



The Regional Transportation Advisory Committee meeting will be held on **Friday, May 17, 2013**, from **9 a.m. to 11 a.m.**, in the **6th Floor Training Room 679**, Clark County Public Service Center, 1300 Franklin Street, Vancouver, Washington.

A G E N D A

- I. Call to Order and Approval of April 19, 2013, Minutes, Action
- II. FY 2014 Unified Planning Work Program (UPWP), Action
- III. 2010 U.S. Census Urbanized Area (UZA) and Federal Aid Urban Area Boundary (UAB) Adjustments, Action
- IV. RTC Transportation Improvement Program Policies and Procedures, Discussion
- V. 2012 Congestion Management Process – Initial Data, Discussion
- VI. Metropolitan Transportation Plan Capital Facilities Review, Status*
- VII. Other Business
 - A. RTAC Members
 - B. RTC Staff
 - TAP Public Meeting
 - Obligation Authority, Status

* Materials available at meeting

*Served by C-TRAN Route 3 or 25
If you have special needs, please contact RTC*

20130517_RTAC_Agenda.docx

An advisory committee to:

Southwest Washington Regional Transportation Council

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Regional Transportation Advisory Committee (RTAC)
Meeting Minutes
April 19, 2013

I. Call to Order and Approval of Minutes

The meeting of the Regional Transportation Advisory Committee was called to order on Friday, April 19, 2013, at 9:00 a.m. in the Public Service Center 6th Floor Training Room, 1300 Franklin Street, Vancouver, Washington. Dale Robins, RTC, Senior Transportation Planner, served as Chair for the meeting. Those in attendance follow:

Katy Brooks	Port of Vancouver
Jennifer Campos	City of Vancouver
Jim Carothers	City of Camas
Rob Charles	City of Washougal
Mike Clark	WSDOT
Tony Cooper	City of La Center
Lynda David	RTC
Mark Harrington	RTC
Bob Hart	RTC
Mark Herceg	City of Battle Ground
Todd Juhasz	ODOT
Bryan Kast	City of Ridgefield
Colleen Kuhn	Human Services Council
Mike Mabrey	Clark County
Chris Malone	City of Vancouver
Scott Patterson	C-TRAN
Sandi Roberts	RTC
Dale Robins	RTC
Jason Seybold	Lincoln Neighborhood
Susan Wilson	Clark County
Bill Wright	Clark County

Dale Robins, RTC, asked for any changes or corrections to the February 15, 2013, Meeting minutes.

BRYAN KAST, CITY OF RIDGEFIELD, MOVED FOR APPROVAL OF THE FEBRUARY 15, 2013, MEETING MINUTES AND ROB CHARLES, CITY OF WASHOUGAL, SECONDED THE MOTION. THE MOTION WAS UNANIMOUSLY APPROVED.

II. 2013-2016 MTIP Amendment: C-TRAN Bus Replacement, Action

Dale Robins, RTC, said C-TRAN is requesting an MTIP amendment to add funds to increase the number of vehicles in their Bus Replacement project. C-TRAN has one year of Section 5307 formula funds not previously programmed in the 2013-2016 MTIP. This amendment would increase the number of replacement buses to 15-20 vehicles by adding Section 5307 federal funds along with local funds. Dale explained this amendment is consistent with all state and federal requirements. The C-TRAN correspondence requesting the change and STIP Record Report were attached with the memorandum.

MIKE CLARK, WSDOT, MADE A MOTION TO APPROVE THE AMENDMENT TO ADD A TOTAL OF \$4,720,000 IN SECTION 5307 FEDERAL FUNDS AND \$1,180,000 IN LOCAL FUNDS FOR BUS REPLACEMENT. BILL WRIGHT, CLARK COUNTY, SECONDED THE MOTION, AND IT WAS UNANIMOUSLY APPROVED.

III. Transportation Data Collection Consultant Selection, Action

Dale reported at the February 5 RTC Board meeting, action was taken to initiate the process to select a firm to collect transportation data for the Congestion Management Process. At that meeting, the Transportation Director was authorized to issue a Request for Proposals (RFP). A review team with representatives from Clark County, City of Vancouver, WSDOT, and RTC was formed. The RFP was issued on March 4 with responses due on March 22. In response to the RFP, submittals were received from two firms. The review team individually evaluated the proposals based on the selection criteria adopted by the RTC Board. The review team felt interviews were not necessary and recommended that Quality Counts be selected to collect transportation data. The approval of a 3-year agreement with Quality County will provide on-call transportation data collection services for the Congestion Management Process and will allow RTC to monitor transportation congestion and develop an annual monitoring report. The contract will be limited to a maximum of \$75,000 for data collection, or approximately \$25,000 per year. Federal CMAQ program funding will be used as part of the Congestion Management Process UPWP work element.

KATY BROOKS, PORT OF VANCOUVER, MADE A MOTION TO FORWARD THE RECOMMENDATION TO THE RTC BOARD FOR AUTHORIZATION TO ENTER INTO A 3-YEAR AGREEMENT WITH QUALITY COUNTS TO PROVIDE ON-CALL TRANSPORTATION DATA COLLECTION SERVICES FOR THE CONGESTION MANAGEMENT PROCESS. MARK HERCEG, CITY OF BATTLE GROUND, SECONDED THE MOTION, AND IT WAS UNANIMOUSLY APPROVED.

IV. 2013-2014 Vancouver Area Smart Trek Program, Action

Bob Hart, RTC, reported that RTC has been responsible for the coordination and administration of the Vancouver Area Smart Trek (VAST) program since 2001. It has primarily addressed coordination, management, and deployment of intelligent transportation system (ITS) projects, infrastructure, and equipment to ensure integration and interoperability of projects. VAST program activities also include agency collaboration on transportation system management and operations (TSMO). The Regional TSMO Plan, adopted by the RTC Board in June 2011, sets the region-wide policy and performance guidelines for traffic operational strategies. RTAC members will be asked to recommend RTC Board support for RTC's management and coordination of the program and work elements at their meeting on May 7 and also includes approval to release a request for qualifications for ITS technical assistance, and support to fund the region's share the transportation data archive at Portland State University.

The program has been a successful and beneficial partnership of the VAST agencies. The agencies participate on three different committees that address ITS technology, projects, funding,

operations planning, and communications infrastructure. This cooperative process between agencies has secured more than \$18m in federal funding since 2001.

Bob summarized key 2012 activities including: joint funding applications, operational projects, sharing of fiber and communication assets, and a shared communications asset management system. He described the operational projects programmed last year including: Bi-State Freeway Travel Time Project, Orchards Traffic Signal Optimization Projects, Main Street Traffic Signal Optimization Projects, TSMO Pilot Project Phase One, and Transportation Data Archive. The key ITS benefit in 2012 was the sharing of communications fiber. The VAST agencies have had an agreement in place since 2006 that authorizes agencies to enter into fiber asset sharing permits. In total, twenty five sharing permits affecting 94 miles of fiber have saved from \$14.1 to \$17.5 million as compared to the VAST agencies building these projects separately.

He noted the upcoming VAST Program will continue the coordination and management of the specific ITS and operational activities described on page three of the memo and will manage the VAST Steering Committee and Communications Infrastructure Committee. The budget for 2013-2014 VAST Program Coordination and Management is \$173,250 which is funded by \$150,000 in federal Surface Transportation Program funds and \$23,250 in local match. These STP funds are already programmed in the 2013-2016 Metropolitan Transportation Improvement Program adopted by the RTC Board on October 2, 2012.

Scott Patterson, C-TRAN, wanted the RTC Board to be aware of C-TRAN's Transit Signal Priority Project on Mill Plain and how the travel time information from the Pilot Project will benefit the before and after analysis for C-TRAN's project.

BILL WRIGHT, CLARK COUNTY, MADE A MOTION TO FORWARD A RECOMMENDATION TO THE RTC BOARD TO ALLOW FOR OBLIGATION OF STP FUNDS FOR MANAGEMENT AND COORDINATION OF THE VAST PROGRAM AND TO EXECUTE AN AGREEMENT WITH WSDOT LOCAL PROGRAMS FOR USE OF THE FUNDS. SCOTT PATTERSON, C-TRAN, SECONDED THE MOTION, AND IT WAS UNANIMOUSLY APPROVED.

V. 2010 U.S. Census Urbanized Area (UZA) and Federal Aid Urban Area Boundary (UAB) Adjustment, Action

Lynda David, RTC, said each decade modifications to the Census-defined Urbanized Area (UZA) in areas of greater than 50,000 population result in the need to review and adjust the federal Urban Area Boundary (UAB). Urban Area Boundaries are established or revised by WSDOT in cooperation with the Metropolitan Planning Organization (MPO) in urbanized areas and must be approved by the Federal Highway Administration (FHWA). Lynda provided the "Clark County Washington, Census Urbanized Area 2010" map. She also had large display maps for RTAC members to view. She noted that, at a minimum, areas that must be included in the 2010 UAB are the 2010 Census-defined Urbanized Area (UZA) based on population densities and the city limits of Vancouver, Battle Ground, Camas, and Washougal.

Lynda explained the federal UAB must be established to meet the transportation requirements of Title 23 USC. UABs are relevant in establishing the federal functional classification system because the Boundary defines the break between rural and urban functional classifications. She said the UAB also has implications for project funding as it affects the amount of federal Surface Transportation Program (STP) funds received as well as eligibility for State Rural Arterial Program (RAP) and Transportation Improvement Board (TIB) programs.

Lynda pointed out the federal UAB should not be confused with the Urban Growth Boundaries (UGBs) and Urban Growth Areas (UGAs) required by Washington State's Growth Management Act (GMA) though there should be consideration given to the relationship between the state and federally-required boundaries.

Lynda suggested going to WSDOT's website where there is detailed guidance on adjusting the UAB as well as criteria, guidance, and detailed maps. Consideration should be given to the function of the street to help in determining the boundary. She spoke of the "2010 UAB and Functional Classification Update Schedule" and said she would set up appointments to meet with local jurisdictions. Later in 2013 WSDOT and MPO will coordinate federal functional classification updates with the local jurisdictions.

Dale Robins commented that under the new federal transportation act, MAP-21, funding for the rural area is based on population numbers and has tripled in this region whereas funding for the urbanized area has remained flat. This may influence jurisdictions' decision-making on the adjusted UAB.

VI. 2014-2017 Metropolitan Transportation Improvement Program (MTIP) Process, Discussion

Dale Robins, RTC, reminded RTAC members that the process to develop the 2014-2017 Metropolitan Transportation Improvement Program (MTIP) will soon begin. The goal will be to build upon the MTIP process used in previous years and adopt an MTIP that helps the region meet transportation needs. He said the MTIP development process approach has been adopted by the RTC Board of Directors in previous years.

Dale distributed the Local Agency Task Force's revised "Local Agency Federal OA Policy" (April 2013). This new statewide obligation policy is a "use it or lose it policy"; we either obligate our money or give it up to other regions in the state. The other choice is to obligate more than our share and try to gain from other regions. Dale talked about how de-obligated projects impact the total the region must obligate. Dale asked RTAC for better communication when closing out projects or de-obligating money. No funds should be de-obligated without first communicating with RTC staff to ensure the region can meet obligation limits. Dale said he is cautiously confident that the region will reach and may even exceed the obligation target for this year but is much less confident about the region's ability to meet our target in 2014.

Dale reported the RTC Board adopted MTIP Program Policies in 2009. These project policies address cost limitations, funding increases, project delays, and criteria. The selection criteria have been revised, with last revisions made in 2012. Dale is proposing to hold a subcommittee

meeting to review MTIP program policies and bring any proposed modification back to the May RTAC meeting. The subcommittee will meet Thursday, May 9, 2013 at 2:00 p.m. in room 433 of the PSC to review MTIP Program Policies. It is open to all RTAC members. Dale will send a meeting invite to RTAC members. Dale then reviewed the proposed 2013 MTIP Funding Levels and Development Schedule.

VII. Metropolitan Transportation Plan Regulation Process, Discussion

Lynda David, RTC, directed RTAC members to review the Memo prepared by Dean Lookingbill provided in the RTAC packets. Lynda explained that at the March RTC Board meeting, a number of questions were asked about the Metropolitan Transportation Plan amendment process. The Board requested information on state and federal authorizing regulations for the MTP and the interconnections between the MTP's development process and the comprehensive GMA planning process. Lynda said there was interest in how the MTP is amended to add projects and to remove projects. Lynda said that Memorandum will be presented at the May 7th RTC Board of Directors meeting and was first being offered to RTAC to review and comment.

Lynda said, to date, RTC has not established a formal MTP amendment process other than to provide proper attention, time, process, and input depending on the level of the update or amendment. Lynda reviewed the series of MTP updates and amendments documented in the Memo. She noted that amendments have varied in scope ranging from narrative changes/clarification, to demographic changes, to horizon year changes, and from minor or major project changes. She said the process, length of time and level of policy change has varied considerably. Any major amendment or update typically requires a year or more to work through all of the analysis, impacts and provide opportunity for comment. Lynda noted two of the most recent amendments to the MTP were the amendment to include the Columbia River Crossing Locally Preferred Alternative (July 2008) and the Fourth Plain Transit Improvements (August 2012). MTP updates have typically been done to be consistent with changing GMA plans or federal transportation planning requirements. To meet federal requirements, the MTP is updated every four years and the current plan was updated in December 2011. Lynda said we will begin working on scoping for the next MTP update later this year with adoption scheduled for later in 2015.

VIII. Other Business

A. RTAC Members

Colleen Kuhn, Human Services Council, provided a brief overview of human services transportation efforts. She explained a coalition continues to meet to discuss special needs transportation with the Coalition's recent focus on expanding volunteer driver programs. WSDOT has drafted a statewide Human Services Transportation Plan available on WSDOT's website at <http://www.wsdot.wa.gov/acct/HSTP/>.

B. RTC Staff

Transportation Alternatives Program: Transportation Alternative Program projects applications are due Friday, April 26.

MTIP Corrections:

- Hybrid Buses: Funding was switched from STP to CMAQ funding.
- Dayton Bridge: Added additional federal bridge funds provided by WSDOT.
- 78th Street Signal Optimization Project: Added local dollars
- Highway 99 Traffic Signal Optimization: Added local dollars

STIP Training: Thursday, May 9, 2013, 9:00 a.m. at WSDOT. Dale will e-mail the training announcement to RTAC members.

Draft FY 2014 Unified Planning Work Program: The draft FY 2014 UPWP was made available through the RTAC weblink. RTC will be providing the draft document to the RTC Board for Board review and comment in May and will be asking for RTAC approval at the next RTAC meeting with RTC Board adoption requested in June.

Commute Trip Reduction Plan Updates: Local jurisdictions affected by state CTR laws have recently updated local CTR plans. The affected jurisdictions are Vancouver, Camas, Washougal, and the Urban Growth Area of unincorporated Clark County. Regional CTR plans are to be updated and submitted to WSDOT by May 15.

The meeting was adjourned at 10:04 a.m. The next meeting will be Friday, May 17, 2013.



MEMORANDUM

TO: Regional Transportation Advisory Committee
FROM: Lynda David
DATE: April 10, 2013
SUBJECT: **FY 2014 Unified Planning Work Program (UPWP)**

INTRODUCTION

The Unified Planning Work Program (UPWP) is prepared annually by RTC, serving as the MPO/RTPO for the region. The UPWP describes transportation planning activities to be completed as part of the coordinated regional transportation planning process and is prepared annually as a requirement for the receipt of federal and state transportation planning funds. It should reflect federal, state and local transportation planning emphasis areas. The FY 2014 Work Program covers the period from July 1, 2013 through June 30, 2014.

FY 2014 UPWP

RTAC members were provided with an overview of the FY 2014 UPWP at the February 2013 meeting. Attached is an updated draft copy of the FY 2014 UPWP. The UPWP outlines funding sources available for the transportation planning program to address the major transportation policy issues of the upcoming year (see UPWP, page xiv). Prior to the May 17 meeting, RTAC members are asked to check that the attached UPWP reflects the work activities jurisdictions, transportation agencies and the MPO/RTPO anticipate for FY 2014. To comply with the federal transportation act [Metropolitan Planning Rule § 450.314], the UPWP must describe “all metropolitan transportation and transportation-related air quality planning activities (including corridor and subarea studies) anticipated within the area during the next one or two year period, regardless of funding sources or agencies conducting the activities”. To meet these requirements, Section 4 of the FY 2014 UPWP contains a description of planning projects of regional significance which local agencies anticipate they will carry out during FY 2014.

TIMELINE

The timeline for completion, adoption and submittal of the FY 2014 UPWP is outlined below:

RTC's FY 2014 UNIFIED PLANNING WORK PROGRAM DEVELOPMENT		
DATE (2013)	MEETING	ACTION
Fri. May 17	RTAC	Recommend RTC Board adoption of FY 2014 UPWP.
Tue. Jun. 4	RTC Board	Adoption of FY 2014 UPWP.
by Fri. Jun. 14		Submit adopted FY 2014 UPWP to WSDOT Regional Coordination Branch.
by Mon. Jun. 17		Adopted UPWPs sent by WSDOT to FHWA/FTA for federal approval.
Fri. Jun. 28		FHWA/FTA UPWP approval due to WSDOT Regional Coordination Branch.
Mon. Jul. 1		FY 2014 UPWP takes effect

An advisory committee to:

Southwest Washington Regional Transportation Council

FY 2014 UPWP: Overview

May 10, 2013

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RTC AND METRO's UPWPs

RTC and Metro are both MPOs within a bi-state region and there is a federal requirement that both MPOs develop their work programs in coordination with each other. Both agencies take action to adopt the UPWPs of the bi-state region.

ACTION REQUESTED

At the May 17 meeting, RTAC members will be asked to recommend adoption of the FY 2014 UPWP and endorsement of Metro's 2013-15 UPWP by the RTC Board at the Board's June 4 meeting.

ATTACHMENTS: FY2014 UPWP Draft Document (April 17, 2013)

20130517_RTAC_2014UPWP_MEMO.DOC



MEMORANDUM

TO: Regional Transportation Advisory Committee
FROM: Lynda David
DATE: April 12, 2013
SUBJECT: **2010 U.S. Census Urbanized Area (UZA) and Federal Aid Urban Area Boundary (UAB) Adjustments**

INTRODUCTION

Each decade, the need to update the federal Urban Area Boundary (UAB) for the region follows after modifications to the Census-defined Urbanized Area Boundary (UZA) are made. The Census Bureau defines the UZA based on population densities at the decennial census. At the April RTAC meeting, background information was provided on the UZA and UAB. Since then, RTC staff has met with local jurisdictions to consider proposed UAB adjustments. Background information is re-capped below. At this month's meeting RTAC action is requested to forward the draft adjusted UAB to the RTC Board of Directors for endorsement and for submittal to WSDOT and FHWA.

THE ADJUSTED FEDERAL URBAN AREA BOUNDARY

At a minimum, the UAB needs to include the year 2010 Census-defined urbanized area based on population densities. In Clark County, the UAB must encompass the city limits of Vancouver, Battle Ground, Camas and Washougal; each of the jurisdictions having greater than 5,000 population at the time of the 2010 Census. At the April RTAC meeting, the UAB adjustment process, criteria and requirements were outlined and RTAC members were directed to seek more information on the UAB adjustment process on the [WSDOT website](#).

Urban Area Boundaries (UABs) are relevant in establishing the federal functional classification system because the UAB delineates the boundary between rural and urban functional classifications. The UAB also has implications for capital project funding such as distribution of federal Surface Transportation Program (STP) funds and eligibility for State Rural Arterial Program (RAP), County Arterial Preservation Program (CAPP) and Transportation Improvement Board (TIB) programs. The federal Urban Area Boundary should not be confused with the Urban Growth Area boundaries (UGAs) required by the Washington State Growth Management Act (GMA) though the relationships between the state and federally-required boundaries should be considered when adjusting the UAB. In proposing UAB adjustments, consideration should be given to the function of roads, traffic generators, expanding areas of urbanization expected to be a part of the 2020 Census UZA and the boundary should be smoothed to ensure peripheral roads do not snake in and out of the boundary between urban and rural classification. In locations

where the Census UZA uses the center line of a road to delineate its boundary, the UAB should assign the boundary road to either rural or urban classification.

Over the past three weeks, RTC staff has met with staff of local affected jurisdictions to work on completing a draft Adjusted Urban Area Boundary to submit to WSDOT/FHWA. The resulting map, "Proposed 2010 Federal Urban Area Boundary" for the Clark County region, is attached. The map shows the extent of the 2010 Census Urbanized Area (UZA) in tan; this area must be included as part of the UAB. The map also shows, in green, areas proposed to be added to complete the 2010 UAB. These added areas ensure the Urban Growth Areas, as well as the city limits of Vancouver, Battle Ground, Camas and Washougal, are encompassed within the proposed adjusted UAB. In a few instances, shown in darker green, the added areas are slightly more expansive than the city limits/UGA due to the adjusted UAB needing to follow Census block geography whereas the city limits or UGA sometimes follow right of way or property parcel lines.

The added area that needs discussion at RTAC on May 17 is the area in the vicinity of the Lagler Dairy in Brush Prairie. This area is currently included in the recommended UGA because the census block geography extends further than the UGA. However, this area does not have to be included in the UAB. The decision has implications for the rural/urban classification of SR-503 in the vicinity. Also, RTC is continuing to communicate with WSDOT HQ staff on the thin strip of Washougal River Road that extends beyond the UGA for over 6 miles but is included in the Census-defined UZA. It would be RTC's preference to exclude this very narrow strip from the UAB but Census rules may prevail over our preference.

POLICY IMPLICATION

The federal UAB must be established to meet the requirements of Title 23, Section 103, USC, in those places designated by the U.S. Bureau of the Census as urban. After the updated UAB is approved by the Federal Highway Administration the federal functional classification system will be updated later in 2013.

BUDGET IMPLICATION

As noted above, UABs are relevant in establishing the federal functional classification system and establishes eligibility for capital project funding. All roads, streets and highways are classified as rural or urban using the Transportation Urban Area Boundary (UAB). The functional classification determines what federal and state funding programs are available for that facility. Roads classified as collector or above in urban areas and major collector and above in rural areas are eligible for federal funding. Rural minor collectors are not eligible for federal funding.

2010 UAB AND FUNCTIONAL CLASSIFICATION UPDATE SCHEDULE

URBAN AREA BOUNDARY ADJUSTMENTS SCHEDULE		
DATE	MEETING	ACTION
Fri. May 17	RTAC	RTAC review of final draft adjusted UAB
By May 31		Adjusted draft UAB maps submitted by MPO to Boundary Review Team
June 4	RTC Board	Request for Board approval of the draft Adjusted UAB
By Jun. 14		Boundary Review Team finalizes draft Adjusted UAB proposals
By Jun. 21		Boundary Review Team submits draft Adjusted UAB proposals to FHWA
Later in 2013		WSDOT and MPO coordinate federal functional classification updates with local jurisdictions

After the Adjusted UAB is approved by FHWA, work will begin on changes needed to the federal functional classification system. As RTC staff has met with jurisdictions, many have weighed in on whether UAB perimeter roads should have a rural or urban designation. Access to funds is an issue. Clark County staff made the point that rural roads can compete for CRAB funds for road preservation and maintenance needs. The functional classification system change process will run from June/July 2013 and needs to be finalized by FHWA before the end of 2013.

ACTION REQUESTED

At the May 17 meeting, RTAC members will be asked to recommend forwarding the proposed update to the federal Urban Area Boundary (UAB) within the Clark County region to the RTC Board for Board endorsement and to submit the draft update to the WSDOT/FHWA Boundary Review Team.

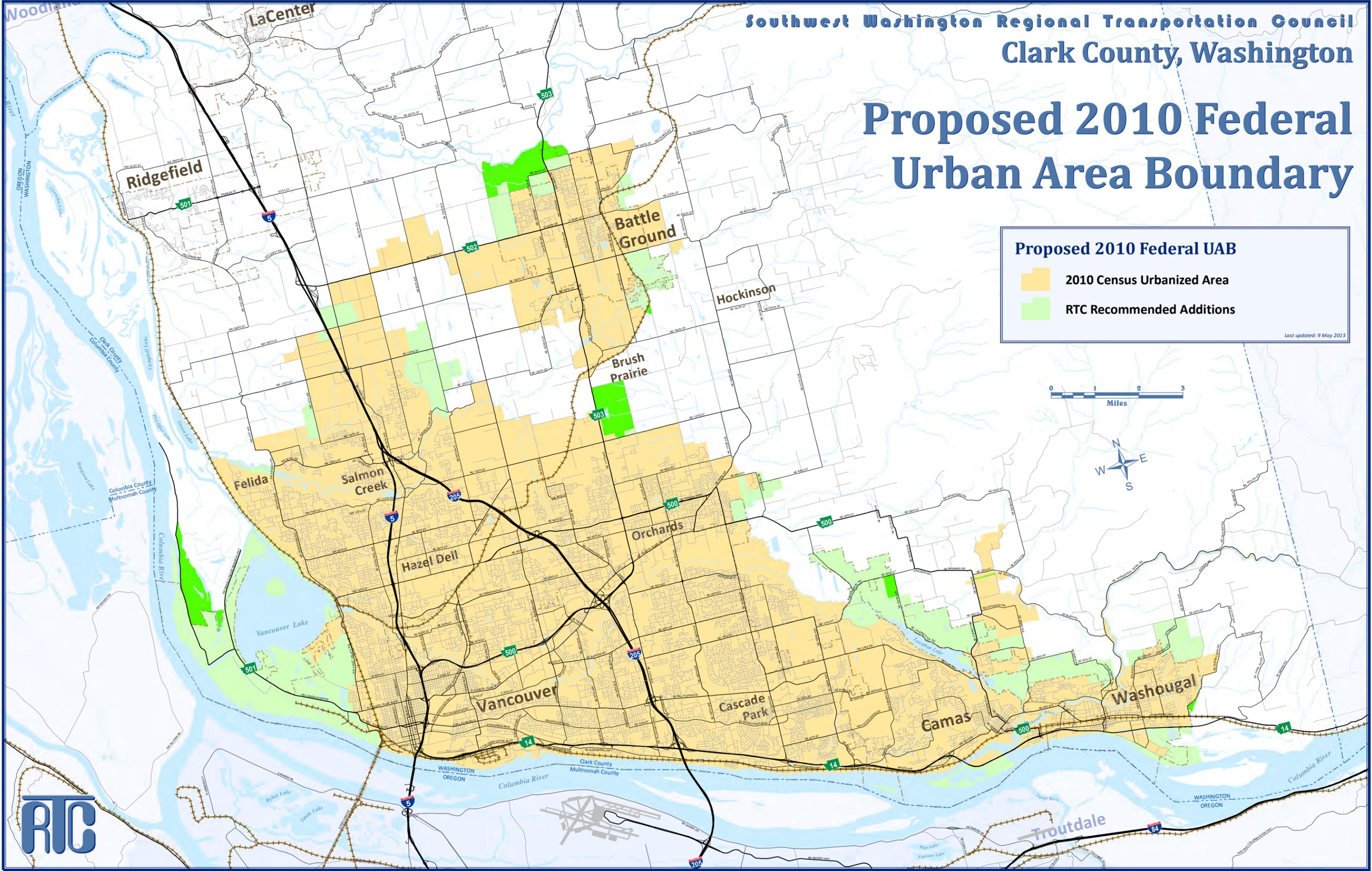
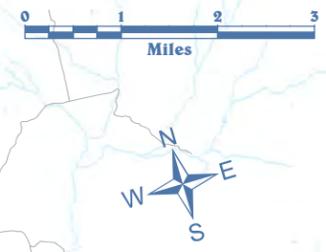
Attachment: Proposed Federal Urban Area Boundary, Clark County Region 2010

Proposed 2010 Federal Urban Area Boundary

Proposed 2010 Federal UAB

-  2010 Census Urbanized Area
-  RTC Recommended Additions

Last updated: 9 May 2013





MEMORANDUM

TO: Regional Transportation Advisory Committee
FROM: Dale Robins
DATE: May 10, 2013
SUBJECT: **RTC Transportation Improvement Program Policies and Procedures**

INTRODUCTION

The Metropolitan Transportation Improvement Program (MTIP) identifies and prioritizes federally funded and regionally significant transportation projects for the Clark County region. RTC as the Metropolitan Planning Organization for the region has selection and programming authority for the Surface Transportation Program (STP), Congestion Mitigation and Air Quality (CMAQ) program, and the Transportation Alternatives Program (TAP). The purpose of this memorandum is to clarify and update RTC's Transportation Improvement Program Policies and Procedures.

The RTC Board of Directors has adopted the overall three step MTIP development process, which the region utilizes. Over the years, the RTC Board has adopted other policies and procedures to facilitate the development and management of the MTIP. The last major updated to the policies and procedures occurred in 2009. Since 2009, the STP/CMAQ selection criteria and Transportation Alternatives policies and procedures have been adopted.

The draft policies contained in this memorandum are the result of RTC staff working and meeting with the staff from member agencies. Please come to the May RTAC meeting prepared to take action on the attached RTC Transportation Improvement Program Policies and Procedures. The RTAC recommendations will be taken to the July RTC Board meeting.

Attachments

20130517_RTAC_TIPPolicy.doc

RTC Transportation Improvement Program Policies and Procedures

Background

The Metropolitan Transportation Improvement Program (MTIP) is a list of all federally funded and regionally significant transportation projects within Clark County, Washington. The RTC Board as the Metropolitan Planning Organization for Clark County has selection and programming authority for regionally allocated federal transportation funds that include the following: the Surface Transportation Program (STP), Congestion Mitigation and Air Quality (CMAQ) program, and the Transportation Alternatives Program (TAP). The purpose of this paper is to clarify and update RTC's federal transportation funding program policies and procedures.

For the regionally allocated federal transportation funds, the RTC Board has adopted a three step development process:

- Project Screening: Projects are reviewed for consistency with the Metropolitan Transportation Plan, land use plans, air quality goals, and regional screening criteria.
- Evaluation and Ranking by Needs Criteria: Each project is evaluated and ranked against a set of needs criteria which have been adopted by the RTC Board.
- Project Selection and Programming: Projects are programmed for funding utilizing the project information from the evaluation and ranking step.

Once approved, the policies in this paper are intended to replace those previously adopted by the RTC Board of Directors.

Policies

Call for Projects and Project Submittal

RTC will issue a call for projects for the three regionally allocated federal transportation programs. The call for projects will be conducted within the regional transportation planning process which includes technical review and recommendation by the Regional Transportation Advisory Committee (RTAC) and final RTC Board project selection. Formal notice about the process will be posted on RTC's web site. The call for projects will include information on submittal requirements and deadlines. Applications will only be accepted on projects that will be administered by a Certification Acceptance agency. Certification Acceptance is necessary for an agency to have authority to develop, advertise, award, and manage federal transportation projects.

Consistent with MTP

Only projects consistent with the adopted Metropolitan Transportation Plan (MTP) are eligible for federal transportation funding. Projects must be consistent with either project recommendation in the MTP (capital projects) or be consistent with project category recommendations such as safety, bicycle and pedestrian facilities, transit, and freight.

Project Completion

By submitting a project for regional federal funds, the respective entity is making the commitment to complete the project for which federal funding has been applied. If the project is not completed the local agency may be required to return the federal funds.

Screening Criteria, Needs Criteria, and Project Application

Screening criteria, needs criteria, and project applications will be developed for regional federal programs and clearly identified in the call for projects. The criteria and project applications will be used to evaluate and rank the project requests.

Cost Limitation

Each STP and CMAQ projects, regardless of length cannot exceed \$4 million per project. Project can reach the cap based on one of the follow methods:

- STP and CMAQ projects are limited to regional federal funds of \$4 million per mile, with a \$750,000 maximum per mile for preliminary engineering, \$1.25 million per mile for right of way, and remaining federal funds up to \$4 million per mile for construction.
- Intersection improvements are limited to \$1 million per intersection, with high volume intersections limited to \$2 million. High volume intersections are intersection with 20,000 entering vehicles per day.
- Shorter high cost projects (bridges, interchanges, park and ride) are limited to \$4 million per project.

Funding increases are not allowed for the preliminary engineering phase. Funds cannot be moved from later phases to preliminary engineering. If a project becomes divided into multiple segments, none of the project segments are eligible for additional preliminary engineering and design funds will be split based on mileage and applied toward the total funding limit.

Project funds up to the maximum per mile, can be moved back to later phases through MTIP amendment or correction process. For example, unused preliminary engineering funds could be moved to right of way or construction phases up to funding limits and within project delay limits.

Project funding increases or exceeding the funding limits will only be allowed with approval of RTAC and RTC Board on special circumstances.

Construction Programming

Except for low cost projects or projects that do not require right of way, the construction phase of a project cannot be programmed in the MTIP using regionally allocated federal funds until substantial progress (approximately 50%) has been made in the design of the project. Typically, each phase of a project will be programmed in a separate calendar year.

Obligation Authority

In 2013, WSDOT implemented a new Local Agency Federal Obligation Authority Policy. This policy can be characterized as a “use it or lose it” policy. The new policy requires that by August 1st of each year the respective MPO must obligate 100 percent of their regional obligation authority target for all regionally allocated federal funds for that year. Any federal funds that are not obligated will be sanctioned and be made available for statewide

programming. The region will lose those funds for that year. In order to meet and ensure that our region meets its obligation target, RTC will institute the following strategies: more frequent project status communication, early obligation, minimize project delay, and selecting projects that can be implemented within three years. Project delays need to be communicated to RTC staff as soon as possible to reduce any risk.

Local agencies should not close or cancel a project (de-obligate funds) without first notifying RTC staff. De-obligated funds count against the region's total obligation target and must be communicated to RTC staff as early as possible.

Project Delay

The date for project implementation of regionally allocated federal projects will be tied to the month and year provided in the RTC funding application. Although the state approval process for the MTIP begins on the calendar year, project implementation will be tied to the federal fiscal year to meet obligation authority. The federal fiscal year begins October 1st and ends on the following September 30th.

The preliminary engineering project phase must be obligated in the federal fiscal year for which funds were requested. Right-of-way and construction project phases can be delayed to the next fiscal year. If a project doesn't meet the delay deadline, the project can be removed from the MTIP and the applicant will need to reapply for regional federal funds.

By January of each year, RTC staff will notify agencies of all projects that must be obligated by August 1st of that year or project will be removed from MTIP. If a project cannot make the August 1st deadline the agency should reapply for funding as part of the upcoming MTIP funding cycle.

Applicants must notify RTC staff of project delay by March of each year. If the applicant does not communicate the delay in adequate time to allow the region to meet obligation targets and federal funds are lost to the region, the RTC Board will decide an appropriate action regarding the funding for that particular project.

MTIP Administration

Occasionally changes and amendments are needed to projects programmed in the MTIP. All changes will be administered according to the MTIP Administration policies.

The project scope and local match should remain the same as identified in the project application all the way through project implementation. Only minor modifications to project termini, addition or removal of project elements, or other minor changes associated with original project scope are allowed. Changes in project scope will not be allowed that move project funding to a different project. Changes in project scope that would significantly alter the original project and thereby its evaluation and ranking are not allowed. The local match should never decrease from that identified in the project application.

If a project is divided into phases or its length is reduced, the regional federal funds will be adjusted to match the mileage cost limitation.

Before and After Analysis

All projects will be required to complete a before and after analysis that is submitted to RTC. The before and after analysis is intended to provide a summary of project accomplishments. The intent is not to make this onerous but will need to include a listing of project goals prior to obligating regionally allocated funds and then a description of how the goals were attained within 18 months of project completion.

RTCTIPolicies.docx
May 9, 2013

DRAFT



MEMORANDUM

TO: Regional Transportation Advisory Committee
FROM: Dale Robins
DATE: May 10, 2013
SUBJECT: 2012 Congestion Management Process – Initial Data

INTRODUCTION

The purpose of this memorandum is to summarize initial data for the 2012 congestion monitoring effort. The full 2012 Congestion Monitoring Report will be brought to the June RTAC meeting for committee action.

The Congestion Management Process serves as the foundation for monitoring the regional transportation system and for providing ongoing information. The monitoring element of the congestion management process is designed as an informational tool to be used within the decision-making process. It is also intended to provide an understanding of the transportation system's operating conditions and deficiencies and to assess the impacts of alternative improvement strategies. In this way, it will help to focus efforts while allowing flexibility in the project selection process.

The congestion monitoring began in 1995 and has continued from that point with an annual monitoring report. The annual congestion monitoring report provides valuable information on the performance of the transportation system. The objective of the congestion monitoring report is to provide a continuing analysis of transportation system congestion and thereby help protect the region's investment and improve the future transportation system.

INITIAL FINDINGS

Corridor Capacity Ratio

The capacity ratio provides an indication of how well the transportation facility carries the existing traffic volumes. The higher the ratio, the more traffic congestion a driver is likely to experience. The five highest volume to capacity ratio corridors include:

1. 18th Street, 112th Av. to 162nd Av. (PM) – 1.01
2. SR-14, I-205 to 164th Av. (PM) – 1.00
3. I-205, Airport Way to SR-500 (PM) – 0.93
4. Fourth Plain, SR-503 to 162nd Av. (PM) – 0.92
5. I-5, Jantzen Beach to Main St. (PM) – 0.90

Speed as Percent of Speed Limit

Speeds significantly lower than the posted speed limit is another measure of delay and congestion. Slow corridor travel speed will limit a facilities ability to carry regional traffic. The five lowest speed corridors compared to posted speed limit include:

1. 112th Av., Mill Plain to SR-500 (PM) – 44%
2. Andresen Rd., Mill Plain to SR-500 (PM) – 46%
3. Fourth Plain, SR-503 to 162nd Av. (PM) – 53%
4. Mill Plain, I-205 to 164th Av. (PM) – 54%
5. Highway 99, I-5/Main St. to 134th St. (PM) – 54%

Intersection Delay

Long average delay for the through movement at an intersection adds to the overall travel time and increases congestion at these locations. The five longest delays are at the following locations

1. Fourth Plain/SR-500/SR-503 (PM-NB) – 153 Seconds
2. Fourth Plain/Andresen (PM-NB) – 147 Seconds
3. NE 65th St./SR-503 (PM-NB) – 102 Seconds
4. Fourth Plain/Ft. Vancouver (PM-NB) – 101 Seconds
5. Padden Parkway/Andresen (PM-NB) – 98 Seconds

Areas of Concern

Areas of concern are defined as segments within an individual corridor with a volume to capacity (V/C) ratio greater than 0.9 or a travel speed 60% or less of the posted speed limit. Often these segments identify bottlenecks in the regional transportation.

As the region has brought many of the region's most important arterials to urban standards, the list of segments with volume to capacity ratio concerns continues to get shorter. While the segments with travel speed 60% or less of the posted speed limit continues to grow as intersection delays and other delays continue to slow travel speed. The attached maps show the areas of concern.

Attachments

Areas of Concern: Speed 2012 AM Peak

 Concern: AM Speed - 60% or less of posted speed
 CMP Corridors

Congestion Management Process
Regional Transportation Council, May 2013



Areas of Concern: Speed 2012 PM Peak

 Concern: PM Speed - 60% or less of posted speed
 CMP Corridors

Congestion Management Process
Regional Transportation Council, May 2013

