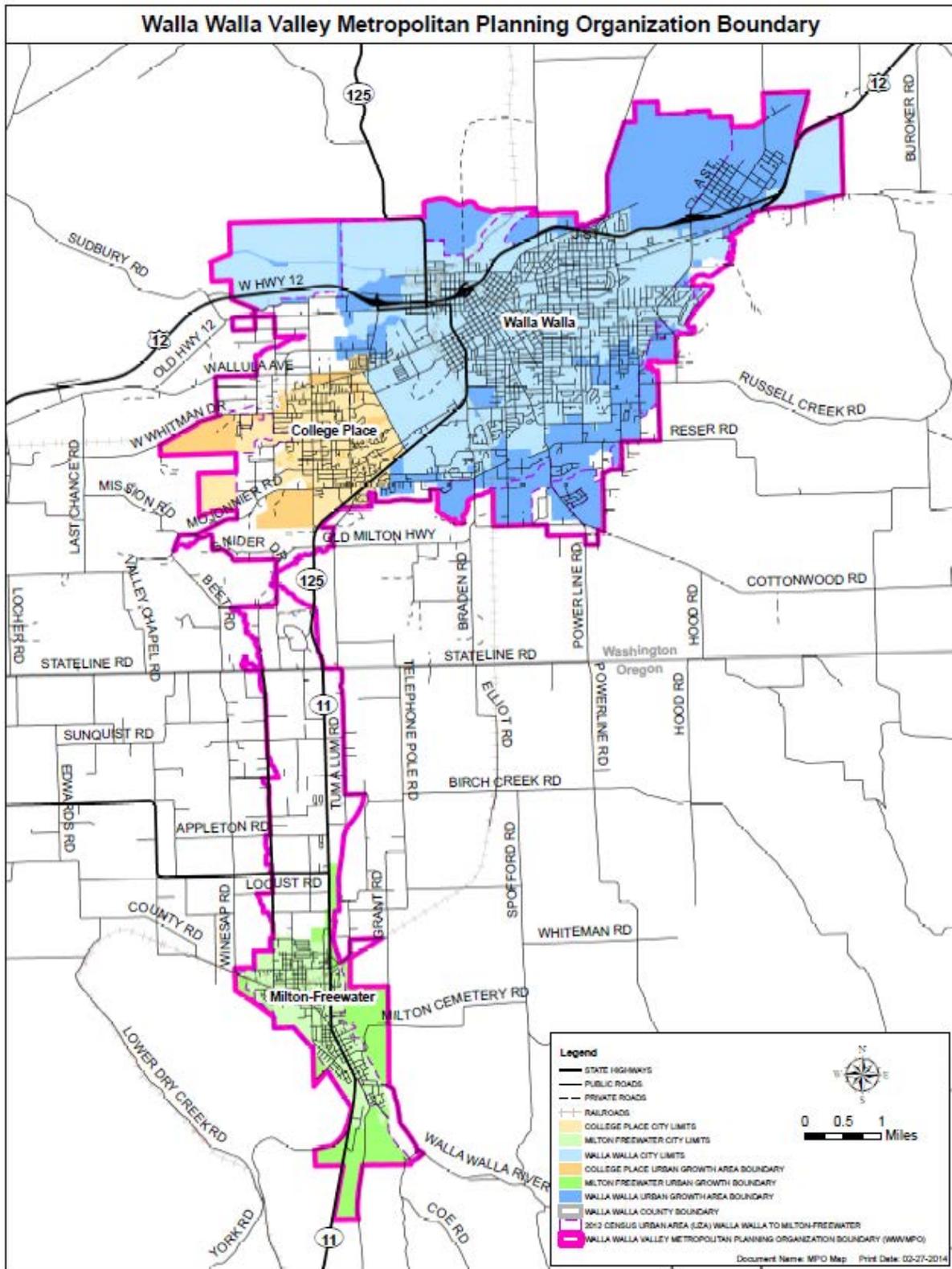
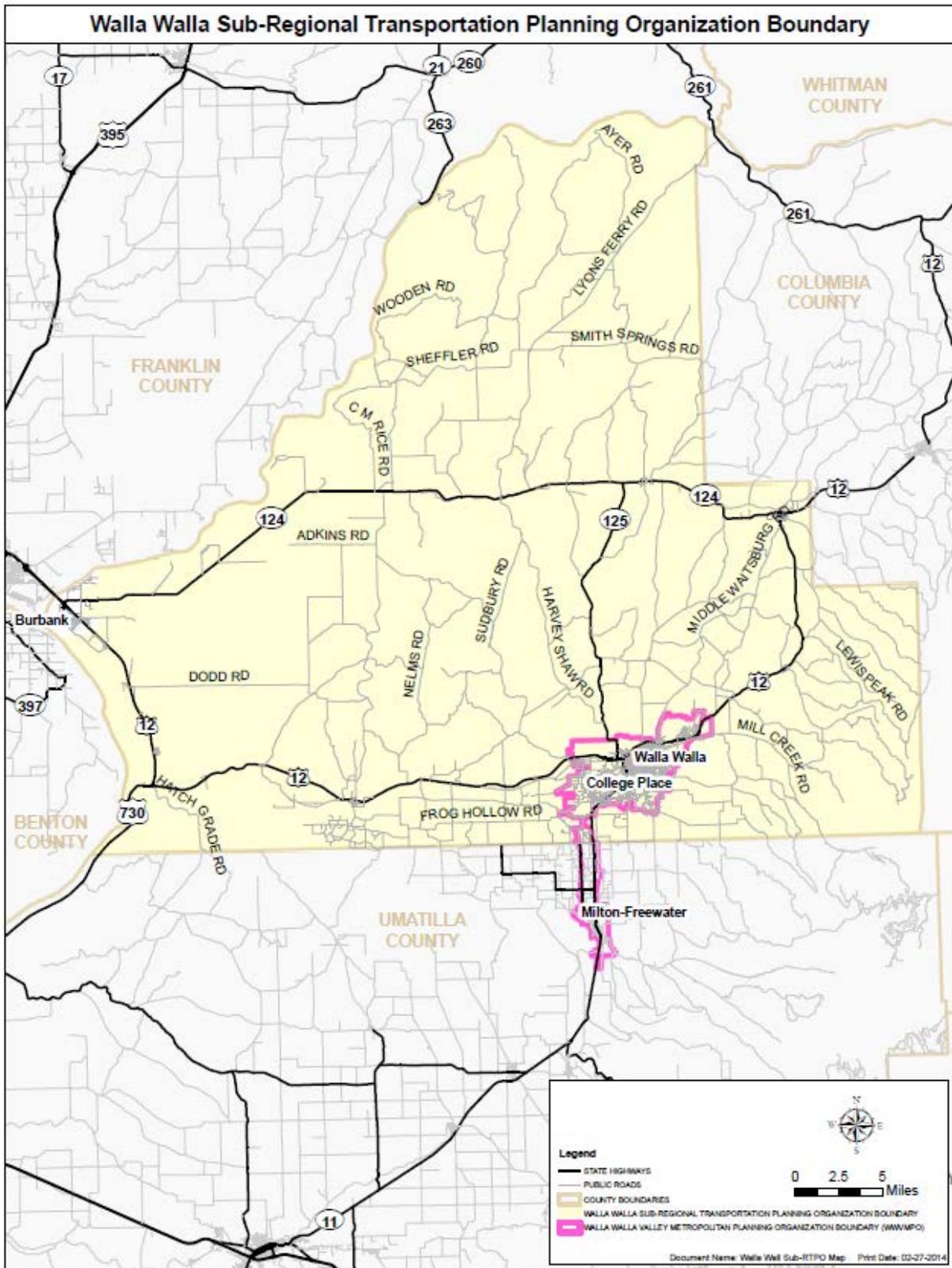


Walla Walla Valley
Metropolitan and Sub-regional
Transportation Planning Organization
Annual Report State Fiscal Year 2014
(July 1, 2013, through June 30, 2014)

August TAC meeting - DRAFT





Contents

Introduction 5

SFY 2014 Accomplishments 7

Coordination with National, State, and Regional Planning Organizations..... 10

Staff Development 10

Financial Summaries 12

 SFY 2014 Estimated UPWP Revenue 12

 Actual SFY 2014 UPWP Expenditures..... 12

SFY 2015 UPWP..... 13

Membership

 WWVMPO Policy Board Members 14

 WWVMPO Technical Advisory Committee Members..... 15

 WWVMPO Staff 155

Introduction

The Walla Walla Valley Metropolitan Planning Organization (WWVMPO)

The Walla Walla Valley Metropolitan Planning Organization (WWVMPO) is a bi-state Metropolitan Planning Organization (MPO) in the Walla Walla Valley area established on March 27, 2013. On March 27, 2012, the Census Bureau published the official population numbers for each of the country's urbanized areas (UZAs) and urban clusters. Based on existing law, those urbanized areas with populations greater than 50,000 must either be designated as a new MPO or be incorporated into an existing MPO within one year. The population of the Walla Walla WA-OR UZA, which includes the cities of Walla Walla and College Place, Washington, and Milton-Freewater, Oregon, is 55,805. Federal law requires designation of an MPO to carry out the metropolitan transportation planning process for the area.

Metropolitan Planning Organizations (MPOs) "carry out a continuing, cooperative, and comprehensive (3C) multimodal transportation planning process for the Metropolitan Planning Area (MPA) that encourages and promotes the safe and efficient development, management, and operation of surface transportation systems to serve the mobility needs of people and freight and foster economic growth and development, while minimizing transportation-related fuel consumption and air pollution..." ([23USC134](#))

MPOs receive dedicated Federal Highway Funds known as [Title 23 U.S.C.](#) Planning Funds (PL) and transit planning funds known as [Title 49 U.S.C. Section 53](#) Planning Funds (5303) to carry out their programs. Funding is allocated through the state department of transportation based on a formula as described in [23 CFR 450.308](#) and is distributed on an annual basis tied to each MPO's annual Unified Planning Work Program (UPWP).

The Walla Walla Joint Community Development Agency (WWJCDA), under the direction of Thomas Glover, is the lead planning agency identified in the designation process of the WWVMPO.

Agencies participating as members of the MPO include the cities of Walla Walla and College Place, Washington, and Milton-Freewater, Oregon; the counties of Walla Walla, Washington, and Umatilla, Oregon; the Confederated Tribes of the Umatilla Indian Reservation; the Port of Walla Walla; Valley Transit; the Oregon Department of Transportation (ODOT); and the Washington State Department of Transportation (WSDOT).

Walla Walla Valley MPO appointed a Technical Advisory Committee (TAC) comprised of professional planning, public works, tribal, and consultant representatives from member

jurisdictions and from other interested parties in the region to prepare recommendations to the MPO Policy Board on most technical and policy issues. Other committees will be formed as needed for specific transportation planning projects. See pages 13-14 for Policy Board, Technical Advisory Committee, and Bi-state Coordination Team member listings.

The Walla Walla Valley Sub-regional Transportation Planning Organization (WWVSRTP)

The Walla Walla Valley Sub-regional Transportation Planning Organization (WWVSRTP) was created by an agreement between Benton-Franklin-Walla Walla RTPO and the WWVMPO as a means to make regional planning efforts with the new MPO efficient. The WWVSRTP boundary map shows almost all of Walla Walla County is being transferred to the WWVMPO as the area covered under the newly developed WWVSRTP. A small portion of western Walla Walla County in the Burbank area is, by census determination, within the Kennewick-Pasco-Richland urbanized area boundary. This portion of Walla Walla County is part of the Benton-Franklin RTPO and MPO.

WWVSRTP will conform with Washington State's RTPO requirements identified in [RCW 47.80](#) and [WAC 468-86](#). One of the duties described in this regulation is the responsibility of Regional Transportation Planning Organizations or Sub-Regional Transportation Planning Organizations (RTPOs or SRTPOs) to certify that the transportation elements of comprehensive plans adopted by the counties, cities, and towns within their respective regions conform to the requirements of [RCW 36.70A.070: Comprehensive plans — Mandatory elements](#). RTPOs and SRTPOs also certify that the transportation elements of comprehensive plans adopted by counties, cities and towns within each region are consistent with the regional transportation plans adopted by their organization.

Instead of creating a separate Policy Board (PB) and Technical Advisory Committee (TAC) for the SRTPO, WWVMPO chose to expand the current MPO PB and TAC to include additional members. Agencies participating as members of the SRTPO include the MPO members in Washington State and representatives from the cities of Prescott, WA and Waitsburg, WA. The WWVMPO Director will also be the WWVSRTP Director.

Funding for the SRTPO is appropriated directly from the Washington State Department of Transportation and is used to carry out the regional transportation planning program. All products generated as an outcome of the WWVSRTP work program shall go directly to the Washington State Department of Transportation. The planning efforts will be carried out by WWVMPO/SRTPO staff in accordance with the UPWP.

Three SFY 2014 UPWPs

In SFY 2014, efforts were underway for the transfer from nearby Benton-Franklin Council of Governments (BFCG) of Walla Walla County to WWVMPO as an associated SRTPO for the recently established MPO. Because the process was not aligned with the drafting of the SFY 2014 UPWP, WWVMPO proposed and WSDOT, ODOT, FHWA, and FTA agreed to the submittal of a preliminary MPO-exclusive UPWP with an amended UPWP expected that would include RTPO planning tasks and budget when the funding levels were established for the newly forming SRTPO.

The preliminary SFY 2014 UPWP was amended in September with a full customary interagency review. Washington State Department of Transportation sent a letter of concurrence for the SRTPO agreement between Benton-Franklin Council of Governments and Walla Walla Valley MPO on December 6, 2013. The Walla Walla Valley Metropolitan Planning Organization/ Sub-regional Transportation Planning Organization (MPO/SRTPO) will adopt a new UPWP annually in conjunction with development of the annual budget.

In June 2014, the WWVMPO/SRTPO made an amendment to the Amended SFY 2014 UPWP to add back in the required tasking of drafting a formal Title VI Plan. This amendment would allow MPO/SRTPO staff to work on and bill against this added task at the very end of SFY 2014. The Final Title VI Plan is due to WSDOT and ODOT in August 2014.

SFY 2014 Accomplishments

The SFY 2014 UPWPs were organized to finish creation tasking for the newly formed MPO and then add tasking to accommodate RTPO planning mid-year. The following MPO activities identified in SFY 2014 UPWPs have been accomplished. For each task the *related deliverable* is identified as well.

For any deliverable with a “Final” date annotated, the document can be found on the WWVMPO/SRTPO website currently located at <http://www.wsdot.wa.gov/planning/wallawallavalleympo> . The following tasks identified in the SFY 2014 UPWP have been accomplished or, significant tasking has been accomplished during SFY 2014 for the following UPWP categories:

1. Annual Report for July 1, 2012, through June 30, 2013

The annual report shows the regionally-significant transportation planning efforts accomplished with federal funding by MPO and other jurisdictions or agencies within the metropolitan area. The annual report identifies ongoing transportation planning priorities for the MPO. This year’s annual report was delayed due to development of the initial Title VI Plan. In future years it is anticipated that WWVMPO will prepare this document for an August submittal to WSDOT/ODOT.

Delivered: Annual Report for SFY 2013

Final 11-6-2013

2. SFY 2014 Unified Planning Work Program (UPWP) for July 1, 2013, through August 30, 2013

The UPWP, customarily developed annually, accounts for regionally-significant transportation planning efforts to be undertaken with federal funding by MPO and other jurisdictions or agencies within the metropolitan area. The UPWP identifies transportation planning priorities for the MPO and allocates staff and contracted resources to specific issues and projects. It assists the local, state, tribal, and federal agencies in coordinating transportation planning activities. Two UPWPs were developed for this planning region for SFY 2014 – the first UPWP was developed exclusively as a MPO document showing MPO only tasking and MPO only funding. This first SFY 2014 UPWP went through an abbreviated review by WSDOT/ODOT/FHWA/FTA because before the process could be completed, the WWVSRTPPO was being formed.

Delivered: SFY 2014 MPO Working Edition UPWP

Final 7-10-2013

3. SFY 2014 Unified Planning Work Program (UPWP) for September 1, 2013, through June 30, 2014

Two UPWPs were developed for this planning region for SFY 2014 – the second UPWP was developed as a combined MPO/SRTPO document showing MPO and SRTPO tasking and MPO and SRTPO funding. This second 2014 UPWP was reviewed by an inter-agency team, and went through the customary process.

Delivered: SFY 2014 MPO/SRTPO UPWP

Final 9-4-2013

4. Develop a Title VI Plan (NDA)

MPO/SRTPO is responsible to certify that MPO/RTPO is following all federal and state planning Title VI rules and regulations. Each year, the MPO/SRTPO will complete a Title VI report to be reviewed by an interagency consultation team. The MPO/SRTPO Policy Board will adopt the Title VI plan or Non-Discrimination Agreement and submit the final version to WSDOT and ODOT.

Delivered: Title VI Non-Discrimination Agreement

Final 10-2-2013

5. Complete a Self-Certification Review

MPO/SRTPO is responsible to certify that MPO/SRTPO is following all federal and state planning rules and regulations. Each year, in conjunction with the M/RTIP development MPO/SRTPO will complete a self-certification process to be reviewed by an interagency consultation team. The MPO/SRTPO Policy Board will adopt the certification and include the approved certification with the final M/RTIP in October of each year.

Delivered: MPO/SRTPO Self-Certification Package

Final 11-6-2013

6. Develop 2014-2017 Metropolitan and Regional Transportation Improvement Program

MPO/SRTPO 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 MPO/SRTPO in June/July. The MPO/SRTPO 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 PB for consideration during the September TAC meeting. The MPO/SRTPO 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: 2014-2017 Metropolitan and Regional
Transportation Improvement Program

Final 10-2-2013

7. Public Participation Plan

As outlined in Title 23 CFR 450.316, WWVMPO/SRTPO developed a participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process. The SFY 2014 work on the participation plan included:

- a) Providing adequate public notice of public participation activities
- b) Providing timely notice and reasonable access to information about transportation issues and processes
- c) Employing visualization techniques to describe metropolitan and regional plans and TIPs
- d) Making public information available in electronically accessible formats and means
- e) Holding public meetings at convenient and accessible locations and times
- f) Demonstrating consideration and response to public input received during development of the M/RTP and M/RTIP
- g) Seeking out and considering the needs of those traditionally underserved by existing transportation systems
- h) Providing additional opportunity for public comment if the M/RTP or M/RTIP differs significantly from the version originally made available for public comment
- i) Coordinating with the statewide transportation planning public involvement and consultation processes
- j) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process

Delivered: Public Participation Plan

Final 6-4-2014

8. Develop Coordinated Human Services Transportation Plan (HSTP)

The Human Services Plan can be a stand-alone document or be included as part of the M/RTP planning process per Title 23 Section 450.306(g). Coordinated with Benton-Franklin Council of Governments (BFCG) to gather existing elements for the first MPO/SRTPO Coordinated Public Transit Human Services Transportation Plan, as required by 49 U.S.C. 5307 and 5310. Reviewed current BFCG HSTP projects within the MPO/SRTPO jurisdiction. Created a standing committee of stakeholders that will meet quarterly or more often as needed to discuss ongoing and emerging special needs transportation issues and approaches for the WWV region. Plan development will go into SFY 2015.

Deliverable: Coordinated Human Services Transportation Plan

Due Date: December 31, 2014

Lead: MPO/SRTPO Office Assistant

Support: MPO/SRTPO staff, Policy Board, Technical Advisory Committee, WSDOT, ODOT, CTUIR, regional public and private transportation providers, and social service agencies

Coordination with National, State, and Regional Planning Organizations

WWVMPO staff and members participated in national and statewide committees and ad hoc groups in SFY 2014:

1. Bi-state Coordination Meetings – development meetings as requested (Tom Glover and Deb LaCombe)
2. MPO/RTPO/WSDOT Coordinating Committee – quarterly meetings (Tom Glover and Deb LaCombe);
3. ODOT Region 5, Alt Mode meetings – monthly (Deb LaCombe and Alicia Shyu love)
4. ConnectOregon, NEACT, and Regional Solutions – periodic meetings (Tom Glover and Deb LaCombe)
5. Tribal Transportation Planning Organization – quarterly meetings (Tom Glover and Deb LaCombe)
6. FMSIB meeting – local meeting at Port of Walla Walla
7. BFCOG TAC meetings – periodically (Tom Glover and Deb LaCombe)
8. WW County PW/WSDOT SR-12 Touchet area meeting (Deb LaCombe)
9. NPRM discussion group – periodic (Deb LaCombe)
10. WA Statewide Model Development – periodic (Deb LaCombe)

Staff Development

Professional conferences and training attended by the WWVMPO/SRTPO staff during SFY 2014 include:

July 2013

Title VI training – Spokane, WA (Tom Glover and Deb LaCombe)

August 2013

Washington State Public Transportation Symposium – Spokane, WA (Deb LaCombe)

October 2013

TCAPP training – online (Deb LaCombe)

AMPO Conference – (Tom Glover)

November 2013

Geospatial Data Collaboration in Practice – online (Alicia Shyu Love)

Webinar on Engaging People with Disabilities and Older Adults in Coordinated Planning
– online (Alicia Shyu Love)

WCIA meeting – Seattle, WA (Deb LaCombe)

FOIA training – online (Tom Glover and Deb LaCombe)

January 2014

Managing Multiple priorities, projects, and deadlines - Kennewick, WA (Alicia Shyu Love)

Parliamentary Procedure – Olympia, WA (Alicia Shyu Love)

February 2014

CTTP training – Olympia, WA (Alicia Shyu Love)

MS Project training – Kennewick, WA (Alicia Shyu Love)

March 2014

ODOT DRAFT STIP webcast – Pendleton, OR (Deb LaCombe)

Supervisor Training – Spokane, WA (Deb LaCombe)

April 2014

Safe Routes to School – online (Deb LaCombe and Alicia Shyu Love)

Yakima Complete Streets – Yakima, WA (Tom Glover, Deb LaCombe and Alicia Shyu Love)

TRB Webinar: Lessons Learned from State DOT Activities Addressing Data for Decision Making and Performance Measures – online (Deb LaCombe)

May 2014

STIP training – College Place, WA (Deb LaCombe)

WCIA Alternate training – Walla Walla, WA (Deb LaCombe)

WCIA Public Records Act training – Wenatchee, WA (Deb LaCombe)

June 2014

Planning Emphasis Areas for FFY 2015 (PEAs) webinar – online (Deb LaCombe)

TIB Urban and Small City Workshops – Walla Walla, WA (Deb LaCombe)

Accessing CTPP Data – online (Deb LaCombe)

Financial Summaries

SFY 2014 Estimated UPWP Revenue

MPO received correspondence from WSDOT on April 16, 2013 with a funding forecast by source for SFY 2014 MPO planning funds. Additionally, the funding forecast for State RTPPO funding was reported on July 24, 2013. The table on the following page shows the carry forward SFY 2013 and forecasted SFY 2014 revenue summary:

Walla Walla Valley MPO/SRTPO Estimated Revenues and Funding Sources for SFY 2014 MPO/SRTPO Activities and Tasking (July 1, 2013 – June 30, 2014)	
Source	Amount
SFY 2014 FHWA PL Funding (WA)	\$128,131
SFY 2014 FTA 5303 Funding (WA)	\$36,645
SFY FTA HSTP Award (WA) (no match)(WA)	\$40,000
WWVMPO WA Match	\$25,717
Total WA SFY 2014 Federal Planning funds available	\$230,493
FHWA PL Funding (OR)	\$19,670
FTA 5303 Funding (OR)	\$3,303
WWVMPO OR Match	\$826
Total OR SFY 2014 Planning funds available	\$23,799
WSDOT State SRTPO Planning funds (no match) (WA)	\$30,883
Carry Forward SFY 2013 FHWA/FTA Funding (WA)	\$114,107
WWVMPO WA Match for SFY 2013 Carry Forward	SRTPO funds will cover required -\$17,809
Carry Forward SFY 2013 FHWA/FTA Funding (no match) (OR)	\$16,765
Total WA/OR SFY 2013 Federal Planning funds available	\$113,063
Total Estimated Revenues Available for SFY 2014	\$398,238

Actual SFY 2014 UPWP Expenditures

WWVMPO/SRTPO's SFY 2014 UPWP included an estimated budget by task. The table on the next page compares the estimated budget of those tasks with an actual total end of the state fiscal year expense by task. If a task is in blue the task was completed between July 1, 2013 and June 30, 2014. If the task is displayed in green, the expense associated with the task only shows the portion completed between July 1, 2013 and June 30, 2014. If the task is in black, that task is an ongoing or continuous task and the expense associated with the task shows the amount expended between July 1, 2013 and June 30, 2014.

Major Task	SFY 2014 Estimate	Actual Expense Billed	Task Completed in SFY 2014
1 – Program Administration	\$251,238	\$267,045.67	√
6 – Data Collection and Analysis	\$85,000	\$17,933.83	√
7 – Develop a SFY 2013 Annual Report	\$5,000	\$784.89	√
8 – Develop a SFY 2015 UPWP	\$10,000	\$2,619.19	√
9 – Develop a Public Participation Plan	\$10,000	\$12,307.58	√
10 – Develop a Title VI Plan	\$5,000	\$3,610.94	
11 – Complete a Self-certification	\$5,000	\$2,196.85	
12 – Develop a 2014-2017 M/RTIP	\$7,000	\$8,207.43	√
13 – Develop a M/RTP	\$5,000	\$660.10	
14 – Develop a HSTP	\$15,000	\$6,119.84	
Match Consumed	Included in	\$39,435.29	
Totals	\$398,238	\$360,921.61	

SFY 2015 UPWP

The WWVMPO/SRTPO has an adopted UPWP for SFY 2015. The following list highlights some of the more involved processes WWVMPO/SRTPO will be completing in SFY 2015:

- a) Program Administration
- b) Data Collection and Analysis Part II (build, calibrate, and validate travel demand model)
- c) Develop a SFY 2016 Unified Planning Work Program (UPWP) for July 1, 2015, through June 30, 2016
- d) Complete a 2014 Self-Certification
- e) Develop a 2015-2018 Metropolitan and Regional Transportation Improvement Program (M/RTIP)
- f) Develop a Coordinated Human Services Transportation Plan (HSTP)
- g) Develop a Metropolitan and Regional Transportation Plan (M/RTP)

Membership

With the addition of the SRTPO to the WWVMPO, our formal membership may added two more rural jurisdictions: Prescott, WA and Waitsburg, WA. The previous Bylaws, Inter-local Agreements, and Organizational Structure was evaluated and adapted to best reflect the new changes. For the State Fiscal Year 2014, the Policy Board members, TAC members, Bi-state Coordination Team members, and staff were as follows:

WWMPO/SRTPO Policy Board Members

City of College Place, WA	Julie Scott, Mayor Pat Reay, City Manager
City of Milton-Freewater, OR	Linda Hall, City Manager Gina Hartzheim, City Planner
City of Prescott, WA	Steve Heimbigner, Mayor Chuck Kimzey, City Council
City of Waitsburg, WA	Walt Gobel, Mayor Randy Hinchliffe, City Administrator
City of Walla Walla, WA	Allen Pomraning, City Council Jerry Cummins, Mayor
Umatilla County, OR	Larry Givens, Commissioner Tamra Mabbott, Planning Director
Walla Walla County, WA	James Johnson, County Commissioner Randy Glaeser, Public Works Director
Port of Walla Walla, WA	Ron Dunning, Port Commissioner Peter Swant, Port Commissioner
Valley Transit, WA	Dick Fondahn, General Manager Dick Morgan, Board Member
Oregon Department of Transportation Region 5	Monte Grove, Region Manager Teresa Penninger, Planning and Program Manager
Washington State Department of Transportation - South Central Region	Don Whitehouse, Regional Administrator Troy Suing, Assistant Regional Administrator

WWVMPO/SRTPO Technical Advisory Committee Members

City of College Place, WA	Paul Hartwig, Public Works Director Robert Gordon, City Engineer
City of Milton-Freewater, OR	Gina Hartzheim, City Planner Dave Bradshaw, Public Works Superintendent
City of Prescott, WA	Steve Heimbigner, Mayor Chuck Kimzey, City Council
City of Waitsburg, WA	Walt Gobel, Mayor Randy Hinchliffe, City Administrator
City of Walla Walla, WA	Neal Chavre, City Engineer Ki Bealey, Public Works Director
Umatilla County, OR	Tamra Mabbott, Planning Director Tom Fellows, Public Works Director
Walla Walla County, WA	Randy Glaeser, Public Works Director Scott Wagner, Chief of Programs and Fleet
Port of Walla Walla, WA	Paul Gerola, Economic Development Director Jim Kuntz, Executive Director
Valley Transit, WA	Ed McCaw, Finance/Administration Manager Bruce McCaw, Maintenance Manager
Oregon Department of Transportation	Teresa Penninger, Region 5 Planning and Program Manager Cheryl Jarvis-Smith, Planner
Washington State Department of Transportation	Paul Gonseth, Planning Engineer
Confederated Tribes of the Umatilla Indian Reservation	Jeanine Gordon, Public Transit Program Manager J.D. Tovey III, Planning Director

WWVMPO/SRTPO Staff

Tom Glover, Executive Director, Walla Walla Valley MPO/SRTPO

Deborah LaCombe, Transportation Programs Manager, Walla Walla Valley MPO/SRTPO

Alicia Shyu Love, Office Assistant, Walla Walla Valley MPO/SRTPO