

# STATE FISCAL YEAR 2018 ANNUAL REPORT

July 1, 2017 to June 30, 2018

Longview-Kelso-Rainier Metropolitan Planning Organization  
Southwest Washington Regional Transportation Planning Organization



**Cowlitz-Wahkiakum**  
Council of Governments

TRANSPORTATION

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## **Cowlitz-Wahkiakum Council of Governments Metropolitan & Regional Transportation Planning Organization Member Jurisdictions & Agencies**

### **Regional Planning Agencies**

Cowlitz-Wahkiakum Council of Governments (CWCOG)  
Grays Harbor Council of Governments (GHCOG)  
Pacific Council of Governments (PCOG)  
Lewis County Transportation Strategy Council (LCTSC)

### **State Departments of Transportation**

Washington State Department of Transportation Olympic,  
South Central, and Southwest Regions  
Oregon Department of Transportation Region 2

### **US Department of Transportation**

Federal Highway Administration (FHWA)  
Federal Transit Administration (FTA)

### **Counties**

Cowlitz County	Pacific County
Grays Harbor County	Wahkiakum County
Lewis County	

### **Port Districts**

Port of Centralia	Port of Longview
Port of Chehalis	Port of Peninsula
Port of Chinook	Port of Willapa Harbor
Port of Grays Harbor	Port of Woodland
Port of Ilwaco	Wahkiakum Port District 1
Port of Kalama	Wahkiakum Port District 2

### **Transit Authorities**

Cowlitz Transit Authority  
Grays Harbor Transit Authority  
Twin Transit Authority  
Pacific Transit System

### **Tribal Governments**

Chinook Nation  
Confederated Tribes of the Chehalis Reservation  
Cowlitz Indian Tribe  
Quinault Indian Nation  
Shoalwater Bay Tribe

### **Cities and Towns**

Aberdeen	Kelso	Pe Ell
Castle Rock	Long Beach	Rainier, OR
Cathlamet	Longview	Raymond
Centralia	McCleary	South Bend
Chehalis	Montesano	Toledo
Cosmopolis	Morton	Vader
Elma	Mossyrock	Westport
Hoquiam	Napavine	Winlock
Ilwaco	Oakville	Woodland
Kalama	Ocean Shores	

### **MPO Technical Advisory Committee Members**

Todd Wood, Transit Director, CC Rider  
Dave Vorse, Public Works Director, City of Castle Rock  
Jeff Cameron, Public Works Director, City of Longview  
Craig Bozarth, City Engineer, City of Longview  
Manuel Abarca, Traffic Engineer, City of Longview  
Steve Langdon, Planning Manager, City of Longview  
Adam Smee, City Administrator, City of Kalama  
Kelly Rasmussen, Public Works Director, City of Kalama  
Michael Kardas, Community Development Director/City  
Engineer, City of Kelso  
Paul Klope, Senior Engineer, City of Kelso  
Debra Dudley, City Administrator, City of Rainier, OR  
Tracy Coleman, Public Works Director, City of Woodland  
Jody Herz, Engineering Technician, City of Woodland  
Travis Goddard, Community Development Director, City of  
Woodland  
Nick Fazio, Associate Long Range Planner, Cowlitz County  
Brad Bastin, County Engineer, Cowlitz County  
Susan Eugenis, Assistant County Engineer, Cowlitz County  
Roger Maurer, Project Engineer, Cowlitz County  
Kim Stube, Transportation Planner, Cowlitz Indian Tribe  
Colleen Kuhn, Executive Director, Human Services Council  
Paul Youmans, Pathways 2020  
Eric Yakovich, Economic Development Manager, Port of  
Kalama  
William Burton, Director of Facilities and Engineering, Port of  
Longview  
Jennifer Keene, Executive Director, Port of Woodland  
Amy Asher, Transit Manager, River Cities Transit  
Chris Paolini, Airport Manager, Southwest Washington  
Regional Airport  
Carley Francis, Regional Planning Director, WSDOT - SW  
Michael Williams, Planning Manager, WSDOT - SW  
Judith Perez, Multimodal Systems Planner, WSDOT - SW  
Rick Keniston, Local Programs Engineer, WSDOT - SW  
Joanna Lowrey, Area Engineer, WSDOT Kelso Office  
Kenneth Shonkwiler, Senior Region Planner, ODOT

### **Cowlitz-Wahkiakum Council of Governments Staff**

Bill Fashing, Executive Director

Ken Pearrow, Transportation Planner

Robert Stevens, Transportation Planner

### **Regional Planning Agencies Staff**

Vicki Cummings, Executive Director, GHCOG

Zana Dennis, Office Coordinator, GHCOG

Theresa Julius, GIS Coordinator/Planner, GHCOG

Michael Kroll, Transportation Planner, Lewis County Public Works

### **Title VI**

CWCOG ensures all compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person on the basis of race, color, national origin, or sex in the provisions of benefits and services results in from its federally assisted programs and activities. For questions regarding CWCOG's Title VI Program, you may contact the Department's Title VI Coordinator at 360-577-3041.

### **Funding Partners**

This Annual Report has been financed in part through funding from the Federal Highway Administration, Federal Transit Administration, the Washington State Department of Transportation, and the Oregon Department of Transportation.



## Introduction

The Unified Planning Work Program (UPWP) outlines the transportation studies and tasks to be performed on behalf of the Longview-Kelso-Rainier Metropolitan Planning Organization (MPO) and the five-county Southwest Washington Regional Transportation Planning Organization (RTPO) over the next state fiscal year (July 1 to June 30). The staff of Cowlitz-Wahkiakum Council of Governments (CWCOG) in conjunction with planning partners at Grays Harbor Council of Governments and Lewis County performs the work activities from the UPWP. The UPWP outlines transportation planning activities over the next fiscal year in sufficient detail to indicate who will perform the work, the schedule for completing it, expected results from the activity, and a proposed funding estimate for each task. Work items listed in the document are based on the priorities set by the region through the Regional Transportation Plan, by guidelines established under the federal metropolitan transportation regulations 23 USC 134 and state requirements in RCW 47.80 and WAC 486.

The UPWP Annual Report summarizes progress made on approved UPWP tasks, programs, and planning activities. The annual report includes:

- Comparison of actual performance with established goals
- Budgeted amounts compared to actual expenses
- Cost overruns or underruns
- Approved work program revisions

This report is a documentation of the requirements listed above.

## Other Information

The CWCOG was understaffed for part of the fiscal year and spending reflects this situation. Despite limited staff resources, all requirements were met and almost all tasks were completed.

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## Program Elements

### Element 1 – Transportation Program Administration

Program administration is a core function with the purpose of providing the administrative support required to manage and coordinate the overall MPO and RTPO transportation planning program which includes state and federal planning requirements.

#### Accomplishments

- CWCOG (MPO Policy Board) adopted new articles of association and bylaws.
- Completed and submitted monthly reports to WSDOT.
- MPO 314 Agreement was reviewed by the Washington State Office of the Attorney General and WSDOT; the approved document has been fully executed.
- Completed MPO self-certification.
- Completed the Title VI Annual Report.
- Adopted two (2) amendments to the 2018 UPWP as a result of changes in work plans for the MPO. These amendments collectively reduced the budget for the Complete Streets Report and added Elements 2.8 Origin and Destination Study and 2.9 ITS Architecture.
- Adopted the 2019 Unified Planning Work Program (UPWP).
- Compiled and submitted the 2017 UPWP Annual Report.
- Authored articles for local and regional newsletters.

- Participated in local, regional, statewide, and national conferences.
- Participated in Title VI, performance-based planning, and freight trainings, as well as a variety of webinars on transportation planning topics.

Deliverables Not Completed

- Preliminary discussions on updates to the bylaws and interlocal agreements for the RTPO continued, but have not been completed yet.

Amount Budgeted	Amount Expended	Remaining Balance	Percent Expended
\$213,972	\$218,994	-\$5,022	102%

**Element 2 – Multi-Modal Transportation Planning**

The purpose of the tasks within this element is to meet state and federal transportation planning requirements through a continuous, cooperative, and comprehensive planning process. This element also addresses federal, state, and regional priorities, and outlines tasks to develop regional multi-modal transportation long-range strategies for the region. All statewide transportation planning priorities for Oregon and Washington are included throughout the development of this element and through outcomes associated with this activity. Two tasks (2.8 Origin and Destination Study and 2.9 ITS Architecture) were added in early 2018 as UPWP amendments.

Accomplishments

- Monthly or bi-monthly coordination calls between CWCOG and planning partners (GHCOG, Lewis County Public Works) were held.
- Maintained an updated Transportation section on the CWCOG website ([www.cwcog.org](http://www.cwcog.org)) with all current transportation plans and studies.
- Held, facilitated, and/or attended regular Cowlitz Area Technical Advisory Committee (TAC), CWCOG board (MPO board), RTPO Board, Pacific County TAC, Wahkiakum County TAC, Lewis County TAC and Transportation Strategy Council, Grays Harbor Council of Government (GHCOG), Cowlitz Transit Authority [aka RiverCities Transit] board, freight stakeholders group, and statewide MPO/RTPO/WSDOT Coordination Committee meetings.
- Provided information and/or met with various regional, statewide, or federal agencies (i.e. FMSIB, TIB) and state or federal elected officials.
- Participated in metropolitan, regional, and statewide planning efforts. Examples of some statewide planning efforts involved in include the following:
  - Corridor Sketch process;
  - Practical Solutions roundtables;
  - MAP-21 target setting;
  - Review of WSDOT’s 2017 Freight Systems Plan and Washington Transportation Plan, Phase 2; and
  - Northwest Oregon Area Commission on Transportation.
- Coordinated with local bicycle, pedestrian, public transportation, and freight transportation stakeholders in the development of a variety of projects at the MPO and RTPO level. Examples of projects include the Industrial Way/Oregon Way (SR 432/433), Six Rivers Bike Trail (in Cowlitz County), East Aberdeen Mobility, and the North Lewis County Industrial Access projects.
- Reviewed grant applications upon request and provided letters of support to local agencies for projects consistent with the RTP.
- Provided input on development via SEPA processes.

- Reviewed and provided the City of Kalama a consistency review checklist to document that their comprehensive plan is consistent with the RTP.
- Completed an update to the Transportation Element of the City of Longview Comprehensive Plan.
- Participated in several state planning processes including funding formula review and long-range strategy development.
- Consultation and technical support was provided to various local agencies on issues related to the RTIP/STIP and STBGP/TA obligations.
- Electric Vehicle Infrastructure Pilot Program (EVIPP) applications were reviewed by WSDOT. The application planning partner at GHCOG helped the City of Elma and Pacific County Economic Development Council on was not awarded funding, but ranked 4th out of 11 applications received (top 3 applications were awarded funds).
- Held quarterly outreach meetings with public transportation stakeholders across region to implement and further the Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP) and incorporate key planning priorities and strategies from the CPT-HSTP into the RTP.
- Conducted public and stakeholders outreach as part of updates to the RTP and CPT-HSTP. Three surveys were completed: Public Transportation Providers Survey (for RTP and CPT-HSTP), Transportation Users Survey (for RTP), and a Public Transportation Services User Survey (for CPT-HSTP).
- Planning process nearly completed for an updated RTP and CPT-HSTP
- Held initial meetings with FHWA consultants to begin the process of developing an ITS Architecture for the MPO.

Deliverables Not Completed

- The updates to the RTP and CPT-HSTP were almost complete by June 30, 2018; however, the plan updates will not be complete until Fall 2018.
- Only public outreach on the importance of complete streets was completed in lieu of a full report. However, a UPWP amendment was adopted in early 2018 to reduce the budget for a Complete Streets Report and instead add a different planning work product.
- Initial data collection for the Origin and Destination Study was scheduled to be initiated by June 30, 2018. However, due to other planning work, this work was pushed back into the 2019 UPWP.

Amount Budgeted	Amount Expended	Remaining Balance	Percent Expended
\$495,500	\$146,695	\$348,805	30%

**Element 3 – Data Collection, Analysis, & Forecasting**

This element includes the development and maintenance of a transportation database to support the transportation planning program. The database will be used to assess transportation system performance, evaluate level of service standards, and calibrate the regional travel demand model. In addition, this element includes the development, application, and maintenance of the model for the MPO area. The model will be used to estimate and analyze future transportation needs and provide technical support to local jurisdictions.

Accomplishments

- Produced GIS maps to graphically display data and support transportation and land use planning efforts.
- An Online RTIP Map showing locations of projects on the RTIP was completed at the time of adoption/submittal of the 2018-2021 RTIP.
- CWCOG worked to develop and implement improved GIS file organization procedures.
- Developed existing conditions maps for the RTP. Created a new GIS database to map all of the location-specific projects included in the updated RTP; there were more than 200 project locations mapped as points or lines.

- Assistance and data provided to local agencies for local plans and projects.
- MPO Travel Demand Model Update finished and contract executed for ongoing maintenance.
- Requests for data from the MPO Travel Demand Model were processed periodically.
- No highway functional classification changes were processed between July 1, 2017 and June 30, 2018.

Amount Budgeted	Amount Expended	Remaining Balance	Percent Expended
\$255,000	\$61,556	\$193,444	24%

#### Element 4 – Project Programming and Prioritization

CWCOG staff, with guidance from MPO and RTPO jurisdictions, has the primary responsibility for the development, review, and revision of the Regional Transportation Improvement Program (RTIP). Jurisdictions across the five-county RTPO area, WSDOT, and transit providers submit copies of their Six-Year Transportation Improvement Program or Transit Development Plan to CWCOG in order to facilitate development of the overall metropolitan and regional TIPs. Document approval authority lies with CWCOG and RTPO Boards, WSDOT, FHWA, and FTA. CWCOG also has responsibility to manage the Surface Transportation Block Grant Program (STBGP) for Cowlitz County and Surface Transportation Block Grant Program – Set Aside (i.e. Transportation Alternatives [TA]) grant program for the RTPO.

#### Accomplishments

- Adopted 2018-2021 RTIP.
- Managed the 2017-2020 (July-October 2017) and 2018-2021 (January-June 2018) RTIPs through formal amendments and administrative modifications.
- Published an Obligation and Closure Report that included projects with obligations in 2017 within Cowlitz County.
- Managed the Surface Transportation Block Grant Program (STBGP) for Cowlitz County and Rainier, Oregon area, as well as, the Transportation Alternatives (TA) program for the five-counties in the RTPO.
- Developed an annual report process for projects with approved STBGP or TA funding to help better track progress towards meeting obligation authority targets.
- Completed an STBGP call for projects for the Rainier, Oregon area.
- Started to develop a guidance document for an upcoming call for projects for the Highway Infrastructure Program (HIP) that Congress allocated funding to in March 2018 through an Omnibus bill.

Amount Budgeted	Amount Expended	Remaining Balance	Percent Expended
\$67,500	\$18,514	\$48,986	27%

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#### Summary of Total Budget Versus Total Expenditures

Amount Budgeted	Amount Expended	Remaining Balance	Percent Expended
\$1,031,972	\$445,759	\$586,213	43%