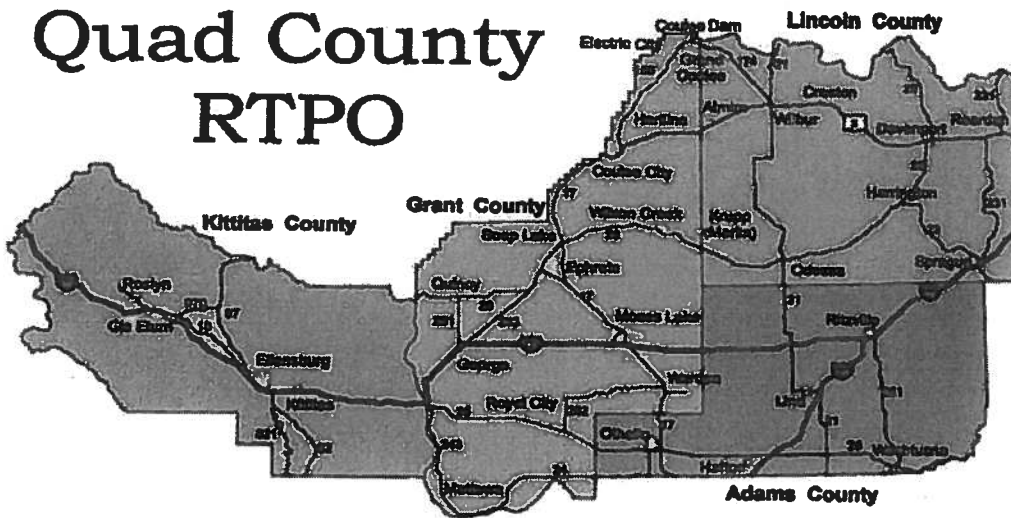


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QUADCO RTPO

Unified Planning Work Program

for
2009 - 2011 (Biennium)
July 1, 2009 through June 30, 2011



Approved *Ruf Pleuger*
QUADCO Chairperson
Date: 6-22-09

Prepared By:
QUADCO Member Council
And
Lincoln County Dept. of Public Works
Lead Agency
27234 SR 25 N
Davenport, WA 99122

Tel: (509) 725-7041
Fax: (509) 725-4467

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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 State Fiscal Years (SFY) 2010 and 2011.

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

PURPOSE

The primary purpose of the QUADCO RTPO is to provide for a continuing, cooperative, and comprehensive transportation planning and decision-making process by the member agencies within the 4 County Region of Adams, Grant, Kittitas, and Lincoln Counties.

ORGANIZATION OF QUADCO

The Quad County Regional Transportation Planning Organization (QUADCO RTPO) currently consists of 34 elected or designated officials and representatives of the cities, towns, and counties within the four county region that have become signatories to the Inter-Local Agreement, with management vested in the QUADCO Council.

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) A Project Ranking Committee shall complete the work to rank UPWP Project submissions and develop a fiscally constrained funding recommendation in accordance with the purposes and criteria established by the QUADCO Council. Final project award being the decision of the Council.
- 4) Special Committees will be formed as necessary and as assigned by the Council to complete and fulfill various other duties and responsibilities that may arise.
- 5) Education Committee to be comprised of one representative from each of the four counties and Committee Advisor. The Committee shall meet as necessary to develop and implement legislative outreach and education opportunities and events.

FUNDING

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

WORK ELEMENTS

The SFY 20090 – SFY 2011 Unified Planning Work Program (UPWP) identifies and outlines four main core program elements:

1. Program Management;
2. Special Work Assignments;
3. Funded UPWP Transportation Planning - Tasks, Projects, and Project Support
4. Unfunded UPWP Transportation Planning – Tasks, Projects, and Project Support

1. PROGRAM MANAGEMENT

Program Management consists of the tasks to be completed by Lead Agency to effectively administer, manage, monitor, coordinate and control the transportation planning processes for the QUADCO RTPO. 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 as necessary to complete the work and business of the RTPO. This activity is ongoing and essential to the successful 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. Lead Agency will provide oversight and administration. 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:
 - a. Special Grant Funding opportunities and processes (i.e. Enhancement Grants, etc)
 - b. Evolving federal, state requirements
 - c. 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.
 - a. Present the Council with a program that is responsive to state and federal planning requirements and/or guidance.
 - b. Assist scheduling all QUADCO Council and TAB meetings, as well as all AD HOC, and subcommittee work assignments as necessary.
 - c. Act as a central point of contact in obtaining and distributing information pertaining to the RTPO, and RTPO issues as they specifically apply to the Regional Transportation Plan, Washington Transportation Plan, and other plans relating to the RTPO.
 - d. Provide opportunities for public participation to ensure public interests and concerns are heard and discussed regarding the RTP, WTP, and various other transportation and land use plans.
 - e. Invite and provide legislators, state, federal and local agencies, and other interested transportation partners and organizations opportunities for participation in RTPO meetings.
 - f. Assist in development of guidelines for evaluation of GMA Transportation Elements of all municipal agencies in Grant and Kittitas Counties.

- g. As requested and made available, evaluate and review transportation elements of adopted comprehensive plans to insure they reflect consistency with the RTP.
- h. 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.
- i. As may be requested and appropriate, examine county-wide planning policies and RTP to insure they reflect consistency.
- j. As may be requested, review levels of service standards used and/or proposed by other member agencies to insure they reflect consistency throughout the region.
- k. Invite, encourage, and provide opportunities for cooperative work between agencies and partners in development of LOS standards and/or alternative transportation performance measures.
- l. Assist in any periodical updates of the transportation strategy and/or RTP for the region.
- m. Provide services necessary to implement and complete processes regarding the Transportation Enhancement program as funding is made available.
- n. Attend informational and training meetings related to RTPO issues as they may become available.
- o. Invite, encourage, and arrange for participation in the WTP update process as needed to ensure regional inclusion within the plan.
- p. 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 plan.
- q. Act as repository and compile and submit the RTPO Six Year Transportation Improvement Program as information may be submitted by various member agencies.
- r. Attend and participate in MPO/RTPO Coordinator Meetings.
- s. Prepare and schedule the various regular and special meetings necessary to successfully complete the business of the RTPO.

PRODUCTS

1. Combined SFY 2010 and SFY 2011 UPWP Program.
2. Meeting and workshop agenda's, minutes, and reports.
3. Correspondence and continued information sharing.
4. Transportation Enhancement Program Project Ranking Report.
5. Compilation of 6-Yr Regional Transportation Improvement Program.
6. Review/update of guidelines for evaluation of GMA Transportation Elements.
7. Consistency reviews of member agency GMA Transportation Plan Elements.
8. Regional LOS/Performance Measures reviews.
9. Summaries of comprehensive plan land use and economic development elements.
10. Draft Policies and Bylaws as directed by the Council.
11. Annual agreements with WSDOT.
12. Maintenance of regional grant related records.
13. Financial documentation of the RTPO.
14. Financial documentation of the UPWP.
15. RTPO inventory.
16. Annual progress and other reports as necessary.
17. Year-end UPWP work activity summary report.
18. Year-end UPWP financial report
19. Other reports as they may be required

* Lead Agency expenses may not exceed 10% of total expenses per Inter-Local Agreement. See Attachment "A" Budget/Funding Allocation.

2. SPECIAL WORK ASSIGNMENTS:

The work to be completed under this category consists of anticipated special work assignments directed by the Council. These tasks and assignments assist to fulfill various RTPO transportation planning needs. This element may also include a portion of the Program Management tasks as described in section 1.

The work to be completed includes the continuing work of the Education Committee made up of representatives from each County. The Committee will continue to pursue and schedule outreach events and opportunities to invite, involve and educate legislators and representatives on the issues and needs within the QUADCO region.

The list of the projects selected to be completed during SFY 2010 are listed in Attachment "A" Budget/Funding Allocation. The projects to be selected and completed during SFY 2011 are "yet to be determined". Additional projects will be selected and approved by the QUADCO Council as future amendments to the UPWP.

3. FUNDED UPWP TRANSPORTATION PLANNING

The work to be completed under this category consists of local member agency projects as selected by the council to fulfill transportation planning needs. While these projects would appear to some to be "sub-regional" in nature, The Council believes any issue impacting the region, can and will ultimately impact or effect transportation at the statewide level.

The projects selected are those which qualify to address immediate, midterm, and long term 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 both near future and long term potential transportation solutions at sub-regional levels. The studies are significant as they help identify immediate and/or future investments consistent with the RTP.

The work to be completed under this category also 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 immediate and complex issues currently identified within the region, within the limits of available UPWP funding. These work elements generally address issues of accessibility, mobility, safety, and preservation of a "conceptual" nature. These work elements generally include work and studies specific to: regional/statewide corridors; the regions major market routes; 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 projects being advanced and promoted by WSDOT and other agencies. The tasks and projects completed under this work element strengthen the RTPO's understanding, evaluation and response to "regional/statewide" planning issues.

The list of projects selected within SFY 2010 funding constraints are listed in Appendix "A".

Additional projects will be selected and approved by the QUADCO Council as future amendments to the UPWP.

PRODUCTS

The projects selected and/or to be amended under this category demonstrate consistency with the Investment Guidelines and Key Policy recommendations of both the Regional and State Transportation Plans. 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 local, regional, and statewide significance;
- 2) Interagency coordination;
- 3) Ongoing open public meeting forum(s) to discuss transportation needs;
- 4) Provide open forum for public involvement with agencies, partners, stakeholders and neighboring RTPO'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;
- 9) Preparation of corridor plans or studies on facilities of local, regional, or statewide significance;

- 10) Participation, development, implementation, and activities related or appropriate to the Highway System Plan or other modal plans;
- 11) Coordination efforts with neighboring QUADCO member agencies on common issues;
- 12) Collect, model, and analyze data applicable to the Regional and State Transportation Plans, modal and issue plans, etc;
- 13) Augment funding for the activities included in Program Management or Sub-regional planning;
- 14) Purchase of equipment for completion of plans and studies.

See Attachment "A" Funded Projects.

4. UNFUNDED UPWP TRANSPORTATION PLANNING

Projects in this category consist of the UPWP Projects submitted that could NOT be funded within the available SFY2010 UPWP allocation. These projects will be held in reserve and first considered over new project submission when and if SFY2011 UPWP funds are made available. Any Council decision to fund these projects will be by UPWP amendment.

See Attachment "A" - Unfunded Projects.

FEDERAL PLANNING REQUIREMENTS

At this time FHWA has not issued any new formal guidance for planning emphasis areas. They suggest continued focus on compliance with SAFETEA-LU.

FTA has requested the addition of language specific to MPO's regarding cooperation with states and public transportation operators. WSDOT also recommends, where relevant, to plan for and consider multimodal strategies which improve the movement of people and goods.

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

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"

SFY2010 & SFY2011 UPWP Budget/Funding Allocation

**QUADCO RTPO UPWP
SFY's 2010 -2011**

PROPOSED BUDGET & EXPENSES - July 1, 2009 to June 30, 2011

ANTICIPATED REVENUE		Anticipated	Estimated
SFY2010 UPWP Planning Funds - (July 1, 2009 to June 30, 2010) - Anticipated		\$117,854	\$117,854
SFY2011 UPWP Planning Funds - (July 1, 2010 to June 30, 2011) - To Be Determined		TBD	TBD
Total		\$117,854	\$117,854
SFY 2010 EXPENSES			
Lead Agency		Requested	Funded
Lead Agency Administration	(10% of Budget)	\$11,785	\$11,785
	3 - Human Services Transportation Plan (HST) Update	\$40,000	\$20,000
	Legislative Outreach Committee	\$5,000	\$5,000
	Special Work Assignments	\$2,000	\$2,000
Agency	Project Rank and Title		
FULLY FUNDED SFY 2010 UPWP PLANNING PROJECTS			
Cle Elum, City of	1 - Level of Service Identification & Designation	\$25,000	\$25,000
Ellensburg, City of	3 - University Way Three Lane Conversion Study	\$19,800	\$19,800
PARTIALLY FUNDED SFY 2010 UPWP PLANNING PROJECTS			
Lincoln County	2 - Transportation Element Update & ROW Policies Study	\$24,500	\$23,500
Adams County	5 - Sign Retroreflector Purchase	\$14,000	\$11,000
UNFUNDED SFY 2010 PROJECT SUBMISSIONS			
Grant County - People for People	3 - Lincoln County Feasibility Study (Note 6-5-09 Meeting Minutes)	\$21,776	\$0
WSDOT NC - Grant County - Moses Lake	6 - Westshore Study	\$60,000	\$0
Davenport, City of	7 - Pavement Management Plan Update	\$24,000	\$0
WSDOT NC - TransCo	8 - TransCo development activities	\$4,000	\$0
Ellensburg, City of	9 - GIS Monumentation Control Points	\$18,000	\$0
Kittitas County	10 - County Road Standards Update	\$80,000	\$0
SFY 2011 EXPENSES - PROJECTS TO BE DETERMINED			
	Total Expenditures		\$118,085
	Ending Balance		-\$231