

FISCAL YEAR 2016 ANNUAL REPORT

July 1, 2015 to June 30, 2016

Longview-Kelso-Rainier Metropolitan Planning Organization
Southwest Washington Regional Transportation Planning
Organization



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Cowlitz-Wahkiakum Council of Governments Metropolitan & Regional Transportation Planning Organization Member Jurisdictions & Agencies

Regional Planning Agencies

- Cowlitz-Wahkiakum Council of Governments (CWCOG)
- Grays Harbor Council of Governments (GHCOG)
- Pacific Council of Governments (PCOG)
- Lewis County Transportation Strategy Council (LCTSC)

State Departments of Transportation

- Southwest Region, Vancouver, Washington State Department of Transportation
- Olympic Region, Tumwater, Washington State Department of Transportation
- South Central Region, Union Gap, Washington State Department of Transportation
- Region 2, Salem, Oregon Department of Transportation

Federal Department of Transportation

- Federal Highway Administration (FHWA)
- Federal Transit Administration (FTA)

Counties

- Cowlitz County
- Grays Harbor County
- Lewis County
- Pacific County
- Wahkiakum County

Port Districts

- Port of Centralia
- Port of Chehalis
- Port of Chinook
- Port of Grays Harbor
- Port of Ilwaco
- Port of Kalama
- Port of Longview
- Port of Peninsula
- Port of Willapa Harbor
- Port of Woodland
- Wahkiakum Port No. 1
- Wahkiakum Port No. 2

Transit Authorities

- Cowlitz Transit Authority
- Grays Harbor Transit Authority
- Twin Transit Authority
- Pacific Transit System

Tribal Governments

- Chinook Nation
- Confederated Tribes of the Chehalis Reservation
- Cowlitz Indian Tribe
- Quinalt Indian Nation
- Shoalwater Bay Tribe

Cities

- Aberdeen
- Castle Rock
- Cathlamet
- Centralia
- Chehalis
- Cosmopolis
- Elma
- Hoquiam
- Ilwaco
- Kalama
- Kelso
- Long Beach
- Longview
- McCleary
- Montesano
- Morton
- Mossyrock
- Napavine
- Oakville
- Ocean Shores
- Pe Ell
- Morton
- Rainier, OR
- Raymond
- South Bend
- Toledo
- Vader
- Westport
- Winlock
- Woodland

MPO Technical Advisory Committee Members

- John Aken, Transit Program Coordinator, CC Rider
- Dave Vorse, Public Works Director, City of Castle Rock
- Jeff Cameron, Public Works Director, City of Longview
- Craig Bozarth, City Engineer, City of Longview
- Manuel Abarca, Traffic Engineer, City of Longview
- Steve Langdon, City Planner, City of Longview
- Adam Smee, City Administrator, City of Kalama
- Kelly Rasmussen, Public Works Director, City of Kalama
- Tim Shell, Senior Engineer, City of Kelso
- Michael Kardas, Community Development Director, City of Kelso
- Debra Dudley, City Administrator, City of Rainier, OR
- Amanda Smeller, City Planner, City of Woodland
- Nick Fazio, Asst. Long Range Planner, Cowlitz County
- Brad Bastin, County Engineer, Cowlitz County
- Roger Maurer, Project Engineer, Cowlitz County
- Kim Stube, Transportation Planner, Cowlitz Indian Tribe
- Colleen Kuhn, Executive Director, Human Services Council
- Paul Youmans, Pathways 2020
- Eric Yakovich, Economic Development Manager, Port of Kalama
- Lisa Hendriksen, Director of Planning and Environmental Services, Port of Longview
- Amy Asher, Transit Manager, River Cities Transit
- Ben Nolen, Mobility Supervisor, River Cities Transit
- Michael Williams, Planning Manager, WSDOT - SW
- Ken Burgstahler, Transportation Planner, WSDOT - SW
- Chad Hancock, Local Programs Engineer, WSDOT - SW
- Joanna Lowrey, WSDOT Kelso Area Office

Cowlitz-Wahkiakum Council of Governments Staff

Bill Fashing, Executive Director
Judith Donovan, Transportation Planner
Sam Rubin, Community Development/GIS Planner

Regional Planning Agencies Staff

Vicki Cummings, Executive Director, Grays Harbor COG
Zana Dennis, Office Coordinator, Grays Harbor COG
Theresa Julius, GIS Coordinator/Planner,
Grays Harbor COG
Michael Kroll, Transportation Planner, Lewis County
Public Works

Title VI

CWCOG ensures all compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person on the basis of race, color, national origin, or sex in the provisions of benefits and services results in from its federally assisted programs and activities. For questions regarding CWCOG's Title VI Program, you may contact the Department's Title VI Coordinator at 360-577-3041.

Funding Partners

This Annual Report has been financed in part through grants from the Federal Highway Administration, Federal Transit Administration, the Washington State Department of Transportation, and the Oregon Department of Transportation.



INTRODUCTION

The **Unified Planning Work Program (UPWP)** outlines the transportation studies and tasks to be performed on behalf of the Longview-Kelso-Rainier Metropolitan Planning Organization (MPO) and the five-county Southwest Washington Regional Transportation Planning Organization (RTPO) over the next state fiscal year (July 1 to June 30). The staff of Cowlitz-Wahkiakum Council of Governments (CWCOG) in conjunction with planning partners at Grays Harbor Council of Governments and Lewis County performs the work activities from the UPWP. The UPWP outlines transportation planning activities over the next fiscal year in sufficient detail to indicate who will perform the work, the schedule for completing it, expected results from the activity, and a proposed funding estimate for each task. Work items listed in the document are based on the priorities set by the region through the Long Range Transportation Plan, by guidelines established under the federal urban transportation regulations 23 USC 134 and state requirements in RCW 47.80 and WAC 486.

The **UPWP Annual Report** summarizes progress made on approved UPWP tasks, programs, and planning activities. The annual report includes:

- Comparison of actual performance with established goals
- Budgeted amounts compared to actual expenses
- Cost overruns or underruns
- Approved work program revisions

This report is a documentation of the requirements listed above.

Other Information

The CWCOG was understaffed for much of the fiscal year and spending reflects this situation. Despite the staff limitation, all requirements were met and the majority of the tasks were accomplished.

PROGRAM ELEMENTS

Element 1 – Transportation Program Administration

Program administration is a core function with the purpose of providing the administrative support required to manage and coordinate the overall MPO and RTPO transportation planning program which includes state and federal planning requirements.

Accomplishments

- Completed monthly reports to WSDOT.
- Adopted policy development for Regional Transportation Improvement Program (RTIP) administration.
- Completed MPO Self-certification.
- Adopted Title VI Plan and Annual Report.
- Adopted 2016 Unified Planning Work Program (UPWP).
- Completed 2015 UPWP Annual Report.
- Held, facilitated, and/or attended regular Cowlitz Technical Advisory Committee (TAC), CWCOG Board (MPO board), RTPO Board, Pacific Council of Governments (PCOG) TAC and policy board, Wahkiakum TAC, Lewis TAC, Grays Harbor Council of Government (GHCOG) Board, Lewis County Transportation Strategy Council (TSC), Walkable Cowlitz, River Cities Transit, Statewide MPO/RTPO Coordination Committee meetings.

- Participated in local, regional, statewide, and national conferences.
- Participated in Government-to-Government, travel demand model, STIP, Title VI, MAP-21 Performance Standards, and Intelligent Transportation System training.

Work Not Completed

- Update Interlocal Agreements and Bylaws for MPO and RTPO.
- Finalization of transportation element of Public Participation Plan.
- Finalization of MOA with WSDOT and River Cities to meet requirements of 23 CFR 450.314.

Amount Budgeted	Amount Expended	Remaining Balance	Percent Expended
\$319,000	\$139,976	\$179,024	44%

Element 2 – Multi-Modal Transportation Planning

The purpose of this element was to address federal, state, and regional priorities, and outline tasks to develop a regional multi-modal transportation policy framework and objectives for the region.

Accomplishments

- Participated in metropolitan, regional, and state planning efforts.
- Completed the 2040 Regional Transportation Plan for the Longview-Kelso-Rainier MPO and the Southwest RTPO.
- Conducted public and stakeholders outreach to develop RTP.
- Participated in state planning activities including Corridor Sketches Initiative.
- Provided guidance and support to work with Cowlitz County partners in the development of an emergency management technical assistance for vulnerable populations transportation plan.
- Reviewed grant applications, upon request, and provided letters of support to local agencies for projects consistent with RTP.
- Coordinated with local bicycle, pedestrian, transit, freight transportation stakeholders in the development of a variety of projects at the MPO and RTPO level.
- Provided input on development via SEPA checklists.
- Assisted City of Longview with update to the Transportation Element of their Comprehensive Plan.
- Coordinated with regional transit agencies to develop a partnership for a General Transit Feed Specification (GTFS) project.
- Completed Bicycle and Pedestrian Assessment report. The report included maps of existing and proposed bicycle and pedestrian facilities, long-range strategies, and the results of the active transportation survey.

- Held quarterly outreach meeting with transit stakeholders across region to implement Coordinated Human Services Transportation Plan (CHSTP) and incorporate key planning priorities and strategies from CHSTP into Regional Transportation Plan.
- Reviewed City of Kelso and Cowlitz County’s Comprehensive Plans to ensure consistency with Regional Transportation Plan.

Amount Budgeted	Amount Expended	Remaining Balance	Percent Expended
\$271,500	\$45,371	\$226,129	17%

Element 3 – Data Collection, Analysis, & Forecasting

To conduct data collection and forecasting activities which support transportation planning functions.

Accomplishments

- Produced thematic maps for transportation and land use planning.
- Developed demographic report and analysis for Regional Transportation Plan.
- Provided assistance to local agencies with data requests for local plans and projects.
- Inventoried and mapped existing bicycle and pedestrian facilities within the MPO and RTPO areas. The bike/pedestrian inventory included multi-use paths, designated bike paths, and pedestrian trails. These maps were included as part of the Bicycle and Pedestrian Assessment.
- Collected data and traffic counts for MPO area for update and calibration of the traffic model.
- Hired a consultant to assist with preparation of hiring a firm to update the travel demand model.
- Initiated process to select a travel demand model consultant to complete the model update.

Work Not Completed

- Completion of the travel demand model update.
- Roads re-classifications – no requests from local agencies were received.

Amount Budgeted	Amount Expended	Remaining Balance	Percent Expended
\$275,329	\$50,336	\$224,993	18%

Element 4 – Project Programming and Prioritization

CWCOG, with guidance from the TACs and the CWCOG and SWRTPO boards, has the primary responsibility for the development, review, and management of the Regional Transportation Improvement Program (RTIP) and to program federally-funded and other regionally significant transportation improvement projects over a four-year period. Jurisdictions across the five-county SWRTPO area, WSDOT, and transit service providers submit copies of the Six-Year Transportation Improvement Programs to CWCOG in order to facilitate development of the overall RTIP. The RTIP is updated annually and is amended on an as-needed basis throughout the year.

Accomplishments

- Adopted 2016-2019 RTIP.
- Managed the 2016-2019 RTIP through formal amendments and administrative modifications.
- Provided ongoing training on the RTIP process to local agencies.
- Published Obligation and Closure Report for MPO.
- Managed Surface Transportation Program (STP) for Cowlitz County.
- Reviewed WSDOT reports on progress in meeting obligation targets. Worked with local agencies to assist with obligation process.
- Monitored projects to ensure progress in obligating Transportation Alternative Program (TAP) funding.

Amount Budgeted	Amount Expended	Remaining Balance	Percent Expended
\$77,500	\$23,541	\$53,959	30%

Element 5 - RTPO Planning Duties

Accomplishments

CWCOG

- CWCOG facilitated monthly Pacific and Wahkiakum counties' TAC meetings.
- Held coordination meetings with Grays Harbor COG staff regarding ongoing RTPO processes.
- CWCOG staff attended monthly Lewis County TSC meetings and occasionally the Lewis TAC meetings.
- CWCOG staff worked to implement the plan by hosting quarterly coordination meetings with plan stakeholders. Meeting discussion topics included Intelligent Transportation Systems (online transit routing), transit-oriented development strategies in rural and small metro settings, Statewide Public Transportation Plan update, Regional Transportation Plan update, and the Consolidated Grant Program. Staff also participated in quarterly Southwest Washington Accessible Transportation Coalition meetings hosted by the Human Services Council.

- CWCOG staff coordinated a partnership with fixed-route providers to put data on Google Transit to help the public access information and easily plan trips.
- CWCOG staff created and utilized online mapping tools such as ArcGIS online to facilitate meetings for the MPO and RTP. Using the WSDOT Community Portal online map as a foundation, CWCOG staff added project-specific data in order to provide a dynamic map for presentations.
- Provided data, staff support, and meeting presentations to promote regional discussion of proposed Washington State Freight Mobility Plan.
- Coordinated with regional partners across Cowlitz, Lewis, and Grays Harbor counties to combine input into the State Freight Mobility Plan.
- Coordinated with RTP partners on first/last mile freight routes and project submittals for the Washington State Freight Plan.

Grays Harbor Council of Governments

- Worked with CWCOG staff to administer RTP programs, prepare annual budgets and contracts, submit quarterly and annual reports, and develop the Grays Harbor County section of the Unified Planning Work.
- Acted as liaison between local, regional, state, and federal agencies, along with tribal government and local transportation stakeholder groups.
- Provided technical assistance to member agencies and transportation stakeholders developing and funding transportation projects.
- Provided ongoing coordination with cities, towns, ports, airports, transit agencies, tribes, community groups (bike/pedestrian and scenic byway), rail, freight, and other transportation stakeholders.
- Assisted CWCOG to develop Grays Harbor element of RTP. Provided data to CWCOG as requested (Port, airports data; bike, and trail shapefiles) for RTP.
- Participated in ongoing meetings to develop map products and formalize plan for the CONNECT Grays Harbor project. Converted information gathered during process for use in the Bicycle and Pedestrian Assessment and RTP.
- Grays Harbor Navigation Channel Deeper Draft: Assisted the Port to secure CORPS dedicated project funding and state match.
- Coordinated efforts to identify placement, process, and funding strategies for electric vehicle charging stations.
- Assisted the City of Aberdeen in the development of a Complete Streets Program as part of Aberdeen Revitalization Movement (ARM).
- Participated in meetings with Grays Harbor Transit Administration to explore creation of a commuter line between Aberdeen and Olympia.
- Facilitated the development of the Grays Harbor Transit Authority Route Map Guide Book.
- Assisted Grays Harbor Transit and Coastal Community Action Program with Consolidated Transit Grant development.
- Developed maps for members to graphically display data and support transportation and land use plans.

Lewis County Transportation

- Worked with CWCOG staff to administer RTP programs, prepare annual budgets and contracts, submit quarterly and annual reports, and develop the Lewis County section of the Unified Planning Work.
- Facilitated and coordinated Lewis County Technical Advisory Committee (TAC), Lewis County Transportation Strategy Council (TSC), and RTP/WSDOT coordinating meetings and workshops to address Lewis County regional,

state, and federal transportation issues.

- Acted as liaison between local, regional, state, and federal agencies, along with tribal government and local transportation stakeholder groups.
- Provided ongoing coordination with cities, towns, ports, airports, transit agencies, tribes, community groups (bike/pedestrian and scenic byway), rail, freight, and other transportation stakeholders.
- Provided technical assistance to member agencies and transportation stakeholders developing and funding transportation projects.
- Created and provided GIS maps to member jurisdictions.
- Participated in the North Lewis County Industrial Access Technical Advisory Committee.
- Assisted with development of the Lewis County elements of the Regional Transportation Plan.
- Prepared and submitted estimates, prospectuses, and local agency agreements to WSDOT for federally funded projects.

Amount Budgeted	Amount Expended	Remaining Balance	Percent Expended
\$65,000	\$61,515	\$3,485	95%