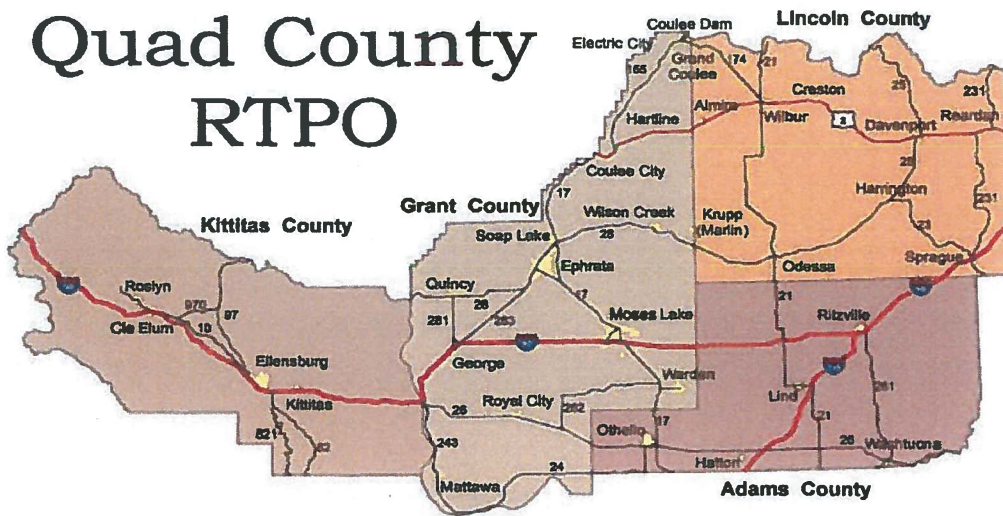


Quad County RTPO



Unified Planning Work Program

for

July 1, 2019 through June 30, 2021

Approved: _____

J. H. A.
QUADCO Chairperson

Date Approved: June 6, 2019

Prepared for:
QUADCO Member Council

By: Grant County Department of Public Works
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QUADCO Unified Planning Work Program
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INTRODUCTION

The Quad County Regional Transportation Planning Organization (QUADCO RTPO) prepares a Unified Planning Work Program (UPWP) for transportation planning activities and priorities to take place during the upcoming Biennium. The UPWP describes planning studies and tasks to be accomplished, designates who will perform the work, identifies the final products and benefits of the planning activities, and estimates the costs for these planning activities to be completed each SFY through the Biennium.

The QUADCO RTPO Lead Agency prepares the UPWP and the QUADCO Council adopts the UPWP and signs a contract with the Washington State Department of Transportation. This UPWP consists of the planning activities and priorities for the period of July 1, 2019 to June 30, 2021. The UPWP is revised at the start of the second SFY of the Biennium if necessary.

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 four-county region of Adams, Grant, Kittitas, and Lincoln Counties. Through this forum, the QUADCO RTPO prepares and maintains a decision-making process for regional transportation planning which augments and supports local transportation planning programs within the individual counties.

HOW THE RTPO IS FUNDED

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.

ORGANIZATION OF QUADCO

A. QUADCO COUNCIL

The Quad County Regional Transportation Planning Organization (QUADCO RTPO) currently consists of 37 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. The QUADCO Council meets approximately four times a year, but will meet more often if necessary. The Council membership is shown in Appendix A. The current Chair is John N. Marshall and Vice Chair is Shawn O'Brien.

B. COMMITTEES

1. The Transportation Policy Board (TPB) is composed of 15 members with designated alternates. The Transportation Policy Board meets as often as necessary to accomplish the assigned tasks of the Council. The TPB membership is shown in Appendix B. The current Chair is Jeff Tincher and Vice Chair is Patrick Boss.
2. The Ranking Committee prioritizes the region's Transportation Alternative Program projects and planning projects in accordance with the purposes and criteria established by the QUADCO Council. Final project ranking and selection is decided by the Council.

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3. Special Committees are formed as necessary to complete and fulfill various other duties and responsibilities that may arise.
4. The Education Committee is comprised of one representative from each of the four counties and a Committee Advisor. The Committee meets as necessary to develop and implement public outreach and education opportunities and events. The Committee welcomes opportunities to attend meeting and seminars to provide information and insight to our state legislators.

PAST BIENNIUM UPWP ACCOMPLISHMENTS

Following is a list of QUADCO's achievements accomplished during the 2017-2019 State Biennium:

1. QUADCO Meeting Coordination and Information Distribution: Coordinated QUADCO Council meetings and Transportation Policy Board meetings. Coordinated Selection Committee work. Scheduled meetings, prepared agendas, compiled meeting documents and meeting minutes, and provided presentations. Provided letters of support for member agency projects.
2. Transportation Partnerships: Invited participation from state, federal, and local agencies, legislators, and transportation partners. Encouraged members to participate in and provide input to planning activities.
3. State Representation: Participated in MPO/RTPO/WSDOT Coordinating Committee meetings and reported on these meetings to the QUADCO Council
4. Training Opportunities: Members and Lead Agency staff attended various training and webinars on transportation planning.
5. QUADCO Document Updates: Updated QUADCO membership and contact information as needed/requested. Updated QUADCO Call for UPWP and STBG Set-aside applications as needed.
6. UPWP and Related Reports: Prepared and coordinated with the Council and WSDOT the 2017-2019 Biennial UPWP and processed grant agreements and related reports. Updated the UPWP Budget and Spending Plan as necessary and approved by the Council.
7. Regional Transportation Improvement Plan (RTIP): A requested, assisted QUADCO local jurisdictions in entering information into the web-based STIP. Compiled and updated the 2017 – 2019 RTIP on the QUADCO Web Site as member agency information was made available.
8. Human Services Transportation Plan (HSTP): Lead Agency conducted a RFP for a HSTP Plan update. The Selection Committee recommendation of People for People was presented and approved at the September 21, 2017 meeting. At the November 8, 2018 the proposed amendment to the 2018 Coordinated Public Transit – HSTP adopting the 2018 regional Priority Ranking Recommendations for the WSDOT Consolidated Grant Program was approved.

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9. Surface Transportation Block Grant Set-aside (STBG) (TA) Program: Continued monitoring the progress of the Transportation Alternatives Program (TAP) projects selected for funding by QUADCO.

UPWP ELEMENTS

A. ADMINISTRATIVE MANAGEMENT AND COORDINATION

The lead agency will manage and coordinate the regional transportation planning process and activities with the agencies, WSDOT, Transportation Policy Board, Selection Committee, QUADCO Council, and other committees as necessary to complete the work and business of the RTPO. This includes:

1. QUADCO Meeting Coordination and Information Distribution: Prepare and schedule all QUADCO Council, TPB, Selection Committee meetings, as well as other subcommittee work assignments as necessary. Act as a central point of contact in obtaining and distributing information pertaining to the RTPO on evolving federal and state requirements. This task also includes preparing agendas, meeting documents, meeting minutes, and coordination of QUADCO activities.
2. Transportation Partnerships: Invite and provide legislators, state, federal and local agencies, and other interested transportation partners and organizations opportunities for participation in RTPO meetings. Coordinate contacts with federal, state, local agencies, business, industry, and other interested parties. Encourage tribal governments to engage in RTPO meetings including the Colville Confederated Tribes, Spokane Tribe of Indians, Wanapum Tribe, and Yakama Nation.
3. State Representation: Attend and participate in MPO/RTPO/WSDOT Coordinating Committee meetings and other committee meetings as assigned to ensure QUADCO issues and concerns are considered.
4. Training: Attend informational and training meetings related to RTPO issues as they may become available.
5. QUADCO Document Updates: Continue to update QUADCO by-laws, inter-local agreements, committee membership list, and equipment inventories as needed.
6. UPWP and Related Reports: Prepare and present to the Council a Unified Planning Work Program (UPWP), amendments, annual UPWP performance and expenditure report, and other agreements with WSDOT. All of these plans and reports shall be responsive to state and federal planning requirements and/or guidance.

Deliverables and Estimated Completion Dates (2019-2021)

<i>Product</i>	<i>Lead Agency</i>	<i>Timeframe</i>	<i>Budget</i>
QUADCO Meeting Coordination and Information Distribution: agendas, minutes, etc.	Adams County	on-going	\$14,400
Transportation Partnerships	Adams County	on-going	\$3,000
State Representation	Adams County	on-going	\$5,000
Training	Adams County	on-going	\$2,500
QUADCO Document Updates	Adams County	on-going	\$2,500
UPWP and Related Reports	Adams County	on-going	\$8,000
2019-2021 BUDGET TOTAL:			\$35,400

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* Lead Agency administration expenses may not exceed 15% of total expenses without Council Approval.

B. REGIONAL TRANSPORTATION PLANNING AND GROWTH MANAGEMENT PLANNING

QUADCO is responsible for programming expenditures of selected federal funds for regionally significant transportation improvement projects. Additionally, QUADCO performs long-range transportation planning among the region's jurisdictions in accordance with RCWs and WACs. The tasks and responsibilities are as follows:

1. QUADCO Equipment Lease Program: Manage and maintain the QUADCO Purchased Equipment Rental/Lease Program. Purchased equipment includes various traffic/pedestrian counters housed, managed and maintained by selected member agencies. Assist member agencies with obtaining the equipment and downloading data for the member agencies purposes.
2. RTIP: Act as repository, compile, and submit the RTPO Six Year Transportation Improvement Program (RTIP) for member agencies. Work with member agencies to address WAC requirements for developing QUADCO's RTIP. Assist member agencies with entering information into the web-based State Transportation Improvement Program (STIP) as needed.
3. GMA Planning Review: Evaluate and review adopted comprehensive plans, their amendments, level of service standards, and county-wide planning policies to insure they reflect consistency with the Regional Transportation Plan (RTP). Comprehensive Plan elements for this review include Transportation, Land Use, and Economic Development. Grant County and Kittitas County are GMA counties. They conduct annual Comprehensive Plan Amendments that require reviews during the summer and fall months, depending on each jurisdiction's amendment schedule. QUADCO will participate in planning activities to assist with GMA comprehensive plan amendments and full updates. The GMA update deadlines are 2017 for Kittitas County and 2018 for Grant County.
4. RTP: The RTP was updated in 2017. Conduct the currency review of the 2017 RTP in 2019. This may include identification and prioritization of further planning needs for improving the sustainability of QUADCO's economic vitality and slight updates to be consistent with the Washington Transportation Plan 2040, Phase II.
5. Regional Transportation Planning Projects: Conduct planning studies or projects, as identified in the Regional Transportation Plan, to fulfill transportation planning needs of regional significance. Regionally significant planning needs in QUADCO improve the sustainability of QUADCO's economic vitality. Projects will include possible solutions to issues of economic vitality, preservation, safety, mobility, environment, and stewardship and generally include:
 - a. Collection of data/information and studies specific to significant local routes and regional corridors.
 - b. The region's major market routes.
 - c. Transportation issues affecting both local and larger geographic scales.

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- d. Work promoted by a combined group of member agencies and interested parties.
 - e. Work that compliments other planning and strategy development work locally, in the region, or projects being advanced and promoted by WSDOT and other agencies.
6. Human Services Transportation Plan and Amendments: The HSTP was updated in 2018. Work to review the 2018 HSTP for project list updates as necessary in 2020. Continue coordination, outreach, and measurement work with the 4-County Community Transportation Planning Team, managed by People for People and includes transportation service providers within the QUADCO area. The HSTP demographics and planning assumptions are updated every four years, while project lists are updated every two years. The next full HSTP update is due in 2022.
7. Statewide Planning Participation: Invite, encourage, and arrange for participation in statewide planning processes as needed to ensure regional issues and concerns are identified, and presented for inclusion to the plans. Involvement is expected to include the following activities: Washington Transportation Plan 2040, Phase II, Highway System Plan, FAST Act, Transportation Efficiency (E.O. 14-04), Aviation System Plan, Corridor Sketches, Statewide Travel Demand Model, Practical solutions, GMA Enhanced Collaboration.
8. Regional Transportation Planning Organization Website Information: QUADCO website coordination and management. This website link is: quadco-rtpo.com.

Deliverables and Estimated Completion Dates (2019-2021)

<i>Product</i>	<i>Timeframe</i>	<i>Budget</i>
QUADCO Equipment Lease Program	On-going	\$6,000
RTIP & Amendments	On-going	\$2,500
GMA Planning Review	On-going	\$2,500
RTP Completion & Concurrency Review	2019	\$3,000
Regional Transportation Planning Projects	On-going	\$170,309
HSTP Plan Updates and Work	On-going	\$8,000
Statewide Planning Participation	On-going	\$5,500
RTPO Website Information	On-going	\$2,000
2019-2021 BUDGET TOTAL:		\$189,809

C. FUNDING PROGRAMS

QUADCO has the responsibility of periodically awarding federal funds through competitive solicitation. Additionally, QUADCO informs its members of new state and federal funding programs and calls for projects. The tasks and responsibilities are as follows:

- 1. Surface Transportation Block Grant Set-aside (TA) Program: Provide services necessary to implement, monitor, and complete processes regarding the STBG Set-aside (TA) Program.
- 2. Other and Special Grant Funding Programs: Review opportunities and implement strategies for new funding proposals offered by the Governor and various state

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agencies. This task also includes participation in the Washington State Transportation Plan Update, Phase II to understand impacts to planning practice within QUADCO and potential evaluation measures that may be required.

3. Special Grant Funding: Coordinate special grant funding opportunities and processes that may occur.

Deliverables and Estimated Completion Dates (2019-2021)

<i>Product</i>	<i>Timeframe</i>	<i>Budget</i>
Surface Transportation Block Grant Set-aside (TA) and other Funding/Special Grant Programs	On-going	\$3,000
2019-2021 BUDGET TOTAL:		\$3,000

D. SPECIAL ASSIGNMENTS ADMINISTRATION

The lead agency will provide oversight and administration for this work. Tasks 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. This work includes:

1. Education Committee: The Education Committee is made up of representatives from each County. The Committee will continue to pursue and schedule outreach events and opportunities to invite, involve, and educate the public on the issues and needs within the QUADCO region.
2. Other Planning Activities: Any other unanticipated participation necessary and specific to the RTP.

Deliverables and Estimated Completion Dates (2019-2021)

<i>Product</i>	<i>Timeframe</i>	<i>Budget</i>
Education Committee	As needed	\$3,000
Other Planning Activities	As needed	\$3,000
2019-2021 BUDGET TOTAL:		\$6,000

E. UNFUNDED WORK

WSDOT prefers that unfunded work activities be listed separately. The work listed below is additional transportation planning activities that benefit QUADCO if funding were available. This work includes:

1. Guidelines for Evaluating Transportation Elements: Assist in development of guidelines for evaluation of GMA Transportation Elements of all municipal agencies in Grant and Kittitas Counties. Estimated cost: \$5,000.
2. Projects and studies that address immediate and/or future investments consistent with the goals and described within the 2019 RTP. Estimated cost: varies greatly.

TRANSPORTATION PLANNING GUIDANCE

This UPWP meets work program requirements and the intent of agreements as outlined in RCW 47.80.010 through RCW 47.80.070 and WAC 468-86. These state statutes and regulations provide the core planning elements required for RTPs and are considered when developing

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the UPWP. The GMA sets up RTPOs as the venues for identifying regional priorities and coordinating transportation planning at all jurisdictional levels with local comprehensive plans.

The regional transportation plans prepared by RTPOs play an important role in achieving consistency between state, county, city, and town plans and policies. State law requires regional transportation plans to be consistent with countywide planning policies adopted under the GMA, county, city, and town comprehensive plans, and state transportation plans. State law also requires RTPOs to certify that the transportation elements of local comprehensive plans reflect guidelines and principles established by the RTPOs, are consistent with the adopted regional transportation plan, and conform to the requirements of RCW 36.70A.070.

In addition to certifying adopted local plans and policies, WSDOT encourages RTPOs to work as partners with local governments in the early stages of local comprehensive plan and countywide planning policy development to more effectively identify and resolve consistency issues. The Department of Commerce's schedule indicates that Kittitas County must complete its GMA update in 2017 and Grant County must complete its GMA update in 2018.

RTPOs should coordinate and invite participation with tribes on the development of their regional transportation plans. The Yakama Nation is within the QUADCO region and the Colville Nation and Spokane Nation border the QUADCO region. QUADCO maintains a list of tribal contacts and encourages all tribes to attend QUADCO meetings and special events. Megan Nicodemus, Tribal Liaison for WSDOT Eastern Region, North Central Region, and South Central Region can assist with coordination among tribes.

WSDOT requires that each UPWP describe the work programmed to support and address the six legislative transportation system policy goals of RCW 47.04.280. These goals include: Economic Vitality, Preservation, Safety, Mobility, Environment, and Stewardship.

WSDOT encourages RTPOs to continue jointly working on the following activities to ensure plans and priorities are reflected in these statewide and corridor effects:

- Washington Transportation Plan 2040, Phase II
- Highway System Plan
- FAST Act and MAP-21 Target Setting Collaboration
- Transportation Efficiency (E.O. 14-04)
- Aviation System Plan
- Corridor Sketches
- Statewide Travel Demand Model
- Practical Solutions
- GMA Enhanced Collaboration
- Coordination of Pertinent Statewide Transportation Plans into the RTP, if updated
- Analysis of FAST Act and final rules regarding potential impacts to planning practices
- Ongoing coordinated Human Services Transportation Discussions

QUADCO must report annually to WSDOT on UPWP progress as required by 23 CFR 420.117. This includes providing WSDOT a draft of the report for comments and discussion.

QUADCO may contract with another agency or private firm for services to implement tasks identified in the UPWP. QUADCO should discuss the needed contracted services with WSDOT prior to pursuing these services. WSDOT may have the technical resources needed and

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available. WSDOT must recommend approval of state RTPO UPWP funds before any consultant selection process begins. Subcontracting agreements are subject to specific requirements as outlined in the money agreements. The “Metropolitan/Regional Transportation Planning Organization Two-Year Financial Agreement” provides further requirements and information on subcontracting and purchases.

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 transportation system goals set in RCW 47.04.280 and various strategies included in those goals. A summary of the deliverables and products to be produced is included in Table A. QUADCO RTPO UPWP Deliverables and Budget.

ACCOUNTABILITY

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.

BUDGET

The QUADCO RTPO UPWP budget is summarized in Table A. Page 13.

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Appendix A. QUADCO Council

<i>Agency Name</i>	<i>Agency Type</i>	<i>Member Name</i>	<i>Member Title</i>	<i>Alternate Name</i>	<i>Alternate Title</i>
Adams County	County	¹ John N. Marshall	Commissioner	Todd O'Brien	PW Director
Grant County	County	Cindy Carter	Commissioner	Jeff Tincher	PW Director
Kittitas County	County	Mark Cook	PW Director	Brett Wachsmith	Commissioner
Lincoln County	County	Mark Stedman	Commissioner	Rick Becker	PW Director
Almira	City	Einar Larson	Mayor	None	None
Cle Elum	City	Mike Englehart	PW Director		
Coulee City	Town	Shirley Rae Maes			
Coulee Dam	Town	Mike Steffens	PW Superintendent	Greg Wilder	Mayor
Creston	City	Rosario Felice	Mayor		
Davenport	City	Steve Goemmel	City Administrator	David Leath	City Clerk
Electric City	City	Jared Armstrong	PW Director	Jacqueline Perman	City Clerk
Ellensburg	City	Derek Mayo	City Engineer	Bruce Tabb	Councilmember
Ephrata	City	Bill Sangster	PW Director	None	None
George	City	Gerene Nelson	Mayor	Arron Harwood	PW Director
Grand Coulee	City	TBD	TBD	TBD	TBD
Hartline	Town	Jim Baergen	Mayor	Robert Sieg	Council Member
Hatton	Town	Daniel Fitts	Mayor	TBD	TBD
Harrington	City	Justin Slack	Mayor	Rick Becker	Councilmember
Kittitas	City	TBD	TBD		
Krupp	Town	TBD	TBD	TBD	TBD
Lind	Town	Jamie Schmunk	Mayor	None	None
Mattawa	City	Juan Ledezma	PW Director		
Moses Lake	City	Richard Law	City Engineer		
Odessa	Town	Iverson Victoria	Councilmember	Terry Goetz	Council Member
Othello	City	² Shawn O' Brien	PW Engineer	Terry Clements	PW Director
Quincy	City	Ariel C. Belino	City Engineer	Tim Snead	City Administrator
Reardan	Town	Jeff Evers	City Manager		
Ritzville	City	Scott Yaeger	Councilmember	Gary Cook	Mayor
Roslyn	City	Jeff Adams	Councilmember	Brandi Taklo	City Clerk
Royal City	City	John Lasen	PW Director	Kent Anderson	Mayor
Soap Lake	City	Raymond Gravelle	Mayor	Karen Hand	Finance Director
South Cle Elum	Town	Scott MacKenzie	PW Director	TBD	TBD
Sprague	City	Klye Canaday	PW Director	Lexi Beherns	Clerk/Treasurer
Warden	City	Kristine Shuler	City Administrator	Don Edson	PW Supervisor
Washtucna	City	Mike Rettinger	PW Superintendent	TBD	TBD
Wilbur	Town	Gloria Kuchenbuch	Mayor	TBD	TBD
Wilson Creek	Town	Kevin Newland	Mayor	Susan James	Clerk/Treasurer

¹ QUADCO Council Chair

² QUADCO Council Vice Chair

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Appendix B. QUADCO Transportation Policy Board

<i>Agency Name</i>	<i>Agency Type</i>	<i>Member Name</i>	<i>Member Title</i>	<i>Alternate Name</i>	<i>Alternate Title</i>
Highline Grain Growers	Major employer	Paul Katovich	General Manager	Mark T. Anderson	CEO/President
WSDOT North Central Region	State	Dave Bierschbach	Regional Administrator	Paul Mahre	Local Programs Engineer
Ellensburg	City	Derek Mayo	City Engineer	Josh Mattson	Civil Engineer
Moses Lake	City	Richard Law	City Engineer		
Ritzville	City	Scott Yaeger	Councilmember	None	None
Harrington	City	Justin Slack	Mayor	None	None
Port of Warden	Port	Dale Pomeroy	Commissioner		
Adams County	County	Todd O'Brien	PW Director		
Grant County	County	⁴ Jeff Tincher	PW Director	Jerome Wawers	Assistant PW Director
Kittitas County	County	Mark Cook	PW Director		
Lincoln County	County	Rick Becker	PW Director	None	None
Columbia Basin RR	Railroad	³ Patrick Boss	Public Affairs & Business Developer	None	None
QUADCO Chair	RTPO	⁴ John Marshall	Adams Co. Commissioner	Shawn O'Brien	PW Director
Public Transportation	Transit	Jan Ollivier	People for People	None	None

³ Transportation Policy Board Vice Chair

⁴ Transportation Policy Board Chair

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Table A.
QUADCO RTPO UPWP Deliverables and Budget
SFY 2018 - 2019 Biennium

July 1, 2019 through June 30, 2021

Work Item	Products	SFY 2019 (est.)	SFY 2021 (est.)	Total Biennium	
Administrative Management and Coordination (15% of Budget)	QUADCO Meeting Coordination & Info Distribution	\$7,200	\$7,200	\$14,400	
	Transportation Partnerships	\$1,500	\$1,500	\$3,000	
	State Representation	\$2,500	\$2,500	\$5,000	
	Training	\$1,250	\$1,250	\$2,500	
	QUADCO Document Updates	\$1,250	\$1,250	\$2,500	
	UPWP and Related Reports	\$4,000	\$4,000	\$8,000	
	SUB TOTAL	\$17,700	\$17,700	\$35,400	
Regional Transportation Planning and GMA	QUADCO Equipment Lease Program (Counter Rental)	\$3,000	\$3,000	\$6,000	
	QUADCO RTIP & amendments	\$1,500	\$1,000	\$2,500	
	GMA Planning Review	\$1,500	\$1,000	\$2,500	
	RTP completion and concurrency review	\$1,500	\$1,500	\$3,000	
	REGIONAL TRANSPORTATION PLANNING PROJECTS				
	TBD	\$85,155	\$85,154	\$170,309	
	City of Davenport	\$18,000	\$17,000	\$35,000	
	City of Ellensburg	\$17,000	\$17,000	\$34,000	
	Town of Lind	\$28,000	\$27,000	\$55,000	
	Unallocated UPWP Funds	\$0	\$0	\$46,309	
		HSTP Amendment & Supporting Activities	\$4,000	\$4,000	\$8,000
		Statewide Planning Participation	\$3,000	\$2,500	\$5,500
	RTPO Website Information	\$1,000	\$1,000	\$2,000	
	SUB TOTAL	\$100,655	\$99,154	\$189,809	
Funding Programs	Surface Transportation Block Grant Set-Aside (TA) & Other Funding or Special Grant Programs	\$1,500	\$1,500	\$3,000	
	SUB TOTAL	\$1,500	\$1,500	\$3,000	
Special Assignments Administration	Education Committee	\$1,500	\$1,500	\$3,000	
	Special Assignments and Other Planning Activities	\$1,500	\$1,500	\$3,000	
	SUB TOTAL	\$3,000	\$3,000	\$6,000	
	GRAND TOTAL	\$122,855	\$121,354	\$244,209	