



The Regional Transportation Advisory Committee meeting will be held on **Friday, April 18, 2014**, 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 March 21, 2014, Minutes, Action
- II. FY 2015 Unified Planning Work Program, Action
- III. Title VI Plan Update and Limited English Proficiency Plan, Action
- IV. I-205 Access and Operations Study, Preliminary Finding, Discussion*
- V. Complete Streets; Connecting Transportation and Health, Discussion*
Cyndie Meyer and Tricia Mortell, Clark County Public Health
- VI. Other Business
 - A. RTAC Members
 - B. RTC Staff
 - a. Federal Obligation
 - b. NPRM Safety Performance
 - c. WSDOT Call for Projects -
Safe Routes to School Funding, deadline May 5
Pedestrian and Bicycle Program, deadline May 11
 - d. 2014 Safety Management Assessment, adopted April 1, 2014
<http://www.rtc.wa.gov/reports/safety/SafetyMgmt2014.pdf>

**Materials available at meeting*

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

20140418_RTAC_Agenda.docx

An advisory committee to:

Southwest Washington Regional Transportation Council

1300 Franklin Street, Floor 4

P.O. Box 1366

Vancouver, Washington 98666-1366

360-397-6067

fax: 360-397-6132

<http://www.rtc.wa.gov>

**Regional Transportation Advisory Committee (RTAC)
Meeting Minutes
March 21, 2014**

I. Call to Order and Approval of Minutes

The meeting of the Regional Transportation Advisory Committee was called to order on Friday, March 21, 2014, at 9:00 a.m. in the Public Service Center 6th Floor Training Room, 1300 Franklin Street, Vancouver, Washington by Chair, Matt Ransom, RTC Executive Director. Those in attendance follow:

Gary Albrecht	Clark County
Katy Belokonny	C-Tran
Mike Bomar	CREDC
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
Michael Derleth	Clark County
Mark Harrington	RTC
Bob Hart	RTC
Mark Herceg	City of Battle Ground
BJ Jacobson	Human Services Council
Bryan Kast	City of Ridgefield
Commissioner David Madore	BOCC
Chris Malone	City of Vancouver
Chris Myers	METRO
Matt Ransom	RTC
Dale Robins	RTC
Shann Weishaar	RTC
Bill Wright	Clark County

Matt Ransom, RTC, asked for any changes or corrections to the February 21, 2014, meeting minutes.

MIKE CLARK, WSDOT, MOVED FOR APPROVAL OF THE FEBRUARY 21, 2014 MEETING MINUTES, AND JIM CAROTHERS, CITY OF CAMAS, SECONDED THE MOTION. THE MOTION WAS UNANIMOUSLY APPROVED.

Commissioner David Madore came to RTAC and gave a presentation regarding the East County Bridge idea. The east county bridge is high on Commissioner Madore's agenda and wanted to let RTAC know that if they want any information to feel free to contact him. He did provide copies of Version 1.0 of the project information to the group and indicated that Version 2.0 is in the works.

II. 2014-2017 TIP Amendment: Clark County NE 119th Street Project, Action

Dale Robins, RTC, presented the 2014-2017 TIP Amendment for the Clark County NE 119th Street, NE 72nd Ave. to NE 87th Ave. project. Clark County is requesting to add \$4.5 million due to increased mitigation cost and additional utility work. Dale encouraged all to make sure everything that will be included in the project bid is included in the TIP.

JIM CAROTHERS, CITY OF CAMAS, MOVED TO APPROVE THE 2014-2017 TIP AMENDMENT: CLARK COUNTY NE 119TH STREET, NE 72ND AVE TO NE 87TH AVE, PROJECT, AND BILL WRIGHT, CLARK COUNTY, SECONDED THE MOTION. THE MOTION WAS UNANIMOUSLY APPROVED.

III. 2014 Safety Management Assessment, Action

Dale Robins, RTC, indicated that RTC is looking for Action from RTAC to recommend approval of forwarding the 2014 Safety Management Assessment to the RTC Board of Directors. Dale mentioned that it is a requirement of the Metropolitan Planning Organization to incorporate regional safety within the Regional Transportation Plan. Dale went over some of the Safety Management Assessment Recommendation. Some of the key recommendations are to implement the national safety recommendation, implement strategies identified in Target Zero, focus on addressing the most common factors for fatalities and serious injuries, follow the recommendation of the regional Safety Committee, increased effort towards factors that are showing an increase, and develop regional traffic signal control standards.

Lynda David commented that proposed rule make for the Safety Performance Measures have recently been released and will require the region to set safety goals and targets. There was discussion regarding committees and agencies to implement the Safety Management Assessment. Suggestion included having the VAST committee develop regional standards for traffic signal control, RTC should participate in a regional safety forum with other stakeholders, and RTC should use the safety analysis to implement safety performance measures.

MARK HERCEG, CITY OF BATTLE GROUND, MOVED TO APPROVE THE RECOMMENDATION TO FORWARD THE 2014 SAFETY ASSESSMENT TO THE RTC BOARD APRIL MEETING, AND MIKE CLARK, WSDOT, SECONDED THE MOTION. THE MOTION WAS UNANIMOUSLY APPROVED

IV. 2015-2018 Transportation Improvement Program (TIP) Process

Dale Robins, RTC, Let the group know there will be STP, CMAQ and transit dollars programmed for the year 2018. There will not be a TAP or Rural STP program. The TIP process is consistent with years past and includes the same three (3) step process; project screening for consistency with local and regional policies, evaluate and rank projects by adopted selection criteria and project selection and programming based on the evaluation ranking. Dale went over the current criteria. In the past the RTC has tried to line up the criteria with Transportation Improvement Board (TIB) so projects that do well in RTC criteria do well under TIB, but TIB has changed their process and now

only need to do well under one category. Dale asked if the group was ok with the current RTC criteria or did they want to go thru and re-evaluate. There were general questions and discussions about the criteria and their weighting. Maybe look at checking into the banding criteria that TIB uses. RTAC felt it would be good to evaluate this over the course of the year and possibly make changes for the following year.

Dale went over some of the TIP procedures. The project limit is \$4 million cap per project. The construction phase of the project cannot be programmed in the TIP until approximately at 50% design. The project implementation date is based on the month and year provided on your funding application. Each project will be required to submit a before and after analysis within 18 months of project completion. RTC wants to take these analyses to the RTC Board and show them the progress of the projects. Under statewide Obligation Authority Policy regions need to obligate their target by August 1st of each year. The TIP Development schedule will be starting in June with a Call for Projects and RTC Board Selection of Projects and Adoption of the TIP in October.

Funding levels will include \$5.7 million in STP-TMA money and \$3.1 million in CMAQ money.

IV. Regional Transportation Plan: a) Policy Framework

Lynda David, RTC, reviewed the Policy Framework memo with RTAC members. She said the RTC Board, at their March meeting, had reviewed the RTP policy themes that RTAC discussed in February. The core policy themes include Safety and Security, Accessibility and Mobility, Management and Operations, Efficiencies, Environment, Community Vision and Values, Finance and Preservation. As discussed at the February RTAC meeting, Safety and Mobility are core transportation issues but the two challenging policy issues are Economy and Finance. The RTC Board agreed with RTAC. The Board was unable to complete their discussion at the March meeting so a follow-up memo was prepared and sent to Board members by Director Ransom addressing the Economy and Finance policy issues. Lynda reviewed this follow-up memo with RTAC describing the policy questions posed to the Board. The current RTP Economic policy says the RTP should support economic development and community vitality. The Finance policy states the RTP should provide for a financially-viable and sustainable transportation system. Regarding the Finance policy Matt Ransom, RTC, asked whether it might be time to talk about a regional funding strategy?

IV. Regional Transportation Plan: b) Demographic Forecast

Mark Harrington, RTC, noted that establishing the household and employment growth forecast and allocation is an important step in the RTP update. RTC staff anticipates using the growth forecast and allocation developed through the County's GMA update process and the 2035 household and employment growth scenario as the basis for the RTP update. Mark presented a PowerPoint showing Demographic Data and Forecasts; including Household, Population, Employment, Growth, Commute to Work and Cross-County Commuters Inflation-Adjusted Earnings Flows. Mark explained the data will be provided to the Board in a presentation of key transportation-related demographic trends.

V. Other Business

A. RTAC Members

a. Project Delays Update

The City of Vancouver provided a letter outlining the four projects for which they are requesting obligation extensions. The first is Evergreen Highway Trail, construction phase, where Vancouver has been having challenges with right-of-way acquisitions. They are requesting an extension from the August deadline to December, 2014. Fourth Plain Subarea Sidewalk Infill right-of-way phase was original planned to be obligated by August, 2014, but due to environmental approval they may need an extension to December, 2014. The SE 1st Street right-of-way phase needs an extension to December 2014 due to environmental approval. Lastly, the City is asking for extension of obligation for the Main St.-Columbia St. traffic signal interconnect construction phase to January or February 2015. Dale indicated that the RTAC members may want to consider keeping the projects in the TIP and if they cannot meet the December deadline the City would need to come back to RTAC in January and ask for another extension. The Main Street project would go ahead and be reprogrammed in 2015 TIP.

JIM CAROTHERS, CITY OF CAMAS, MOVED TO APPROVE THE CITY OF VANCOUVER'S EVERGREEN HIGHWAY TRAIL CONSTRUCTION PHASE, THE FOURTH PLAIN SUBAREA SIDEWALK INFILL RIGHT-OF-WAY PHASE AND THE SE 1ST STREET RIGHT-OF-WAY PHASE THE EXTENSION OBLIGATION OF DECEMBER 2014 AND MOVE THE MAIN STREET-COLUMBIA ST. TRAFFIC SIGNAL INT. CONSTRUCTION PHASE TO BE PROGRAMMED IN 2015, AND ROB CHARLES, CITY OF WASHOUGAL, SECONDED THE MOTION. THE MOTION WAS UNANIMOUSLY APPROVED.

Chris Malone, City of Vancouver, mentioned the 39th Street truck traffic issue in the residential area. The City of Vancouver Council has directed a freight study be done to cover the whole Vancouver west side. Chad Eiken with City of Vancouver is the contact person. The City of Vancouver is hopeful this will start in summer 2014.

RTC Staff

a. Federal Obligation

Dale thanked the agencies for the response to the federal obligation reports. Dale is optimistic that the region will be able to meet our target. Dale mentioned it is helpful if projects are de-obligated between October and November.

b. MAP-21 Safety Performance Measures: NPRM Available for Comments

Lynda David, RTC, mentioned that MAP-21 has a lot of requirements regarding performance measures and setting targets. The first of the National Proposed Rule-Making relating to Safety Performance is available for comment online.

The Washington Safe Routes to School Action Network is hosting a webinar on April 4th. This webinar will include how to identify grant partners, assess the needs and apply for grants.

The meeting adjourned at 10:50 a.m. The next meeting will be Friday, April 21, 2014.



MEMORANDUM

TO: Regional Transportation Advisory Committee
FROM: Lynda David
DATE: April 11, 2014
SUBJECT: **FY 2015 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 2015 Work Program covers the period from July 1, 2014 through June 30, 2015.

FY 2015 UPWP

RTAC members were provided with an overview of the FY 2015 UPWP at the January 2014 meeting. Attached is an updated draft copy of the FY 2015 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 April 18 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 2015. 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 2015 UPWP contains a description of planning projects of regional significance which local agencies anticipate they will carry out during FY 2015.

TIMELINE

The timeline for completion, adoption and submittal of the FY 2015 UPWP is outlined below:

RTC's FY 2015 UNIFIED PLANNING WORK PROGRAM DEVELOPMENT		
DATE (2014)	MEETING	ACTION
Fri. Apr. 18	RTAC	Recommend RTC Board adoption of FY 2015 UPWP.
Tue. May 6	RTC Board	Adoption of FY 2015 UPWP.
by Fri. Jun. 20		Submit adopted FY 2015 UPWP to WSDOT Transportation Planning Office.
by Wed. Jun. 25		Adopted UPWPs sent by WSDOT to FHWA/FTA for federal approval.
Mon. Jun. 30		FHWA/FTA UPWP approval due to WSDOT Regional Coordination Branch.
Tue. Jul. 1		FY 2015 UPWP takes effect

An advisory committee to:

FY 2015 UPWP: Overview

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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.

ACTION REQUESTED

At the April 18 meeting, RTAC members will be asked to recommend adoption of the FY 2015 UPWP by the RTC Board at the Board's May 6 meeting.

ATTACHMENTS: FY2015 UPWP Draft Document (April 18, 2014)

20140418_RTAC_2015UPWP_MEMO.DOC



MEMORANDUM

TO: Regional Transportation Advisory Committee
FROM: Mark Harrington
DATE: April 11, 2014
SUBJECT: Title VI Plan Update and Limited English Proficiency Plan

INTRODUCTION

Title VI issues and environmental justice are an integral part of the transportation planning and programming process throughout the United States, particularly in urban regions. This commitment to Title VI has, and continues to be, reflected in the Southwest Washington Regional Transportation Council's (RTC) work program, publications, communications, and public involvement efforts. RTC's *Title VI Plan* establishes a framework for efforts that will be taken at RTC to ensure compliance with Title VI and related statutes regarding nondiscrimination and environmental justice. In a continuing effort to meet the requirement of federal law and follow best practices, RTC has updated the agency's *Title VI Plan* and developed a *Limited English Proficiency Plan*.

TITLE VI PLAN UPDATE

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (please refer to 23 CFR 200.9 and 49 CFR 21). The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of the term "programs or activities" to include all programs or activities of Federal Aid recipients, subrecipients, and contractors, whether or not such programs and activities are federally assisted (Public Law 100-259 [S. 557] March 22, 1988).

To help meet federal requirements, RTC adopted its first Title VI plan in 2002 and updated that original plan in 2006. The main objectives of the plan are:

- To ensure the RTC's compliance with Title VI (including compliance by RTC's consultants, contractors and subrecipients) and to assign responsibilities for ensuring compliance.
- To ensure that all persons are able to participate in and receive the benefits of RTC's programs and activities.
- To ensure that limited English proficient (LEP) persons are provided meaningful access to RTC's programs and activities.

An advisory committee to:

Southwest Washington Regional Transportation Council

1300 Franklin Street, Floor 4

P.O. Box 1366

Vancouver, Washington 96666-1366

360-397-6067

fax: 360-397-6132

<http://www.rtc.wa.gov>

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- To establish clear procedures for filing, investigating and successfully resolving complaints in a timely manner and at the lowest level possible.

The plan outlines the organization of RTC's governing bodies and provides a Title VI policy statement. The main body of the plan identifies who is responsible for RTC's Title VI compliance and establishes compliance responsibilities by program area, including:

- Communications and Public Involvement
- Planning and Programing
- Consultant Contracts
- Education and Training

Title VI assurances, nondiscrimination contract language and complaint procedures are included in the plan appendices. RTC has also produced an *Environmental Justice Demographic Profile for Clark County* that provides demographic information with regard to minority, low-income and other Title VI protected populations, including those with limited English proficiency.

LIMITED ENGLISH PROFICENCY PLAN

The main update to the *2014 Title VI Plan* is the inclusion of the responsibility of RTC to ensure that LEP persons are provided meaningful access to RTC's programs and activities. On August 11, 2000, President Clinton issued Executive Order 13166, Improving Access to Service for Persons with Limited English Proficiency. The order requires each federal agency, and those that receive federal funding, to examine their programs and activities and to develop and implement plans so LEP persons can meaningfully access those programs and activities. RTC has developed a separate *2014 Limited English Proficiency Plan* to meet this requirement.

The plan assesses the need to provide language assistance measures to LEP persons based on a four factor analysis that includes:

1. The number or proportion of LEP persons served or encountered in the eligible service population of the RTC region
2. The frequency with which LEP individuals come in contact with RTC programs, activities, or services
3. The nature and importance of the program, activity, or service provided by RTC
4. The resources available to RTC and costs of providing language assistance

The assessment found that within the RTC planning area there are a significant number of people who do not speak English very well and that they are most likely to speak Spanish or Russian.

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The plan addresses means to identify LEP persons and measures that will be taken to provide appropriate language assistance, including writing and oral communications.

ACTION REQUESTED

At the April RTAC meeting staff will review the *2014 Title VI Plan* update and the new *2014 Limited English Proficiency Plan*. Recommendations and comments are welcome. RTAC members will be asked to recommend adoption of the *2014 Title VI Plan* update and the new *2014 Limited English Proficiency Plan* by the RTC Board at the Board's May 6 meeting.

ATTACHMENTS: 2014 Title VI Plan Draft Document (April 18, 2014)
2014 LEP Plan Draft Document (April 18, 2014)
2012 Environmental Justice Demographic Profile – Clark County

20140418_RTAC_TITLE VI_LEP_MEMO.DOC