

WSDOT's Process for Consulting with Non- Metropolitan Local Officials, Tribes, and Federal Land Management Agencies

February 17, 2016

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WSDOT's Draft Process for Consulting with Non-Metropolitan Local Officials, Tribes, and Federal Land Management Agencies is prepared by the:

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Introduction

This document describes how the Washington State Department of Transportation (WSDOT) consults with Non-metropolitan Local Officials, Tribes, and Federal Land Management Agencies when developing the long-range statewide transportation plan (WTP 2035-Phase 2) and the Statewide Transportation Improvement Program (STIP).

The Washington State Department of Transportation's strategic plan for 2014 to 2017 (Results WSDOT – Moving Washington Forward) emphasizes greater community involvement and partnerships, agency efficiency and innovation, and a multimodal approach to our transportation system. The goals of all of WSDOT's engagement is to consistently engage partners and the public to increase credibility, drive priorities and inform decision making. The agency's public involvement processes are guided by the Community Engagement Goal of Results WSDOT and detailed in the Community Engagement Plan. WSDOT's tribal consultation processes are guided by the [Centennial Accord](#) and detailed in the [Tribal Communication and Consultation Protocol for Statewide Policy Issues](#).

WSDOT invites the participation of federal, state, and local governments, Tribes, regional organizations including Metropolitan Planning Organizations (MPOs), Regional Transportation Planning Organizations (RTPOs), community groups, affected citizens and the traveling public in the decision making process. WSDOT also participates in these partners' processes where possible and appropriate.

Background

Federal Requirements: WSDOT is required to develop and document the following consultation and involvement processes:

1. 23 CFR §450.210 (a) - Public Involvement Process. WSDOT's *Community Engagement Plan* fulfills this requirement by describing how WSDOT involves the public when developing the long-range statewide transportation plan (WTP 2035-Phase 2) and the STIP. The plan can be found at <http://www.wsdot.wa.gov/planning/>.
2. 23 CFR §450.210 (b) - Non-Metropolitan Local Official Consultation process. This describes how WSDOT consults with "elected and appointed officials of general purpose government in a non-metropolitan area with responsibility for transportation" (23 CFR § 450.104). This process must be kept "separate and discrete" from WSDOT's *Community Engagement Plan*.

23 CFR §450.210(b) reads in whole:

"The State shall provide for non-metropolitan local official participation in the development of the long-range statewide transportation plan and the STIP. The State shall have a documented process(es) for consulting with non-metropolitan

local officials representing units of general purpose local government and/or local officials with responsibility for transportation that is separate and discrete from the public involvement process and provides an opportunity for their participation in the development of the long-range statewide transportation plan and the STIP. Although the FHWA and the FTA shall not review or approve this consultation process(es), copies of the process document(s) shall be provided to the FHWA and the FTA for informational purposes.

(1) At least once every five years (as of February 24, 2006), the State shall review and solicit comments from non-metropolitan local officials and other interested parties for a period of not less than 60 calendar days regarding the effectiveness of the consultation process and any proposed changes. A specific request for comments shall be directed to the State association of counties, State municipal league, regional planning agencies, or directly to non-metropolitan local officials.

(2) The State, at its discretion, shall be responsible for determining whether to adopt any proposed changes. If a proposed change is not adopted, the State shall make publicly available its reasons for not accepting the proposed change, including notification to non-metropolitan local officials or their associations.”

3. 23 CFR §450.210 (c) – Tribal and Federal Land Management Agencies Consultation Process. This describes how WSDOT consults with Tribes and with agencies that manage federal land.

23 CFR §450.210(c) reads in whole:

“For each area of the State under the jurisdiction of an Indian Tribal government, the State shall develop the long-range statewide transportation plan and STIP in consultation with the Tribal government and the Secretary of Interior. States shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with Indian Tribal government.”

WSDOT's Internal Process

The Non-metropolitan Local Official Consultation Process must be reviewed and updated, if necessary, every 5 years. The last review was final on February 17, 2011. The 2011 consultation process can be found at http://www.wsdot.wa.gov/NR/rdonlyres/122D1A74-710B-4888-9D92-439C3CB2BCF7/0/Nonmetroconsultation_090910_v8.pdf

In the fall of 2015, WSDOT reviewed and proposed this update to the 2011 consultation process to better document how the consultation process is being conducted - not to propose any changes to our current consultation practices. WSDOT decided to combine the consultation process for Non-metropolitan Local Officials, Tribes, and Federal Land Management Agencies into one

document with links to supporting information. WSDOT sent this draft a cover email to each Regional Transportation Planning Organization (RTPO), to each county that is not represented by an RTPO, to Tribes, and to Western Federal Lands Highway Division for review and comment. WSDOT requested that the recipients also share this document with their local officials (counties, cities, transit agencies, and planners) and invite their comments during the 60 calendar day review period. The review period was from December 14, 2015 – February 12, 2016.

Who Does WSDOT Regularly Consult with?

- 1. Regional Transportation Planning Organization (RTPO):** RTPOs have county-wide regional transportation planning areas that include both rural and urbanized areas. In urbanized areas, the Metropolitan Planning Organization is the RTPO's lead agency (RCW 47.80.020). For more information on RTPOs see WSDOT's website at <http://www.wsdot.wa.gov/planning/TribalRegional.htm>.

WSDOT consults with RTPOs by:

- Serving as a voting member of each RTPO policy board.
 - Overseeing RTPO programs and providing each RTPO with various points of contact for issues involving planning, programming, projects, and public transportation.
 - Being active participants in the development, review, and processing of RTPO's Regional Transportation Improvement Programs (RTIPs).
- 2. MPO/RTPO/WSDOT Coordinating Committee.** This committee meets quarterly and keeps its members informed of statewide transportation related issues and topics. This committee provides an opportunity for continuous coordination and consultation between transportation partners. Committee members include representatives from each MPO, each RTPO, each county not represented by an RTPO, and from several WSDOT offices. The committee regularly invites the following to participate in committee meetings: the Federal Highway Administration the Federal Transit Administration, the Tribal Transportation Planning Organization, the Association of Washington Cities, the Washington Association of Counties, the Governor's Office, and the Office of Financial Management.
 - 3. For counties that are not members of an RTPO,** WSDOT has established a working relationship and consults through these types of organizations:
 - **Councils of Governments:** For example, Okanogan County conducts transportation planning and proposes local projects through the Okanogan Council of Governments (OCOG).

WSDOT consults with this organization by:

- Attending and participating in OCOG Policy Board meetings.

- Offering technical assistance to OCOG, along with providing OCOG with various points of contact for issues involving planning, programming, projects, and public transportation.
- Being active participants in the development, review, and processing of project submittals from Okanogan County.
- **Transportation Planning Organization:** For example, Island County conducts transportation planning and proposes local projects through the Island Transportation Planning Organization.

WSDOT consults with this organization by:

- Attending and participating in Island County meetings regarding key transportation issues.
- Offering technical assistance to Island County, along with providing Island County with various points of contact for issues involving planning, programming, projects, and public transportation.
- Being active participants in the development, review, and processing of project submittals from Island County.
- **San Juan Islands Ferry Advisory Committee:** San Juan County is not in an RTPO and the ferry route is the only state route connecting the county to the mainland. There are no state routes within the county. WSDOT consults with San Juan County on statewide and regional planning issues through the San Juan Islands Ferry Advisory Committee and through a Public Transportation Division liaison. See this website http://www.wsdot.wa.gov/ferries/CommuterUpdates/pub_meetings to find contact information on the Ferry Advisory Committees.

WSDOT consults with this committee by:

- Receiving comments on ferry service.
- Providing technical assistance.
- Reviewing documents.
- **Local Government Associations:** WSDOT regularly uses the following forums to inform local governments and to solicit feedback during development of plans and projects: Washington State Association of Counties; Association of Washington Cities; County Road Administration Board; Washington State Transit Association; Washington Public Ports Association; Economic Development Councils; Economic Development Districts, and Municipal Research and Services Center.
- **Transit Authority Districts:** There are 31 transit authorities in Washington. In addition to working with transit agencies through many of the RTPOs, WSDOT's Public Transportation Division frequently coordinates directly with transit around the state regarding service delivery and assisting with grants. See <http://www.wsdot.wa.gov/Transit/TransitSystems.htm> for more information.

4. Tribes

29 Federally recognized Tribes are located in Washington State, many with reservations in rural areas. WSDOT's Tribal Consultation policies and protocols are available at: www.wsdot.wa.gov/tribal.

WSDOT consults with Tribes by:

- Inviting a tribal representative(s) to serve on committees during the development of modal and long-range statewide transportation plans.
- Participating in the Washington Indian Transportation Policy Advisory Committee (WITPAC) meetings. WITPAC is a forum for government-to-government consultation between Tribes and WSDOT on policy and statewide issues.
- Participating in quarterly meetings of The Tribal Transportation Planning Organization (TTPO). The TTPO is a voluntary committee of tribal transportation planners that invites WSDOT and non-metropolitan local officials to their quarterly meetings.
- Including Tribal Transportation Improvement Projects directly in the STIP

5. Federal Land Management Agencies

The 5 agencies in Washington State that manage federal lands are the U.S. Forest Service, the Bureau of Land Management, the U.S. Army Corps of Engineers, the U.S. Fish and Wildlife Service, and the National Park Service.

WSDOT consults with these agencies by:

- Participating in the Federal Lands Collaborative Long Range Transportation Planning Assistance and Pacific Northwest Pilot core team. This team is developing an umbrella plan and templates for each agency to use to develop their own transportation plans. The plan templates are scheduled to be complete in 2016.
- WSDOT's role is providing transportation planning advice, providing transportation data, sharing information, and receiving feedback on WSDOT's proposed plans.
- The core team is developing processes for continued collaboration and consultation between the Federal Land Management Agencies, WSDOT, Oregon Department of Transportation, and the Western Federal Lands Highway Division of the FHWA.

What Methods Does WSDOT Regularly Use to Communicate?

1. **Ad-Hoc Committees:** WSDOT invites representatives from counties, cities, and RTPOs to serve on ad-hoc committees during development of modal plans and the long-range statewide transportation plan (WTP 2035-Phase 2).
2. **Surveys:** WSDOT periodically sends electronic surveys to RTPOs to solicit feedback on proposed federal regulations and to gauge effectiveness of communication strategies.
3. **Site Visits:** WSDOT offers nonmetropolitan local officials opportunities for individual site visits to share information and answer questions. These visits generally occur during development of:
 - WSDOT-led transportation plans and studies.
 - MPO Unified Planning Work Programs.
 - RTPO Work Programs.
 - Metropolitan Transportation Plans.
 - Regional Transportation Plans.
4. **Training/Conferences:** WSDOT consults and cooperates with non-metropolitan local officials through these regular events:
 - WSDOT offers annual two-week STIP training across the state as a means to keep cities, counties, tribal nations, ports, transit agencies and other transportation partners abreast of any changes to and/or new programming requirements.
 - Annual ATNI Northwest Tribal Transportation Symposium.
 - Annual Washington State/Tribal Transportation Conference.
 - Annual Public Transportation Symposium.
 - Fall and spring conferences of the American Public Works Association (APWA).
5. **[WSDOT Online Map Center](#):** This is an interactive web mapping site designed for users of every skill level. The Online Map Center provides easy access to map data layers, links to custom map applications and PDF maps. Look for the WSDOT logo on an item's thumbnail, which will indicate authentic WSDOT content. Examples of the content you can discover include:
 - *Transportation infrastructure* - state routes, airports, ferry routes and terminals, Park and Ride facilities, rail lines, etc.
 - *Roadway classifications* - Functional Class, Freight and Goods routes, National Highway System routes, Scenic Byways, etc.
 - *Political and Administrative Boundaries* - City Limits, WSDOT Region Boundaries, Metropolitan Planning Areas, Regional Transportation Planning Organizations, Counties, Tribal Reservation and Trust Lands, WSDOT Maintenance Areas, Highway Urban and Urbanized Areas, Congressional Districts, etc.

Consultation during the Statewide Transportation Improvement Program (STIP) Development

The comprehensive involvement WSDOT has with non-metropolitan local officials during STIP development involves collaboration with MPOs, RTPOs, cities, counties, transit providers and tribal governments as defined in the Community Engagement Plan found at <http://www.wsdot.wa.gov/planning/>.

The WSDOT non-metropolitan consultation process as it relates to the STIP is outlined in the Local Agency Guidelines (LAG) manual Chapter 12, at <http://www.wsdot.wa.gov/localprograms/>.

WSDOT's coordination with Western Federal Lands as it relates to the STIP is detailed in the approved STIP *Section V Consultation & Selection Process* at <http://www.wsdot.wa.gov/LocalPrograms/ProgramMgmt/STIP.htm>.

WSDOT Contact Information

WSDOT is organized into [six regions](#) located across the state with its headquarters located in Olympia and Washington State Ferries (WSF) located in Seattle. Regions, WSF, and headquarters work together to develop the long-range statewide transportation plan (WTP 2035-Phase 2) and the STIP. This work includes continuous consultation with tribes, governments, stakeholders, and the public.

Topic	Title	Phone	Website
Long-range Statewide Transportation Plan and MPO/RTPO Assistance	Multimodal Planning Division Director	(360) 705-7151	http://www.wsdot.wa.gov/planning/
Statewide Transportation Improvement Program	Local Programs Division Director	(360) 705-7372	http://www.wsdot.wa.gov/localprograms/
Public Transportation Grants/Regional Mobility	Public Transportation Division Director	(360) 705-7921	http://www.wsdot.wa.gov/transit/
Statewide Tribal Issues	Government Relations Tribal Liaison	(360) 705-7025	http://www.wsdot.wa.gov/tribal/ContactUs.htm
Washington State Ferries Planning	Finance and Administration Director	(206) 515-3403	http://www.wsdot.wa.gov/ferries/planning/
Washington State Ferries Tribal Issues	Tribal Liaison	(206) 389-8563	http://www.wsdot.wa.gov/tribal/ContactUs.htm
Olympic Region Local Issues		(360) 357-2600	http://www.wsdot.wa.gov/regions/Olympic/
Planning	Planning Manager		
Local Programs	Local Programs Engineer		
Transit	Public Transportation Liaison		
Tribal Issues	Tribal Coordinator	(360) 357-2666	http://www.wsdot.wa.gov/tribal/ContactUs.htm
Southwest Region Local Issues		(360) 905-2000	http://www.wsdot.wa.gov/regions/Southwest/
Planning	Planning Manager		
Local Programs	Local Programs Engineer		
Transit	Public Transportation Liaison		
Tribal Issues	Tribal Coordinator	(360) 905-2018	http://www.wsdot.wa.gov/tribal/ContactUs.htm

Northwest Region Local Issues		(206) 440-4000	http://www.wsdot.wa.gov/Northeast/
Planning (Whatcom, Skagit, and Island Counties)	Mt Baker Planning Manager		
Planning (King and Snohomish Counties)	Sno-King Planning Manager		
Local Programs	Local Programs Engineer		
Transit	Public Transportation Liaison		
Tribal Issues	Environmental Tribal Coordinator	(206) 440-4531	http://www.wsdot.wa.gov/tribal/ContactUs.htm
Tribal Issues	Tribal Coordinator	(206) 440-4734	http://www.wsdot.wa.gov/tribal/ContactUs.htm
North Central Region Local Issues		(509) 667-3000	http://www.wsdot.wa.gov/regions/NorthCentral/
Planning	Program Manager		
Local Programs	Local Programs Engineer		
Transit	Public Transportation Liaison		
South Central Region Local Issues		(509) 577-1600	http://www.wsdot.wa.gov/regions/SouthCentral/
Planning	Planning Engineer		
Local Programs	Local Programs Engineer		
Transit	Public Transportation Liaison		
Tribal Issues	Tribal Liaison	(509) 324-6202	http://www.wsdot.wa.gov/tribal/ContactUs.htm
Eastern Region Local Issues		(509) 324-6000	http://www.wsdot.wa.gov/regions/Eastern/
Planning	Planning Engineer		
Local Programs	Local Programs Engineer		
Transit	Public Transportation Liaison		
Tribal Issues	Tribal Liaison	(509) 324-6202	http://www.wsdot.wa.gov/tribal/ContactUs.htm

Reservation Lands (2015)



