

STATE FISCAL YEAR 2017 ANNUAL REPORT

July 1, 2016 to June 30, 2017

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



*207 4th Avenue North
Administration Annex
Kelso, WA 98626*

*360-577-3041
FAX: 360-214-3425
<http://www.cwcog.org>*

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 and Towns

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

MPO Technical Advisory Committee Members

- Michael Ray, 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, Planning Manager, City of Longview
- Adam Smee, City Administrator, City of Kalama
- Kelly Rasmussen, Public Works Director, City of Kalama
- Michael Kardas, Community Development Director, City of Kelso
- Debra Dudley, City Administrator, City of Rainier, OR
- Jody Herz, Engineering Technician, City of Woodland
- Nick Fazio, Asst. Long Range Planner, Cowlitz County
- Brad Bastin, County Engineer, Cowlitz County
- Susan Eugenis, Assistant 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
- Lisa Willis, Environmental Manager, Port of Longview
- Jennifer Keene, Executive Director, Port of Woodland
- Amy Asher, Transit Manager, River Cities Transit
- Ben Nolen, Mobility Supervisor, River Cities Transit
- Chris Paolini, Airport Manager, Southwest Washington Regional Airport
- Michael Williams, Planning Manager, WSDOT - SW
- Judith Perez, Multimodal Systems Planner, WSDOT - SW
- Rick Keniston, Local Programs Engineer, WSDOT - SW
- Joanna Lowrey, WSDOT Kelso Area Office

Cowlitz-Wahkiakum Council of Governments Staff

Bill Fashing, Executive Director

Robert Stevens, Transportation 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 funding from the Federal Highway Administration, Federal Transit Administration, the Washington State Department of Transportation, and the Oregon Department of Transportation.

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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 (SWRTPO) 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 Regional 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 tasks were completed.

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

- Prepared a budget for the MPO and RTPO prior to start of calendar year 2017.
- Transportation page on the CWCOG website was maintained.
- Submitted monthly reports to WSDOT and completed monthly accounting summaries.
- Completed MPO self-certification.
- Adopted Title VI and Limited English Proficiency Policy.

- Submitted Title VI Annual Report.
- Adopted 2018 Unified Planning Work Program (UPWP).
- Public Participation Plan was updated and ready for adoption by the end of SFY 2017. Adoption officially happened in July 2017.
- Completed 2016 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 County TAC and Transportation Strategy Council (policy board), Grays Harbor Council of Government (GHCOG) policy board, Walkable Cowlitz, RiverCities Transit, public transportation stakeholders group, North Lewis County Industrial Access Technical Advisory Committee, and statewide MPO/RTPO Coordination Committee meetings.
- Authored articles for local and regional newsletters.
- Participated in local, regional, statewide, and/or national conferences.
- Participated in Surface Transportation Program (STP), Title VI, performance measures, freight training, and other webinars related to transportation planning.
- Metropolitan Transportation Planning Agreement (314 Agreement) was developed in cooperation with RiverCities Transit (Cowlitz Transit Authority) and submitted to WSDOT for their review and review by the Attorney General.

Deliverables Not Completed

- Preliminary discussions on updates to the Interlocal Agreements and Bylaws for MPO and RTPO happened, but the process is ongoing and deliverables have not been finished.

Amount Budgeted	Amount Expended	Remaining Balance	Percent Expended
\$229,206	\$199,588	\$29,618	87%

Element 2 – Multi-Modal Transportation Planning

The purpose of the tasks within this element is to meet state and federal transportation planning requirements through a continuous, cooperative, and comprehensive planning process. This element also addresses federal, state, and regional priorities, and outlines tasks to develop regional multi-modal transportation long-range strategies for the region. All six of the state’s transportation planning priorities of economic vitality, preservation, safety, mobility, environment, and stewardship are included throughout the development of this element and through outcomes associated with this activity.

Accomplishments

- Participated in metropolitan, regional, and state planning efforts including providing comments on the 2017 Washington State Aviation Plan.
- Conducted public and stakeholders outreach to develop RTP.
- Reviewed grant applications upon request and provided letters of support to local agencies for projects consistent with RTP.
- Coordinated with local bicycle, pedestrian, public transportation, and freight transportation stakeholders in the development of a variety of projects at the MPO and RTPO level.
- Long-range strategies were finished for all four emphasis areas (active transportation, freight, public transportation, roadways) and incorporated into the draft 2045 RTP.
- Draft Demographics and Existing Conditions Chapters for the 2045 RTP were finished or in process as of June 30, 2017.
- GHCOG and Lewis County provided assistance with the RTP planning process and review of draft chapters for the 2045 RTP.
- Provided input on development to local agencies via SEPA processes.
- Reviewed the City of Chehalis Comprehensive Plan's Transportation Element.
- Coordinated with regional public transportation agencies to develop partnership for a General Transit Feed Specification (GTFS) project.
- Completed Bicycle and Pedestrian Assessment report.
- Participated in several state planning processes including funding formula review and long-range strategy development.
- GHCOG planning partner participated in WSDOT Olympic Region Corridor Sketch workshops.
- Planning partners at GHCOG coordinated efforts to identify placement, process, and funding strategies for electric vehicle charging stations.
- Planning partners at GHCOG assisted in the development of a Complete Streets Program for the City of Aberdeen.
- GHCOG planning partner assisted Grays Harbor County local agencies with STP obligation process.
- Planning partner at Lewis County worked on an update to the Lewis County Comprehensive Plan Transportation Element.
- Planning partner at Lewis County assisted local agencies with preparing grant applications, such as to the TIB.
- Held quarterly outreach meetings with public transportation stakeholders across region to implement and further the Coordinated Human Services Transportation Plan (CHSTP) and incorporate key planning priorities and strategies from the CHSTP into the RTP.

Deliverables Not Completed

- Assisting the City of Longview with update to the Transportation Element of their Comprehensive Plan was in process, but not completed by June 30, 2017.

Amount Budgeted	Amount Expended	Remaining Balance	Percent Expended
\$326,500	\$51,987	\$274,513	16%

Element 3 – Data Collection, Analysis, & Forecasting

This element includes the development and maintenance of a transportation database to support the transportation planning program. The database will be used to assess transportation system performance, evaluate level of service standards, and calibrate the regional travel-forecasting model. In addition, this element includes the development, application, and maintenance of the travel demand model for the MPO area. The model will be used to estimate and analyze future transportation needs and provide technical support to local jurisdictions.

Accomplishments

- Longview-Kelso-Rainier, OR Metropolitan Planning Area (MPA) Travel Demand Model was updated, calibrated, and mostly validated.
- Collected data and traffic counts for MPO planning area for update and calibration of the travel demand model.
- Produced GIS maps to graphically display data and support transportation and land use planning and plans.
- Gathered demographic data, performed analysis, and incorporated into the draft 2045 RTP.
- Researched and obtained transportation-related data for the freight and roadways emphasis areas for data analysis and inclusion in the draft 2045 RTP.
- 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 planning areas.
- Processed a road re-classification in Lewis County for Airport Road.
- Created an ArcGIS Online map to display the Bike/Ped Assessment inventoried facilities.
- Planning partners at GHCOG and Lewis County collected various types of GIS data and assisted/provided data to local agencies.

Deliverables Not Completed

- Completion of the travel demand model update. Model validation and documentation still had not been finished by the end of June 2017.

- An Online Regional Transportation Improvement Program (RTIP) Map showing locations of projects on the RTIP was scheduled to be completed. The Online RTIP Map will be completed with the adoption of the 2018-2021 RTIP.
- Developing a larger catalog of ArcGIS Online maps to be used for MPO and RTPO transportation planning.

Amount Budgeted	Amount Expended	Remaining Balance	Percent Expended
\$349,700	\$113,017	\$236,683	32%

Element 4 – Project Programming and Prioritization

CWCOG staff, with guidance from MPO and RTPO jurisdictions, has the primary responsibility for the development, review, and revision of the Regional Transportation Improvement Program (RTIP). Jurisdictions across the five-county RTPO area, WSDOT, and transit service providers submit copies of their Six-Year Transportation Improvement Program or Transit Development Plan to CWCOG in order to facilitate development of the overall metropolitan and regional TIPs. Document approval authority lies with CWCOG and SWRTPO Boards, WSDOT, FHWA, and FTA. CWCOG also has responsibility to manage the Surface Transportation Block Grant Program (STP) for Cowlitz County and Transportation Alternatives (TA) grant program for the SWRTPO.

Accomplishments

- Adopted 2017-2020 RTIP.
- Managed the 2016-2019 RTIP through formal amendments and administrative modifications from July – October 2016. Managed the 2017-2020 RTIP through formal amendments and administrative modifications from January – June 2017.
- Provided ongoing training in the RTIP process to local agencies.
- Published Obligation and Closure Report in March 2017.
- Managed Surface Transportation Program (STP) for Cowlitz County including tracking progress in meeting obligation authority targets. Completed a call for projects with approvals of awards occurring in May 2017.
- Managed the Transportation Alternatives (TA) program for the five-county Southwest Washington Regional Transportation Planning Organization. Completed a call for projects with approval of awards occurring in June 2017.

Amount Budgeted	Amount Expended	Remaining Balance	Percent Expended
\$70,500	\$29,687	\$40,813	42%

SUMMARY OF TOTAL BUDGET VERSUS TOTAL EXPENDITURES

Amount Budgeted	Amount Expended	Remaining Balance	Percent Expended
\$975,906	\$394,279	\$581,627	40%