



PALOUSE RTPO 2015 UPWP

June 11, 2014

2015 Palouse RTPO Policy Board

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Palouse Regional Transportation Planning Organization

Serving Asotin, Columbia, Garfield, and Whitman Counties

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PALOUSE REGIONAL TRANSPORTATION PLANNING ORGANIZATION

FY 2015 UNIFIED PLANNING WORK PROGRAM July 1, 2014 - June 30, 2015

I. INTRODUCTION

The Boards of Commissioners of Asotin, Columbia, and Garfield Counties established the Palouse Regional Transportation Planning Organization (PRTPO) 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 September 9, 2003 an interlocal agreement for the reformation of the Palouse RTPO was signed into effect by all four counties. The term of the agreement was for 10 years and has since expired on September 9, 2013.

Presently, the PRTPO includes the geographic area within the boundaries of Asotin, Columbia, Garfield, and Whitman Counties, Washington. In 2003, the Governors of the States of Idaho and Washington designated The Lewis Clark Valley Metropolitan Planning Organization which includes the cities of Lewiston, Idaho, Asotin and Clarkston, Washington, and parts of Asotin County, Washington. Asotin County has membership in the MPO and is an adjunct member of the PRTPO.

Currently SEWEDA (Southeast Washington Economic Development Association) is the acting lead agency responsible for the Administration and Operation of the RTPO. The RTPO Policy Board is evaluating the possibility of shifting away from its relationship with SEWEDA. The goal is for the Policy Board to complete an evaluation of its operating structure sometime in 2014.

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 2015 UPWP Planning Guidelines dated January 17, 2014.

III. REGION'S KEY ISSUES

Transportation planning is a long-term iterative process. The process includes conducting studies, allocating funding, and designing solutions before constructing projects. The starting point is identification of issues facing the region.

The Palouse region has many important transportation issues. Issues include improving economic vitality by attracting new businesses and support of existing businesses, providing 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.

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 requires on-going silt removal dredging to maintain sufficient depth for fully loaded barge traffic. Economic viability of the system is compromised when shipping less than full loads.

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, 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 capability of rail or river transportation capability will result in significant trip and load increases to the road system. 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 for adequate safety. During the spring thaw, many local and county roads have weight restrictions imposed to prevent surface deterioration. Most of the regions roads are narrow, unsafe due to impaired sightlines, and have 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, are able to 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.

IV. RECENT ACCOMPLISHMENTS

Fiscal year 2013 resulted in the following accomplishments of major projects and Studies:

1. Started the PRTPO HSTCP rewrite in the fall of 2013 through holding transit provider meetings.
2. Allocated the available Transportation Alternatives Program funds, with ongoing support being provided to the Board's chosen projects.
3. Redesigned the website, splitting it away from SEWEDA's to give the Palouse RTPO visibility. The URL is: <http://www.palousertpo.org/>.
4. Amended the RTP to include the 'Tekoa Truck Route', based upon a joint economic development / transportation feasibility study. This included attendance at a CERB meeting in Olympia to help secure funding for the study.
5. Supported the efforts to have a dredging project completed in the Upper Snake and Clearwater rivers to support freight movement in and out of the Port of Clarkston and the Port of Lewiston.
6. Completion of a Data Collection and Analysis Project as a base to develop Walking Plans for the Safe Routes to Schools Program.
7. Reviewed the funding matrix within WSDOT for RTPO, MPO, and TMA areas. Made recommendations to the Coordinating Committee for action. Project was completed and the issue of funding was brought to the Coordinating Committee meeting in August, 2012. Follow-up meeting was held in February, 2013.
8. Participated in the SR195 Safety Corridor Study TAC through the Eastern Region office of WSDOT.

V. CONSISTENCY WITH THE WASHINGTON TRANSPORTATION PLAN

The Palouse RTPO supports the investment guidelines and key policy recommendations of the Washington Transportation Plan (WTP) 2007 - 2026. The guidelines include: Preservation, Safety, Economic Vitality, Mobility, and Environmental Quality and Health. The key policy recommendations include: Funding, Land Use and Transportation, Safety, Reduce Reliance on Fossil Fuels, Emergency Preparedness, Transportation and the Economy, and rural Economic Vitality. The main body of the WTP contains additional information.

In 2010, the Palouse RTPO updated its Regional Transportation Plan. The plan was developed to be consistent with Statewide Transportation Planning efforts.

VI. WSDOT UPWP GUIDANCE

The Washington State Department of Transportation provides RTPOs and Metropolitan Planning Organizations with specific guidance and oversight during the preparation of UPWPs. This guidance and oversight provides for consistency with the Federal planning requirements as well as consistency with the planning efforts in the Lewis Clark Valley Metropolitan Planning Organization and other surrounding transportation planning organizations. The State Fiscal Year 2015 Unified Planning Work Program Guidelines were used extensively 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.

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

A. Program Administration	Budget: \$35,400
B. Transportation Planning	Budget: \$136,600
C. RTPO Planning Duties	Budget: \$3,500
D. Data Collection and Analysis	Budget: \$6,000
E. Recent Accomplishments	Budget: \$0
F. Budget/Financial Planning	Budget: \$5,000

Budget Total: \$186,500

Estimated Revenues: General: \$92,440

Held Over: \$24,060

HSTP Grant: \$70,000

A. Program Administration

Work Performed By: Lead Planning Agency.

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 RTPO Policy Board and Executive Board shall be responsible for the Executive Management and oversight of the administrative activities of the RTPO 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 RTPO Policy Board. Consultant projects shall be 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. RTPO staff will liaison with the WSDOT Planning Office to allow for the review of the project, and incorporate revisions into the

final contract documents prior to the RTPO 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	\$ 21,100.00
b. Regional and Statewide Coordination	\$ 4,000.00
c. Professional Development and Staff Training	\$ 3,000.00
d. Update to Foundation Documents: Interlocal Agreements, By-Law revisions, etc.	\$ 3,300.00
e. Coordination/Communication with Federal and State Legislators	
f. Unified Planning Work Program (UPWP)	\$ 1,000.00
g. UPWP Annual Report	\$ 500.00
h. Public Involvement / Title VI Plan	\$ 1,500.00
i. Tribal Outreach to Build a Documented Plan	\$ 500.00
j. Memorandum of Agreement (23 CFR 450.314)	\$ 500.00
Total for Program Administration:	\$ 35,400.00

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 the UPWP.
 - Coordinate with WSDOT's planning staff during the preparation and update process.
- g. UPWP Annual Report
- Prepare and submit the annual reports to WSDOT in accordance with guidelines.
- h. Public Involvement/Title VI Plan
- Continue to review, update and implement the Title VI plan as required.
 - 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.

B. Transportation Planning

Work Performed By: Lead Planning Agency, TAC, Transit providers, or by a consultant as specified below by work product.

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 \$ 1500
 - 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. External Coordination with WSDOT and RTPO Members
 - 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. Regional Transportation Plan (RTP) Update. Completed by 3/1/15
 - 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 \$ 3000
 - 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. Human Services Transportation Plan Update (HSTP) – Product delivery by consultant. First Draft due 9/1/14; final product due 12/31/15.

- Facilitate the Consultant Selection Process in accordance with Local Agency Guidelines, and WSDOT transit agreement.
 - TAC – Conduct the project scoping meeting with the selected Consultant.
 - Develop and implement the Stakeholder and Public Outreach Strategy.
 - Develop the HSTP Plan
 - Arrange and facilitate the Policy Board and TAC Periodic Review and Participation.
- f. Planning Consultation and Services \$ 4000
- 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.
 - Develop, negotiate and manage consulting contracts on behalf of the Policy Board.
- g. Transportation Improvement Program (TIP) \$ 1000
- 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.
 - 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.
 - Assist member agencies and entities, as requested, with preparation of their portion of the regional TIP.
 - TIP Amendment: Prepare amendments as necessary.

- Maintain a copy of the region TIP on the RTPO website.
 - Obligation Status Monitoring and Reporting: Coordinate with WSDOT on funds specifically awarded and obligated through the RTPO.
- h. Special Projects
- Whitman County Road Classification Study: The scope of work to be developed through the PRTPO TAC Committee. Project schedule over two years. Product to be delivered by a consultant. Contracting: Summer 2014, completion due 4/1/15.
 - Columbia County GIS based freight study: The scope of work to be developed through the PRTPO TAC Committee. Project schedule over two years. Project to be delivered by a consultant or Columbia County acting as a consultant. Project contracted summer 2014, completion due 5/1/15.
3. 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. Winter 2014 – 15. \$ 4600
 - 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. \$ 2500
 - 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.
 - d. Update the top transportation needs (projects) within the PRTPO with the annual CEDS that SEWEDA updates. Annual update, late fall completion.
 - e. Start the Whitman County Road Classification Study. The scope of work to be developed through the PRTPO TAC Committee and solicit and contract with an appropriate consultant. Study is to commence by summer of 2014, with funding being provided through both years of the biennium. \$ 25,000
 - f. Start the Columbia County GIS based freight study. The scope of work to be developed through the PRTPO TAC Committee and solicit and contract with an appropriate consultant. Study is to commence by summer of 2014 with funding being provided through both years of the biennium. \$ 25,000

g. Complete the HSTP Update (Federal Funds Source) \$ 70,000
 Total for Transportation Planning: Federal Funds: \$ 70,000.00; State Funds: \$67,900.00

4. **Unfunded Transportation Planning Items, with <cost estimates>:**

The following list of unfunded projects is in no prioritized order:

- a. US Hwy 12 Dayton-Clarkston Corridor Study to explore currently available data to better understand safety issues. < \$ 25,000 >
- b. All Weather Roads Study to identify impact on rural roads and economic development. < \$ 50,000 >
- c. Develop ADA Transition Plans for our communities. < \$ 45,000 >
- d. Develop a region wide policy regarding how to respond to requirements of Complete Streets legislation (HB1071) < \$ 5,000 >
- e. Assist members in region wide GIS hardware and/or software support in implementing GIS in region. < \$ 40,000 - \$ 125,000 >
- f. Projects as described in the Human Services Transportation Coordination Plan update – Fall 2012 revision to the 2010 HSTC Plan. Projects that are unfunded generally reside on the B and C lists. < \$ 35,000 - \$ 450,000 >
- g. Colton – Uniontown pathway study to determine route, engineering requirements, and right-of-way issues < \$ 35,000 >
- h. PRTPO Freight Route Study to coordinate the local routes and needs with the Statewide Plan. 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 PRTPO. < \$ 65,000 >

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

C. RTPO Planning Duties

Work Performed By: Work tasks in this section are primarily accomplished through the PRTPO staff, with other participants being the LCVMP staff, WSDOT Eastern and South Central Region Planning, the PRTPO TAC, and the WSDOT Planning 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.

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. Analysis and review of MAP-21 Requirements.

c. Participate in State and Local planning activities:

- a. WSDOT Modal and Corridor Plans
- b. Climate change activities at WSDOT’s request
- c. Attend Coordinating Committee meetings and LCVMPPO TAC meetings as scheduled.

2. Work Products: \$ 3,500

Proposed work products include:

- a. Provide regular communications between the PRTPO TAC Committee, the PRTPO Policy Board, transit providers, LCVMPPO, 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 MAP-21 Requirement as necessary and provided feedback to policy board regarding analysis and findings.

Total for RTPO Planning (Other): \$ 3,500.00

D. Data Collection and Analysis

Work Performed By: Lead Planning Agency, 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 PRTP 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. 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.

- 3. Work products: \$ 6,000
 Population and employment data, traffic and accident 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: \$ 6000.00

E. Budget/Financial Planning

Work Performed By: Work tasks in this section are the responsibility of RTPO staff in consultation with the TAC committee, WSDOT Planning Office and Policy Board.
Timeframe: Ongoing / Continuous, or as indicated by product.

- 1. Purpose/Function
 The FY 2015 UPWP budget is included in Appendix A. The purpose of a financial plan is to develop planned revenue and expenditure forecasts based on future needs.

- 2. Work tasks: Proposed work tasks include: \$ 5,000
 - a. Develop 5 year planning goals.
 - b. Prepare draft FY 2016 Budget.
 - c. Present financial plan and work program to Policy Board for review and approval.

- 3. Work Products:
 - a. Five (5) year financial plan and preliminary work program.
 - b. FY 2016 Budget for 2016 UPWP.
 - c. Policy Board approval of financial plan and work program.
 Total for Budget / Financial Planning: \$ 5000.00

Adopted by the Palouse RTPO Policy Board on _____:

By: _____
Janet Danley, Policy Board President

Attest: _____
Marshall Doak, Executive Director