

**Northeast Washington
Regional Transportation Planning Organization
(NEW RTPO)
SFY 2014 Unified Planning Work Program - Annual Report
July 1, 2013 – June 30, 2014**

*This annual report describes the activities undertaken and the work products produced by the
Northeast Washington Regional Transportation Planning Organization during **SFY 2014***

INDIVIDUAL WORK ELEMENTS

Important Notes Regarding Staff and Organizational Changes:

Rene' Kubiak, Finance Manager, was placed on medical leave from July 5, 2013 to November 30, 2013; due to her untimely death, she did not return.

Mallory Conner was placed in the position of Office Manger, handling the duties of Finance Manager and Administrative Assistant from July 1, 2013 to November 30, 2013. She then replaced Rene' in the position of Finance Manager as of December 3, 2013.

Jessica Collins was hired as Administrative Assistant on a temporary basis on October 14, 2013; which became a permanent position as of December 3, 2013.

Tamer Kirac resigned as District Planner as of May 31, 2014.

**SECTION A:
Planning & Program Management**

The lead agency, TEDD, provided management for the regional transportation planning process by coordinating the Unified Planning Work Program (UPWP) activities with the oversight of the RTPO Technical Advisory Committee (TAC), and the Board.

TEDD maintained and enhanced established contacts and communications with federal, state, and tribal agencies, businesses, industries, civic and service groups in matters pertaining to transportation needs in the area. The communication and coordination was done through meetings, training, and program applications.

Meetings of the TAC and Board were scheduled and facilitated in order to review, address and discuss transportation issues with planning partners.

- Regular TAC meetings were held in August, September, October, and December 2013; and January, February, March, April, and May 2014. The July 2013 and June 2014 meetings were cancelled.
- Regular Board meetings were held in August, September, October, and December 2013; and, February, March, April, May, and June 2014. The July 2013 meeting was cancelled.

Work Products:

- NEW RTPO Staff (including the Executive Director, Office Manager, Administrative Assistant, and District Planner) were in attendance for the TAC and Board Meetings.

- NEW RTPO Staff, NEW RTPO Members, and contracted assistance from Eastern Washington University and Plangineering, LLC, attended interagency and public meetings, trainings and workshops related to transportation and transit issues. These included:
 - The Office Manager and Administrative Assistant shared the responsibility for composing the meeting minutes.
 - The Office Manager and District Planner were responsible for fulfilling all other reporting requirements, including quarterly reports and annual reports, for both the TAC and the Board.
 - Office Manager, Administrative Assistant, Executive Director and District Planner were responsible for studying any reports or other information provided by WSDOT and other transportation agencies.
- All pertinent information was disbursed to the TAC and the Board in a timely manner.
- Efforts to work closely with tribal transportation staff on local issues will continue.

Actual SFY 2014 Expenses: \$ 25,184.31

SECTION B: Regional Transportation Plan (RTP) Development

Tamer Kirac, District Planner, continued with the development of the RTP in SFY 2014. Eastern Washington University Department of Urban & Regional Planning was contracted to assist with this project for the period of September 2013 through June 2014. The contracted amount was \$10,000.00. During this SFY, \$5,175.00 has been paid, with \$4,825.00 due. Greg Dohrn, Professor, and Alicia Bemiss-Powell, Student, joined the project and accompanied Tamer at the following meetings and workshops:

- January 15, 2014: Agency Meeting with Pend Oreille County & City of Newport, Newport, WA
- January 15, 2014: Agency Meeting with Kalispel Tribe, Kalispel Reservation
- February 21, 2014: Agency Meeting with Ferry County, Republic, WA
- February 21, 2014: Agency Meeting with City of Republic, WA
- February 26, 2014: Agency Meeting with Stevens County Public Works, Colville, WA
- February 26, 2014: Agency Meeting with Stevens County Land Services, Colville, WA
- February 28, 2014: Agency Meeting with City of Chewelah, WA
- April 1, 2014: Agency Meeting with the Colville Tribes, Inchelium, WA
- April 16, 2014: Agency Meeting with City of Colville, Colville, WA
- April 23, 2014: Agency Meeting with US Forest Service, Colville, WA
- April 23, 2014: Agency Meeting with Spokane Tribe, Wellpinit, WA
- May 28, 2014: Pend Oreille County & Kalispel Tribe Public Outreach, Newport, WA
- May 29, 2014: Spokane Tribe Public Outreach, Wellpinit, WA
- May 29, 2014: Stevens County Public Outreach, Colville, WA
- June 3, 2014: Inchelium & Colville Tribes Public Outreach
- June 4, 2014: Ferry County Public Outreach in Republic, WA

Actual SFY 2014 Expenses: \$18,398.10

SECTION C: **Local Issues Advocacy**

The NEW RTPO continues to work on local issues that relate to the elements of the RTP and coordination of public transportation.

Trail Information

- The Ferry County Rail-Trail project is underway, with the financial assistance of the NEW RTPO's award from the Transportation Alternatives Program (TAP) grant. The scope of the initial project was reduced somewhat, with the approval of WSDOT. They have been able to complete the first phase of the 28-mile project, including the modification of the railroad bridge which crossed a portion of Curlew Lake in the northern edge of the lake.
- The Kettle Falls to Colville Trail project is moving along. The Northeast Tri County Health District (NETCHD) took the lead on the project in early 2012. They secured funding for a limited survey to determine WSDOT right of ways along Highway 395. This outcome of this survey showed areas on the north side of the highway (the preferred location) where ROW is too narrow to construct the path. This will require acquisition of private property in order to complete the project. The Trail Committee has not met since the survey was completed to discuss the issue further. The NEW RTPO continues to facilitate in any way needed.

Enhancement Grant Duties

- The NEW RTPO staff and TAC have been diligent in following up and working with the grantees as needed.
- The NEW RTPO will continue to assist WSDOT and all applicants with any and all issues that arise.

Enhancement / Transportation Alternatives Program:

- The Town of Marcus is the only outstanding project from SFY 2010.
- All SFY 2012 award recipients have either completed or are near completion for their projects. The City of Chewelah's Highway 395 project is expected to be completed by the end of 2014.
- The remaining 2013 TAP funding was added to the 2014 allocation (for a total of \$127,000); at the June 26, 2013 TAC and Board meetings. It was decided to award \$126,100 to the City of Chewelah for their Highway 395 sidewalk project. This project is in progress.

Public Transit:

- The NEW RTPO continues dialogue with all regional municipalities regarding public transportation. See additional info regarding activities of the Transit Committee under "Long Range Planning."

Actual SFY 2014 Expenses: \$4,518.89

SECTION D: Transportation Improvement Plan (TIP)

- The NEW RTPO submitted a Regional TIP to WSDOT 2014-2019 during SFY 2014.
- Throughout the course of the year, any/all TIP amendments that were submitted to the NEW RTPO were approved and submitted to the state for timely inclusion in the monthly STIP amendments.

Actual SFY 2014 Expenses: \$1,364.24

SECTION E: Required Documentation

Work products from the NEW RTPO included:

- Meeting minutes for TAC and Board
- Quarterly Reports
- Annual Report
- Title VI Annual Report
- Billing information was reviewed by the Finance Manager and Executive Director of TEDD so that accurate quarterly reimbursement requests could be prepared
- SFY 2015 UPWP (adopted by the TEDD Board on May 28, 2014)
- Monitoring and processing of invoices for contracted work from EWU for the RTP and Plangineering for the CPT-HSTP.

Actual SFY 2014 Expenses: \$13,298.48

SECTION F: Long Range Planning

The Executive Director and District Planner conducted long range planning consistent with the Investment Guidelines of the Washington Transportation Plan (WTP), which include:

- **Economic Vitality**
To promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy.
- **Preservation**
To maintain, preserve, and extend the life and utility of prior investments in transportation systems and services.
- **Safety**
To provide for and improve the safety and security of transportation customers and the transportation system.
- **Mobility**
To improve the predictable movement of goods and people throughout Washington State.
- **Environment**
To enhance Washington's quality of life through transportation investments that promote energy conservation, enhance health communities, and protect the environment.

- **Stewardship**
To continuously improve the quality, effectiveness, and efficiency of the transportation system.

Public Transportation

- **Travel Washington Intercity Bus Program:** The Gold Line route from Kettle Falls to Spokane is doing well and ridership continues to improve. The NEW RTPO will stay involved with WSDOT to support any efforts needed.
- **Public Transit Authority:** The NEW RTPO will continue dialogue with all regional municipalities and tribal agencies regarding public transportation.

The Transit Committee continued to meet regularly throughout SFY 2014; they met in July, August, October, and December 2013, and January, February, March, April, May, and June 2014. The Executive Director, Office Manager, District Planner and Planning, contracted to prepare the CPT-HSTP, reported to the committee on the status of the plan. The Transit Committee includes several transit providers and users, as well as NEW RTPO and WSDOT representation. Transit coordination is a prevalent topic, as well as the CPT-HSTP and the Consolidated Grant Process.

Tribal Relationships

All TEDD/NEW RTPO staff has worked to maintain and improve tribal relationships. Tribal participation has improved; there has been regular attendance at the TAC/Board and Transit committee meetings from all three tribes.

Current staff continues to do outreach to the three Tribes (Colville Confederated, Spokane, and Kalispel) and supports their transportation planning and public transit efforts.

Actual SFY 2014 Expenses: \$11,733.11

SECTION G: Coordinated Public Transit - Human Services Transportation Plan (CPT-HSTP)

The Transit Committee expressed the desire to update the 2010 plan. Funding was awarded from WSDOT for assistance to prepare a new CPT-HSTP document for 2014. Billing for these services was not processed in SFY 2014.

Actual SFY 2014 Expenses: \$ 0.00

SECTION H: Public Transportation Feasibility Study

Members of the NEW RTPO attended various community events during SFY 2014 to gauge the desires and needs of the region in preparation of pursuing the update to the CPT-HSTP. All participation was volunteer. No funds were expended from the RTPO account for this process.

Actual SFY 2014 Expenses: \$0.00

Funding Summary SFY 2014

Revenue for SFY 2014:	
State Funds	\$75,257.00
Federal Funds	0.00
TOTAL	\$75,257.00

AREAS OF WORK	SFY 2014 BUDGET (Original)	SFY 2014 ACTUALS
A. Planning & Program Management	\$26,017.00	\$25,184.31
B. Regional Transportation Plan Development *This amount includes a partial pmt of \$5,175.00 to EWU	23,356.00	18,398.10
C. Local Issues Advocacy	5,428.00	4,518.89
D. Transportation Improvement Plan (TIP)	4,604.00	1,364.24
E. Required Documentation	11,366.00	13,298.48
F. Long Range Planning	4,486.00	11,733.11
G. Coordinated Public Transit-Human Services Transportation Plan	0.00	0.00
H. Public Transportation Feasibility Study	0.00	0.00
TOTALS		

Unused Funds:	
State Funds	\$759.87
Federal Funds	0.00
TOTAL:	\$759.87