

YAKIMA VALLEY MPO/RTPO  
TECHNICAL ADVISORY COMMITTEE  
Minutes of February 11, 2016

*Present:* Santos Trevino, Vice Chairman, City of Grandview; Cus Arteaga, City of Grandview; Ben Annenn, HLA; Byron Adams, City of Moxee; Jan Ollivier, People for People; Joe Henne, City of Selah; Shane Fisher and Don Day, City of Sunnyside; Dennis Henne, City of Union Gap; Roger Arms, WSDOT Local Programs; Paul Gonseth, WSDOT SCR; Alan Adolf, Yakima County; Bob Desgrosellier, City of Yakima; Ardele Steele, City of Zillah; YVCOG Staff: Larry Mattson, Executive Director; Deb LaCombe, MPO/RTPO Manager; Brian Curtin, CTR Program Coordinator; Shawn Conrad, Senior Planner, Joseph Calhoun, Planner, and Tami Hayward, Office Specialist.

*Call to Order and Introductions* Vice Chairman, Santos Trevino, called the February 11, MPO/RTPO TAC meeting to order at 10:00 a.m. at the YVCOG Offices (311 N. 4<sup>th</sup> Street, Yakima, WA 98901)

*Approval of Minutes* Mr. Joe Henne moved to approve the updated minutes of the January 7, 2016 meeting. Mr. Adolf seconded. The motion passed.

*Director's Update – Larry Mattson* Mr. Mattson explained that YVCOG will continue to prepare 'free' transportation element Comp Plan updates for our members, using STP funds, but if you need assistance in preparing updates to other Comp Plan elements, we will need to do that under a technical assistance contract. He asked TAC members to pass this information along to their planning departments.

Ms. Conrad announced the 2<sup>nd</sup> Yakima Valley Funder's Forum and passed around a flyer with event details. The Funder's Forum is scheduled for March 9<sup>th</sup> and will be held at the Grandview Community Center.

*Long-Range Plan Update* Ms. LaCombe provided a brief status report on the Long-Range Transportation Plan – the Plan is currently in the Public Comment Period (1/27/16-3/18/16). Staff is working on formatting the separate sections into one complete document. Please let her know if you see anything that needs correction.

We have received a couple of comments, including one from YVCOG Policy Board member, John Hodkinson.

She offered to travel to member jurisdictions if anyone would like more in-depth explanation.

*Title VI Annual Report* Ms. LaCombe stated that the report actually covers 2 years because last year we were re-doing our plan. The Annual Report is currently available for viewing on our One Drive.

*STP Progress Report* Mr. Curtin stated that he has received a number of updates, primarily from HLA. If there any additional changes, please let him know as soon as possible.

Ms. LaCombe shared the preliminary estimates of STP funding. The 2015 amount is an actual amount. The 2016 estimated amount (\$3.4 million) is about a 10% increase and that is what we will be using for our estimates.

Ms. LaCombe received clarification on \$4.1 million ... this is STP, CMAQ, and any other federal funding. Internally, the staff keeps tabs on what finalized numbers do to our projections and when a TIP amendment might be needed.

*STP Funding Pull-Back* Ms. LaCombe informed the TAC that Harrah submitted a letter regarding the STP funding pull-back due to the award of TIB funding. Don Day and Shane Fisher, of Sunnyside, attended the meeting, and Mr. Fisher has passed out Sunnyside's letter stating Sunnyside's position on the STP funding pull-back.

Mr. Day asked the TAC to reconsider this decision. He expressed concern over Sunnyside and Harrah being unable to complete their projects in the future if this money is pulled back.

Mr. Henne moved to rescind the funding pull-back letters sent to Harrah and Sunnyside, and to create a policy establishing the protocol for handling such a situation in the future. Ms. Steele seconded the motion. The motion carried.

Mr. Arms stated that you have 10 years from the time you obligate your funding to complete it and move on to the next phase, otherwise you have to repay the money to Federal Highways, or ask for dispensation (applying for an extension). Money is a lot tighter now, so it is much harder to obtain dispensation. These projects are federalized, so even if you receive TIB money, the federal regulations still apply.

Members did not desire the formation of a subcommittee to look at creating a policy establishing a protocol for handling situations where additional funding is obtained. Ms. LaCombe stated that she will not move forward on establishing a policy at this time.

*Annual Review of TAC Bylaws*

Ms. LaCombe stated that we will be preparing Bylaws for the new HSTP advisory committee, and also for the MPO/RTPO Policy Board to replace those lost in the fire. It is a good time for the TAC members to do an annual review on the current TAC Bylaws. Please contact her with any suggested revisions.

*CMAQ Call for Projects*

Received CMAQ information – we have spent through 2016. Getting ready to start developing the 2017-2020 MRTIP. The 5-year transportation bill allows us to consider programming out to 2020, and we should probably consider doing that. She is asking if the TAC has the pleasure of putting together a CMAQ Call for Projects. If so, staff will convene a subcommittee to review CMAQ Call for Projects materials. A four-year Call for Projects could be a \$1.5 million Call for funding years 2017, 2018, 2019, and 2020. The subcommittee will determine the caps on projects and other particulars.

Mr. Trevino asked if there was interest in doing a CMAQ Call for Projects and it was agreed that Ms. LaCombe should put together a subcommittee for that purpose.

*Safe Routes to School – Call for Projects*

Ms. Conrad informed the TAC members that WSDOT has put out a Call for Projects for SRTS and the Pedestrian/Bicycle programs. Banner year during the last Call for Projects with 4 projects funded in Yakima County - 2 in Selah, 1 in Mabton, and 1 in Wapato. SRTS applications are due May 13th, and the Bicycle/Pedestrian applications are due May 6th.

There is \$19 million available statewide for Safe Routes to School, and \$18 million statewide available for Bike/Ped projects. All State money for Bike/Ped – no federal strings, SRTS is some state and some federal, so there could be some strings attached to that funding.

Bike/Ped will be competitive. Statewide calls. Mr. Gonseth urged members to use Ms. Conrad as a resource in making application for funding.

Cities need to work with the schools in preparing these applications. Any accidents, school children at risk (especially elementary school children at risk) will all help you to score higher on your application. High schools are included in the Call for Projects this time.

If interested in applying, please contact Ms. Conrad.

*Comp Plan Transportation Elements – progress update*

Ms. Conrad is currently updating Zillah's transportation element. Grandview is complete. She and Mr. Calhoun will begin updates on the Selah, Naches, Granger, and Mabton transportation elements soon.

Mr. Calhoun reminded the TAC of the certification process, which is a requirement. We will be doing a lot of traffic counts in the spring and summer. He has created a form to track the requests as they come in (handout provided).

Mr. Calhoun also noted that, in the future, historical documents will no longer be stored on YVCOG's O drive because of records retention complications. Documents relating to current meetings will be available on the O drive, and will remain there for 60 days. After that, you can request them from YVCOG.

*February M/RTIP  
Amendment*

Mr. Curtin reviewed the February Amendment. Three projects will be added to the STIP – two projects Transit operating assistance projects, and the County’s Nile Road/Rattlesnake Creek flood repair project.

Joe Henne moved to approve recommending the February M/RTIP Amendment to the Policy Board for approval. Ms. Steele seconded the motion. The motion carried.

Mr. Curtin announced that there will be a March TIP Amendment, and the due date for amendments to be included will be February 19<sup>th</sup>.

*Interagency DRAFT  
SFY 2017 UPWP*

Ms. LaCombe provided a brief review of the Draft SFY 2017 UPWP and requested that the TAC recommend the draft UPWP to the MPO/RTPO Policy Board for approval. This document covers our yearly projects and tasking done in the name of the MPO/RTPO. Regulated by federal for MPO and State for RTPO.

Blue tab (pgs. 8-10) – all of our accomplishments since last UPWP.

Green tab (pg. 11) – anticipated budget vs. last year’s actual expenditures.

Yellow tab (pg. 12) – 10 tasking elements for this next fiscal year, beginning July 1<sup>st</sup>

Red tab – top table is estimated revenue available. Bottom table is how we plan to budget the tasks according to the available revenue. Not estimating carry-over funds at this time.

Blue tab (2) – list of unfunded needs.

If approved by Policy Board, the draft will be forwarded to WSDOT, who will then forward it on to FHWA and FTA. We will then get together with all the oversight agencies in March or April. Last year, TAC members were invited to the interagency meeting, and we plan to do that again this year.

Mr. Adolf moved to approve recommending the Draft SFY 2017 UPWP to the Policy Board for approval. Mr. Joe Henne seconded. The motion carried.

*WSDOT State and  
Regional, and Member  
Jurisdiction Updates*

WSDOT representatives and members reported on the current status of transportation and public works projects in their jurisdictions.

Mr. Gonseth reported that the Governor has appointed an interim Secretary of Transportation. Headquarters is up in turmoil, but it’s business as usual in the Region.

*Member Jurisdiction  
Updates*

Jurisdictions provided updates on their various projects.

*March 10, 2016  
TAC Meeting Location*

YVCOG Offices – 311 North 4<sup>th</sup> Street, Yakima, Washington.

*Adjourn*

Vice Chairman Trevino adjourned the meeting at 11:14 a.m.

Respectfully submitted,

  
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Gary Ekstedt, Chairman

Date signed: 3/10/16

Attest:

  
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Deborah LaCombe, MPO/RTPO Manager

Date signed: 3/10/16