



# PALOUSE RTPO SFY 2021 UPWP DRAFT

March 03, 2020



Palouse Regional  
Transportation Planning  
Organization  
Unified Planning Work  
Program (UPWP)



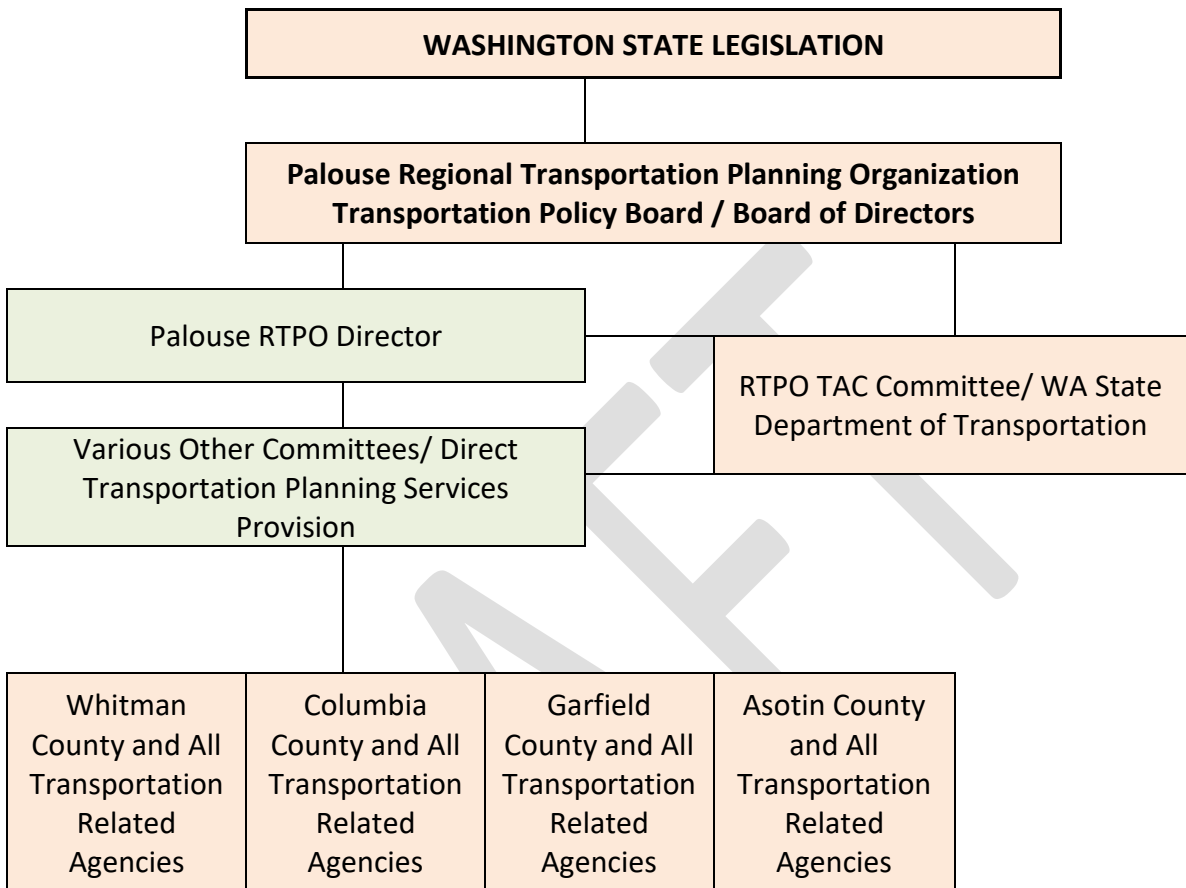
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[www.palousertpo.org](http://www.palousertpo.org)

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# ORGANIZATIONAL CHART



# REGIONAL MAP

Washington County Selection Map



Palouse RTPO Region  
(Asotin, Columbia, Garfield  
and Whitman County)

**Member Counties:**

Asotin  
Columbia  
Garfield  
Whitman

**Transit Members:**

Asotin County PTBA  
Garfield -Pomeroy  
COAST Transit-Colfax  
Columbia Transit  
Pullman Transit

**Member Tribes:**

Nez Perce Tribes

**Member Cities:**

City of Asotin  
City of Clarkston  
City of Colfax  
City of Dayton  
City of Palouse  
City of Pomeroy  
City of Pullman

**Member Ports:**

Port of Columbia  
Port of Clarkston  
Port of Garfield  
Port of Whitman

**Member Towns:**

Town of Albion  
Town of Colton  
Town of Endicott  
Town of Farmington  
Town of Garfield  
Town of LaCrosse  
Town of Lamont  
Town of Malden  
Town of Oakesdale  
Town of Rosalia  
Town of St. John  
Town of Starbuck  
Town of Tekoa  
Town of Uniontown

## POLICY BOARD MEMBERS

Representing	Title	Members
Asotin County	County Commissioner	Brian Shinn
Asotin County PTBA Transit	Transit Manager	Jenny George
City of Asotin	Mayor	Dwayne Paris
City of Clarkston	Mayor/ Representative	Monika Lawrence / Steven Ebert
City of Colfax	Mayor	James Retzer
City of Dayton	Mayor	Zac Weatherford
City of Palouse	Mayor	Chris Cook
City of Pomeroy	Mayor	Paul Miller
City of Pullman	Councilman	Brandon Chapman
Town of Rosalia	Mayor/ Representative	Lee Root/ Robert Ward
COAST Transportation	Transit Contracts Manager	Craig Vantine
Columbia County	County Commissioner	Mike Talbott
Columbia County Transportation	Transit Manager	David O'Campo
Garfield County	County Commissioner	Justin Dixon
Garfield County Transit	Transit Manager	Rachel Anderson/ Jeff Ruchert
Port of Clarkston	Port Manager	Wanda Keefer
Port of Columbia	Port Manager	Jennie Dickinson
Port of Garfield	Port Manager	Diana Ruchert
Port of Whitman County	Port Commissioner	Kristine Meyer
Town of Albion	Mayor	Carolyn Emerson-Farr
Town of Colton	Mayor	Jerry Weber
Town of Endicott	Mayor	Steve Salzman
Town of Farmington	Mayor	Brian Oliver
Town of Garfield	Mayor	Jared Pfaff
Town of LaCrosse	Mayor	Randy Camp
Town of Lamont	Mayor	Mike Thomas
Town of Malden	Mayor	Fran Maxwell
Town of Oakesdale	Mayor	Dennis Palmer
Town of St. John	Mayor	Mike Webb
Town of Tekoa	Mayor	Troy Wilson
Town of Uniontown	Mayor	Dave Jacobs
Whitman County	County Commissioner	Dean Kinzer
WSDOT, Eastern Region	WSDOT ER Representative	Mike Gribner / Char Kay, alternate
WSDOT, South Central Region	WSDOT SC Representative	Todd Trepener / Paul Gonseth, alternate
WSU Transportation	Director	John A Shaheen

## TECHNICAL ADVISORY BOARD (TAC)

Members	Title	Representing
Charles Eaton	Public Works Director	Columbia County
Charlene kay	Regional Planning manager	WSDOT, Eastern Region
Dustin Johnson	Public Works Director	Asotin County
Grant Morgan	Public Works Director	Garfield County
Kevin Poole	Public Works Director	City of Clarkston
Kevin Gardes	Public Works Director	City of Pullman
Mark Storey	Public Works Director	Whitman County
Matt Hammer	Public Works Director	City of Colfax
Paul Gonseth	Regional Planning Manager	WSDOT, South Central Region
Shaun Darveshi	Director	Palouse RTPO

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## **PALOUSE REGIONAL TRANSPORTATION PLANNING ORGANIZATION**

### **FY 2020-21 UNIFIED PLANNING WORK PROGRAM July 1, 2020 - June 30, 2021**

## **I. INTRODUCTION**

The Boards of Commissioners of Asotin, Columbia, and Garfield Counties established the Palouse Regional Transportation Planning Organization (PRTPO or Palouse RTPO) by resolution on January 16, 1991. Whitman County became a member of the PRTPO in July 2003 through an Interlocal Agreement signed by all four counties. On January 14, 2015 an interlocal agreement for the reformation of the Palouse RTPO was signed into effect by all four counties, towns and cities (except the town of Lamont, Malden and Oakesdale). The term of this new agreement is perpetual until the joint and comprehensive undertaking is either voluntarily dissolved or discontinued pursuant to RCW 47.80.020, or as established by an amendment to the Agreement.

The PRTPO includes the geographic area within the boundaries of Asotin, Columbia, Garfield, and Whitman Counties, Washington, and serves legislative districts of 9<sup>th</sup> and 16<sup>th</sup>, as well as 5<sup>th</sup> WA state congressional district. In 2003, the Governors of the States of Idaho and Washington designated The Lewis Clark Valley Metropolitan Planning Organization (LCVMPO) which includes the urban areas and cities of Nez Perce County in Idaho, And Asotin County in Washington. Asotin County has membership in the LCVMPO and is also a member of the PRTPO.

Town of Rosalia is the current lead/fiscal agency responsible for the finance operation of the Palouse RTPO funds. According to an agreement signed in June 2017, Town of Rosalia will serve as a fiscal agency beginning SFY 2017. The agreement automatically renews for every two years unless either party provides a 60 days' notice to renegotiate, amend or terminate the agreement.

## **II. PURPOSE**

The purpose of the Palouse RTPO is to provide a continuing, cooperative, and comprehensive transportation planning process that provides continuity to the transportation planning in the four-county area. Through this forum, the Palouse RTPO prepares and maintains a decision-making process for regional transportation planning which augments and supports local transportation planning programs within the individual counties.

The Purpose of the Unified Planning Work Program (UPWP) is to identify work proposed during the next funding cycle organized by major activity and task. The UPWP

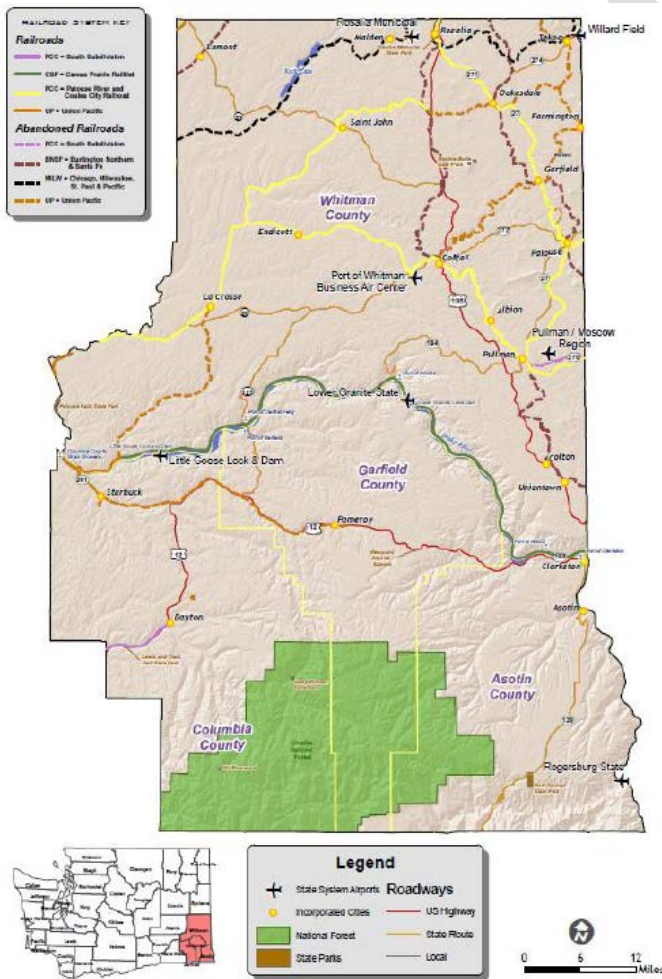


was prepared in accordance with the State Fiscal Year 2020 UPWP Planning Guidance, provided in December 2019.

### III. REGION'S KEY ISSUES

Transportation planning is an adaptive, community involved and a long-term iterative process. The process includes conducting studies, allocating funding, and designing solutions before constructing projects and a final achievement being a completion of a project. The starting point is the identification of issues facing the region.

The Palouse RTPO region has many important transportation issues that the region is dealing to improve every day. Issues include preservation and maintenance of existing structures, Safety, Mobility, freight corridors and Public Transportation to improve access to jobs, recreational areas, medical and commercial services, and social activities. Well thought out investments can produce large economic returns for the region and the state.



The region has a fairly balanced multi-modal system that includes river, road, rail, and air transportation. The most critical portion of the system is the road network. All shipments of goods start and finish on a portion of the road system. The roads consist of State highways, county roads, and city streets. All are critical to the efficient transport of goods and services in the region.

One of the highly sought after key issue is a lack of adequate funding to preserve and maintain the existing infrastructure, in addition, to provide safety for all modes. With an increasing cost of preservation, there's a need for additional money to keep up with the existing projects and scheduled maintenance. Various trail development efforts are also being underway to improve the region; additional money will be needed to upgrade, add and improve those

trail and bike systems to support economic vitality and health benefits.

The new manufacturing facility opening by the town of Starbuck, WA in Columbia County on SR261 would be a corridor to look and plan for as the company- Columbia Pulp is planning to add more than 50-100 jobs in a region in an upcoming couple of years. Traffic flow and its effect on current traffic will substantially change once the construction and operation phase of the company begins.

Several factors affect the ability of the multi-modal system to service the economic and social needs of the region. These include the Snake River and short-line railroads needed to transport grain and other regionally produced commodities to major ports for shipment within and outside of the United States. The Snake River usually requires a dredging effort every 7-9 years to maintain sufficient depth for fully loaded barge traffic, which was completed in 2015. With the dredging completed, the Portland port's decision to stop shipping containers due to lack of container demands is turning shippers to find other modes to move commodities and creating difficulty for certain shippers. However, the recent completion of an extended 14-week river navigation lock outage will help in freights and goods mobility within the region. Economic viability of the system can be compromised when certain shipping avenues are not available when needed. However, the region has been working extremely hard towards finding various alternatives to keep commodity and economy moving.

Short-line railroads are a critical link for transport from local collection points to barging facilities or rail terminals for onward movement to regional transfer facilities. Maintenance of rail facilities is necessary for efficient rail operations. Although there have been recent investments into some of the local short line rails, an additional investment must be made to prevent further deterioration. Otherwise, travel speeds will be further reduced, increasing operating costs and reducing profitability. This may result in additional rail line abandonment.

Both of these systems are critical in moving freight through the region. A reduction in the capability of rail or river transportation capability will result in a significant trip and load increases to the road system. Unfortunately, there has been some efforts and studies looking into breaching the snake river dams, which carries almost 90% of our local agricultural and other product commodities through the river barges. The dam breaching would substantially change the Palouse region and would become a serious key issue for years to come as the current road system is not adequate for regional needs in many areas to support year-round trucking, for efficient access throughout the region, and adequate safety. According to CRSO draft released in March 2020, dam breaching has been considered an undesirable option, which is a good news for the region.

During the spring thaw, many local and county roads have weight restrictions imposed to prevent surface deterioration. Most of the region's roads are narrow, have impaired sightlines, and have an inadequate structural section to support heavy loads.

Air service is another key component to the transportation infrastructure, both in terms of passenger and cargo capabilities. Carriers may reduce services as operating costs increase. Ongoing strategic investments into the air transport system may be required in order to improve the facilities so that the necessary volumes of traffic, both for the transport of goods and of people, can be maintained in an economically efficient manner. The runway realignment project at the Pullman-Moscow Regional Airport is a critical project that, once completed, will provide for the continued viability of that critical transportation resource. Additionally, airport access for heavy loads is also restricted by the local road system and the seasonal weight restrictions that are placed upon them. Other regional airports who serve the Palouse area are the Lewiston Airport and the Walla Walla Airport.

The Palouse RTPO region also recognizes a need for connecting public transportation within the four counties. We constantly work with our Public Transit Subcommittee to look at various opportunities to coordinate and facilitate transportation services to facilitate job growth and various other opportunities an individual can benefit from the connected public Transit services. The community has been seeking an intercity network that can connect Moscow, Pullman, Clarkston and Spokane, besides there has been plenty of effort is being recognized by various nonprofits to provide vanpool and various other public transportation services to small rural towns within the region to connect them to Pullman and Clarkston cities. Public transportation funding has been a big concern for the region due to limited money and increased demand for additional public transportation services.

## IV. RECENT ACCOMPLISHMENTS

Fiscal year 2019-20 resulted in the following accomplishments of major projects and Studies:

1. Ongoing review of Palouse 2040, Regional Transportation Plan for four counties of the PRTPO.
2. Ongoing review CPT-HSTP 2018 Plan for 2018-2022 years.
3. Ongoing monitoring and new awards of the available Transportation Alternatives Program funds in Oct 2019, with ongoing support being provided to selected projects.
  - a. City of Dayton: S 3<sup>rd</sup> St Sidewalk replacement project (\$211k)
  - b. Asotin County- Heights Elementary/ Lincoln Middle School ADA and Sidewalk Improvement- Phase I (\$76k)
  - c. Palouse Trail ways connectivity Plan (\$54k- New award)
4. Assisted various agencies in Comp plan development process.
5. Assisted various agencies in local TIP and STIP development process.
6. Assisted local nonprofits on various transportation-related issues.
7. Participated and assisted in various WSDOT planning committees.
8. Kicked off the Palouse Regional Trail Ways Connectivity Plan. The URL is: [www.palousetrails.palousetpo.org](http://www.palousetrails.palousetpo.org)
9. Kicked off the SRTS GIS Website efforts
10. Kicked off the Regional GIS Information Model efforts
11. Ongoing participation for Palouse Trail, Blue Mountain Trail and Touchet Valley Trail Committees.
12. Continuous Development, upkeep and maintenance of the PRTPO website. Website is designed for effective communication, friendly navigation and information sharing among the entire region. The URL is <http://www.palousetpo.org/>.
13. Accomplished the support efforts to assist in various local grants and local projects throughout the region.
14. Organized and hosted six Transit Subcommittee meetings during SFY20
15. Organized and hosted four TAC and Policy Board meetings during SFY20
16. Provided traffic counter free rental program for all member agencies. Available at a formal request from an agency and counter availability.
17. Ongoing traffic counter and data collection program for the entire region.
18. Assisting transit agencies for various needed coordination, optimal rerouting options, and other technical assistance as needed.
19. Updated new resources available for local agencies for the project and grant needs.
20. Draft policy assistance for City of Pullman Complete Streets Ordinance and assistance with ongoing complete streets activities.
21. Completed third successful year of the Palouse Driver Safety Campaign with the grant money received from the WSDOT ER and WTSC.

22. Held various events, workshops and a one-day regional conference for the Palouse Driver Safety Campaign.
23. Ongoing everyday website update, social media updates and various other outreach efforts for the driver safety campaign to help travelers improve their driving behavior. The URL is: [www.safepalousedrivers.com](http://www.safepalousedrivers.com)

## V. CONSISTENCY WITH THE WASHINGTON TRANSPORTATION PLAN

The Palouse RTPPO supports the investment guidelines and key policy recommendations of the Washington Transportation Plan 2040 and Beyond. The guidelines include Preservation, Safety, Mobility, Environment, Stewardship and Economic Vitality. The critical messages include an identifiable need for secure, sustainable, long term source of funding for transportation and maintain reliable, efficient freight movement within the state. A key finding of the WTP 2040 includes Preservation and Maintenance, Safety, Freight mobility, Public Transportation, Public Health and Accountability and Transparency. WTP 2040 also talks about three specific areas for increased state involvement with Transportation corridors; Special Needs Transportation, Connecting communities. The main body of the WTP contains additional information. Phase II of WTP is working on implementation strategies from 2017-2040. Phase II focuses on four focus areas- maintain and preserve assets, manage growth and traffic congestion, enhance multimodal connections and choices, Align the funding structure with the multimodal vision. Various other action items are listed in the full report.

In 2018, the Palouse RTPPO completed its long range transportation plan- the Palouse 2040, a visionary transportation plan for the region with input from various stakeholders, public and local government within the PRTPO region. The plan was developed to be consistent with Statewide Transportation Planning efforts as well as local agency comprehensive plans.

## VI. WSDOT UPWP GUIDANCE

The Washington State Department of Transportation provides RTPPOs and MPOs with specific guidance and oversight during the preparation of UPWPs. This guidance and oversight provide to achieve consistency with the Federal and state planning requirements as well as consistency with the planning efforts in the local agency level and other surrounding transportation planning organizations. The State Fiscal Year 2020 Unified Planning Work Program Guidelines were used in the preparation of this UPWP.

## VII. UPWP WORK ELEMENTS

The Palouse RTPO desires to be consistent with WSDOT’s UPWP Planning Guidelines and 23 CFR 450.306, which requires that the planning process be continuous, cooperative, and comprehensive, and provide for consideration and implementation of projects, strategies, and services that will address the following factors:

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

To accomplish this, the UPWP is presented in the following work elements:

A. Program Administration	Budget: \$54,400
B. Transportation Planning	Budget: \$51,100
C. Data Collection and Analysis	Budget: \$4,000
D. Transportation Improvement Projects	Budget: \$5,570
E. PRTPO Planning Duties	Budget: \$12,200
F. Recent/Ongoing Accomplishments	Budget: \$0

Budget Total: \$127,270

Estimated Revenues: General: \$0

Held Over: \$0

## A. Program Administration

**Work Performed by:** Palouse RTPO Staff

**Timeframe:** Ongoing / Continuous for Program Administration.

1. Purpose/function: The Program Administration is considered to be those activities directly related to the administration and management of the Palouse RTPO. Administrative services are reimbursed on a cost reimbursement basis.
2. Work process:
  - a. Update and maintain the Policy Board and TAC Committee membership lists, attached at the front of this document.
  - b. The PRTPO Policy Board and Executive Board shall be responsible for the Executive Management and oversight of the administrative activities of the PRTPO in accordance with the current By-Laws for the Palouse RTPO, and as directed by WSDOT through the Policy Board.
  - c. All contracts with outside contractors and consultants shall be prepared in accordance with the WSDOT Local Agency Guidelines and as approved by the PRTPO Policy Board. Consultant projects shall follow the following general guidelines:
    - a. The TAC Committee will review the needs of the project, and will develop a set of goals, and approach to hiring a consultant, and make a recommendation to the Policy Board.
    - b. PRTPO staff will liaison with the WSDOT Tribal and Regional Planning Office to allow for the review of the project, and incorporate revisions into the final contract documents prior to the PRTPO executing any agreement;
    - c. The Palouse RTPO Policy Board will review the proposed contract and authorize the President to execute the contract through consensus or vote.
3. Amending the UPWP: Once adopted by the RTPO Policy Board, this UPWP may be amended through a majority vote of the Policy Board members, as per the current by-laws of the organization at the time of any such vote. Common reasons to amend this UPWP include: 1) Substantial budget changes during the fiscal year; 2) The need to include new additional work or project elements as determined through program needs; 3) Through WSDOT request. All proposed amendments to the UPWP will conform to a full review with WSDOT prior to execution. Includes annual report.
4. Work tasks: The following work tasks are performed by PRTPO staff on an on-going basis.

a. Program Management and Support	\$ 28,000.00
b. Regional and Statewide Coordination	\$ 10,000.00



c. Professional Development and Staff Training	\$ 5,500.00
d. Update to Foundation Documents: Interlocal Agreements, By-Law revisions, etc.	\$ 2,000.00
e. Coordination/Communication with Federal and State Legislators	\$ 2,000.00
f. Unified Planning Work Program (UPWP)	\$ 2,400.00
g. UPWP Annual Performance and Expense Report	\$ 1,500.00
h. Public Involvement / Education	\$ 1,500.00
i. Title VI Plan and Reporting	\$ 1,500.00
j. Tribal Involvement/ Consultation	\$ 500.00
k. Self-certification and memorandum of agreement	<u>\$ 500.00</u>
Total for Program Administration:	\$ 54,400.00

5. Work products/results: The following are expected results and/or outcomes related to the work tasks.

- a. Program Management and Support – Costs budgeted are consolidated above.
  - Prepare Policy Board and TAC meeting notices and corresponding minutes.
  - Prepare financial reports for Policy Board review and approval.
  - Prepare Budgets for Policy Board review and approval.
  - Prepare Annual Performance and Expenditure Report
  - Prepare staff reports to the Policy Board.
  - Update Website information as required.
  - Manage personnel activities, clerical support, scheduling, TAC committee support, maintain an accounting of expenditures by account for reimbursement purposes.
  - Other duties and documents as required.
- b. Regional and Statewide Coordination
  - Attend Regional and Statewide Coordinator meetings as necessary.
  - Maintain PRTPO engagement in statewide planning efforts.
  - Continue to develop and foster relationships with WSDOT, public transportation operators, freight operators, local agencies, ports, private citizens, etc. to maintain planning efforts consistent with public interest.
- c. Professional Development and Staff Training
  - Attend training as approved by RTPO Policy Board.
- d. Update to Foundation Documents: Interlocal Agreements, By-Laws, etc.
  - Prepare and maintain Interlocal Agreements between counties for the formation of the RTPO.
  - Review and update, as necessary, RTPO By-Laws to reflect any changes as directed by the Policy Board.



- Incorporate changes to foundation documents as required by WSDOT.
- e. Coordination/Communication with Federal and State Legislators
  - Attend regional and statewide meetings as necessary.
  - Prepare letters and other correspondence as directed by the Policy Board.
- f. Unified Planning Work Program (UPWP)
  - Prepare and amend as necessary.
  - Coordinate with WSDOT's planning staff during the preparation and update process.
- g. UPWP Annual Performance and Expenditure Report
  - Prepare and submit the annual reports to WSDOT in accordance with guidelines.
- h. Public Involvement/ Education
  - Continue to review, update and implement the public involvement and education related opportunities
  - Gather input on various public projects through continuous participation and engagement
- i. Title VI plan and reporting.
  - Continue to review, update and implement the Title VI policies and procedures
  - Prepare the Annual Title VI Report to WSDOT.
  - Report to the Policy Board and WSDOT any issues related to non-compliance of the Title VI requirements.
  - PRTPO complies with Title VI with 49 CFR part 21.7 based on agreement signed in 2012 for non-discrimination agreement population under 100,000- That no person shall on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the PRTPO regardless of whether those programs and activities are federally funded or not. Activities and programs which the Recipient hereby agrees to carry out in compliance with Title VI and related statutes include, but are not limited to transportation services offered within PRTPO.

## B. Transportation Planning

**Work Performed by:** PRTPO Staff, TAC, Transit providers, or by a Consultant as specified below by work product.

(Unfunded project list is populated in separate section in this UPWP)

**Timeframe:** Ongoing / Continuous, or as indicated by product.

1. Purpose/function: To complete PRTPO planning duties in accordance with the state RCWs, WACs and guidelines.
  
2. Work tasks/Budget Items:
  - a. Planning Technical Support to Organization, Members, and Tribes  
\$15,000
  - b. External Coordination with WSDOT and MPO/RTPO Members \$15,100
  - c. Long Range Regional Transportation Plan (RTP) Update \$9,000
  - d. Public and Stakeholder Participation and Outreach \$2,000
  - e. Planning Consultation and Services \$4,000
  - f. Special Studies and Plans \$6,000
  - g. Coordinated Public Transit -Human Services  
Transportation Plan (CPT-HSTP) \$25,000
  - h. Palouse Trail Connectivity Study \$30,000
  - i. Palouse Driver Safety Campaign \$18,000
  - Total for Transportation Planning \$124,100
  
3. Work products/results: The following are expected results and/or outcomes related to the work tasks.
  - a. Planning Tech Support to Organization, Members and Tribes
    - Review and update the transportation strategy for the region, including policies, land use assumptions, regional systems, and local issues.
    - Staff provides ongoing technical support and feedback as necessary.
    - TAC provides Technical Review as needed.
  - b. Coordination with WSDOT and RTPO Members and other planning organizations
    - Maintain external contact with individual members and planning partners on a periodic basis.
    - Coordinate with WSDOT, neighboring RTPO's, Lewis and Clark Valley MPO, and other local and regional transportation organizations for consistency
    - Coordinate with the Pullman-Moscow Regional Airport for airport improvements.
  - c. Long Range Regional Transportation Plan (RTP) Update.
    - Perform a biennial review of the Regional Transportation Plan to determine currency of the plan. Forward the results of the review to WSDOT including the RTPO schedule for the next plan update.
    - Ensure the regional transportation plan addresses the regional corridors and associated intermodal connections associated with issues of statewide intercity mobility services.
    - Update the plan as needed between regular updates, to be consistent with emerging transportation needs of the region.

- Review and verify consistency of the regional plan with Growth Management Act requirements for all four counties.
- d. Public and Stakeholder Participation and Outreach
- Maintain early and continuous public involvement through the planning process.
  - Update notices, administrative documents, and planning documents on website.
  - Plan outreach meetings and planning workshops as directed by the Policy Board.
  - Prepare media strategies related to newspaper articles, interviews, etc.
  - Outreach to the Nez Perce and Umatilla Tribes to coordinate transportation planning efforts.
- e. Comprehensive Plan Certification
- Review and update the county and local transportation planning efforts.
  - Review the comprehensive plans prepared by adopted the local governments and certify the elements that ensure the regional transportation planning goals, policies are aligned with the state as well as local planning efforts.
  - Prove a written certification to certain elements (i.e. Transportation, Housing, Land use, etc.) identified by the RCW to ensure the comprehensive plan is consistent with the regional other local governmental efforts.
- f. Planning Consultation and Services
- Review and update the transportation strategy for the region including the goals and policies, land use assumptions, regional transportation system, and key transportation issues identified in the region's transportation plan. Verify that established goals and policies are consistent with Growth Management Act guidelines.
  - Where appropriate, verify that Columbia and Garfield Counties' county-wide planning policies and the regional transportation plan are consistent. Continue to work with both counties to ensure that consistency exists between county and regional transportation issues, goals and policies, land use assumptions, and regional transportation systems identified in the PRTPO Regional Transportation Plan. Although Asotin and Whitman Counties are not required to fully plan under the Growth Management Act, the RTPO will request acknowledgement that these items are consistent with the projected ideas of transportation in these two counties.
  - Coordinate with neighboring RTPOs on common transportation issues and joint studies.

- Coordinate with WSDOT and provide local input into state planning studies.
  - Coordinate with regional cities, towns, ports, counties, transit agencies and provide local input into regional and local planning studies.
  - Develop, negotiate and manage consulting contracts on behalf of the Policy Board.
- g. Special Studies and Plans
- Special studies include any activities that may lead to an additional efforts of collecting data, carrying planning studies such as Traffic and trail counters, Freight data collection, assisting various local and state studies as an active participant. Allow for co-participation with the Counties, as desired, and allow for the use of STP Funds as they are allocated for projects within the RTPO.
- h. Coordinated Public Transportation – Human Services Transportation Plan (CPT-HSTP)
- Continue to plan regional public transportation activities within the region by engaging and working with all public transportation service providers of the Palouse region.
  - Continue to develop and foster relationship with Human Services Transportation providers that inform the needs met by Public Transportation operators.
- i. Palouse Trailways Connectivity Plan
- Study the active transportation needs for the region
  - Identify connectivity gaps, improvements and develop a public website and a short vision to improve active transportation needs.
- j. Palouse Driver Safety Campaign
- Continue with the fourth year of the campaign to educate drivers and community on importance of safe driving to reduce serious and fatal injury crashes in the region in support of Target Zero initiative of the state.
  - Continue working with the community to educate on distracted, drowsy and young driving in the region.

### C. Data Collection and Analysis

**Work Performed by:** PRTPO staff, TAC, Transit providers, or by a Consultant as specified below by work product.

**Timeframe:** Ongoing / Continuous, or as indicated by product.

1. Purpose/function: Work with member jurisdictions and transit agencies to provide for the collection of data that is pertinent to their transportation plan

or element and the Regional Transportation Plan. Once data is collected it will be organized, updated, and tracked. Data will be used to facilitate the development of Regional Transportation Plans, Transportation Improvement Programs and other special reports as needed.

2. Work tasks: The work tasks in this section are the responsibility of the PRTPO staff to execute, or to procure expert services when technical expertise is not available through other means.
  - a. Assist members to gather and maintain data to implement and support the regional transportation planning process.
  - b. Assist local residents and public transportation agencies to gather public transportation input via surveys and public meetings to determine consolidated biennium project rankings for public transportation funding.
  - c. Identify and utilize regional and local studies as necessary for analysis of transportation issues within the region using appropriate technical methods as established by state and federal guidelines and policies.
  - c. Identify new funding sources for identified deficiencies within the region.
  - d. Review and analyze collected data for relevancy and meaning as related to system performance.
  - e. Review possibilities for travel demand model forecasting
  - f. Review, monitor and identify federal functional classification system updates.
3. Work products: Population and employment data, traffic counts and other related data, crash data, Regional Deficiency/TIP Comparison Matrix and data for transportation plans. Completion date(s) are determined by the project needs; usually are quick turn-around tasks.

Total for Data Collection and Analysis: \$ 4,000.00

#### D. Transportation Improvement Program (TIP)

**Work Performed by:** PRTPO staff, TAC, Transit providers, or by a Consultant as specified below by work product.

**Timeframe:** Ongoing / Continuous, or as indicated by product.

1. Work Process:
  - a. Perform long-range planning consistent with RCW 47.04.280 and the investment guidelines of the WTP. Maintain a current Transportation Improvement Program summary for the region agencies.
  - b. TIP Development: Prepare the Regional Six-Year Transportation Improvement Program (TIP) in conjunction with member jurisdictions, transit agencies, and WSDOT. The RTPO submits the TIP to the WSDOT Transportation Planning Office and Highways and Local Programs Division in October.

- c. Assist member agencies and entities, as requested, with preparation of their portion of the regional TIP.
  - d. TIP Amendment: Prepare amendments as necessary.
  - e. Maintain a copy of the region TIP on the RTPO website.
  - f. Obligation Status Monitoring and Reporting: Coordinate with WSDOT on funds specifically awarded and obligated through the RTPO.
2. Work products:
- a. Updated RTPO transportation strategy, completed RTP concurrency review, consistency between city, county, and the regional transportation plans, a six-year TIP for the region, and consistent levels of service within the region. Appropriate documents to be completed as required, completion dates vary with the activity. \$ 3,570.00
  - b. Engagement with other partner organizations throughout the region to advocate for, and provide technical assistance to, efforts to improve the airport facilities within the Palouse RTPO boundaries. Maintain a file with meeting minutes, and appropriate documents. Engage with the airport manager on an ongoing basis, and invite the manager's participation with the PRTPO Policy Board. Ongoing program, so no completion dates listed. \$ 1,000.00
  - c. Provide a forum to the State Department of Transportation for coordinating local input into strategic freight corridors studies. Advocate for, and assist as necessary, the coordination of the State's strategic freight corridors with all other freight plans. Completion date(s) are as projects require. \$ 500.00
  - d. Update the top transportation needs (projects) within the PRTPO with local and regional economic development agencies. \$ 500.00
- Total transportation Improvement program: \$5,570.00

## E. RTPO Planning Duties

**Work Performed by:** Work tasks in this section are primarily accomplished through the PRTPO staff, in coordination with WSDOT Eastern and South Central Region Planning, the PRTPO TAC, and the WSDOT Tribal and regional coordination Office, depending upon the issue.

**Timeframe:** Ongoing / Continuous, or as indicated by product.

1. Purpose/function:  
Other planning functions/duties that are in addition to the above.
2. Work tasks:  
Proposed work tasks include:
  - a. Verify on an on-going basis that RTPO planning efforts are consistent with Transportation System Policy Goals as defined in RCW 47.04.280 and consistent with the Washington Transportation Plan investment

guidelines. The following are the primary policy goals as defined in RCW 47.04.280:

- i. Preservation: maintain, preserve, and extend the life and utility of prior investments in transportation systems and services.
- ii. Safety: provide for and improve the safety and security of transportation customers and the transportation system.
- iii. Mobility: improve predictable movement of goods and people throughout Washington State.
- iv. Environment: enhance Washington’s quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment.
- v. Stewardship: continuously improve the quality, effectiveness, and efficiency of the transportation system.
- vi. Economic vitality: enhance the economic stability and growth of the region through the designation and improvement of freight corridors, improvement of freight movement and mitigation of impacts, improvement of system efficiency and connectivity, improvement of project delivery speed, improvement of all-weather county road system, and improvement of information technology.

b. Tribal Consultation	\$1,200.00
c. Review of County, City and Town Comp Plans	\$4,000.00
d. Review of Countywide Planning policies adopted under GMA	\$2,000.00
e. Participate in State and Local planning activities:	
a. WSDOT Modal and Corridor Sketch Plans	
b. WSDOT Performance measure participation	
c. Climate change activities at WSDOT’s request	
d. Attend Coordinating Committee meetings and other committee meetings as scheduled.	\$4,000.00
f. Analysis and review of FAST Act Requirements	\$1,000.00
Total for RTPO Planning:	\$12,200.00

3. Work Products:

Proposed work products include:

- a. Provide regular communications between the tribal community, county and town, PRTPO TAC Committee, the PRTPO Policy Board, transit providers, WSDOT State Planning Office, and WSDOT Regional Planners in an effort to verify on an on-going basis that RTPO planning efforts are consistent with Transportation System Policy Goals as noted above. Evaluate that feedback to determine compliance.
- b. Review FAST ACT Requirement as necessary and provided feedback to policy board regarding analysis and findings.

## VIII. Unfunded Transportation Planning Items, with Cost Estimates:

The following list of unfunded project is not based on priorities, however this list may be modified for a final draft as regional priorities changes through various outreach coordination, to include additional project needs within the region:

- a. All Weather Roads Study to identify impact on rural roads and economic development. < \$ 50,000 >
- b. Feasibility study to identify driver signage/Messaging board needs within the PRTPO roads <\$ 25,000>
- c. Develop ADA Transition Plans for the region < \$ 60,000 >
- d. Assist members in region wide GIS hardware and/or software support in implementing GIS in region. < \$ 80,000 - \$ 145,000 >
- e. Colton – Uniontown pathway study to determine route, engineering requirements, and right-of-way issues < \$ 35,000 >
- f. Regional cost assessment for public transportation electrification <\$50,000>
- g. Pullman Airport to WSU community pathways feasibility study <\$40,000-60, 000>

Note: The costs estimated for the unfunded projects are estimates only, subject to change upon the commencement of planning activities.

Adopted by the Palouse RTPO Policy Board on \_\_\_\_\_:

By: \_\_\_\_\_  
Robert Ward, Transportation Policy Board Chair

Attest: \_\_\_\_\_  
Shaun Darveshi, Director



## APPENDIX A: UPWP Proposed Budget Sheet

SFY 2021 Unified Planning Work Program Proposed Budget								
Palouse RTPO								
Task Code	Task Description	STP for Planning	STATE - RTPO	TASK FUNDING SUMMARY				
				FEDERAL	STP for Planning	STATE - RTPO	LOCAL or Other	TOTAL
<b>Program Administration</b>								
	Program Management and Support		28,000	0	0	28,000	0	28,000
	Regional and Statewide Coordination		10,000	0	0	10,000	0	10,000
	Professional Development and Staff Training		5,500	0	0	5,500	0	5,500
	Update to Foundation Documents: Interlocal Agreement and Bylaws		2,000	0	0	2,000	0	2,000
	Coordination/Communication with Federal and State Legislators		2,000	0	0	2,000	0	2,000
	Unified Planning Work Program (UPWP)		2,400	0	0	2,400	0	2,400
	UPWP Annual Performance and Expenditure Report		500	0	0	500	0	500
	Public Involvement/Education		1,500	0	0	1,500	0	1,500
	Title VI Plan and Reporting		1,500			1,500		1,500
	Tribal Involvement/ Consultation		500	0	0	500	0	500
	Self-Certification Document		500	0	0	500	0	500
	Memorandum of Agreement (23 CFR 450.314)		0	0	0	0	0	0
	<b>Administration Total</b>	<b>0</b>	<b>54,400</b>	<b>0</b>	<b>0</b>	<b>54,400</b>	<b>0</b>	<b>54,400</b>
<b>Transportation Planning</b>								
	Planning Technical Support to Organization, Members, and Tribes		15,000	0	0	15,000	0	15,000
	External Coordination with WSDOT and MPO/RTPO Members		15,100	0	0	15,100	0	15,100
	Metropolitan Transportation Plan (MTP) Update		0	0	0	0	0	0
	Long Range Regional Transportation Plan (RTP) Update		9,000	0	0	9,000	0	9,000
	Public and Stakeholder Participation and Outreach		2,000	0	0	2,000	0	2,000
	Planning Consultation and Services		4,000	0	0	4,000	0	4,000
	Intelligent Transportation System (ITS) Plan		0	0	0	0	0	0
	Special Studies and Plans		6,000	0	0	6,000	0	6,000
	Congestion Management Process for TMAs		0	0	0	0	0	0
	Human Services Transportation Plan (HSTP)		0	0	0	0	25,000	25,000
	Palouse Trail Connectivity Study (Approx cost \$55k)	30,000	0	0	30,000	0	0	30,000
	Palouse Driver Safety Campaign		0	0	0	0	18,000	18,000
	<b>Transportation Planning Total</b>	<b>30,000</b>	<b>51,100</b>	<b>0</b>	<b>30,000</b>	<b>51,100</b>	<b>43,000</b>	<b>124,100</b>
<b>Data Collection and Analysis</b>								
	Transportation System Performance		2,500	0	0	2,500	0	2,500
	Travel Demand Modeling and Forecasting		500	0	0	500	0	500
	Federal Functional Classification System Updates and Monitoring		1,000	0	0	1,000	0	1,000
	<b>Data Collection and Analysis Total</b>	<b>0</b>	<b>4,000</b>	<b>0</b>	<b>0</b>	<b>4,000</b>	<b>0</b>	<b>4,000</b>
<b>Transportation Improvement Program (TIP)</b>								
	TIP Development		3,570	0	0	3,570	0	3,570
	TIP Amendments		1,000	0	0	1,000	0	1,000
	Obligation Status Monitoring and Reporting		1,000	0	0	1,000	0	1,000
	<b>Transportation Improvement Program (TIP) Total</b>	<b>0</b>	<b>5,570</b>	<b>0</b>	<b>0</b>	<b>5,570</b>	<b>0</b>	<b>5,570</b>
<b>RTPO Planning Duties (in addition to the above requirements)</b>								
	Tribal Consultation		1,200			1,200	0	1,200
	Review of County, City, and Town Comprehensive Plans		4,000			4,000	0	4,000
	Review of Countywide Planning Policies Adopted under the GMA		2,000			2,000	0	2,000
	Participate in State Planning Activities (WSDOT modal and corridor plans)		4,000			4,000	0	4,000
	Analysis and Review of FAST Act Requirements		1,000			1,000	0	1,000
	<b>RTPO Planning Duties Total</b>	<b>0</b>	<b>12,200</b>			<b>12,200</b>	<b>0</b>	<b>12,200</b>
	<b>UPWP TOTAL</b>	<b>30,000</b>	<b>127,270</b>	<b>0</b>	<b>30,000</b>	<b>127,270</b>	<b>43,000</b>	<b>200,270</b>

Expenditures and Revenue by Fund Type

Federal Funds									
Funding Source	Program Administration	Transportation Planning	Data Collection and Analysis	Transportation Improvement Program	Total Estimated SFY 2021 Expenditures	Carry Forward from 2020	Total Estimated Revenue	Est. Carry Forward to 2022	
FHWA PL									
Local Match 13.5%						N/A			
FTA 5303	7000	10000	8000		25,000				
Local Match 13.5%						N/A			
FTA 5310									
FHWA STBG Planning Federal Funds	5000	15000	6500	3500	30,000				
Local Match 13.5%						N/A			
<b>Total</b>									
State Funds									
	Program Administration	Transportation Planning and RTPO Planning Duties	Data Collection and Analysis	Transportation Improvement Program	Total Estimated SFY 2021 Expenditures	Carry Forward from 2020	Total Estimated Revenue	Est. Carry Forward to 2022	
RTPO	54,400	63,300	4,000	5,570	127,270	N/A		N/A	

## APPENDIX B: Basic Acronyms and Terminology

*CPT-HSTP* – Coordinated Public Transit and Human services Transportation Plan. This document outlines all public transit services within the PRTPO region, their needs, their services, boundaries, technology and various needs of regional public transit coordination.

*UPWP* - Unified Planning Work Program. This document outlines the administrative work of the Palouse RTPO for the next year and next biennia, This is an initial draft.

*STIP* - Statewide Transportation Improvement Program. Federally required document identifying all federally-funded and/or regionally significant projects in the state. Projects must be included in the STIP before applicants can use federal money awarded to their projects. In order for a project to be included in the STIP it must first be included in the RTIP.

*STP* - Surface Transportation Program. The primary federal funding program resulting from ISTEA and TEA21 that provides money for a wide range of transportation projects.

*TAC* - Technical Advisory Committee. Advisory body to the Executive Council and Policy Board on transportation issues, primarily technical in nature. All member jurisdictions are eligible to participate.

*TIP* - Transportation Improvement Program. State and federal laws result in TIPs at the local, regional, and state levels. This describes a 3-6 year list of projects that will be pursued.

*TITLE VI*. Federal legislation initiated with the Civil Rights Act of 1964 that prohibits discrimination, denial of benefits, or exclusion from participation on the grounds of race, color, or national origin. Title VI bars intentional discrimination as well as unintentional discrimination resulting from neutral policies or practices that have a disparate impact on protected groups.