



***Yakima Valley
Metropolitan and Regional
Transportation Planning Organizations***

**State Fiscal Year 2017 ANNUAL
REPORT**

July 1, 2016 to June 30, 2017



Prepared by

***Yakima Valley Conference of Governments
Staff***

TAC Review Version 10/12/2017

Cover Photo

“North Wasco – Sitcum Avenue Improvement Ribbon Cutting” Wapato, WA, the project included 1,000 feet of two-lane asphalt roadway, curb, gutter drainage, and improvements of N. Wasco Avenue and W. First Street.

- Photo Courtesy, City of Wapato

The Yakima Valley Conference of Governments (YVCOG) hereby gives public notice that it is the Organization’s policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Title VI requires that no person shall, on the grounds of race, color, sex, or national origin be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Federal Aid Highway program or other activity for which YVCOG receives Federal financial assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with YVCOG. Any such complaint must be in writing and filed with YVCOG’s Title VI Coordinator within one hundred, eighty (180) days following the date of the alleged discriminatory occurrence. For more information, or to obtain a Title VI Discrimination Complaint Form, please visit our website at www.yvcoq.org or call Larry Mattson at (509) 574-1550.

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Introduction

The *Annual Report* relates directly to the *YVCOG SFY 2017 Unified Planning Work Program* (UPWP), which was approved by FHWA and FTA on June 26, 2016 and outlines in detail the planning tasks to be completed during a one-year cycle. The UPWP also functions as a set of performance measures for the planning activities reported in this document.

This report details how the Yakima Valley Metropolitan Planning Organization (MPO) and the Yakima Valley Regional Transportation Planning Organization (RTPO) used state and federal transportation planning funds during State Fiscal Year 2017 (SFY17). This report lists work completed, identifies revenue sources from the state, the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA), and identifies the required local match amounts for leveraging the state and federal funding.

The Yakima Valley Conference of Governments (YVCOG) is the lead planning agency for the federally-designated MPO for the Greater Yakima Metropolitan area and is the state-designated RTPO, as required in accordance with the Washington State Growth Management Act (RCW 47.80.20). The YVCOG is responsible for work described in the *UPWP*.

This report on planning activities and expenditures was prepared by YVCOG planning staff. A map showing the planning boundaries of the Yakima Valley Metropolitan and Regional Transportation Planning Organizations is found in *Appendix A*.

SFY17 Accomplishments

The Yakima Valley Conference of Governments met or exceeded all federal and state transportation planning, programming and administrative requirements. Additionally, the YVCOG successfully accomplished the routine tasks set out under the work elements of the *SFY 2017 Unified Planning Work Program* (UPWP). Of special note are the following accomplishments:

For any deliverable with a "Final" date annotated, the document can be found on the YVCOG website: www.yvco.org. The following tasks identified in the *YVCOG SFY 2017 UPWP* have been accomplished or, significant tasking has been accomplished during SFY 2017 for the following UPWP categories:

Annual Report for July 1, 2015, through June 30, 2016

The UPWP annual report showed the regionally-significant transportation planning efforts accomplished with federal and state funding by the YVCOG and other jurisdictions or agencies. The annual report also identified on-going transportation planning priorities for the YVCOG and compares the estimated UPWP budget vs the actual UPWP expenditures for SFY 2016.

Delivered: Annual Report for SFY16 Final 09-19-2016

Complete a Self-Certification Review

YVCOG is responsible to certify that all federal and state planning rules and regulations are being followed. Each year, in conjunction with the M/RTIP development YVCOG will complete a self-certification process to be reviewed by an interagency consultation team.

The Transportation Policy Board will adopt the certification and include the approved certification with the final M/RTIP in October of each year.

Delivered: MPO/RTPO Self-Certification Final 10-25-16

Develop 2016-2019 Metropolitan and Regional Transportation Improvement Program Amendments

YVCOG is responsible under state and federal statutes to conduct a programming process for the purpose of authorizing expenditures of federal funds for regionally significant transportation improvement projects. Each year, the M/RTIP development begins in the spring with the process and schedule notification to local agencies and, when available, notices of STP funding. Local TIPS are due to the YVCOG in June/July. The YVCOG TAC will review the document and projects to ensure the region's projects represent the priorities as identified through various prioritization processes. The TAC will recommend the M/RTIP to the Transportation PB for consideration during the September TAC meeting. The Transportation Policy Board will evaluate projects and conduct a public engagement process in order to approve a final M/RTIP by October. The program is then transmitted to WSDOT for inclusion in the Statewide Transportation Improvement Program (STIP).

Delivered: 2016-2019 Metropolitan and Regional Transportation Improvement Program Amendments in July, August, September, and October 2016.

Develop 2017-2020 Metropolitan and Regional Transportation Improvement Program and Amendments

YVCOG is responsible under state and federal statutes to conduct a programming process for the purpose of authorizing expenditures of federal funds for regionally significant transportation improvement projects. Each year, the M/RTIP development begins in the spring with the process and schedule notification to local agencies and, when available, notices of STP funding. Local TIPS are due to the YVCOG in June/July. The YVCOG TAC will review the document and projects to ensure the region's projects represent the priorities as identified through various prioritization processes. The TAC will recommend the M/RTIP to the Transportation PB for consideration during the September TAC meeting. The Transportation Policy Board will evaluate projects and conduct a public engagement process in order to approve a final M/RTIP by October. The program is then transmitted to WSDOT for inclusion in the Statewide Transportation Improvement Program (STIP).

Delivered: 2017-2020 Metropolitan and Regional Transportation Improvement Program Final 10-16-2016

Delivered: 2017-2020 Metropolitan and Regional Transportation Improvement Program Amendments in January, February, March, April, May, and June 2017.

Coordination of MPACT committee

YVCOG continued facilitation [management] of the Mobilizing Public Access to Countywide Transportation (MPACT) Committee. The group meets quarterly during the State Fiscal Year (SFY) 2017.

Delivered: Coordination meetings held on 8-24-2016, 11-2-2016, 1-4-2017, and 5-3-2017.

Yakima Valley Regional ITS Architecture Annual Update

YVCOG Staff completed the annual update to the ITS database on October 12, 2016 and a mid-year amendment update for the Yakama Nation Transit Program on May 15, 2017.

**Delivered: Yakima Valley Regional ITS Architecture Annual Update
Final 10-12-2016 / Amendment 5-15-2017**

YVCOG Title VI Annual Report

YVCOG staff updated the YVCOG Title VI Annual Report for a two-year period February 1, 2016 – February 1, 2017

Delivered: YVCOG Title VI Annual Report Final 1-18-2017

Develop 2016 Obligation Closure Report

YVCOG staff created and opened for public comment the 2016 Obligation Closure Report. The final draft was presented to the Transportation Policy Board and approved in March 2016.

Delivered: Metropolitan and Regional Obligation Report for Federal Fiscal Year 2016 Final 2-15-2017

Develop SFY 2018 UPWP

YVCOG staff developed the SFY 2018 UPWP. YVCOG organized and hosted an interagency meeting on April 5, 2017. The final draft was presented to the Transportation Policy Board for approval on June 19, 2017.

Delivered: SFY 2018 UPWP Final June 29, 2017

Update the Metropolitan and Regional Transportation Plan

The Metropolitan and Regional Transportation Plan (M/RTP) is an ongoing effort and core activity with formal updates required every four years. Amendments may occur as warranted by the incremental and evolving transportation planning process. The YVCOG will continually monitor local and state planning activities for consistency with the M/RTP. The M/RTP is required to have a 20-year planning horizon. The YVCOG updated and adopted the Metropolitan and Regional Transportation Plan on March 21, 2016.

**Delivered: 2016-2040 Metropolitan and Regional Transportation Plan
Final 3-21-2016**

Partnership Building

YVCOG staff and members participated in the interagency consultation process, and collaborated with citizen and jurisdictional interests throughout the year. The following are notable instances that occurred in SFY2017:

1. Collaborated with the WSDOT South Central Region Office, the transit providers, and DRYVE/TRANS-ACTION Committees to coordinate transportation planning and economic development in the Yakima Valley region. These efforts included participation in the DRYVE/TRANS-ACTION information booth at the Central Washington State Fair (September 23-October 4, 2016).
2. Participated in quarterly Mobilizing Public Access to Countywide Transportation (MPACT) with human services / transportation stakeholders in the region to assess the needs and gaps in human services transportation services and opportunities for better coordination. MPACT developed a "Call For Projects" for the Consolidated Grant Program and prioritized seven projects in November 2016, WSDOT formally announced awarding of six grants to three service providers in June 2017
3. Assured consistent regional evaluation of transportation facilities and recognized regional corridors with WSDOT and local agencies to comply with RCW 36.70A.

4. Reviewed the transportation elements of local comprehensive plans to ensure compliance and consistency with state law and the adopted regional transportation plan as required by RCW 36.70A.070. To assist in that, implemented a checklist and shared the certification process with all member jurisdictions as they prepare to update their respective Comprehensive Plans. Certifications started in SFY 2016.
5. Participated in Yakima Avenue IJR Executive Committee team.
6. Attended TTPO, Tribal consultation, and regional travel demand model development meetings with the Yakama Nation Engineering staff.
7. Executive Director (Larry Mattson) was appointed to the Washington State Commute Trip Reduction (CTR) Board in June 2017

Coordination with national, state, and regional planning organizations

Participation in national and statewide committees and ad hoc work groups in SFY 2017:

1. MPO/RTPO/WSDOT Coordinating Committees – quarterly meetings (Larry Mattson, Alan Adolf)
2. TRANS-ACTION/DRYVE – bi-monthly meetings (Larry Mattson, Alan Adolf)
3. Participation in CTR Technical Advisory Group (TAG) (Alan Adolf, Brian Galloway)
4. Washington State Commute Trip Reduction (CTR) Board representing affected RTPOs (Larry Mattson, Alan Adolf)
5. Association of Metropolitan Planning Organizations (AMPO) Policy Committee (Larry Mattson)
6. Coordinated with other Washington State MPOs to assess federal and state policy (Larry Mattson)
7. Coordinated with other Washington State MPOs, Washington Tribes, FHWA, FTA, Eastern Washington University and WSDOT to assess federal and state tribal transportation policies meeting as the Tribal Transportation Planning Organization (TTPO) (Larry Mattson, Alan Adolf, Brian Galloway)
8. MPO/RTPO/Tribal Best Practices Guidance development – WSDOT consult (Brian Galloway)
9. Critical Urban and Rural Freight Corridors Advisory Team – WSDOT consult (Larry Mattson)

Staff Development

Below is a list of work-related training sessions and professional conferences attended by the YVCOG's transportation planning staff during SFY 2017:

1. Eastern WA Planner's Forum, January 25, 2017 / Moses Lake, WA (Mike Shuttleworth)
2. Employer's Intro to L & I, September 27, 2016 Kennewick, WA (Christina Wickenhagen)
3. Human Resource Training, March 16, 2017 (Christina Wickenhagen)
4. State Auditor's Filing Training, April 12, 2017, (Christina Wickenhagen)
5. Writing in Plain Talk, April 18, 2017, Yakima WA (Christina Wickenhagen, Larry Mattson, Alan Adolf, Mike Shuttleworth, Brian Galloway, Crystal Testerman, William Denton, Tami Hayward, Jessica Hansen)
6. Jurassic Parliament/Robert Rules, April 19, 2107, Yakima WA, (Christina Wickenhagen, Larry Mattson, Alan Adolf, Mike Shuttleworth, Brian Galloway, Crystal Testerman, William Denton, Tami Hayward, Jessica Hansen)

7. Short course on local planning, April 26, 2017, Zillah WA, (Brian Galloway, Mike Shuttleworth)
8. Human Resource Law Training, April 20, 2017 (Christina Wickenhagen)
9. Public Records 101, June 7, 2017, Yakima WA, (Christina Wickenhagen, , Alan Adolf Mike Shuttleworth, Brian Galloway, Crystal Testerman, William Denton, Tami Hayward, Jessica Hansen)
10. Grant writing training, Spokane WA (Brian Galloway)
11. Washington State Public Transportation Conference, September 19 – 21, 2017 Wenatchee WA (Larry Mattson,)
12. Communicate with Tact and Professionalism, June 28, 2017, Yakima WA (Christina Wickenhagen, Alan Adolf Crystal Testerman, Mike Shuttleworth)
13. RTPO Coordinating Committee Meeting, August 25, 2015 / November 16, 2015 / February 22, 2016 / May 23, 2016, Seattle, WA (Larry Mattson)
14. AWC Labor Institute, May 3 - 5, Yakima WA (Christina Wickenhagen)
15. Payroll Law, June 7, 2017 (Christina Wickenhagen)
16. NW Tribal Transportation Program Training/Conference, March 6 – 10, 2017, Airway Heights, WA (Brian Galloway)
17. MPO Coordinating Committee Meeting, August 22, 2016 / November 14, 2016, May 22, 2017, Seattle, WA (Larry Mattson, Deb LaCombe, Alan Adolf)
18. Flagger Certification Training, February 17, 2017, Yakima, WA (Mike Shuttleworth, Brian Galloway)
19. AMPO Conference, October 25 – 29, 2016, Dallas TX, (Larry Mattson)
20. Innovations and Partnerships in Transportation, November 30 – December 1, 2016, Tacoma, WA, (Larry Mattson)
21. National Association of Regional Councils, February 12 – 15, 2017, Washington D.C. (Larry Mattson)
22. Federal Grants Requirements and Management Training, November 2, 2016, Yakima WA (Christina Wickenhagen, Chrystal Testerman)
23. Hybrid Travel Demand Model in Visum – PTV America Webinar, March 2017, (John Rohrbaugh)
24. Better Planning Trough Better Data-U.S. Census _ Webinar, March 2017, 9John Rohrbaugh)
25. Navigating America Factfinder – U.S. Census – Webinar, April 2017, (John Rohrbaugh)
26. Where to find Business and Economic Data – U.S. Census Webinar, April 2017, (John Rohrbaugh)
27. Visualizing and Preparing Census Data with Tableau – U.S. Census – Webinar, April 2017, (John Rohrbaugh).

SFY 2016 Expenditure Summary

UPWP Actual Expenditures (FHWA, FTA, & RTPO)									
Agreement # GCB 1777									
July 1, 2016 - June 30, 2017									
			Actual SFY2017 Planning Expenditures					Diff Contract	
UPWP Major Activity or Task	Estimated Planning Budget from SFY2017 UPWP	Actual SFY2017 Planning Expenditures	FHWA Invoiced	FHWA 13.5% Match	FTA Invoiced	FTA 13.5% Match	RTPO Invoiced	HSTP Invoiced	HSTP 20% Match
1. Program Administration	\$210,728	\$250,956.04	\$174,117.10	-\$23,505.81	\$41,955.77	(\$5,664.03)	\$64,053.01		
2. Data Collection and Analysis	\$90,504	\$84,579.72	\$57,724.22	-\$7,792.77	\$18,195.41	(\$2,456.38)	\$18,909.24		
3. Develop Annual Reports	\$28,796	\$4,450.32	\$3,298.76	-\$445.33	\$164.96	(\$22.27)	\$1,454.20		
4. Encourage Complete Streets and Safe Routes to School	\$15,558	\$3,549.69	\$2,867.23	-\$387.08		\$0.00	\$1,069.54		
5. Certify Transportation Elements	\$32,910	\$5,930.58	\$3,695.55	-\$498.90	\$802.25	(\$108.30)	\$2,039.98		
6. Develop 2-16-2019 and 2017-2020 M/RTIP Amendments	\$16,456	\$8,795.71	\$4,448.82	-\$600.59	\$1,937.05	(\$261.50)	\$3,271.93		
7. Develop a 2017 - 2020 M/RTIP	\$12,342	\$5,341.15	\$4,861.11	-\$656.25	\$0.00	\$0.00	\$1,136.29		
8. HSTP 2-yr Update and Coalition Coordination	\$18,750	\$4,173.91	\$471.77	-\$63.69	\$0.00	\$0.00	\$3,765.83	\$16,063.41	-\$3,212.68
9. Develop an ITS Annual Update	\$8,228	\$777.79	\$503.39	-\$67.96	\$252.47	(\$34.08)	\$123.97		
10. Develop a SFY 2018 UPWP	\$16,456	\$3,249.22	\$2,145.36	-\$289.62	\$580.76	(\$78.40)	\$891.13	\$0.00	\$0.00
Total Estimated Budget	\$450,728	\$371,804.13	\$254,133.31	-\$34,308.00	\$63,888.67	(\$8,624.97)	\$96,715.12	\$16,063.41	(\$3,212.68)

Appendix A

MPO AND RTPO PLANNING AREA MAPS



