

Benton-Franklin Council of Governments



TRI-CITIES METROPOLITAN PLANNING ORGANIZATION
BENTON-FRANKLIN REGIONAL TRANSPORTATION PLANNING ORGANIZATION

SFY 2018

July 1, 2017 – June 30, 2018

Unified Planning Work Program (UPWP)

ADOPTED BY BFCG BOARD – JUNE 16, 2017
Amended January 2018 by Action of the BFCG Board



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Amendments

Amendments to this document follow the same procedure as amendments to the Transportation Improvement Program (TIP). See BFCG Transportation Planning Public Participation Plan <http://www.bfcog.us/BFCG%20Public%20Participation%20Plan.pdf>



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Introduction

The Benton-Franklin Council of Governments (BFCG) is the lead agency for coordinating transportation planning in the Tri-Cities Metropolitan Area and Benton and Franklin counties. The BFCG maintains three important transportation planning designations: Metropolitan Planning Organization (MPO), Transportation Management Area (TMA), and Regional Transportation Planning Organization (RTPO). MPO's and TMA's are federal mandates, while the RTPO is a state mandate.

1. Metropolitan Planning Organization (MPO) Designation (23CFR450.310)

The BFCG was initially designated by the Governor in 1973 as the Metropolitan Planning Organization (MPO) for the Tri-Cities Metropolitan Area. This was a result of the bi-county area becoming a federally designated Urban Area based on the 1970 U.S. Census. The MPO designation was reaffirmed by local jurisdictions in 1983.

Upon designation as the MPO for the Kennewick-Pasco-Richland Urbanized Area, the BFCG established the Tri-Cities Metropolitan Area Transportation Study (Tri-MATS) program to fulfill the duties included in 23CFR450.300. Tri-MATS is a multi-jurisdictional program comprised of BFCG technical support staff with two standing advisory committees that provide guidance and review of work program activities and products.

The two standing committees within the Tri-MATS organizational structure include a Technical Advisory Committee (TAC) and a Policy Advisory Committee (PAC).

The TAC is comprised of engineers and planners representing local jurisdictions, special purpose districts, and WSDOT South Central Region. They meet once a month and provide staff level input to the activities being undertaken by the MPO.

The PAC is comprised of elected officials from the same jurisdictions as represented on the TAC. The PAC meets one week after the TAC meeting. Its purpose is to provide policy review and guidance to activities that will eventually require adoption by the BFCG Board.

Topics on meeting agendas requiring action are reviewed and voted on first within the committees. After discussion the TAC committee will forward recommendations to the PAC committee. The PAC may agree with the TAC recommendation or choose to modify it or request further information before making recommendations that are brought before the BFCG Board for final action.

This multi-level forum, providing both local jurisdictional staff and elected official input, provides unique opportunities to coordinate activities and build a consensus prior to adoption of work program products.

2. Transportation Management Area (TMA) Designation Federal Register July 18, 2012 (23CFR450.310)

Urbanized areas over 200,000 in population are designated by federal legislation as Transportation Management Areas (TMA's). In March of 2012, the US Census Bureau released population numbers for



Urbanized Areas confirming that the Kennewick-Pasco-Richland metropolitan area had achieved status as a Transportation Management Area (TMA) by exceeding the required 200,000 population. The TMA designation became official with the release of the July 18, 2012 Federal Register showing the Urbanized Area to have a 2010 population of 210,975.

Also, in March of 2012, the US Census Bureau released listings of Urbanized Areas (over 50k population) that included the Walla Walla/College Place/Milton-Freewater area with a 2010 population of 55,805. Under federal law, Urbanized Areas are required to be represented by an MPO within twelve months of Urbanized Area designation. The Walla Walla Valley MPO became a bi-state MPO for the Walla Walla, WA and Milton-Freewater, OR UZA when designated by the Governors of Washington and Oregon on March 27, 2013 and April 4, 2013, respectively. MPOs are created through agreement among the local elected officials and the Governor(s).

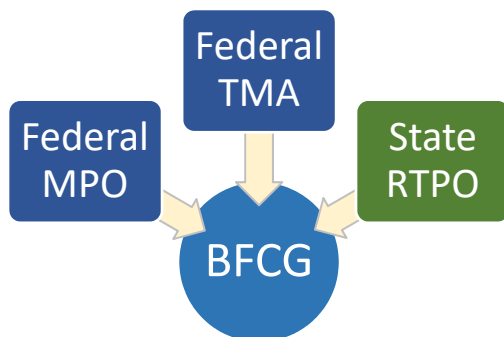
One result of the newly designated Walla Walla Valley MPO required the creation of the Walla Walla Sub-RTPO. An interlocal agreement between the Benton-Franklin Council of Governments and the Walla Walla Valley MPO was signed in August 2013 to create the Walla Walla Sub RTPO.

The BFCG agreement with the Walla Walla Valley MPO (WWVMPO) dated August 2013 states the urbanized STP-UL funds that are attributed to the Burbank area within the Walla Walla County boundary will remain part of the Tri-Cities MPO. BFCG and Walla Walla County work together when issues occur that concern both agencies.

The Kennewick-Pasco-Richland Metropolitan Planning Area (MPA) and the Benton-Franklin Regional Transportation Planning Organization (RTPO) can be seen in Figure 1-1 and Figure 1-2 on page 7.

3. Regional Transportation Planning Organization (RTPO) RCW 47.80.020

BFCG serves as the state designated RTPO for Benton and Franklin Counties. RTPO's are voluntary associations of local Governments and were authorized as part of the 1990 Washington State Growth Management Act to ensure local and regional coordination of transportation plans.



The BFCG work program utilizes information from State and Federal agencies, and local jurisdictions. Each member agency/jurisdiction has opportunity to provide input and comment on tasks within the work element categories for the coming year.

The UPWP describes the transportation planning efforts for the bi-county region of Benton and Franklin counties in Washington

State for the period of July 1, 2017 to June 30, 2018. The tasks and activities outlined in the UPWP support a continuing, coordinated, and comprehensive transportation planning process.



Tasks and activities are primarily undertaken by the BFCG staff. And also, through working relationships established under the WSDOT Agreement, the Memorandum of Agreement with Ben Franklin Transit/WSDOT and through interlocal agreements as necessary. Major studies are administered by the BFCG staff or a local jurisdiction.

During the SFY 2018 (July 1, 2017 – June 30, 2018) the BFCG UPWP will have four work elements:

Category 220: Program Administration

Category 221: Regional Planning Products

Category 222: Data Management, Analysis, and Monitoring Programs

Category 223: Human Services Transportation Plan

Key SFY 2017 Accomplishments:

Completed the Regional/Metropolitan Long Range Transportation Plan - Transition2040

Significantly expanded and enhanced public outreach efforts

Conducted SOV/HOV windshield survey

Completed update of the travel demand model

Continued travel time data and traffic counts for CMP

Proposed Funding Sources

Work tasks identified within this document are typically funded from four basic sources. They are: local funds derived from membership to the Benton-Franklin Council of Governments (BFCG); Federal Highway Administration (FHWA) for surface transportation planning; Federal Transit Administration (FTA) for public transportation related planning activities and Regional Transportation Planning Organization (RTPO) Program.

Funds shown within the UPWP are requested for each UPWP submission and amended as necessary to reflect modifications to the scope of work. If expenditures exceed budgets, the differences are derived from BFCG local funds.

Transportation Issues and Priorities to be addressed during the next year

Based on input from the committees and the federal/state emphasis areas, this one-year program will continue to stress the additional responsibilities of TMA status and respond to TMA certification results, continuation of data collection for multi-modal planning requirements and special reports, FAST Act Implementation and continued participate with WSDOT as targets are set for performance measures.



Figure 1-1

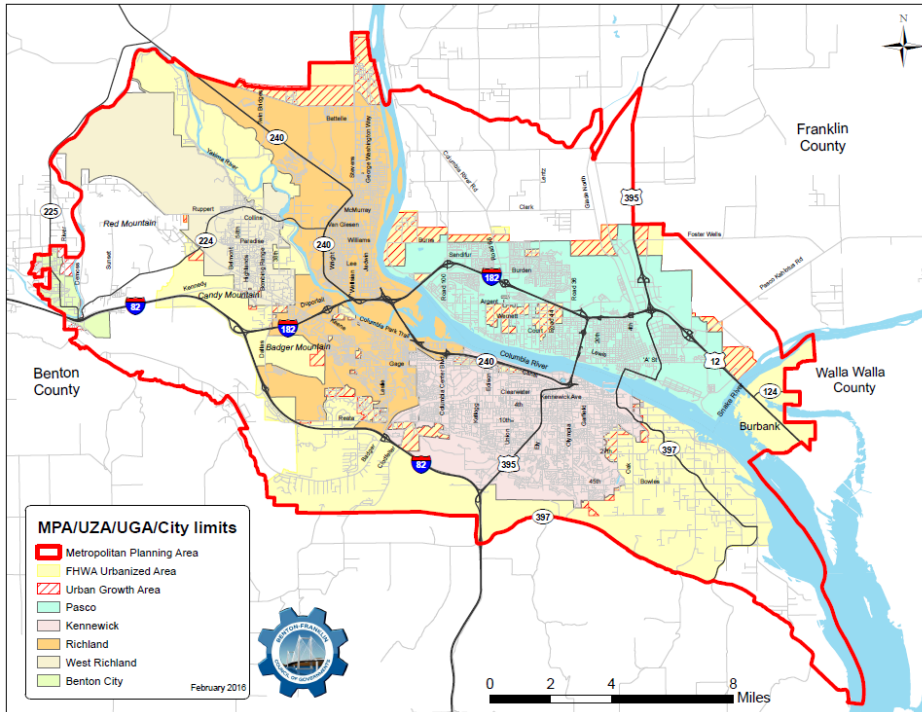
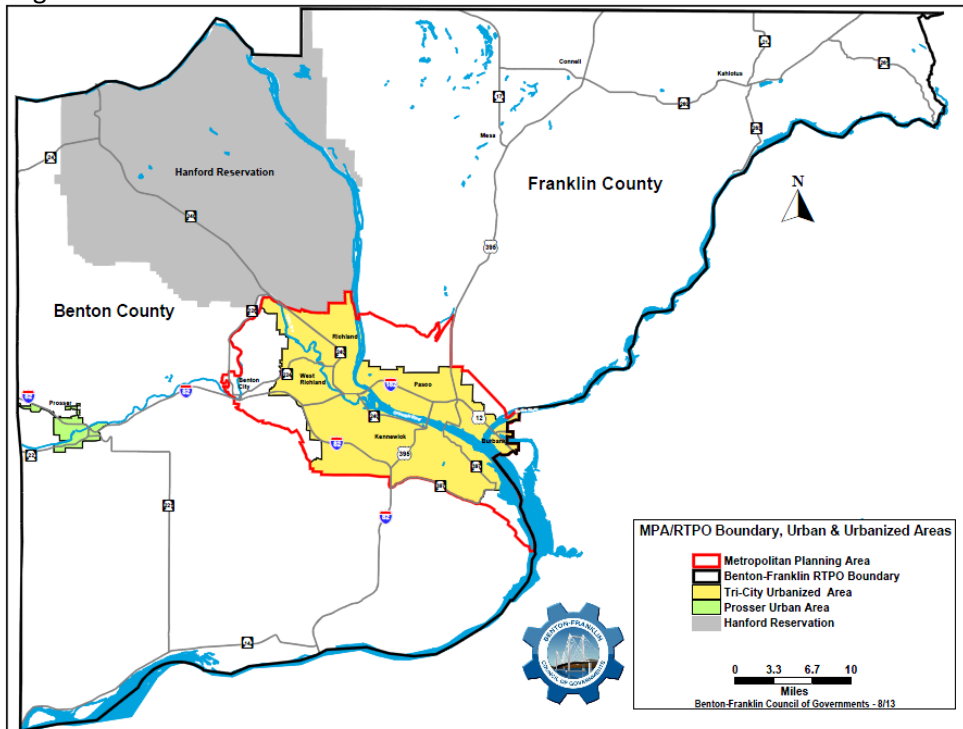


Figure 1-2





Overview of Work Tasks to Meet Federal and State Requirements

The chart of sub-tasks below illustrates whether the work is undertaken to satisfy Federal (MPO/TMA), State (RTPO) or both Federal and State requirements.

All tasks in the UPWP will be completed by staff unless otherwise noted.

UPWP Task #	Task	MPO	RTPO
<u>220</u>	<u>Program Administration, Interagency Coordination, & Public Involvement</u>		
220.1	Administration	x	x
220.2	UPWP/ Annual Report	X	X
220.3	Public Involvement/Outreach	X	X
220.4	Title VI	X	X
220.5	STBG and TA Programs	X	X
<u>221</u>	<u>Regional Transportation Planning</u>		
221.1	Multi-Modal Planning	X	X
221.2	TMA Congestion Management Process	X	
221.3	GMA Activities		X
221.4	GIS & Data Services	X	X
221.5	TIP	X	X
221.6	FAST Act Implementation	X	
221.7	Statewide Planning Activities		X
<u>222</u>	<u>Traffic Data Management, Analysis, and Monitoring Programs</u>		
222.1	Traffic Count Program	X	X
222.2	Travel Demand Model Development	X	
222.3	Travel Demand Model Development - Support	X	
<u>223</u>	<u>CPT-HSTP</u>		
223.1	Coordinated Public Transportation – Human Services Transportation Plan		X



SFY 2018 Unified Planning Work Program Proposed Budget

Work Element Task Code	Task Description	FHWA - PL			FTA - 5303			TASK FUNDING SUMMARY								
		Total FHWA	FHWA	Local Match	STBGP for Planning	Local Match	Total FTA	FTA	Local Match	STATE - RTPO	FEDERAL	STBGP for Planning	STATE - RTPO	LOCAL	TOTAL	
		100%	86.5%	13.5%	100%	86.50%	13.5%	100%	86.5%	13.5%						
220	Program Administration															
220.1	Administration	47,455	41,049	6,406	30,264	26,178	4,086	15,163	13,116	2,047	16,846	54,165	26,178	16,846	12,539	109,730
220.2	UPWP/Annual Report	10,115	8,749	1,366	6,451	5,580	871	3,232	2,796	436	3,591	11,545	5,580	3,591	2,673	23,383
220.3	Public Involvement	11,801	10,208	1,593	7,526	6,510	1,016	3,771	3,262	509	4,190	13,470	6,510	4,190	3,118	27,288
220.4	Title VI	688	595	93	439	380	59	220	190	30	244	785	380	244	182	1,531
220.6	STP (includes "set a-side")	21,432	18,539	2,893	13,669	11,824	1,845	6,848	5,924	924	7,609	24,462	11,824	7,609	5,663	49,558
	Work Element 220 - Total	91,491	79,140	12,351	58,349	50,472	7,877	29,234	25,287	3,947	32,482	104,427	50,472	32,482	24,175	211,556
221	Regional Transportation Products															
221.1	Multi-Modal Planning	86,022	74,409	11,613	-	-	-	29,182	25,242	3,940	32,870	99,651	-	32,870	15,553	148,074
221.2	TMA Congestion Management Process	24,016	20,774	3,242	-	-	-	9,502	8,219	1,283	0	28,933	-	0	4,525	33,518
221.3	GMA Activities	0	0	0	-	-	-	0	0	0	1,883	0	-	1,883	1,199	3,082
221.4	GIS & Data Services	28,487	24,641	3,846	-	-	-	9,102	7,873	1,229	1,332	32,514	-	1,332	5,075	38,921
221.5	Transportation Improvement Program (TIP)	18,760	16,227	2,533	-	-	-	5,394	5,165	609	6,660	21,412	-	6,660	3,342	31,414
221.6	FAST Act Implementation	20,187	17,462	2,725	-	-	-	6,450	5,573	877	7,167	23,041	-	7,167	3,536	33,804
221.7	Statewide Planning Activities	11,854	10,254	1,600	-	-	-	0	0	0	8,328	10,254	-	7,015	1,600	18,869
	Work Element 221 - Total	189,326	163,767	25,559	-	-	-	60,230	52,099	8,131	58,240	215,866	-	56,927	34,889	307,682
222	Traffic Data Management, Analysis & Monitoring Programs															
222.1	Traffic Count Program	12,240	10,588	1,652	0	0	0	3,311	3,383	528	4,345	13,971	-	4,345	2,180	20,496
222.2	Travel Demand Model Development	8,872	7,674	1,198	0	0	0	2,835	2,452	383	3,150	10,127	-	3,150	1,580	14,857
222.3	Travel Demand Model Development - Support	2,366	2,047	319	0	0	0	756	654	102	840	2,701	-	840	421	3,962
	Work Element 222 - Total	23,478	20,310	3,170	0	0	0	7,502	6,489	1,013	8,335	26,798	-	8,335	4,182	39,315
223	Human Services Transportation Plan															
223.1	HSTP	-	-	-	-	-	-	-	-	-	30,160	-	-	30,160	-	30,160
	Work Element 223- Total	-	-	-	-	-	-	-	-	-	30,160	-	-	30,160	-	30,160
	UPWP TOTAL	304,295	242,907	41,080	58,349	50,472	7,877	96,966	83,876	13,090	129,217	347,091	50,472	127,904	63,246	588,713

Amended to the SFY 2018 UPWP, by BFCG Board action:

January 2018 - Active Communities Environment Grant (ACE); from Local Programs State Funding Award of \$9,000 to be used in Multimodal Planning 221.1

December 2017 - 2018 Regional Traffic Count; \$90,345 STP Regional, Local Match \$14,098 for consultant services.



220 - PROGRAM ADMINISTRATION

220.1 ADMINISTRATION

WORK ELEMENT DESCRIPTION:

This work element supports the day-to-day operations of BFCG, through its member agencies and staff, in the implementation of the metropolitan and regional transportation planning process. It will administer the continuing transportation planning program of the MPO and manages the RTPO, including supervision of staff, office management, personnel activities, professional development and training, committee participation, travel, coordination and support to Board, PAC and TAC, etc.

TASKS:

- (40%) Participate in the Tri-MATS committee process throughout the program year. Prepare materials and information in support of these meetings.
- (4%) Maintain contact and collaboration with MPOs, RTPOs and other regional organizations through the MPO/RTPO/WSDOT Coordinating Committee meeting.
- (10%) Participate in webinars, conferences and workshops for professional development.
- (10%) Ensure compliance of MPO activities with federal regulations throughout the program year.
- (32%) Perform management and coordination of MPO/RTPO activities throughout the program year.
- (4%) Communication with federal and state officials.

EXPECTED OUTCOMES AND SCHEDULE:

- ✓ Ongoing coordination and support to the Board, PAC, and TAC (Ongoing).
- ✓ Ongoing coordination with federal, state and local agencies, and other partners regarding national and regional transportation issues, plans, studies, funding, and implementation programs (Ongoing).
- ✓ Monitoring Federal and State legislative issues and actions (Ongoing).

SOURCE OF FUNDS/BUDGET			
Federal*	State	Local	Total
\$80,343	\$16,848	\$12,539	\$109,730

*Includes \$26,178 STBG funds for planning.



220.2 UPWP/ Annual Report

TASK DESCRIPTION

UPWP

The primary purpose of the Unified Planning Work Program (UPWP) is to develop a work programs that meet Federal and State statutes and regulations. The work program includes a discussion of the planning priorities for the next state fiscal year by work element with respective tasks. Each task addresses the federal emphasis areas including some tasks that specifically reflects state emphasis areas. The work products within the Metropolitan Planning Area support the federal planning factors and support WSDOT’s six transportation policy goals within the RTPO.

ANNUAL PERFORMANCE AND EXPENDITURE REPORT

The annual report summarizes progress made on approved previous year’s UPWP. The monthly invoice detail provides a handy status log for use in developing the annual report. WSDOT is required by 23 CFR 420.117 to submit MPO Annual Performance and Expenditure Reports to FHWA and FTA, including a report from each MPO.

TASKS DESCRIPTIONS FOR THE UPWP:

- (50%) Describe work elements including tasks and outcomes.
- (5%) Schedule for completing each work element.
- (40%) Source of Funds and Budget amount for each project.
- (5%) Unfunded projects in appendix.

TASKS DESCRIPTIONS FOR THE ANNUAL REPORT:

- (40%) Comparison of actual performance with established goals
- (1%) Progress in meeting schedules
- (40%) Status of expenditures in a format compatible with the work program, including a comparison of budgeted (approved) amounts and actual costs incurred
- (11%) Cost overruns or underruns
- (4%) Approved work program revisions
- (4%) Other pertinent supporting data

EXPECTED OUTCOMES AND SCHEDULE:

- ✓ Maintain the UPWP document (Ongoing).
- ✓ Draft UPWP (March 2018).
- ✓ UPWP Onsite visit (March/April 2018)
- ✓ UPWP Board Adoption (June 2018)
- ✓ Annual Performance and Expenditure Report (September 2018)

SOURCE OF FUNDS/BUDGET			
Federal*	State	Local	Total
\$17,125	\$3,591	\$2,673	\$23,389

*Includes \$5,580 STBG funds for planning.



220.3 PUBLIC INVOLVEMENT/OUTREACH

WORK ELEMENT DESCRIPTION:

Public Involvement at BFCG is an important component of many of our plans and programs. The goal is to involve the public and interested agencies/organizations early in the transportation planning discussion. Staff will conduct ongoing outreach by engaging the public via our website, newspapers, monthly newsletter and social media on transportation activities at BFCG.

TASKS:

- (10%) Database maintenance of contacts
- (30%) Increase public awareness of BFCG activities
- (30%) Monitor implementation of public involvement procedures
- (30%) Identify methods to increase information distribution

EXPECTED OUTCOMES AND SCHEDULE:

- ✓ Contact maintenance for information distribution (Ongoing)
- ✓ Implementation of public involvement procedures (Ongoing)

SOURCE OF FUNDS/BUDGET			
Federal	State	Local	Total
\$19,980	\$4,190	\$3,118	\$27,288

*Includes \$6,510 STBG funds for planning.

220.4 TITLE VI

WORK ELEMENT DESCRIPTION:

BFCG takes reasonable steps to ensure the communities served have meaningful access to its programs, services and information. Staff will monitor the Title VI Plan as adopted to promote the inclusion and awareness of the community BFCG serves.

TASKS:

- (25%) Title VI Coordinator will monitor the elements of the Title VI Program that are required in the core transportation planning functions at the BFCG.
- (50%) Host an educational workshop for the EPA's EJ online mapping tool. Demonstration by US EPA's Region 10.
- (20%) Annual data collection efforts to compile demographic data on the areas that BFCG serves.
- (5%) Annual report submitted to WSDOT/FHWA/FTA on any changes, updates or comments on the BFCG Title VI Program.

EXPECTED OUTCOMES AND SCHEDULE:

- ✓ Title VI Program Monitoring: Ongoing
- ✓ Workshop for the EPA's EJ online mapping tool
- ✓ Title VI Annual Report: March 2018
- ✓

SOURCE OF FUNDING/BUDGET			
Federal	State	Local	Total
\$1,165	\$244	\$182	\$1,591

*Includes \$380 STBG funds for planning.



220.6 SURFACE TRANSPORTATION BLOCK GRANT PROGRAM (STBGP) and STBGP Set Aside (TAP) ADMINISTRATION

WORK ELEMENT DESCRIPTION: Includes project selection, prioritization, and programming as well as public outreach, and Tri-MATS/BFCG Board process, tracking of funds, obligation balances, preparation of the Annual Listing of Federal Obligations and implementation of federal requirements.

TASKS:

- (35%) Includes TAC workgroup for development of procedures and policies for project selection, prioritizing, and programming.
- (15%) Public Participation process; includes posting notification on BFCG website/prepare newspaper ads/newsletter for public meeting and follow-up to website with selected prioritized projects.
- (50%) Reporting/Tracking; includes quarterly reports of federal obligations, updates prepared for Tri-MATS and BFCG Board. Maintenance of documentation.

EXPECTED OUTCOMES AND SCHEDULE:

- ✓ 2018 Regional TIP programmed 4-years
- ✓ Reporting/Tracking (ongoing)

SOURCE OF FUNDS/BUDGET			
Federal*	State	Local	Total
\$36,286	\$7,609	\$5,663	\$49,558

*Includes \$11,824 of STBG funding for planning.

PROJECT SELECTION, PROGRAMMING AND PRIORITIZATION

As a part of this work program, MPOs are requested to review and document their MTIP project identification, prioritization, and selection procedures to ensure that the planning and programming of projects for all four years of the MTIP are consistent with Federal requirements. 23CFR450.104, 324 (a) and (h). (H) PRIORITIES.—the transportation improvement program shall reflect the priorities for programming and expenditures of funds, including transportation enhancement activities, required by this title and chapter 53 of title 49.

Criteria used in the selection process are stated goals and policies from the current Regional Transportation Plan, the Draft update titled *Transition2040*, the Washington State Transportation Policies and the FHWA/FTA Planning Emphasis Areas. This ensures the projects that are selected and programmed into the TIP/STIP are consistent with both the BFCG M/RTP and the Washington State Transportation Plan (WTP).

Selection, prioritization and programming of projects will be developed within the parameters of the goals and objectives developed for *Transition2040*. The selection process coincides with the development of the project list for *Transition2040*.

At this date and without targets, BFCG will still link the short and long range plans by using performance based criteria with the understanding that target setting will take place in the future.



As targets are determined for identified performance measures, the selection and prioritization process will develop in accordance to the targets.

221 – REGIONAL TRANSPORTATION PLANNING

221.1 MULTI-MODAL PLANNING

WORK ELEMENTS:

1. Bicycle Level of Service (BLOS)

A BLOS would assess streets and roads in the MPO that have potential for inclusion in a regional bicycle network. It would incorporate a connectivity gap analysis, and an analysis of the regional bike network. This work element will first initiate a pilot study area. The pilot study area will provide opportunity to refine the scope of work that later would be applied for a larger area and also refine data collection and documentation methods.

TASKS:

- (10%) Scope of Work and project schedule
- (65%) GIS & Data collection
 - Collect bike lane and path locations and conditions
 - Identify bike connectivity issues
- (25%) BLOS calculations and written report

EXPECTED OUTCOMES:

- ✓ Inventory of the bicycle network (including conditions)
- ✓ Inventory of the potential additions to the bicycle network
- ✓ Gap analysis
- ✓ Creation of a regional design suggestion

2. Sidewalk Inventory (PLOS)

The sidewalk inventory will also begin with a pilot study area. This work proposes a collaboration with Ben Franklin Transit, the Benton Franklin Public Health District and the Benton-Franklin Health Alliance. Tasks will include data collection of pedestrian facilities, particularly looking at ADA compliance, and analyze the walkability of an area. This will include existing sidewalks and their conditions, missing sidewalks, missing ADA elements, and opportunities for new sidewalks and sidewalk improvements. It will prioritize sidewalk projects, with a regional overlook.

TASKS:

- (10%) Scope of Work with project schedule
- (55%) Data collection and GIS
 - Location and condition of sidewalks, ramps, and pedestrian crossings
- (35%) Data analysis
 - Prioritize sidewalk maintenance projects
 - Determine if the sidewalk meets intended design specifications and guidelines



EXPECTED OUTCOME AND SCHEDULE:

- Conditions and locations of sidewalks in pilot area
- Gap analysis and pedestrian walk score
- (15%) Prepare written report

3. Benton Franklin RTPO All Weather Road Report Update

This task will update the RTPO efforts from 2004 and 2008 to develop and adopt an RTPO-wide all-weather road (AWR) system. The work will update and validate the work documented in the 2009 report.

TASKS:

- (10%) Scope of Work with project schedule
- (5%) Create and manage an Advisory Committee for jurisdiction input/validation as regional AWR is developed
- (20%) Identify and adopt criteria to help standardize identification and prioritization of AWR segments
- (20%) Identify and map existing AWR segments and commodity storage and processing facilities in the RTPO
- (15%) Identify, map and adopt a list of projects with associated cost estimates
- (30%) Write a report documenting AWR system development

EXPECTED OUTCOME AND SCHEDULE:

- ✓ Adoption of a region-wide AWR System
- ✓ Updated report on the Regional AWR System
- ✓ Material can be used Regional Freight Profile

4. 2018 PARK AND RIDE LOT REPORT

The 2018 update will update the 2007 Park and Ride Lot Report. The report will be divided into four sections. Section One will present background information on park and ride systems in general and present a short history of the metropolitan area Park & Ride System. Section Two will review existing data on the use of metropolitan area park & ride lots. Section Three will use data developed for the BFCG 2040 metropolitan area traffic model to identify specific subareas projected to experience significant increase in population and employment over the next two decades. Using these areas of potential unmet need, it will identify general locations for potential new facilities. The fourth section contains recommendations for next steps in the development of the park and ride system in the Tri-City metropolitan area.



TASKS

- (10%) Scope of Work with project schedule
- (5%) Create and manage an Advisory Committee for stakeholder input and validation as report is developed
- (20%) Analyze and present data on rates of use of park & ride lots
- (20%) Use the BFCG 2040 traffic model data to identify specific subarea clusters projected to increase in population and employment over the next two decades
- (15%) Identify general locations for additional facilities
- (30%) Write the 2018 Park & Ride Lot Report

EXPECTED OUTCOMES

- ✓ The 2018 Metropolitan Area Park and Ride Report
- ✓ An assessment of the current Park & Ride lot system
- ✓ Identify areas of unmet need through analysis of population and employment forecasts in the 2040 BFCG metropolitan area traffic model
- ✓ Identify of general locations for potential new facilities

FUNDING/BUDGET			
Federal	State	Local	Total
\$99,651	\$41,870	\$15,553	\$157,074

January 2018 - Amended \$9,000 State funding from Active Community Environment Grant to Multimodal Planning.

221.2 TMA CONGESTION MANAGEMENT PROCESS

TASK DESCRIPTION:

The purpose of the Tri-Cities Metropolitan Area Congestion Management Process (CMP) is to develop and provide strategies for monitoring system-wide and corridor based performance during identified hours of congestion periods. The CMP will use performance data (travel time/GPS) to determine possible causes and the level of congestion in the area.

TASKS:

- (80%) Conduct analysis of collected GPS/travel time data from years 2014-2016
- (15%) Provide summary report for collected GPS/travel time data for review by CMP Committee including the use of maps/graphics/visualizations (Microsoft PowerBI)
- (5%) Outreach to the committee about updates/progress of CMP efforts

EXPECTED OUTCOMES AND SCHEDULE:

- ✓ Re-convene BFCG Congestion Management Process Committee in the Fall
- ✓ Provide data analysis and GIS/mapping products for review by staff/committee as needed
- ✓ Develop CMP Performance Summary Report for years 2014-2016



Consultant - Travel Time Data Collection = \$12,000

SOURCES OF FUNDING/BUDGET			
Federal	State	Local	Total
\$28,993		\$4,525	\$33,518

221.3 GMA ACTIVITIES

TASK DESCRIPTION:

The Growth Management Act has established a coordinated planning program for regional transportation systems and facilities throughout the state. Regional Transportation Planning Organizations (RTPOs) facilitate this coordination and cooperation among state agencies and local jurisdictions. RTPOs coordinate local comprehensive plans as well as expedite cooperation to achieve both statewide and local transportation goals.

TASKS:

- (100%) Work with local governments in the early stages of local comprehensive plan and countywide planning policy development to more effectively identify and resolve consistency issues.

EXPECTED OUTCOMES AND SCHEDULE:

- ✓ Work with WSDOT will be on their request and schedule. GMA updates are required for Benton County jurisdictions in 2017 and Franklin County jurisdictions in 2018.

SOURCES OF FUNDING/BUDGET			
Federal	State	Local	Total
0	\$1,883	\$1,199	\$3,082

221.4 GIS & DATA SERVICES

Work Element Description:

GIS and Data Services at BFCG supports BFCG work programs, products and analysis efforts by creating, maintaining and updating regional planning data. Supported agency work products include the Metropolitan/Regional Transportation Plan, Transportation Improvement Program, Congestion Management Process, Human Services Transportation Plan, Environmental Justice and Active Transportation planning efforts. Additionally, data services will be used to provide technical assistance for the Economic Development Office at BFCG.

Tasks:

- (50%) GIS & Data Maintenance and Updates
 - Develop organized effort to collect, update and maintain regional planning data
 - Ongoing maintenance and update of our regional planning GIS data. Includes outreach to local agencies and jurisdictions for new/updated data.



- Develop method to integrate current ArcMap products for use in ArcGIS Online Mapping
- (50%) GIS & Data Analysis/Maps
 - RTPO Roadway Traffic Count Data Layer Package
 - Regional Traffic Flow Mapping
 - Update Regional Mileage Tables for Federal Functional Classification
 - Support for upcoming Congestion Management Process, Human Services Transportation Plan, SOV/HOV Survey, Park & Ride Inventory and Active Transportation Plan and BFCG Regional Trend Reports

Expected Outcomes and Schedule:

- ✓ Maintain GIS and data sets in support of BFCG Transportation Departments products and programs (ongoing)
- ✓ Provide GIS and data support to BFCG Community and Economic Development Department (Ongoing)
- ✓ Increase GIS and Map visualizations/graphics available via BFCG website
- ✓ Organization of data in preparation of ArcGIS portal for website
- ✓ Production of quarterly BFCG Trend Reports

SOURCES OF FUNDING/BUDGET			
Federal	State	Local	Total
\$32,514	\$1,332	\$5,075	\$38,921

221.5 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

WORK ELEMENT DESCRIPTION: This project will develop the 2018-2021 Metropolitan/Regional TIP for Federal, State and locally funded projects. The project will process TIP amendments and administrative modifications to maintain the TIP as an accurate and fiscally constrained program of projects.

TASKS:

- (42%) Develop and implement the BFCG 2018-2021 Metropolitan/Regional TIP. Includes collaboration with local agencies and BFCG review of local TIPs.
- (21%) Public Outreach – Implement Public Participation activities, including; TIP public meeting notices sent via email to MPO/RTPO public involvement distribution list, GIS mapping, post Draft TIP on the BFCG website/prepare newspaper ads/newsletter for public meeting notice, Tri-MATS/Board process, review and prepare responses to comments.
- (19%) Conduct the TIP action process for amendments and administrative modifications throughout the program year and process the full package for submittal to WSDOT.
- (18%) Maintain project listings and documentation of financial constraint. Prepare 2017 Annual Listing of Federal Obligations.

EXPECTED OUTCOMES AND SCHEDULE:

- ✓ Develop and approve the 2018-2021 BFCG Metropolitan/Regional TIP (October 2017)
- ✓ 2017 Annual Listing of Federal Obligations (March 2018)



- ✓ Maintenance of the current TIP and process amendments/administrative modifications (Ongoing)
- ✓ Track project status; obligations and fiscal constraint. Prepare quarterly report for Tri-MATS. (Ongoing)

SOURCES OF FUNDING/BUDGET			
Federal	State	Local	Total
\$21,412	\$6,660	\$3,342	\$31,414

221.6 FAST Act Implementation

WORK ELEMENT DESCRIPTION:

The FAST Act requires that State DOTs and MPOs work together to address the performance measures set forth in MAP-21 through a collaborative process of setting performance targets.

TASKS:

- (10%) WSDOT and MPOs have quarterly meetings and special information sessions to address the need to set performance targets. The meetings began in May 2014 and are expected to continue until targets have been set and will conclude this process.
- (30%) WSDOT and MPOs work together on developing comments with each notice of proposed rulemaking.
- (60%) BFCG staff review and discuss using the Tri-MATS process.

EXPECTED OUTCOMES AND SCHEDULE:

- ✓ Statewide targets
- ✓ MPO targets
- ✓ Coordination between WSDOT, MPOs, and locals: Ongoing

SOURCES OF FUNDING/BUDGET			
Federal	State	Local	Total
\$23,041	\$7,167	\$3,596	\$33,804

221.7 Statewide Planning Activities

WORK ELEMENT DESCRIPTION:

WSDOT is in the process of working on the update of several transportation plans, corridor studies and a travel demand model with a statewide focus, including:

- The Washington Transportation Plan, Phase II
- The Highway System Plan
- The Washington State Freight System Plan
- Corridor Sketches



TASKS:

- (70%) BFCG and WSDOT will work together during WSDOT corridor planning studies efforts by examining current and future travel conditions and developing recommendations consistent with “Results WSDOT,” Least Cost Planning and Practical Design.
- (30%) Participate in the stakeholder’s working group with MPOs, RTPOs, and other agencies within the state by reviewing products and commenting upon the draft report.

EXPECTED OUTCOMES AND SCHEDULE:

- ✓ Review statewide plans, corridor studies, and travel demand model: Ongoing

SOURCES OF FUNDING/BUDGET			
Federal	State	Local	Total
\$10,254	\$7,015	\$1,600	\$18,869

222 TRAFFIC DATA MANAGEMENT, ANALYSIS & MONITORING PROGRAMS

222.1 Traffic Count Program

WORK ELEMENT DESCRIPTION:

To obtain updated traffic count information annually/biennially for regional jurisdictions and agencies. Conduct Single Occupancy Vehicle/High Occupancy Vehicle (SOV/HOV) windshield counts and quarterly regional Park and Ride Lots counts on a scheduled basis. The most current traffic data collected is entered into a database by county jurisdiction, and is regularly referred to by regional jurisdictions, agencies, private sector developers, real estate professionals and property owners.

TASKS

- (40%) Obtain, update, convert, refine, and maintain traffic count data for the MPO/RTPO area. This includes national highway system, state highway system, county and local roadways.
- (35%) Continue traffic counting program to support transportation modeling, CMP and corridor studies.
- (25%) Conduct traffic count windshield surveys and Park & Ride lot counts regionally.

EXPECTED OUTCOMES AND SCHEDULE:

- ✓ Updated traffic counts for regional locations reported in appropriate tables and maps.(Ongoing)
- ✓ Location specific counts taken by and in cooperation with jurisdictions and agencies for evaluation of potential TSM or TDM programs. (Ongoing)
- ✓ Integration of annual traffic counts into Long Range Forecasts of traffic volumes on major facilities to update trends and travel demand model. (Ongoing)
- ✓ To provide traffic counts for local agencies on an as-needed and as-available basis.(Ongoing)
- ✓ Convert certain traffic data into a GIS format. (Ongoing)
- ✓ Publication of information is available on the BFCG website (Ongoing)
- ✓



SOURCES OF FUNDING/BUDGET			
Federal	State	Local	Total
\$13,971	\$4,345	\$2,180	\$20,496

Amended \$90,345 Federal STP Regional and Local Funds of \$14,098 for 2018 Regional Traffic Count Program – Total of \$104,443 will be used for consultant service to conduct the counts.

222.2 Travel Demand Model Development

Work Element Description:

The travel demand model forecasts future demand for roadway and transit facilities. The model also calculates the share of trips completed by mode (vehicle/transit).

Tasks:

- (50%) Continued development and refinement of latest 2015 travel demand model
Includes completion of Transition2040 future forecast
- (25%) Peer Review: Research and conduct a peer review of the latest 2015 travel demand model
- (25%) Land Use Forecasting: Research costs and requirements and conduct outreach to regional jurisdictions on feasibility and needs for implementation of UrbanSim (Land Use Forecasting tool) for use of scenario planning

Expected Outcomes and Schedule:

- ✓ Maintenance of the 2015 model (including base and forecast years)
- ✓ Updates to the transportation network or input files
- ✓ Undertake activities to implement recommendations from the model peer review
- ✓ Summary Report on feasibility of Land Use Forecasting Tool (UrbanSim)

SOURCES OF FUNDING/BUDGET			
Federal	State	Local	Total
\$10,127	\$3,150	\$1,580	\$14,857

222.3 Travel Demand Model Development - Support

Work Element Description:

Provide support by fulfilling requests from BFCG member jurisdictions and agencies.

Tasks:

- (100%) Complete model data requests for member jurisdictions and agencies

Expected Outcomes and Schedule:

- ✓ Model support for member jurisdictions and agencies
- ✓ Model data support (via Model Agreement) to outside agencies/consultants



SOURCES OF FUNDING/BUDGET			
Federal	State	Local	Total
\$2,701	\$840	\$421	\$3,962

223 COORDINATED PUBLIC TRANSPORTATION PLAN HUMAN SERVICES TRANSPORTATION PLAN (CPT-HSTP)

223.1 HUMAN SERVICES TRANSPORTATION PLAN

WORK ELEMENT DESCRIPTION

Development of the 2018 BFCG Coordinated Human Services Public Transportation Plan (HSTP) will begin in the first half of SFY 2018 and be completed in the second half of SFY 2018. Initial work includes convening the Steering Committee, initial public outreach and holding a stakeholder’s meeting. Work in SFY 2018 will include managing/documenting Steering Committee meetings, convening a public meeting, continuing stakeholder outreach, issuing a Call for Projects, and developing a Prioritized Project List. Co-occurring with tasks just mentioned, a Coordinated Human Services Public Transportation Plan will be written documenting the planning process and establishing a context of human service-related data in Benton and Franklin Counties. The final HSTP action will be adoption of the 2018 Plan and project list by the BFCG Board.

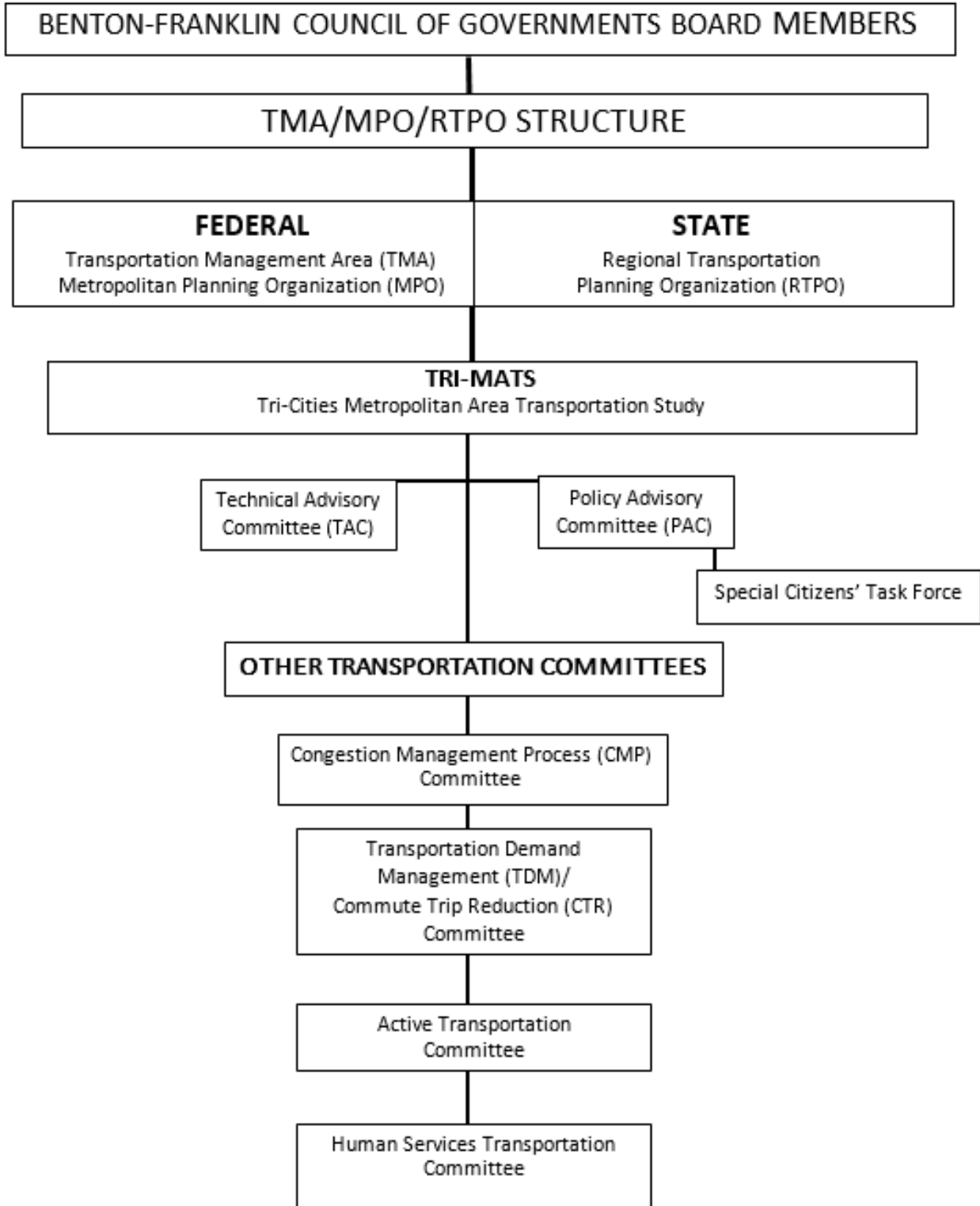
Project Tasks

- (5%) Convene a public meeting
- (5%) Continue stakeholder outreach
- (10%) Issue a Call for Projects/ Develop a Prioritized Project List
- (80%) Write 2018 BFCG Coordinated Human Service plan documenting the planning process and establishing a context of human service planning related data in Benton and Franklin Counties
- (10%) Manage HSTP Steering Committee meetings

Expected Outcomes and Schedule

- ✓ Coordinate HSTP meetings and project prioritization (July-October).
- ✓ Hold public meeting (July -August).
- ✓ Prepare 2018 HSTP report for submittal to WSDOT (October - December).
- ✓ Continue to coordinate Stakeholder outreach throughout 2018 &2019

SOURCES OF FUNDING/BUDGET			
Federal	State	Local	Total
	\$30,160		\$30,160





2016 BFCG BOARD MEMBERS

<u>Agency</u>	<u>Delegate</u>	<u>Alternate</u>
Ben Franklin Transit	Bob Koch	Jerome Delvin
Washington DOT	Todd Trepanier	Troy Suing
City of Benton City	Linda Lehman	
Benton County	Jim Beaver	
Benton PUD	Lori Kay-Sanders	Barry Bush
City of Connell	Bruce Blackwell	
Franklin County	Brad Peck	Rick Miller, Bob Koch
City of Kahlotus	Dave Wooten	John Rogers
City of Kennewick	Matt Boehnke	John Trumbo
City of Mesa	David Ferguson	
City of Pasco	Matt Watkins	Rebecca Francik
Port of Benton	Bob Larson	Roy Keck
Port of Kennewick	Skip Novakovich	Don Barnes
Port of Pasco	Ron Reimann	Jean Ryckman, Jim Klindworth
City of Prosser	Steve Becken	
City of Richland	David Rose	Phil Lemley
City of West Richland	Richard Bloom	Gail Brown



**TRI-MATS/RTPO POLICY ADVISORY COMMITTEE
CALENDAR YEAR 2017 COMMITTEE MEMBERS**

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Mike Hewitt o	(509) 527-4111	WA State Senate
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Dave Rose	946-5116 (W) 627-5266 (H)	City of Richland, Council Member
Jerome Delvin	736-3080	Benton County, Commissioner
Bob Koch	545-3535 (W)	Ben Franklin Transit (Franklin County Commissioner)
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Brad Peck	545-3535 (W)	Franklin County, Commissioner
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Bob Hoffman		City of Pasco, Council Member
Ron Reimann	547-3378	Port of Pasco, Commissioner
Todd Trepanier	(509) 577-1620	WSDOT SCR, Regional Administrator
Bob Larson	375-1547 (H)	Port of Benton, Commissioner
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David Ferguson	(509) 265-4253	City of Mesa, Mayor
Linda Lehman	(509) 588-3430	City of Benton City, Mayor
Dave Wooten	(509) 318-5267	City of Kahlotus, Mayor
Vacant	525-6118 (W)	Washington State Transportation Commissioner
Tanna Dole**	943-9185	BFCG

o Ex-officio Member

BFCG Transportation Manager **

Updated 3/27/2017



**TRI-MATS/RTPO TECHNICAL ADVISORY COMMITTEE
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Tanna Dole**	943-9185	BFCG	tdole@bfcog.us
Ex-Officio Members o			
City Clerk *			
BFCG Transportation Manager **			
Updated 3/27/2017			



Appendix

Unfunded Need

Regional Freight Profile

A Freight Profile for the Benton-Franklin region would provide an understanding of the existing freight network and would provide a useful tool to move ahead with development of a freight plan.

Some of the components considered to be necessary components of a Freight Profile include:

1. Elements of the freight transportation infrastructure
Physical and operational characteristics (key routes, industry use, condition and traffic volumes)
2. Commodity flow summary
Tonnage and value of shipments moving into, out of, through and within the region.
3. Other transportation related factors
Economic development, land use, safety, community impacts

Scope to be determined.

Household Travel Survey

A household travel survey would document the demographic and travel behavior characteristics of approximately 950 regional households in order to create a dataset that will be used in the Travel Demand Model for Benton-Franklin Council of Governments Metropolitan Planning Area (BFCG MPA). To provide this, state-of-the-practice household travel survey methods will be employed. This includes the use of an address-based sample that minimizes coverage bias (and captures cell-only households), telephone recruitment, provision of place-based logs for all members of the participating household (regardless of age), and the retrieval of the travel details from at least 50 percent of members of at least 950 households.

Scope to be determined.