

Whatcom Council of Governments Annual Performance & Expenditure Report State Fiscal Year 2014 UPWP



Whatcom Council of Governments
314 East Champion Street
Bellingham, WA 98225
(360) 676-6974
wco.org

September 30, 2014

Introduction

This annual report covers work completed by the Whatcom Council of Governments (WCOG) between July 1, 2013 and June 30, 2014. The report summarizes progress made on tasks detailed in WCOG’s Unified Planning Work Program (UPWP) approved by the Whatcom Transportation Policy Board on May 15, 2013.

In a format that relates to the approved UPWP document, This report will compare the fiscal year’s performance with established goals and note progress in meeting planned schedules. A separate table, also corresponding to the subject UPWP, is included at the end of the report which will provide a comparison of budgeted funding amounts and actual costs incurred.

Organization of this report

This report is based on direct reference to WCOG’s approved SFY 2014 UPWP. For each UPWP *work activity*, the bulleted list of products is used as the *established goals* for this report’s description of performance towards those goals. Established goals and related performance are presented in two columns beneath each work activity.

Whatcom MPO/RTPO Internally-Developed Programs and Projects

WCOG’s SFY 2014 UPWP separated “non-PL funded” programs under the above section title. While the corresponding section of the UPWP was less structured than it was for the sections covering PL-funded work elements, this report use the same progress reporting format as for the PL-funded elements.

The Farmhouse Gang (FHG) – established goals	Performance
A coalition of interested organizations and individuals in Island, San Juan, Skagit, Snohomish and Whatcom counties that meets periodically to identify transportation opportunities for the benefit of any two or more of the five counties that compose the North Sound region. WCOG administers the Farmhouse Gang under a year-to-year contract with the Skagit Council of Governments.	WCOG convened and facilitated two meetings of the Farmhouse Gang, developed a current action plan for the coalition, and collected data and other information for a continuing FHG effort to build support for continued investment and improvement of the Inter-County Transit Connector service.

The International Mobility and Trade Corridor Program (IMTC) – established goals	Performance
<p>A binational coalition of stakeholders with interests in cross-border mobility, security and commerce. Include representatives of U.S. and Canadian federal agencies (notably both nations' border inspection and transportation agencies), the State of Washington, the Province of British Columbia, border municipalities, transportation industry representatives, business and trade organizations, and interested citizens. The IMTC fosters and facilitates collaboration, consultation and cooperation on projects and research that improve information flow, data availability and cross-border mobility between Whatcom County and B.C.'s Lower Mainland. Funds come through WSDOT from the U.S. Coordinated Border Infrastructure program and other Federal and State grants, as well as Canadian government sources.</p>	<p>As lead agency of the IMTC Program, WCOG convened and facilitated 10 stakeholder meetings and three truck lane improvement sub-group meetings, updated the IMTC priority project list, updated the IMTC Resource Manual, maintained the IMTC website, supported WSDOT's involvement with the BC-WA Joint Transportation Executive Committee (JTEC), represented the region on the U.S.-Canada Transportation Border Working Group (TBWG), managed two border projects (the WCOG-BPRI Passenger Vehicle Survey and the U.S.-Canada Border Data Warehouse project), completed a capacity-building program under FHWA's SHRP2 program, successfully applied for funds for the upcoming Dynamic Border Management project, presented best practices in wait-time systems and regional data archiving at ITS Canada, and conducted many research and analysis support tasks for IMTC participating agencies.</p>

The Cascade Gateway Traffic Study – established goals	Performance
<p>An at-border data gathering effort being performed in partnership with Western Washington University's Border Policy Research Institute. It will be completed during SFY 2014.</p>	<p>This study was completed as scheduled. A final report is available at http://theimtc.com/wp-content/uploads/PVS-Winter-Wave-FINAL.pdf. A fully formatted database of survey response data is also available from WCOG.</p>

The Employment Access and Coordinated Human Services (EACH) Plan – established goals	Performance
<p>The EACH Plan satisfies the requirement for RTPOs to develop and update human services transportation plans. Funding for this activity is dedicated and comes through WSDOT from federal sources.</p>	<p>Over SFY 2014, human services transportation stakeholder meetings informed subsequent collaboration and staff work to develop goals, service gaps analysis, project selection criteria, and a ranked project list. All of the above has been factored in to the draft Human Services Transportation Plan. The draft plan update will be considered for approval by the Whatcom Transportation Policy Board in SFY 2015.</p>

The Border Data Warehouse (BDW) – established goals	Performance
<p>(BDW) project is developing a national data archive for border crossing regions that collect wait times and other data. The national warehouse will be based on prior efforts by WCOG to develop and maintain the Cascade Gateway Border Data Warehouse, a regional archive that provides online access to cross-border volume, delay and other transportation-related data. This project is funded by FHWA and Transport Canada</p>	<p>This project was completed on time. The resulting website is located at: http://www.borderdatawarehouse.com/</p>

Whatcom Smart Trips (WST) – established goals	Performance
<p>WST is a multi-pronged travel demand management (TDM) program that includes Neighborhood Smart Trips, School Smart Trips, EverybodyBIKE and Smart Trips Employer Partners, all acting to educate the traveling public and encourage safe use of modes other than the single occupant vehicle. The program is funded with grants from State and Federal sources and satisfies WCOG’s TDM requirements, including those of the Washington State Commute Trip Reduction (CTR) Law.</p>	<p>Also noted in other sections of this report – WCOG continued administration of the WST Program. In addition, WCOG staff worked with peer agencies to share best practices, conducted the second year of School Smart Trips, created and ran a kids summer adventure camp (based on the School Smart Trips curriculum), taught 3,564 kids in bicycle skills courses, added another 20 employer partners (bringing the total to 172). WCOG staff continued to work with CTR Employee Transportation Coordinators (ETCs) to implement strategies based on 2012 biennial employee surveys. Surveys were administered again in spring of 2014.</p>

Major work activities

The corresponding sections of WCOG’s SFY 2013 UPWP provide more detailed narrative on the major work activities as well as the summary level, bulleted lists reprinted below. For this report, the bulleted lists are used as the *established goals* for each activity. A description of performance relative to each goal is given in the adjacent column.

1. Program Administration - To be completed by MPO/RTPO – Daily, Monthly and Annually – Quarterly Policy Board meetings

Activity 1 products – established goals	Performance
<ul style="list-style-type: none"> Properly set, noticed and summarized meetings and public hearings 	During SFY 2014, WCOG held six Whatcom Transportation Policy Board (WTPB) meetings: 7/10/13, 9/11/13, 10/9/13, 1/22/14, 3/12/14, & 5/14/14.
<ul style="list-style-type: none"> Process documentation 	WTPB notices, minutes, etc. Indirect cost allocation plan. MPO certification. TIP.
<ul style="list-style-type: none"> Properly planned, led and recorded Farmhouse Gang meetings 	During SFY 2014, WCOG, with Farmhouse partners, held two meetings: 12/6/13 & 3/14/14.

2. Metropolitan Transportation Planning

WCOG’s SFY 2014 UPWP split this activity is split into five tasks. These are labeled below as 2a through 2e.

2a. Unified Planning Work Program (UPWP) – MPO - Completed by May each, or every other, year - contributes to attainment of the federal planning factors: Accessibility & MOBILITY, Efficient system management

UPWP products – established goals	Performance
<ul style="list-style-type: none"> Compliant and Policy Board-adopted annual work plan 	WCOG’s SFY 2015 UPWP was adopted by the WTPB on May 14, 2014.
<ul style="list-style-type: none"> Timely Annual Report 	Submitted on September 30, 2014.

2b. Whatcom Transportation Plan – MPO/RTPO - Update when MAP-21 rules available - Contributes to all federal planning factors and state transportation goals

WTP products – established goals	Performance
<ul style="list-style-type: none"> Up-to-date Metropolitan Transportation Plan 	WCOG staff has participated in facilitated discussions with state and federal agency staff to evaluate emerging guidance on development and application of performance measures – for both future regional project selection and management and for incorporation into the next regional transportation plan update. WCOG expects its next plan update to be completed in 2017.
<ul style="list-style-type: none"> Up-to-date Public Participation, Title VI and Human Services Plans 	Over SFY 2013, WCOG staff has held meetings with human service transportation stakeholders, continued to refine the needs assessment, identified project priorities, and drafted an

	updated Human Services Transportation Plan. The updated plan will be considered for adoption by the WTPB at its meeting on October 8, 2014.
<ul style="list-style-type: none"> Assistance to member jurisdictions for Federal functional classification/reclassification 	Via the WCOG Transportation Technical Advisory Group (TTAG), WCOG has provided updates on ongoing state-level work on classification and mapping.
<ul style="list-style-type: none"> Updated memoranda of understanding with WSDOT and the WTA 	This activity is still pending.
<ul style="list-style-type: none"> Sub-area planning in cooperation with the WSDOT Northwest Region and WCOG member jurisdictions 	Throughout SFY 2014, WCOG staff has worked with WSDOT area staff to advance the Bakerview-to-Grandview subarea transportation study .

2c. Transportation Improvement Program (TIP) – Completed annually, from May thru December – contributes to all State Goals and most Federal Planning Factors

TIP products – established goals	Performance
<ul style="list-style-type: none"> Approved Metropolitan and Regional TIPs 	WCOG's regional TIP was prepared and approved on October 9, 2013.
<ul style="list-style-type: none"> Appropriate certifications 	Completed.
<ul style="list-style-type: none"> TIP amendments as needed 	During SFY 2014, WCOG staff processes and submitted four TIP amendments covering 30 projects (1 removal, 19 additions, 5 administrative amendments, and 5 modifications).
<ul style="list-style-type: none"> Emphasis on projects that increase safety and security 	There was not a call for new projects during SFY 2014. MPO jurisdictions continued to advance projects that improve safety. WCOG staff is also working with community groups to provide safe non-motorized routes along state route 547. Work on the Bakerview-to-Grandview study has also reviewed collision data to inform future evaluation of alternatives.

2d. Intelligent Transportation Systems (ITS) – Amended as needed. Update complete by June 2014 - Contributes to attainment of the federal planning factors: Accessibility & Mobility, Economic Vitality, Security, Safety

ITS products – established goals	Performance
<ul style="list-style-type: none"> Current Whatcom Regional ITS Architecture 	WCOG's ITS architecture was last updated in May of 2013. Regional stakeholder agencies are planning to update the architecture in SFY 2015.
<ul style="list-style-type: none"> Improved access to border data 	Continued maintenance of regional border data warehouse, completion of national border data warehouse project, and collaboration with US CBP to affect new interagency data connections.
<ul style="list-style-type: none"> Travel information for people and freight 	Primarily through the IMTC Program, WCOG staff has worked closely with WSDOT, BC Ministry of Transportation, and U.S. and

	Canadian federal border inspection agencies to conduct and evaluate new data validation methods, incorporate new sources of data into a regional data warehouse, and connect new sources of inspection agency data to wait-time estimation algorithms.
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3. Regional Transportation Planning – MPO/RTPO - Ongoing

Activity 3 products – established goals	Performance
<ul style="list-style-type: none"> Surveys, employer assistance and other services required under the Washington State Commute Trip Reduction Law 	Continued to work with Employee Transportation Coordinators (ETCs) to implement strategies based on 2012 biennial employee surveys. Surveys were administered again in spring of 2014.
<ul style="list-style-type: none"> Provision of TDM services and activities through the Whatcom Smart Trips (WST) program 	WCOG continued administration of the WST Program. In addition, WCOG staff worked with peer agencies to share best practices, conducted the second year of School Smart Trips, created and ran a kids summer adventure camp (based on the School Smart Trips curriculum), taught 3,564 kids in bicycle skills courses, added another 20 employer partners (bringing the total to 172).
<ul style="list-style-type: none"> Consistency of the Whatcom Transportation Plan with the Washington Transportation Plan 	WCOG staff participated in various discussions with the WA Transportation Commission regarding the current draft of the Washington Transportation Plan. These included presentations at the MPO-WSDOT coordinating committee meeting and the Commission's monthly meeting in Bellingham in May, 2014.
<ul style="list-style-type: none"> Countywide planning policies that are consistent with the Whatcom Transportation Plan 	WCOG will be evaluating county transportation planning policies as they are developed as part of the 2016 update and coordinated with the anticipated 2017 update of the WCOG's regional transportation plan.
<ul style="list-style-type: none"> Certification that the transportation elements of local comprehensive plan updates are consistent with the Growth Management Act 	This will be done as jurisdictions' transportation elements are drafted as part of the 2016 comprehensive plan updates.
<ul style="list-style-type: none"> Updated Whatcom Transportation Plan, as necessary 	No updates were necessary.

4. Public and Stakeholder Participation and Education - MPO/RTPO - Ongoing

Activity 4 products – established goals	Performance
<ul style="list-style-type: none"> Increased public awareness of transportation issues 	WCOG staff and member jurisdictions continued to encourage membership in the Citizens' Transportation Advisory Committee (CTAG). Four CTAG meetings were facilitated by WCOG staff during SFY 2014.

<ul style="list-style-type: none"> Increased public awareness of the transportation planning and decision-making processes 	WCOG staff has supported public process relating to planned transportation improvements of member jurisdictions – including modeling analysis for visual presentation of forecasts.
<ul style="list-style-type: none"> Better public access to transportation-related information 	Across all programs, WCOG has leveraged our recently improved internet platform to provide more easily updated information, document sharing, electronic meeting packets, and project information sharing.
<ul style="list-style-type: none"> Increased awareness of transit service availability 	WCOG and the Whatcom Transportation Authority (WTA) have continued to partner on the Whatcom SmartTrips Program which includes several initiatives that raise awareness of transit service availability.
<ul style="list-style-type: none"> Educated and trained bicyclists, transit riders and pedestrians of all ages 	Whatcom Smart Strips has continued skills training and familiarization activities with school programs, summer programs, and seniors programs.
<ul style="list-style-type: none"> Website updates 	WCOG has continued to maintain and improve its websites – www.wcog.org , www.theimtc.com , www.whatcomsmarttrips.org , www.cascadegatewaydata.com , www.getnexus.com

5. Data Acquisition, Analysis & Reporting - MPO/RTPO – Ongoing- Border survey complete by August 2013

Activity 5 products – established goals	Performance
<ul style="list-style-type: none"> Well-calibrated travel demand model 	WCOG staff worked with consultant, Caliper Corporation to complete a 2013 update to the regional transportation demand model. TAZs were added and adjusted with jurisdiction input to better match 2010 census geography and data. Additional traffic counts were also conducted to support model improvements as well as work specific to the Bakerview-to-Grandview subarea analysis.
<ul style="list-style-type: none"> Travel demand forecasts associated with local and countywide land-use scenarios 	In support of Whatcom County’s comprehensive plan update and EIS, WCOG has been working with the county’s consultant to generate link-level travel volumes for base year and forecast year population and land-use scenarios adopted by regional jurisdictions for 2013 and 2036.
<ul style="list-style-type: none"> Border Data Warehouse 	WCOG staff has continued maintain a regional border data warehouse as well as partner with FHWA and Transport Canada to develop a border wide data warehouse for historic wait-time measures.

6. Planning consultation and services as requested or needed MPO/RTPO – I-5 study complete by June 2014

Activity 6 products – established goals	Performance
<ul style="list-style-type: none"> WCOG participation in outside planning studies, as requested 	<p>WCOG has helped community stakeholders in the Kendall area submit an application for state planning assistance for non-motorized trail development.</p>
<ul style="list-style-type: none"> Updated Memorandum of Agreement with WSDOT 	<p>In process.</p>
<ul style="list-style-type: none"> Updated Memorandum of Agreement with WTA 	<p>In process</p>
<ul style="list-style-type: none"> Enhanced data and related travel demand modeling, including micro-simulation on request 	<p>In support of the Bakerview-to-Grandview study, WCOG staff worked with the WSDOT Mt. Baker Area staff – providing screen-line analyses and link volumes for intersection models (ex. Synchro) and other turning-movement forecast methods. Significant work was conducted on a new traffic micro-simulation system. This effort slowed significantly due to unsatisfactory results. After current needs are addressed WCOG will consider further evaluation of micro-simulation.</p>
<ul style="list-style-type: none"> Consultation with WSDOT Northwest Region on corridor and sub-regional planning 	<p>Over SFY 2013 WCOG and WSDOT have convened and conducted meetings of the project technical advisory and steering committee, presented at county and city planning commission meetings, and worked the regional planners’ forum, and consulting firms working for various jurisdictions.</p>
<ul style="list-style-type: none"> Coordination with WTA, the Tribes and WSDOT in implementing the EACH Plan 	<p>WCOG staff conducted this effort largely over the 2013 SFY. A draft Human Services Transportation plan is ready for consideration for adoption by the WTPB in October, 2014.</p>
<ul style="list-style-type: none"> Participation in Statewide planning activities relative to the Washington Transportation Plan 	<p>Some feedback was given through the WSDOT-MPO coordinating committee. More feedback is expected in SFY 2014.</p>
<ul style="list-style-type: none"> Input on State and national transportation policy, such as the evolving MAP-21 National Freight Policy 	<p>Largely through the WSDOT-MPO coordinating committee, WCOG staff has participated in conference calls and surveys to evaluate and respond to proposed rule making.</p>
<ul style="list-style-type: none"> Expenditure of small amounts of PL funds for services related to travel demand modeling is anticipated pending WSDOT TPO approval 	<p>To update the WCOG regional transportation demand model with 2013 baseline population and land use and updated TAZ-level forecasts for population and employment, services were completed by a consultant.</p>

Status of expenditures

The following two tables are 1) planned expenditures from the SFY 2014 WCOG UPWP and 2) actual expenditures for the period.

Planned

Program	Activity	Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	Activity 6	Totals by Funding Source
	Funding Source	Program Administration	MPO Planning	RTPO Planning	Public and Stakeholder Participation and Education	Data Acquisition, Analysis and Reporting	Planning Consultation	
Whatcom Regional Transportation Planning Organization (RTPO)	WSDOT-RTPO	\$2,562	\$0	\$51,240	\$1,708	\$25,620	\$4,270	\$85,400
	RTPO Totals	\$2,562	\$0	\$51,240	\$1,708	\$25,620	\$4,270	\$85,400
Whatcom Metropolitan Planning Organization (MPO) Core Functions	FHWA-PL	\$8,111	\$162,212	\$0	\$13,518	\$81,106	\$5,407	\$270,354
	FTA-5303	905	18,103	0	1,509	9,052	603	\$30,172
	FHWA STP-R	3,750	75,000	0	6,250	37,500	2,500	\$125,000
	Local Match	1,992	39,847	0	3,321	19,924	1,328	\$66,412
MPO Core Function Totals		\$14,758	\$295,162	\$0	\$24,598	\$147,582	\$9,838	\$491,938
Other activities contributing to accomplishment of MPO/RTPO requirements								
Border Wait Time	Canada & FHWA	0	0	0	0	280,000	0	\$280,000
Cascade Gateway Travel Survey	Canada & FHWA	0	0	0	0	121,447	0	\$121,447
EACH (HST)	n/a	0	0	0	0	0	0	\$0
FHG	FHWA - HPP	0	0	15,000	0	0	0	\$15,000
IMTC	FHWA - CBI	5,000	0	0	120,000	120,000	0	\$245,000
WST	USDOT/FHWA/WSDOT/Pvt/Local	10,000	0	0	440,000	0	0	\$450,000
Other Activity Totals		\$15,000	\$0	\$15,000	\$560,000	\$521,447	\$0	\$1,111,447
MPO Total		\$29,758	\$295,162	\$15,000	\$584,598	\$669,029	\$9,838	\$1,603,385
Full UPWP Totals by Activity		\$32,320	\$295,162	\$66,240	\$586,306	\$694,649	\$14,108	\$1,688,785

Actual

Program	Activity	Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	Activity 6	Totals by Funding Source
	Funding Source	Program Administration	MPO Planning	RTPO Planning	Public and Stakeholder Participation and Education	Data Acquisition, Analysis and Reporting	Planning Consultation	
Whatcom Regional Transportation Planning Organization (RTPO)	WSDOT-RTPO	\$6,689	\$0	\$47,619	\$5,033	\$26,106	\$1,433	\$86,880
RTPO Totals		\$6,689	\$0	\$47,619	\$5,033	\$26,106	\$1,433	\$86,880
Whatcom Metropolitan Planning Organization (MPO) Core Functions	FHWA-PL	\$25,162	\$94,110	\$0	\$14,961	\$152,570	\$11,161	\$297,964
	FTA-5303	0	14,358	0	454	16,930	0	\$31,742
	FHWA STP-R	26,814	44,291	2,851	10,313	125,591	3,031	\$212,891
	Local Match	8,112	23,841	0	4,015	46,055	2,215	\$84,238
MPO Core Function Totals		\$60,088	\$176,600	\$2,851	\$29,743	\$341,146	\$16,407	\$626,835
Other activities contributing to accomplishment of MPO/RTPO requirements								
Border Wait Time	Canada & FHWA	0	0	0	0	0	207,960	\$207,960
Cascade Gateway Travel Survey	Canada & FHWA	0	0	0	0	0	88,651	\$88,651
EACH (HST)	n/a	0	0	0	0	0	0	\$0
FHG	FHWA - HPP	0	0	3,748	0	0	0	\$3,748
IMTC	FHWA - CBI	0	0	0	139,127	93,586	0	\$232,713
WST	USDOT/FHWA/WSDOT/Pvt/Local	7,914	0	0	420,115	0	0	\$428,029
Other Activity Totals		\$7,914	\$0	\$3,748	\$559,242	\$93,586	\$296,611	\$961,101
MPO Total		\$68,002	\$176,600	\$6,599	\$588,985	\$434,732	\$313,018	\$1,587,936
Full UPWP Totals by Activity		\$74,691	\$176,600	\$54,218	\$594,018	\$460,838	\$314,451	\$1,674,816