSDOT and federal transportation agencies (including the Federal Highway Administration and the Federal Transit Administration) prior to the release of federal funds. All projects in the RTIP must be consistent with the QuadCo Regional Transportation Plan and meet state requirements for Title VI (civil rights) compliance and air quality conformity.

Local Transportation Improvement Program

Projects proposed by local agencies and WSDOT are developed and adopted by these agencies and are incorporated by reference into the RTIP. The project list for each local jurisdiction, including federally-funded or regionally-significant projects can be accessed by the links provided below. WSDOT projects within QuadCo boundaries may be accessed via a hyperlink to the 2015-2018 Washington STIP.

The 2015-2020 QuadCo RTIP was approved by the QuadCo Council on <INSERT DATE>. A resolution adopting the RTIP and certifying its conformance with state requirements is also provided by a link below.

<Include links to all the PDF'd documents including all agency TIPs, the WSDOT 2015-2018 STIP webpage, and the RTIP adoption resolution.>

2015-2020 RTIP Amendments

Transportation priorities and funding strategies can change over time. Federal requirements stipulate that a jurisdiction cannot use federal dollars on a project until it is programmed in the STIP, even though the project may have already received a funding award. Thus, changes to an approved project may require developing and adopting amendments to the original RTIP prior to completion of the next full document revision.

QuadCo has developed RTIP amendment and modification procedures to ensure that new projects and changes to existing projects can be included in the RTIP in a timely manner. Amendments proposed to the 2015-2020 RTIP are presented by the links below. WSDOT maintains amendments to their projects in the STIP. Please refer to the WSDOT website for any amendments to state projects that occur throughout the year.

Adopted TIP

Upload a File

File Name	File Size	Description	Category	Date Added
Adams County TIP.pdf	269.2 KB		None	05/13/15 02:14 PM
Grant County TIP.pdf	1.2 MB		None	05/13/15 02:14 PM
Kittitas County TIP.pdf	34.4 KB		None	05/13/15 02:15 PM
Lincoln County TIP.pdf	79.6 KB		None	05/13/15 02:15 PM

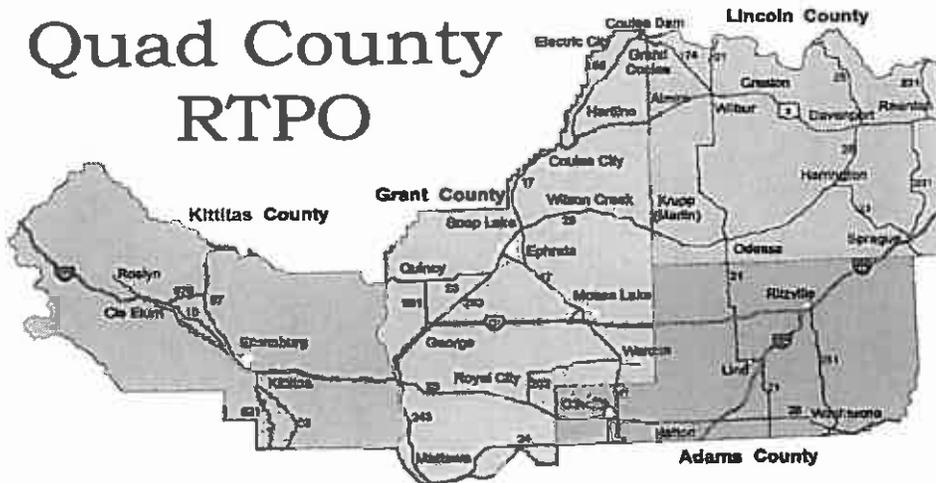
Amendments

Upload a File

No files uploaded yet

ATTACHMENT F

Quad County RTPO



Unified Planning Work Program

for

July 1, 2015 through June 30, 2017

Approved: _____
Mark Stedman, QUADCO Chairperson

Date: _____

Prepared for:
QUADCO Member Council

By: Kittitas County Department of Public Works
Lead Agency
411 North Ruby Street, Suite 1
Ellensburg, WA 98926

Tel: (509) 962-7523
Fax: (509) 962-7663

QUADCO Unified Planning Work Program
July, 2015 – June, 2017

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QUADCO Unified Planning Work Program

July, 2015 – June, 2017

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 Lincoln County starting July 1, 2015. This document consists of the planning activities and priorities for the State Biennium 2015-2017.

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.

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. The current Chair is Mark Stedman and Vice Chair is John N. Marshall.

B. COMMITTEES

1. 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 current Chair is Shawn O'Brien and Vice Chair is Patrick Boss.
2. The Ranking Committee prioritizes the region's Transportation Alternative Program projects 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.
3. Special Committees are formed as necessary to complete and fulfill various other duties and responsibilities that may arise.

QUADCO Unified Planning Work Program

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4. 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.

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.

PAST YEAR UPWP ACCOMPLISHMENTS

Following is a list of QUADCO's achievements accomplished during the 2015 State Fiscal Year:

1. QUADCO Meeting Coordination and Information Distribution: Coordinated four Council meetings and Transportation Policy Board meetings. Scheduled, prepared agendas and meeting minutes, and provided presentations. Provided letters of support for projects.
2. Transportation Partnerships: Invited participation from state, federal, and local agencies, legislators, and transportation partners. Encouraged members to participate in regional planning activities. Met with WSDOT Aviation staff. Presented QUADCO information at the Washington State Transportation Commission in Ellensburg.
3. State Representation: Participated in MPO/RTPO/WSDOT Coordinating Committee meetings and reported on these meetings to the QUADCO Council. Participated in the Washington Statewide model FHWA peer review meeting. Participated on the Coordinating Committee's subcommittee on Transportation Efficiencies (Ex. Or. 14-04).
4. Training: Lead Agency staff attended training on transportation planning issues including Title VI coordination on 1/29/2015.
5. QUADCO Document Updates: Updated QUADCO membership and contact information as needed/requested.
6. UPWP and Related Reports: Prepared and coordinated with the Council and WSDOT the 2015-2016 fiscal year UPWP and processed grant agreements and related reports.
7. RTIP: Assisted QUADCO local jurisdictions enter information into the web-based STIP. Prepared a 2015 RTIP with project maps.
8. RTP: Prepared a full update of the RTP with a robust public outreach process and new website. Managed the consultant firm's work on the RTP.
9. Human Services Transportation Plan (HSTP): Developed a full update to QUADCO's HSTP. Managed the consultant firm's work and attended 4-County Community Transportation Planning Team meetings to present and discuss HSTP tasks.
10. State and Federal Funding Programs: Reviewed the MAP-21 Notice of Proposed Rule Making (NPRM) for various performance measures and coordinated the request for QUADCO input.

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11. Transportation Enhancement Program (TAP): Continued monitoring the progress of the TAP projects selected for funding by QUADCO.

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. Encourage tribal governments to engage in RTPO meetings including the Colville Confederated Tribes, Spokane Tribe of Indians, Wanapum Tribe, and Yakama Nation.
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 (2015-2017)

<i>Product</i>	<i>Lead Agency</i>	<i>Timeframe</i>	<i>Budget</i>
QUADCO Meeting Coordination and Information Distribution: agendas, minutes, etc.	Lincoln County	on-going	\$10,000
Transportation Partnerships	Lincoln County	on-going	\$2,000
State Representation	Lincoln County	on-going	\$6,000
Training	Lincoln County	on-going	\$4,000
QUADCO Document Updates	Lincoln County	on-going	\$4,000
UPWP and Related Reports	Lincoln County	Feb.-Sep.	\$10,000
2015-2017 BUDGET TOTAL:			\$36,000

* Lead Agency administration expenses may not exceed 15% of total expenses.

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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: Completion of the 2015 Regional Transportation Plan (RTP) as needed in 2015. Conduct the concurrency review of the 2015 RTP in 2017. This may include identification and prioritization of further planning needs for improving the sustainability of QUADCO's economic vitality.
4. 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 economic vitality, preservation, safety, mobility, environment, and stewardship 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.
5. Human Services Transportation Plan and Amendments: Review the 2014 HSTP for project list updates in 2016. Continue coordination, outreach, and measurement work with the 4-County Community Transportation Planning Team, managed by People For People and includes transportation service providers within the QUADCO area. The HSTP demographics and planning assumptions are updated every four years, while project lists are updated every two years. The next full HSTP update is due in 2018.

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6. Statewide Planning Participation: 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 plans. Involvement is expected to include the following activities: Washington Transportation Plan 2040, Phase II, Highway System Plan, Map-21 Target Setting Collaboration, Transportation Efficiency (E.O. 14-04), Aviation System Plan, Corridor Planning Studies, Statewide Travel Demand Model, Practical solutions, and GMA Enhanced Collaboration.
7. Regional Transportation Planning Organization Website Information: QUADCO website coordination and management. This website link is: quadco-rtpo.com.

Deliverables and Estimated Completion Dates (2015-2017)

<i>Product</i>	<i>Lead Agency</i>	<i>Timeframe</i>	<i>Budget</i>
RTIP & Amendments	Lincoln County	On-going	\$10,000
GMA Planning Review	Lincoln County	On-going	\$4,000
RTP Completion & Concurrency Review	Lincoln Co./Kittitas Co.	2015 & 2017	\$4,000
Regional Transportation Planning Projects	Lincoln County	On-going	\$152,300
Human Services Transp. Plan Amendments	Lincoln County	2016 SFY	\$4,000
Statewide Planning Participation	Lincoln County	On-going	\$16,000
RTPO Website Information	Lincoln County	On-going	\$4,000
2015-2017 BUDGET TOTAL:			\$194,300

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 (2015-2017)

<i>Product</i>	<i>Lead Agency</i>	<i>Timeframe</i>	<i>Budget</i>
Transp. Alternatives Program Coordination	Lincoln County	On-going	\$2,000
MAP-21 and other Fund Programs Coordination	Lincoln County	On-going	\$1,000
Special Grant Funding	Lincoln County	On-going	\$1,000
2015-2017 BUDGET TOTAL:			\$4,000

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

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agency staff working on behalf of, and under the guidance of the QUADCO Council. This work includes:

1. 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.
2. Other Planning Activities: Any other unanticipated participation necessary and specific to the RTPO.

Deliverables and Estimated Completion Dates (2015-2017)

<i>Product</i>	<i>Lead Agency</i>	<i>Timeframe</i>	<i>Budget</i>
Education Committee	Lincoln County	As needed	\$2,000
Other Planning Activities	Lincoln County	As needed	\$2,000
2015-2017 BUDGET TOTAL:			\$4,000

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. Estimated cost: \$5,000.
2. Projects and studies that address immediate and/or future investments consistent with the goals and described within the 2015 RTP. Estimated cost: varies greatly.

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.

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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. To assist with coordination among tribes, contact: Megan Nicodemus, Tribal Liaison for WSDOT Eastern Region, North Central Region, and South Central Region.

WSDOT requires 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, and 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:

- Washington Transportation Plan 2040, Phase II
- Highway System Plan
- MAP-21 Target Setting Collaboration
- Transportation Efficiency (E.O. 14-04)
- Aviation System Plan
- Corridor Planning Studies
- Statewide Travel Demand Model
- Practical Solutions
- GMA Enhanced Collaboration

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.

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.

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.

BUDGET

The QUADCO RTPO UPWP budget is summarized in Table A. below:

QUADCO Unified Planning Work Program
July, 2015 – June, 2017

Table A.				
QUADCO RTPO UPWP Deliverables and Budget				
<i>July 1, 2015 through June 30, 2017</i>				
<i>Work Item</i>	<i>Products</i>	<i>SFY 2016 (est.)</i>	<i>SFY 2017 (est.)</i>	<i>Total Biennium</i>
Administrative Management and Coordination	QUADCO Meeting Coordination and Information Distribution	\$5,000	\$5,000	\$10,000
	Transportation Partnerships	\$1,000	\$1,000	\$2,000
	State Representation	\$3,000	\$3,000	\$6,000
	Training	\$2,000	\$2,000	\$4,000
	QUADCO Document Updates	\$2,000	\$2,000	\$4,000
	UPWP and Related Reports	\$5,000	\$5,000	\$10,000
	<i>SUB TOTAL</i>	<i>\$18,000</i>	<i>\$18,000</i>	<i>\$36,000</i>
Regional Transportation Planning and GMA	RTIP & amendments	\$5,000	\$5,000	\$10,000
	GMA Planning Review	\$2,000	\$2,000	\$8,000
	RTP completion and concurrency review	\$2,000	\$2,000	\$4,000
	Regional Transportation Planning Projects	\$76,000	\$76,300	\$152,300
	HSTP & amendments	\$2,000	\$2,000	\$4,000
	Statewide Planning Participation	\$8,000	\$8,000	\$16,000
	RTPO Website Information	\$2,000	\$2,000	\$4,000
	<i>SUB TOTAL</i>	<i>\$97,000</i>	<i>\$97,300</i>	<i>\$194,300</i>
Funding Programs	Transportation Alternatives Program	\$1,000	\$1,000	\$2,000
	MAP-21 and other Funding Programs	\$500	\$500	\$1,000
	Special Grant Funding	\$500	\$500	\$1,000
	<i>SUB TOTAL</i>	<i>\$2,000</i>	<i>\$2,000</i>	<i>\$4,000</i>
Special Assignments Administration	Education Committee	\$1,000	\$1,000	\$2,000
	Other Planning Activities	\$1,000	\$1,000	\$2,000
	<i>SUB TOTAL</i>	<i>\$2,000</i>	<i>\$2,000</i>	<i>\$4,000</i>
	<i>GRAND TOTAL</i>	<i>\$119,000</i>	<i>\$119,300</i>	<i>\$238,300</i>

Approved for QUADCO Council:

_____ Chair, QUADCO

QUADCO Unified Planning Work Program
July, 2015 – June, 2017

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	¹ 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	² Mark Stedman	Commissioner	Rick Becker	PW Director
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	Derek Mayo	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	Linda Huber	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

¹ QUADCO Council Vice Chair

² QUADCO Council Chair

QUADCO Unified Planning Work Program
July, 2015 – June, 2017

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	Derek Mayo	City Engineer		
Moses Lake	City	³ 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	Jeffrey Bishop	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	⁴ Patrick Boss	Public Affairs & Business Developer	None	None
QUADCO Chair	RTPO	Mark Stedman	Lincoln Co. Commissioner	John Marshall	Adams Co. Commissioner
Public Transportation Official	Transit	Greg Wright	General Mngr., Grant Transit Authority	None	None

³ Transportation Policy Board Chair

⁴ Transportation Policy Board Vice Chair

ATTACHMENT G

"A" PROJECTS (SIX TOTAL "A" PROJECTS)

Agency	Title of Project	Type of Project	Service Area	Is the project new/expanded/Preservation	Project Descriptions	Estimated Funds Requested	WSDOT Amount Awarded
Grant Transit Authority	Preservation of Existing Fixed-Route Express Service from Moses Lake to Warden based Agricultural Processing Plants.	Operating - fixed route	Grant County	Preservation	Preservation of Fixed-Route Express Transportation Service for the general public with an emphasis on low-income, predominately Hispanic production plant workers. Warden receives services four times daily, seven days per week.	\$160,000	\$160,000 Ranked 2
HopeSource	HopeSource Transit System Dial-a-Ride	Operating - demand response	Kititas County	Preservation	HopeSource Dial-a-Ride is an existing demand response door-to-door operating service supporting the special needs population of Kititas County.	\$1,125,250	\$975,000 Ranked 60
HopeSource/City of Ellensburg	Central Transit - a fixed route public transit system serving the people in the City of Ellensburg	Operating - fixed route	Ellensburg, WA	Preservation	Sustain fixed route public transit system in the City of Ellensburg - Central Transit	\$548,888	\$399,911 Ranked 39
Special Mobility Services, Inc.	Continue existing deviated fixed-route service between Davenport and Spokane and between Ritzville and Spokane to provide rural residents access to needed urban services and opportunities.	Operating - route deviated	Lincoln, Adams, and Spokane Counties	Preservation	The routes will serve the general public and will utilize one vehicle traveling twice a day between Davenport and Spokane on Mondays, Wednesdays, and Fridays via Hwy 2 and between Ritzville and Spokane on Tuesdays and Thursdays via Hwy 90. The service will accommodate route deviations of up to two miles to allow greater rider access.	\$227,785	\$227,786 Ranked 23
People For People	Mobility Management Preservation for Adams, Grant and Lincoln Counties	Mobility Management	Adams, Grant and Lincoln Counties	Preservation	The Mobility Management Preservation for Adams, Grant, and Lincoln Counties project will preserve the Mobility Coordinator-Travel Trainer position that will continue to serve the special needs population and general public. This position is responsible for the coordination of transportation and human resources and increase public awareness.	\$141,088	\$140,378 Ranked 55

"A" PROJECTS (SIX TOTAL "A" PROJECTS)

Agency	Title of Project	Type of Project	Service Area	Is the project new/expanded/ Preservation	Project Descriptions	Estimated Funds Requested	WSDOT Amount Awarded
People For People	Adams, Grant & Lincoln Counties - Special Needs Transportation	Operating - fixed route, route deviated, demand response, employment options	Adams, Grant and Lincoln Counties	Preservation	This project will preserve demand response and deviated fixed-route service which will include: Sustain fixed route services from Grand Coulee to Davenport, from Othello to Moses Lake, and the Health Express Shuttle from Moses Lake to Wenatchee. Sustain demand response door-to-door and curb-to-curb services to the elderly and to persons with disabilities living in Adams and Lincoln counties and in Grant County where transit services are not available.	\$1,434,377	\$1,352,000 Ranked 10

"B" PROJECTS (SIX TOTAL "B" PROJECTS)

Agency	Title of Project	Type of Project	Service Area	Is the project new/expanded/ Preservation	Project Descriptions	Estimated Funds Requested	WSDOT Amount Awarded
Grant Transit Authority	Purchase Two Replacement ADA Compliant Buses	Capital - Vehicle	Grant County	Replacement	Purchase of two ADA compliant replacement buses that will allow Grant Transit Authority the ability to maintain fixed-route service levels without mechanical disruptions. The replacement vehicles have 390,276 and 446,772 current miles and are consistent with the GTA Fleet Replacement Plan.	\$288,000	\$205,517 Ranked 92
Special Mobility Services, Inc.	Purchase one small bus to expand deviated fixed-route service between Davenport and Spokane to provide rural residents with access to vital services.	Capital - fleet expansion	Adams, Lincoln and Spokane Counties	Fleet Expansion	This project will provide a larger sized (22-24 passenger) bus to expand the Davenport Connector Route, a deviated fixed route service between Spokane and Davenport. The service provides needed transportation to the general public and the elderly, people with disabilities, and people with low-incomes.	\$120,000	\$-0-
Special Mobility Services, Inc.	Expand deviated fixed route service between Davenport and Spokane to provide rural residents access to needed urban services and opportunities	Operating - route deviated	Lincoln and Spokane Counties	Expand Service	The Davenport-Spokane Connector Route serves the general public and travels twice a day between Davenport and Spokane on Mondays, Wednesdays, and Fridays via Hwy 2. The service expansion being requested in this project would expand service to five days per week, and would allow three round trips one day a week.	\$101,439	\$96,367 Ranked 86

4-County Service Providers---QUADCO Approved Project Ranking

Funding Years 2015-2017

"B" PROJECTS (SIX TOTAL "B" PROJECTS)

Agency	Title of Project	Type of Project	Service Area	Is the project new/expanded/ Preservation	Project Descriptions	Estimated Funds Requested	WSDOT Amount Awarded
People For People	Replacement Vehicles to Sustain Special Needs Transportation in Adams, Grant and Lincoln Counties	Capital - vehicle	Adams, Grant and Lincoln Counties	Replacement	This project will replace six aging 14-passenger light duty cutaway van chassis vehicles with three 14-passenger light duty ADA vehicles and three 28+2 medium chassis ADA vehicles equipped with radios, video equipment, Mobile Data Terminals, and GPS technology.	\$561,586	\$280,842 Ranked 70
People For People	Lincoln County Community Connector Expansion Project	Operating - deviated fixed route	Lincoln County	Expand Service	The Lincoln County Community Connector Expansion Project will provide additional express runs to the existing Grand Coulee-Davenport Connector that currently operates three (3) days per week providing two runs per day. This will add two additional days of service increasing service to five (5) per week and add an additional mid-day run one day per week.	\$138,320	\$138,320 Ranked 85
Total						\$4,721,720	\$3,976,121

In addition People For People received funding for two other RTPD projects:

- 1) Transportation services from Wenatchee to Quincy – transporting workers to Quincy Foods and Con Agra Foods. Award = \$183,540
- 2) Transportation services from Othello to the Tri-Cities twice per month - \$25,536