



STAFF REPORT/RESOLUTION

TO: Southwest Washington Regional Transportation Council Board of Directors
FROM: Matt Ransom, Executive Director *MR*
DATE: April 28, 2015
SUBJECT: **Memorandum of Understanding Between Metro and Southwest Washington Regional Transportation Council, Resolution 05-15-08**

AT A GLANCE - ACTION

The action requested is adoption of Resolution 05-15-08 to complete RTC's role in the triennial review and update of the Memorandum of Understanding between RTC and Metro. The MOU promotes collaboration, coordination and cooperation in planning for transportation needs in a bi-state region.

INTRODUCTION

A Memorandum of Understanding (MOU) between RTC and Metro is a federal requirement originally mandated under the Intermodal Surface Transportation Efficiency Act (1991) and continued under the current federal transportation act, MAP-21. The MOU defines roles, responsibilities, and coordination between RTC and Metro in the development of bi-state transportation plans, programs and planning tools. The federally-required MOU was first adopted by the RTC Board on April 7, 1998 (RTC Board Resolution 04-98-08) and by Metro in April 1998. The MOU is reviewed and renewed on a triennial basis. The MOU was last reviewed and signed in 2012. Complete review of the updated MOU was made by RTC and Metro staff, and recommended changes are incorporated. The RTC Board was presented a draft preview of the updated MOU between RTC and Metro at the Board's April 7 meeting.

The updated MOU has been reviewed by RTC and Metro and is modified to present the respective planning scope and responsibilities of each party to reflect current federal transportation act, MAP-21, provisions. The MOU promotes collaboration, coordination and cooperation that must occur in planning for transportation needs in a bi-state region.

POLICY IMPLICATION

Federal statute (Title 23 CFR § 450) requires Metropolitan Planning Organizations (MPOs) tasked with carrying out duties under the law to enter into cooperative agreements which formalize the responsibilities of each party. RTC and Metro, as adjacent MPOs serving the Portland-Vancouver metropolitan region, are required to have an agreement in place.

The proposed MOU also incorporates the federal Planning Emphasis Area (PEA) issued for FY 2016. Those PEA's promote "Models of Regional Planning Cooperation" which encourage cooperation and coordination across MPO boundaries and across State boundaries, to ensure a regional approach to transportation planning. This is particularly important where more than one MPO or State serves an urbanized area or adjacent urbanized areas, such as RTC and Metro

serving as MPOs in the Portland-Vancouver region. The federal PEA emphasizes collaboration among MPOs and between state DOTs and operators of public transportation on activities such as: data collection, data storage and analysis, analytical tools and performance based planning.

BUDGET IMPLICATION

None.

ACTION REQUESTED

Adoption of Resolution 05-15-08, "Memorandum of Understanding Between Metro and Southwest Washington Regional Transportation Council" authorizes the Executive Director to sign the updated Memorandum of Understanding between RTC and Metro.

ADOPTED this _____ day of _____ 2015,
by the Southwest Washington Regional Transportation Council.

SOUTHWEST WASHINGTON
REGIONAL TRANSPORTATION COUNCIL

ATTEST:

Melissa Smith
Chair of the Board

Matt Ransom
Executive Director

Attachment

**MEMORANDUM OF UNDERSTANDING
BETWEEN METRO AND
SOUTHWEST WASHINGTON REGIONAL TRANSPORTATION COUNCIL**

This Memorandum of Understanding (this "MOU") is made and entered into by and between METRO and the SOUTHWEST WASHINGTON REGIONAL TRANSPORTATION COUNCIL (hereinafter referred to as "RTC"), collectively referred to herein as the "Parties."

RECITALS

1. METRO is the Metropolitan Planning Organization designated by the Governor of Oregon as the agency responsible for cooperative regional transportation planning in the Oregon portion of the Portland/Vancouver Urbanized Area in compliance with Section 134 of Title 23, U.S.C., and Section 3 1601, et. of Title 49 U.S.C.
2. RTC is the Metropolitan Planning Organization designated by the Governor of Washington as the agency responsible for cooperative regional transportation planning in the Washington portion of the Portland/Vancouver Urbanized Areas in compliance with Section 134 of Title 23, U.S.C., and Section 3 1601, et. of Title 49 U.S.C.
3. Section 134 of Title 23, U.S.C. states that "The Secretary shall encourage each Governor with responsibility for a portion of a multistate metropolitan area and the appropriate metropolitan planning organizations to provide coordinated transportation planning for the entire area" and, "If a project is located within the boundaries of more than one metropolitan planning organization, the metropolitan planning organizations shall coordinate plans regarding the project."
4. METRO and RTC desire to maintain mechanisms that will ensure adequate coordination of transportation policies, plans, and programs of interstate significance.
5. METRO and RTC desire to define planning responsibilities in carrying out regional transportation planning programs.
6. METRO and RTC will ensure that processes are coordinated to assure the development of consistent metropolitan transportation plans across boundaries.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

**ARTICLE I
COORDINATION MECHANISMS**

Section 1. The Transportation Policy Alternatives Committee of METRO ("TPAC") includes members from RTC and the Washington State Department of Transportation (WSDOT).

Section 2. The Regional Transportation Advisory Committee (RTAC) of RTC includes members from METRO and the Oregon Department of Transportation ("ODOT").

Section 3. The METRO Joint Policy Advisory Committee on Transportation ("JPACT") includes three Washington State members from Clark County, the City of Vancouver, and the Washington State Department of Transportation.

Section 4. The RTC Board of Directors includes representatives of METRO and ODOT.

Section 5. The Bi-State Coordination Committee was created by the adoption by each member organization of a charter completed in 2004. The Committee is charged with reviewing all issues of

bi-state significance for transportation, land use, economic development and environmental justice and presenting any recommended action to the appropriate agency considering an issue of bi-state significance. The Bi-State Coordination Committee was created through the adoption of a charter as noted above, and has the responsibility to consider referrals from RTC and JPACT on issues of bi-state significance and make recommendations back to RTC and JPACT.

Section 6. The staffs of METRO and RTC will communicate on a regular basis to ensure adequate coordination of the following: (1) the technical aspects of regional transportation; (2) efforts to evaluate alternative policies involving issues of interstate significance; and (3) activities involved in developing, evaluating, and refining proposals to be included in regional transportation plans and programs.

Section 7. The Regional Transportation Plan (including the Transportation Systems Management Element) and improvement programs (including the Air Quality Conformity Statement) prepared by METRO for the Oregon portion of the urbanized area are to describe how issues of interstate significance are addressed. Before either the metropolitan plan or improvement program for its planning area is adopted by METRO, RTC will be consulted. Any comments or concerns expressed by RTC are to be considered before adoption. Comments will be solicited from RTC and considered by METRO before METRO approves any plan or TIP amendment having interstate significance.

Section 8. The Regional Transportation Plan (including the Transportation System Management Element) and improvement programs (including the Air Quality Conformity Determination Statement) prepared by RTC for the Washington portion of the urbanized area are to describe how issues of interstate significance are addressed. Before the regional transportation plan or improvement programs for its planning area are adopted by the RTC governing body, METRO will be consulted. Any comments or concerns expressed by METRO are to be considered before adoption. Comments will be solicited from METRO before RTC approves any plan or TIP amendment having interstate significance.

Section 9. RTC and METRO will consult with one another to prepare an annual Unified Planning Work Program (UPWP) describing Federally funded transportation planning activities to be undertaken. METRO adopts a UPWP for METRO and endorses the RTC's UPWP. RTC adopts a UPWP for RTC and endorses METRO's UPWP.

Section 10. RTC and METRO will coordinate at technical and policy levels on cross-river projects with likely benefits and impacts for residents of each MPO.

ARTICLE II

PLANNING RESPONSIBILITIES

Section 1. METRO and RTC are responsible for preparing regional transportation plans and improvement programs for their respective planning areas. These efforts are to be coordinated as described in this Article II.

Section 2. METRO and RTC are responsible for maintaining and applying techniques for simulating regional travel/air quality implications of transportation/land use proposals and alternatives.

Section 3. METRO and RTC are responsible for the joint development of the Portland-Vancouver metropolitan area travel forecasting tools and processes. This includes the coordination of model input data, model procedures, model development/refinement and household travel behavior surveys. Adequate zone and network structure within both METRO and Clark County will

be maintained to conduct bi-state multi-modal analysis for the bi-state area, as well as the member agencies and jurisdictions of both MPOs.

Section 4. METRO is the lead agency for the travel forecasting process within the Portland METRO area and RTC is the lead agency for the travel forecasting process within Clark County. METRO and RTC will coordinate at the technical and policy levels in regard to all projects or studies of bi-state significance.

**ARTICLE III
TERMINATION, EXTENSION, AND MODIFICATION**

Section 1. This MOU is to be reviewed and renewed triennially with the approval of the annual UPWP.

Section 2. This MOU may be modified or terminated at any time with the mutual written consent of the Parties.

IN WITNESS THEREOF, the Parties hereto have caused this MOU to be executed in their respective names by their authorized representatives as of the last date signed by the Parties below.

**SOUTHWEST WASHINGTON REGIONAL
TRANSPORTATION COUNCIL**

METRO

Chair

Chief Operating Officer

Date

Date

Executive Director

Date

APPROVED AS TO FORM

Southwest Washington
Regional Transportation Council Legal Counsel

Date

METRO Contract No. _____
RTC Resolution No. _____