



PALOUSE RTPO SFY 2018-19 UPWP

March 06, 2018

1610 NE Eastgate Blvd. Ste. 401, Pullman WA 99163



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

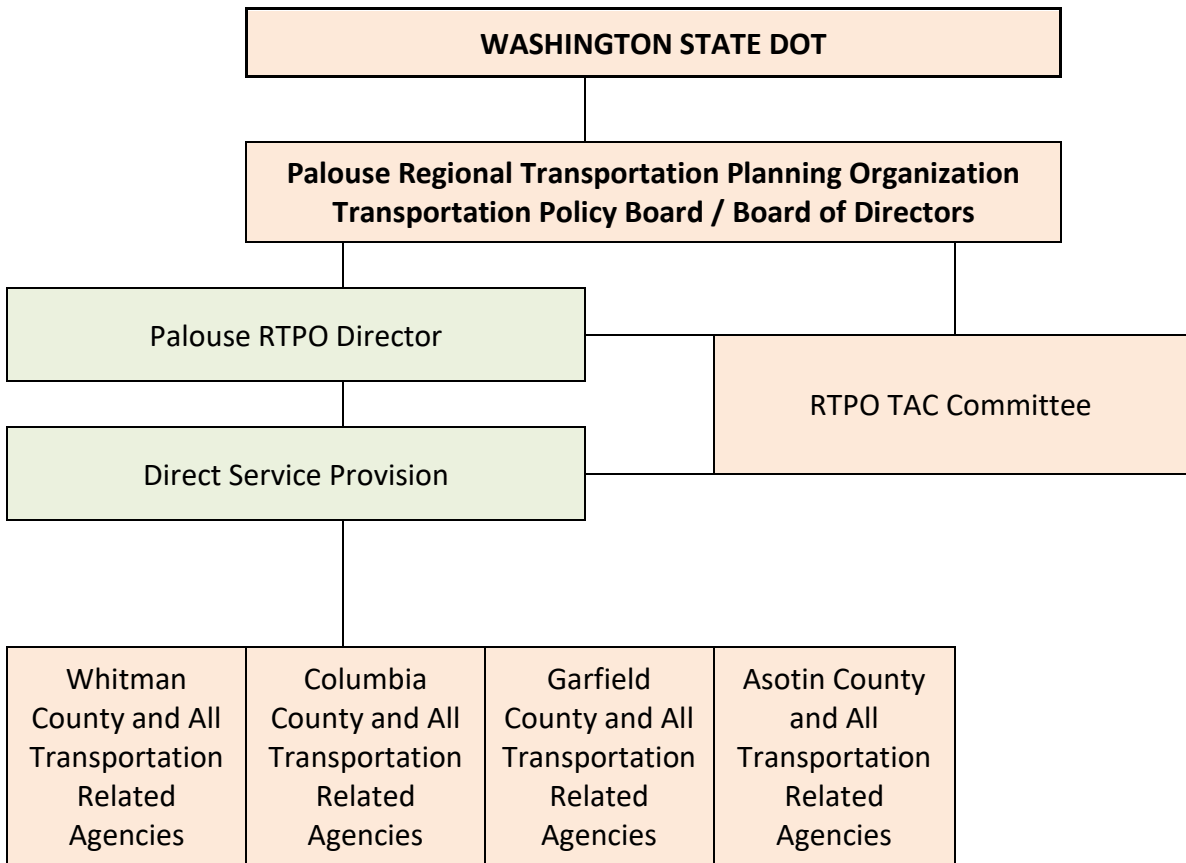


www.palousertpo.org

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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 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 Oaksdale
Town of Rosalia
Town of St. John
Town of Starbuck
Town of Tekoa
Town of Uniontown

POLICY BOARD MEMBERS

Agencies	Representatives	Members
Asotin County	County Commissioner	Brian Shinn
Asotin PTBA Transit	Acting Transit Manager	Jenny George (Treasurer)
City of Clarkston	Public Works Director	Kevin Poole
City of Colfax	City Admin Or Mayor	Town representative
City of Dayton	Mayor	Craig George (Vice President)
City of Palouse	Mayor	Michael Echanove
City of Pomeroy	Mayor	Paul Miller
City of Pullman	Councilman	Town representative
City of Rosalia	Councilman	Robert Ward (PRTPO President)
COAST Transportation	Transit Director	Craig Vantine
Columbia County	Commissioner	Norm Passmore
Columbia County Transportation	Interim Transit Manager	Dwight Robanske
Garfield County	Commissioner	Justin Dixon
Port of Clarkston	Manager	Wanda Keefer
Port of Columbia	Manager	Jennie Dickinson (Secretary)
Port of Garfield	Manager	Lora Brazell
Port of Whitman County	Commissioner	Kristine Meyer
Pullman Transit	Manager	Wayne Thompson
Town of Albion	Elected official/ designee	Town Representative
Town of Colton	Elected official/ designee	Town Representative
Town of Endicott	Elected official/ designee	Town Representative
Town of Farmington	Elected official/ designee	Town Representative
Town of Garfield	Elected official/ designee	Town Representative
Town of Lacrosse	Elected official/ designee	Town Representative
Town of Lamont	Elected official/ designee	Town Representative
Town of Malden	Elected official/ designee	Town Representative
Town of Oakesdale	Mayor	Dennis Palmer
Town of St. John	Elected official/ designee	Town Representative
Town of Tekoa	Elected official/ designee	Town Representative
Town of Uniontown	Mayor	David Jacobs
Town of Uniontown	Elected official/ designee	Town Representative
Whitman County	County Commissioner	Dean Kinzer
WSDOT, Eastern Region	Regional Administrator	Mike Gribner / Char Kay, alternate
WSDOT, South Central Region	Regional Administrator	Todd Trepanier/ Paul Gonseth, alternate
WSU Transportation	Director	John A Shaheen

TECHNICAL ADVISORY BOARD (TAC)

Members	Title	Representing
Andrew Woods	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 2017-18 UNIFIED PLANNING WORK PROGRAM July 1, 2017 - June 30, 2018

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. In 2003, the Governors of the States of Idaho and Washington designated The Lewis Clark Valley Metropolitan Planning Organization (LCVMPO) which includes the cities of Lewiston in Idaho, And Asotin, Clarkston in Washington, and parts of 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 for the RTPO Policy Board until 2019. 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 2018 UPWP Planning Guidelines dated Dec, 2017.

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 identification of issues facing the region.

The Palouse RTPO region has many important transportation issues that 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 of 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, 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, 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, have 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.

The Palouse RTPO region also recognizes a need for connecting public transportation within the four counties. We work constantly 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. Community has been seeking an intercity network that can connect Moscow, Pullman, Clarkston and Spokane, in addition 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 an increased demand of additional public transportation services.

IV. RECENT ACCOMPLISHMENTS

Fiscal year 2017-18 resulted in the following accomplishments of major projects and Studies:

1. Completed the Palouse 2040, Regional Transportation Plan for four counties of the PRTPO.
2. Completed the CPT-HSTP 2018 regional scope of work and kicked off the plan effort for 2018-2022 years.
3. Allocated the available Transportation Alternatives Program funds in Feb 2016, with ongoing support being provided to selected projects.
 - a. Pullman Pedestrian signal replacement project (Construction phase 2018)
 - b. Completed \$42k for Clarkston Grantham School pedestrian and safety improvement project, engineering phase only.
 - c. Completed \$70k for Cleveland street sidewalk project in City of Asotin, Asotin County (Construction phase 2018)
4. Added Town of Starbuck as an official RTPO member through the interlocal agreement.
5. Assisted various agencies in Comp plan development process.
6. Assisted various agencies in local TIP and STIP development process.
7. Assisted local nonprofits on various transportation related issues.
8. Participated and assisted in various WSDOT planning committees.
9. 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.palousertpo.org/>.
10. Accomplished the support efforts to assist in various local grants and local projects throughout the region.
11. Board to adopt the PRTPO's Palouse 2040 Plan in March 2018. A full report can be found at the Palouse RTPO website.
12. Organized and hosted five Transit Subcommittee meetings during FY17
13. Provided traffic counter free rental program for all member agencies. Available at a formal request from an agency and counter availability.
14. Ongoing traffic counter and data collection program for an entire region.
15. Assisting transit agencies for Google Transit feeds, optimal rerouting options , and other technical assistance as needed.
16. Updated new resources available for local agencies for the project and grant needs.
17. Assisted and educated various local agencies for the Department of Health (DOH) and Washington State Department of Transportation (WSDOT) contracted complete streets policies, currently working on a final draft policy for City of Pullman and City of Dayton.
18. Completed one successful year of the Palouse Driver Education Campaign
19. Received a grant from the WSDOT ER to continue the "Palouse Driver Education campaign" to implement various non-engineering target zero

countermeasures for US 195 and SR26 drivers to reduce fatalities and serious crashes on these highways.

20. Officially launched a website for the driver education campaign to help travelers improve their driving behavior. The URL is:
www.safepalousedrivers.com

V. CONSISTENCY WITH THE WASHINGTON TRANSPORTATION PLAN

The Palouse RTPO supports the investment guidelines and key policy recommendations of the Washington Transportation Plan 2040 (WTP 2035 and 2040). 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. Key finding of the WTP 2035 include: Preservation and Maintenance, Safety, Freight mobility, Public Transportation, Public Health and Accountability and Transparency. WTP 2035 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 currently working on implementation strategies from 2017-2040. The 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 2017, the Palouse RTPO completed Palouse 2040 visionary transportation plan for the region with various stakeholders, public and local government meeting and coordination. The plan was completed in Dec 2017 and is to be adopted by the policy board in March of 2018. The plan was out for public input and board approval in Feb 2018. The plan is being developed to be consistent with Statewide Transportation Planning efforts from the WSDOT WTP Phase I and II.

VI. WSDOT UPWP GUIDANCE

The Washington State Department of Transportation provides RTPOs and MPOs with specific guidance and oversight during the preparation of UPWPs. This guidance and oversight provides for to achieve consistency with the Federal and state 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 2018-19 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.
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: \$37,500
B. Transportation Planning	Budget: \$38,500
C. Data Collection and Analysis	Budget: \$2,500
D. Transportation Improvement Projects	Budget: \$4,000
E. PRTPO Planning Duties	Budget: \$9,500
F. Recent/Ongoing Accomplishments	Budget: \$0

Budget Total: \$92,000

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 coordination 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	\$ 18,000.00
b. Regional and Statewide Coordination	\$ 7,500.00

c. Professional Development and Staff Training	\$ 3,000.00
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)	\$ 2,000.00
g. UPWP Annual Report	\$ 500.00
h. Public Involvement / Title VI Plan	\$ 1,500.00
i. Tribal Outreach/ Consultation Plan	\$ 500.00
j. Self-certification and memorandum of agreement	<u>\$ 500.00</u>
Total for Program Administration:	\$ 37,500.00

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.

6. Title VI

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 Tech Support to Organization, Members and Tribes \$8,000.00
 - 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 \$ 8,000.00
- 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. \$ 9,000.00
- 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 \$ 2,000.00
- 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. Planning Consultation and Services \$ 4,000.00
- 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 LCVMPPO and provide local input into regional and local planning studies.
- Develop, negotiate and manage consulting contracts on behalf of the Policy Board.

3. Special Studies and Plans \$7,500.00
- 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.

Total Transportation planning cost \$38,500.00

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. 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:
 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: \$ 2500.00

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. \$ 2000.00
 - 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.	\$ 1000.00
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
<u>Total transportation Improvement program:</u>	<u>\$4000.00</u>

E. 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 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. Review of County, City and Town Comp Plans \$2,500.00
- c. Review of Countywide Planning policies adopted under GMA \$2,000.00
- d. 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 LCVMPO TAC meetings as scheduled. \$4,000.00
- e. Analysis and review of FAST Act Requirements \$1,000.00

4. 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, LCVMPO, 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.

Total for RTPO Planning: \$ 9,500.00

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. Palouse Regional Trail ways connectivity plan < \$ 30,000 >
- b. Prepare, Adopt and Maintain a regional GIS Model Plan <\$ 90,000-155,000 >
- c. All Weather Roads Study to identify impact on rural roads and economic development. < \$ 50,000 >
- d. Regional Bike Master Plan <\$ 60,000 >
- e. Feasibility study to identify driver signage/Messaging board needs within the PRTPO roads <\$ 25,000 >
- f. Develop ADA Transition Plans for the region < \$ 60,000 >
- g. Assist members in region wide GIS hardware and/or software support in implementing GIS in region. < \$ 80,000 - \$ 145,000 >
- h. Colton – Uniontown pathway study to determine route, engineering requirements, and right-of-way issues < \$ 35,000 >
- i. Colfax- Albion- Pullman trail way feasibility study < \$45,000 >
- j. Regional intercity Bus network connectivity feasibility study connecting Pullman, Moscow, Clarkston and surroundings < \$75,000- 100,000 >

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 2018-19 Unified Planning Work Program Proposed Budget (MPO / RTPO)									
Task Code	Task Description	STP for Planning	STATE - RTPO	TASK FUNDING SUMMARY					
				FEDERAL	STP for Planning	STATE - RTPO	LOCAL	TOTAL	
Program Administration									
	Program Management and Support		18,000	0	0	18,000	0	18,000	
	Regional and Statewide Coordination		7,500	0	0	7,500	0	7,500	
	Professional Development and Staff Training		3,000	0	0	3,000	0	3,000	
	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)		2,000	0	0	2,000	0	2,000	
	UPWP Annual Report		500	0	0	500	0	500	
	Public Involvement/Title VI Plan		1,500	0	0	1,500	0	1,500	
	Documented Tribal Consultation Process/Plan		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	
	Administration Total		0	37,500	0	0	37,500	0	37,500
Transportation Planning									
	Planning Technical Support to Organization, Members, and Tribes		8,000	0	0	8,000	0	8,000	
	External Coordination with WSDOT and MPO/RTPO Members		8,000	0	0	8,000	0	8,000	
	Metropolitan Transportation Plan (MTP) Update		0	0	0	0	0	0	
	Regional Transportation Plan (RTP) Update (including regional strategy)		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		7,500	0	0	7,500	0	7,500	
	Congestion Management Process (CMP) for TMAs		0	0	0	0	0	0	
	Human Services Transportation Plan (HSTP)		0	0	0	0	0	0	
	Transportation Planning Total		0	38,500	0	0	38,500	0	38,500
Data Collection and Analysis									
	Transportation System Performance		1,500	0	0	1,500	0	1,500	
	Travel Demand Modeling and Forecasting		0	0	0	0	0	0	
	Federal Functional Classification System Updates and Monitoring		1,000	0	0	1,000	0	1,000	
	Data Collection and Analysis Total		0	2,500	0	0	2,500	0	2,500
Transportation Improvement Program (TIP)									
	TIP Development		2,000	0	0	2,000	0	2,000	
	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	
	Transportation Improvement Program (TIP) Total		0	4,000	0	0	4,000	0	4,000
RTPO Planning Duties (in addition to the above requirements)									
	Tribal Consultation		0		0	0	0	0	
	Review of County, City, and Town Comprehensive Plans		2,500		0	2,500	0	2,500	
	Review of Countywide Planning Policies Adopted under the GMA		2,000		0	2,000	0	2,000	
	Participate in State Planning Activities (WSDOT modal and corridor plans)		4,000		0	4,000	0	4,000	
	Analysis and Review of FAST Act Requirements		1,000		0	1,000	0	1,000	
	RTPO Planning Duties Total		0	9,500	0	0	9,500	0	9,500
	UPWP TOTAL		0	92,000	0	0	92,000	0	92,000

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.