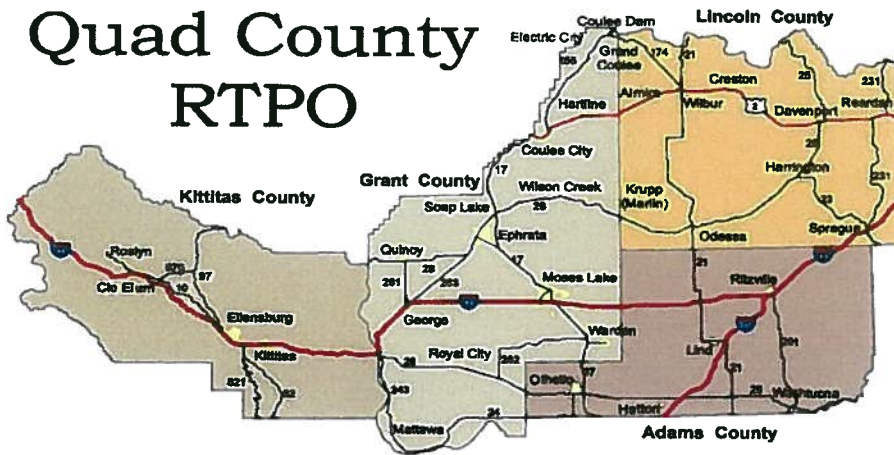


QUADCO RTPO
Unified Planning Work Program
for
State Fiscal Years 2008 & 2009 (Biennium)
July 1, 2007 through June 30, 2009

**Quad County
RTPO**



Approved By QUADCO Member Council May 18, 2007

Approved *Gerry McFaul*
QUADCO Chairperson

Date: *May 21, 2007*

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| | |
|------------------------------------------------------------------|-----------|
| EXECUTIVE SUMMARY..... | 3 |
| PURPOSE..... | 3 |
| ORGANIZATION OF QUADCO | 4 |
| COMMITTEES..... | 4 |
| FUNDING..... | 4 |
| WORK ELEMENTS..... | 5 |
| 1. PROGRAM MANAGEMENT | 5 |
| 2. STANDARD TRANSPORTATION PLANNING:..... | 8 |
| 3. LONG-RANGE (REGIONAL/STATEWIDE) TRANSPORTATION PLANNING | 9 |
| FEDERAL PLANNING REQUIREMENTS | 10 |
| OUTCOMES..... | 10 |
| ACCOUNTABILTY | 10 |
| ATTACHMENT “A” | 11 |
| SFY 08 & SFY 09 (Biennium) UPWP Budget..... | 12 |

EXECUTIVE SUMMARY

The Unified Planning Work Program (UPWP) documents transportation planning activities in rural planning areas. UPWP's describe tasks to be accomplished and estimate the cost for these planning activities.

Each fiscal year (July 1 to June 30), the QUADCO Council prepares a Unified Planning Work Program (UPWP), which guides the QUADCO RTPO and summarizes transportation planning activities and priorities for the various agencies in the 4 County Region. It shows who will do planning studies, when the work will be completed, and what the final products and benefits will be.

This document consists of the combined planning activities and priorities for the State Biennium consisting of State Fiscal Years (SFY) 2008 and 2009.

The QUADCO RTPO Member Council prepares and adopts the UPWP and signs a contract with the Washington State Department of Transportation.

PURPOSE

The purpose of the QUADCO RTPO is to provide continuing, cooperative, and comprehensive transportation planning process that provides continuity to organizational structure and maintain the regional transportation plan for Adams, Grant, Kittitas, and Lincoln Counties. Continue participation in a forum for cooperative decision-making by elected officials of the member agencies in order to maintain a comprehensive regional transportation planning process.

ORGANIZATION OF QUADCO

The Quad County Regional Transportation Planning Organization (QUADCO RTPO) currently consists of 33 elected or designated officials of the cities, towns, and counties within the four county regions that have become signatories to the Inter-Local Agreement, with management vested in the **QUADCO Council**.

COMMITTEES

- 1) A Transportation Advisory Board (TAB) to be composed of 15 members with designated alternates specified by the QUADCO Bylaws. The Transportation Advisory Board shall meet as often as necessary to accomplish the assigned tasks of the Council. All subcommittees shall extend from the TAB unless specifically provided for by the QUADCO Council.
- 2) A Project Ranking Committee shall prioritize the region's transportation enhancement projects in accordance with the purposes and criteria established by the QUADCO Council.
- 3) Special and Ad Hoc Committees as may be necessary and as assigned to complete and fulfill various other duties and responsibilities that may arise.
- 4) Education Committee to be comprised of 6 members consisting of one representative of each of the four counties, WSDOT, and Committee Advisor. The Committee shall meet as necessary to develop and implement legislative outreach and education events and opportunities.

FUNDING

These programs are funded primarily with federal and state formula grants as they are made available. Many local agency planning projects must be completed totally or partially "out of pocket" due to limitations in funding.

WORK ELEMENTS

The SFY 2008 – SFY 2009 (Biennium) Unified Planning Work Program (UPWP) identifies and outlines three main core program elements:

1. Program Management;
2. Standard Transportation Planning – Tasks, Projects & Project Support;
3. Long-range (Regional/Statewide) Transportation Planning - Tasks, Projects & Project Support

1. PROGRAM MANAGEMENT

Program Management consist of the tasks to be completed by Lead Agency to effectively administer, manage, monitor, coordinate and control the continuing federally-assisted transportation planning processes for the QUADCO RTPO. The majority of program management tasks and responsibilities are of long-range significance in order to preserve and enhance the future of the QUADCO RTPO and continued regional transportation planning. The tasks and responsibilities are further defined as follows:

- A. Administration: The lead agency will provide administrative management of the regional transportation planning process and coordinate UPWP activities with the TAB, QUADCO Council, AD HOC and other Committees formed as necessary to complete the work and business of the RTPO. This continuing activity is ongoing and essential to the successful future operation of the RTPO.
- B. Interagency Coordination: The lead agency will coordinate all contacts with federal, state, local agencies, business, industry, and other interested parties.
- C. Special Assignments: The work to be completed under this category may be completed by a combination of Member Agency representatives, Committees, and/or Lead Agency staff working on behalf of, and under the guidance of the QUADCO Council as overseen by Lead Agency staff. The work and tasks to be completed under this work element are both of short and long range regional importance and may include but not be limited to the work and tasks required by the following:
 1. Special Grant Funding opportunities and processes (i.e. Enhancement Grants, etc)
 2. Evolving federal, state requirements
 3. Other unanticipated participation necessary and specific to the RTPO.
- D. Lead Agency Responsibilities: These tasks take into account all activities in the development, maintenance and implementation of the UPWP and functions of the RTPO.

- b. Present the Council with a program that is responsive to state and federal planning requirements and/or guidance.
- c. Assist scheduling all QUADCO Council and TAB meetings, as well as all AD HOC, and subcommittee work assignments as necessary, to assist in review and decision-making processes on issues of significance to the RTPO.
- d. Act as a central point of contact in obtaining, and distribution of information pertaining to the RTPO, and RTPO issues as they specifically apply to the Regional Transportation Plan, Washington Transportation Plan, and other areas relating to the RTPO.
- e. Provide opportunities for public participation to ensure public interests and concerns are heard and discussed regarding the RTP, WTP, and the various transportation and land used plans contained therein.
- f. Invite and provide legislators, state, federal and local agencies, and other interested transportation partners and organizations opportunities for participation in RTPO meetings.
- g. Assist in development of guidelines for evaluation of GMA Transportation Elements of all municipal agencies in Grant and Kittitas Counties.
- h. As requested and made available, evaluate and review transportation elements of adopted comprehensive plans reflect consistency with the RTP.
- i. As may be requested and made available, examine local member agency comprehensive plan land use and economic development as it may affect regional transportation systems.
- j. As may be requested, made available, and appropriate, examine county-wide planning polices and RTP reflect consistency.
- k. As may be requested, review levels of service standards used and/or proposed by other member agencies reflect consistency throughout the region.
- l. Invite, encourage, and provide opportunities for cooperative work between agencies and partners in development of LOS standards and/or alternative transportation performance measures.
- m. Assist in any periodical updates of the transportation strategy and/or RTP for the region.
- n. Provide services necessary to implement the Transportation Enhancement program if funding is made available.
- o. Attend informational and training meetings related to RTPO issues as they may become available.

- p. Invite, encourage, participate and arrange for participation in WTP update process as needed to ensure regional inclusion within the plan.
- q. Invite, encourage, and arrange for ongoing and continued input to the WTP as may be necessary to ensure that QUADCO regional issues and concerns are identified, and presented for inclusion to the WTP.
- r. Act as repository and compile the RTPO Six Year Transportation Improvement Program as information may be submitted by various member agencies within the RTPO.
- s. Attend and participate in MPO/RTPO Coordinator Meetings as they may be scheduled.
- t. Prepare and schedule the various regular and special meetings necessary to successfully complete the business of the RTPO.

E. Products

- a) Combined SFY 2008 and SFY 2009 UPWP Program.
- b) Meeting and workshop agenda's, minutes, and reports.
- c) Correspondence and continued information sharing.
- d) Project Ranking report of TE program.
- e) Compilation of 6-Yr Regional Transportation Improvement Program
- f) Periodical review/update of guidelines for evaluation of GMA Transportation Elements
- g) Consistency reviews of GMA Transportation elements of member agency plans
- h) Summaries of regional LOS/Performance Measures review
- i) Summaries of comprehensive plan land use and economic development elements
- j) Draft/Create Policies and Bylaws as Directed by the Council.
- k) Annual agreements with WSDOT
- l) Maintenance of regional grant related records
- m) Financial documentation of the RTPO
- n) Financial documentation of the UPWP
- o) RTPO inventory
- p) Annual progress and other reports as necessary
- q) Year end UPWP work activity summary report
- r) Year end UPWP financial report
- s) Reports as they may be required

* Lead Agency expenses may not exceed 10% of total expenses per Inter-Local Agreement. See Attachment "A" for funding allocation

2. STANDARD TRANSPORTATION PLANNING:

The work to be completed under this category consists of local agency projects selected by the council to fulfill various local member agency transportation planning needs. These projects are “sub-regional” in nature. The projects selected are those which qualify to address the more immediate needs and issues of a particular local system or study area. The studies assist in the collection of data and information to analyze existing conditions and identify near future, or potential transportation solutions at the sub-regional level. The studies are significant as they help identify immediate and/or future investments consistent with, or provide actual data and information for the RTP. This category also includes a portion of the Program Management tasks as described in section 1.

The work to be completed also includes the formation of an Education Committee made up of representatives from each County; WSDOT; and Advisor(s) to pursue and schedule outreach events and opportunities to invite, involve and educate legislators and other representatives on the issues and needs within the QUADCO region.

The following is a list of the projects selected to date for completion under the 08 – 09 UPWP. Additional projects will be selected and approved by the QUADCO Council as future amendments to the UPWP.

SFY 2008 Project Selections

| Planning Projects | Description | Amount Authorized |
|--------------------------|------------------------------------------|-------------------|
| Lincoln County | Upgrade/Purchase Traffic Counters | \$28,000 |
| Town of Reardan | Pavement Management System Plan | \$24,000 |
| City of George | Multimodal Transportation Study Phase II | \$15,000 |
| RTPO Education Committee | Legislative Education/Outreach | \$10,000 |
| Program Management | Tasks listed in Section 1. | STP FUNDS \$4,215 |

Work elements will include, but not be limited to the tasks as listed and outlined in each member agencies funding application.

The products from these studies will include:

1. New traffic counters/vehicle classifiers for Lincoln County
2. Pavement Management System Plan for the Town of Reardan
3. Multimodal Transportation System Plan Phase II for the City of George
4. Creation of QUADCO Education Committee to develop and implement legislative education and outreach events and opportunities.

See Attachment “A” for funding allocation

3. LONG-RANGE (REGIONAL/STATEWIDE) TRANSPORTATION PLANNING

The Council believes regional issues can become statewide issues. Any issue impacting the region, can and will immediately or ultimately impact or have an effect at the statewide level. The work to be completed under this category consists of the various tasks, work elements, and projects identified and selected by the Council to address "regional/statewide" issues. These projects address the most complex issues currently identified within the region. These work elements generally address issues of accessibility, mobility, safety, and preservation of a "conceptional" nature. These work elements generally include work and studies specific to regional/statewide corridors, travel sheds for the regions (and state's) major travel markets, transportation issues affecting larger geographic scales, and the work and projects promoted by a combined group of member agencies and interested parties. The work completed generally compliments other planning and strategy development work in the region, or compliment projects being advanced and promoted by WSDOT and other agencies. The tasks and projects completed under this work element strengthen the RTP's understanding, evaluation and response to "regional/statewide" planning issues.

The following is a list of the projects selected to date for completion under the 08 – 09 UPWP. Additional projects will be selected and approved by the QUADCO Council by amendment.

| Long-Range Planning Projects | Description | Amount Authorized |
|------------------------------|------------------------------------|-------------------|
| WSDOT NC Region | TransCo Development and Activities | \$4,500 |
| Port of Ephrata | Lake Loop Project | \$10,000 |
| Lead Agency | Expenses under Program Management | \$8,354 |

Overall project tasks and responsibilities may include but not necessarily be limited to the following:

- 1) Preparation of documents, materials, and exhibits that identify key unfunded transportation projects on facilities of statewide and regional significance
- 2) Interagency coordination to clarify unfunded projects, scope, and costs as they may apply to statewide and regional plans
- 3) Ongoing open public meeting forum to discuss transportation needs
- 4) Provide open forum for public involvement with agencies, partners, stakeholders and neighboring RTP's
- 5) Provide open forum to communicate and conduct public involvement in support of statewide and regional plans
- 6) Coordinate efforts on common issues of statewide and regional significance
- 7) Collect, model, and/or analyze data applicable to and consistent with statewide plans, modal and issue plans, and the regional long range plan
- 8) Develop logical and feasible alternatives to transportation issues identified in statewide and regional plans

The projects selected and/or to be amended under this category demonstrate consistency with the Investment Guidelines and Key Policy recommendations of the WTP. Projects under this category are or would be consistent with the following: Preparation of corridor plans or studies on facilities of statewide or regional significance; Participation, development, implementation, and activities related or appropriate to the Highway System Plan or other modal plans; Coordination efforts with neighboring RTP on common issues; Collect, model, and analyze data applicable to the WTP, modal and issue plans, and/or the RTP; Communicate with elected officials and conduct

public involvement in support of the WTP, modal and issue plans, and/or RTP; Augment funding for the activities included in Program Management or Sub-regional planning. See Attachment "A" for funding allocation

FEDERAL PLANNING REQUIREMENTS

FHWA and FTA have not issued any formal guidance or included planning emphasis areas. However, they have suggested focus on compliance with SAFETEA-LU.

This work program, tasks and work to be completed fully reflects the suggested FHWA and FTA focus areas of SAFETEA-LU.

Future amendments to this work program will also give consideration to projects and strategies that will: Promote, encourage and emphasize the preservation of the existing transportation system; Increase the safety and security of the transportation system for both motorized and non-motorized users; Support the economic vitality of the region; Encourage and support competitiveness productivity, and efficiency; Seek to increase accessibility and mobility options available to people and for freight; Protect and enhance the environment; Support and promote energy conservation, improvements to quality of life, consistency between transportation improvements and State and local planned growth and economic development patterns; Promote and encourage the enhancement and integration and connectivity of the transportation system across and between modes for people and freight; Encourage and promote efficient system management and operation;.

OUTCOMES

The work elements to be performed are part of the continuing implementation of the QUADCO Regional Transportation Plan. All work and projects to be completed are consistent with the goals set forth in the RTP. The goals of the RTP are consistent with the WTP and its various elements.

ACCOUNTABILTY

This document is intended to articulate the accomplishments of the RTPO through the various work elements. To further accomplish that end all invoices submitted for reimbursement are to include brief descriptions of the tasks, accomplishments, and/or outcomes realized.

ATTACHMENT “A”

SFY 08 & SFY 09 (Biennium) UPWP Budget

**QUADCO RTPO
Combined SFY's 08 - 09 (Biennium) UPWP Budget
ESTIMATED FUNDS/BUDGET**

| | FUNDS | | | |
|----------------------------------------------------------------------|----------------------------------------|------------------------------|--------------------------------|------------------|
| | 07 STP FUND Carryover (Requires Match) | RTPO STANDARD PLANNING FUNDS | RTPO LONG RANGE PLANNING FUNDS | TOTAL |
| Lead Agency | \$8,431 | \$93,747 | \$23,510 | \$125,688 |
| RTPO - Standard Planning Projects | \$4,215 | | \$8,354 | \$12,569 |
| Salaries/Expenses (10% of Budget) | | | | |
| Lincoln County Public Works | | \$28,000 | | \$28,000 |
| Town of Reardan | | \$24,000 | | \$24,000 |
| City of George | | \$15,000 | | \$15,000 |
| RTPO Education Committee | | \$10,000 | | \$10,000 |
| RTPO Long Range Planning Projects | | | | |
| WSDOT - North Central Region | | | \$4,500 | \$4,500 |
| Port of Ephrata | | | \$10,000 | \$10,000 |
| Total Expenditures for SFY 08 | \$4,215 | \$77,000 | \$22,854 | \$104,069 |
| SFY 08 Funds To Carry Forward to 09 | \$4,216 | \$16,747 | \$656 | \$21,619 |
| RTPO Planning Funds For SFY 09 (Anticipated) | | \$93,747 | \$23,510 | \$117,257 |
| TOTAL AVAILABLE FUNDS FOR SFY 09 (Anticipated) | \$4,216 | \$110,494 | \$24,166 | \$138,876 |
| SFY 09 UPWP - BUDGET/EXPENSES (July 1, 2008 to June 30, 2009) | | | | |
| Lead Agency Expenses | \$4,216 | | \$7,510 | \$11,726 |
| RTPO - Standard Planning Projects | | \$110,494 | | \$110,494 |
| Projects To Be Determined | | | | |
| RTPO Long Range Planning Projects | | | \$16,656 | \$16,656 |
| Projects To Be Determined | | | | |
| TOTAL | | TOTAL | TOTAL | \$138,876 |