



The Regional Transportation Advisory Committee meeting will be held on **Friday, October 21, 2016**, from **9 a.m. to 11 a.m.**, in the **6th Floor Training Room 679**, Clark County Public Service Center, 1300 Franklin Street, Vancouver, Washington.

A G E N D A

- I. Call to Order and Approval of September 16, 2016 Minutes, Action
- II. Comprehensive Growth Management Plans: RTC Certification, Action
- III. Public Participation Plan Update, Action
- IV. Westside Mobility Strategy Project Presentation: Patrick Sweeney, City of Vancouver
- V. C-TRAN Draft 2030 Plan update: Roger Hanson, C-TRAN *
- VI. Other Business
 - A. RTAC Members
 - B. RTC Staff

**Materials available at meeting*

*Served by C-TRAN Route 3 or 25
If you have special needs, please contact RTC*

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An advisory committee to:

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**Regional Transportation Advisory Committee (RTAC)
Meeting Minutes
September 16, 2016**

I. Call to Order and Approval of Minutes

The meeting of the Regional Transportation Advisory Committee was called to order on Friday, September 16, 2016, at 9:00 a.m. in the Public Service Center 6th Floor Training Room, 1300 Franklin Street, Vancouver, Washington by Matt Ransom, RTC Executive Director. Those in attendance follow:

Gary Albrecht	Clark County
Jim Carothers	Camas
Rob Charles	Washougal
Lynda David	RTC
Jason Gibbens	WSDOT
Jim Hagar	Port of Vancouver
Roger Hanson	C-TRAN
Shari Harer	Clark County
Mark Harrington	RTC
Bob Hart	RTC
Mark Herceg	Battle Ground
Brenda Howell	Ridgefield
Rob Klug	Clark County
Colleen Kuhn	Human Services Council
Chris Malone	Vancouver
Matt Ransom	RTC
Dale Robins	RTC
Bryan Snodgrass	Vancouver
Shann Westrand	RTC
Tim Wilson	ODOT

Matt asked if there were any changes or corrections to the August 19, 2016, meeting minutes and asked for a motion of approval.

ROB CHARLES, CITY OF WASHOUGAL, MADE A MOTION FOR APPROVAL OF THE AUGUST 19, 2016, MEETING MINUTES AND TIM WILSON, ODOT, SECONDED THE MOTION AND THE MOTION PASSED UNANIMOUSLY.

II. September TIP Administration - Action

Dale Robins, RTC, went over the City of Vancouver's request to add full construction costs to their Vancouver Waterfront Trail project. This amendment will add approximately \$11.4 million in local funds, for a total cost of \$13.7 million. RTC's policies allow any minor to moderate changes to be made at the discretion of the RTC Executive Director with notification to RTAC. RTAC members had no objection to the proposed change to the TIP. With Matt Ransom, RTC Executive Director's, approval the change to the TIP will be forward to WSDOT for inclusion in the STIP.

III. YR 2020 Regional Grants and 2017-2020 Transportation Improvement Program, Action

Dale Robins, RTC, noted that as the MPO for the Clark County region, RTC is required to develop a financially constrained regional Transportation Improvement Program (TIP). The RTC Board also has the responsibility for selecting projects to receive funding from the regionally allocated Surface Transportation Program (STP) and Congestion Mitigation and Air Quality (CMAQ) programs. Projects are selected through a regionally competitive selection process which includes Project Screening, Evaluation & Ranking by Needs Criteria, and Project Selection & Programming. Dale provided a full DRAFT of the 2017-2020 TIP. Dale noted the importance of agencies reviewing their TIP project records for accuracy to avoid any project delays.

Dale went over the proposed selection of STP-Urban, STP-Rural and CMAQ projects. A total of 10 projects will receive \$8.8 million in regionally selected grants. All newly selected projects will be programmed in year 2020 of the TIP. RTC's policies will allow projects to proceed up to one year in advanced.

RTAC members are being asked to recommend approval of the Year 2020 regional grants and adoption of the 2017-2020 TIP to the RTC Board. Dale went over some of the highlights of the Draft TIP.

CHRIS MALONE, CITY OF VANCOUVER, RECOMMENDED APPROVAL OF THE PROJECT SELECTION OF STP-URBAN, STP-RURAL AND CMAQ PROJECTS AND TO FORWARD THE 2017-2020 TIP TO THE RTC BOARD FOR ADOPTION AT THEIR NEXT MEETING. THE MOTION WAS SECONDED BY JIM HAGAR, PORT OF VANCOUVER, AND PASSED UNANIMOUSLY.

Dale announced a couple of late changes that were not in the Draft TIP provided to RTAC. They include WSDOT adding an I-205/I-5 Pavement Preservation project for \$3.8 million to repair cracked concrete panels. Also, the City of Battle Ground project right-of-way phase is removed because it has already been obligated.

ROGER HANSON, C-TRAN, MADE A MOTION TO APPROVE THE AMENDED CHANGES TO THE 2017-2020 TIP AND FORWARD THE AMENDED TIP TO THE RTC BOARD FOR ADOPTION, THE MOTION WAS SECONDED BY MARK HERCEG, CITY OF BATTLE GROUND, AND APPROVED UNANIMOUSLY.

IV. Transportation Programming Guidebook – Project Obligation Policy Revisions, Action

Dale Robins, RTC, explained that the Transportation Programming Guidebook was adopted by the RTC Board at their June 2016 meeting but that over the last few month's staff has discussed with RTAC the need to revise programming policies in response to modified state obligation policies and regional obligation levels that exceed authorization levels.

There was discussion of the recommended policy changes. The new/revised policies discussed included Policy 4.1 setting annual project limit of \$2.5 million, Policy 5.1 limits obligation to projects programmed in the first two years of the TIP, Policies 5.3 thru 5.5 ties phase obligation date to project selection year, and Policy 6.1 indicates that regional grant awards will be programmed in the fourth year of the TIP. This will space out obligation based on when funds are awarded and should control over-obligation of funds in any given year. These changes also align with statewide obligation policies.

Chris Malone, City of Vancouver, suggested that RTAC review this Guidebook annually in case the obligation status changes. Matt Ransom, Executive Director, thanked all for being so responsive to the need to revise policies.

JIM CAROTHERS, CITY OF CAMAS, MADE A MOTION TO RECOMMEND APPROVAL OF THE TRANSPORTATION PROGRAMMING GUIDEBOOK – PROJECT OBLIGATION POLICY REVISIONS BY THE RTC BOARD AT THEIR OCTOBER 2016 MEETING. THE MOTION WAS SECONDED BY ROB CHARLES, CITY OF WASHOUGAL, AND UNANIMOUSLY PASSED.

V. Comprehensive Growth Management Plans: RTC Certification, Action

Lynda David, RTC, went over RTC's process for GMA Certification of local Comprehensive Plans and gave a recap of the four elements to the certification process. After working with RTAC members and planners from local jurisdictions, as well as review by the RTC Board, the Board adopted a Guide to RTC's Certification Process on March 1, 2016. The Guide clarifies RTC's role in certifying local plans as part of Washington State's growth management planning process and includes a checklist for local jurisdictions to complete to help them and RTC fulfill certification requirements. To date, RTC has received completed checklists from Clark County, Camas, Washougal and Battle Ground regarding their 2016 Comprehensive Plan updates. The City of Ridgefield updated their plan in February before the new RTC Guidebook and checklist were in place but Lynda has gone through their RTP update and they are in compliance with GMA requirements.

The checklist contains a series of questions related to the requirements of the GMA for developing transportation elements in local comprehensive plans and is used to determine the Plan's GMA compliance and consistency. This is the first time using the checklist. Lynda said that after the jurisdictions completed the checklist, RTC staff's review of the completed checklists with RTAC members is the next step in the GMA Certification process. Lynda reviewed the checklists provided. There was discussion around the table ranging from a suggestion to include maps showing CFP transportation projects for the Board packets to a suggestion to add a question to the checklist asking jurisdictions to describe the scope of changes being made with the Comprehensive Plan update or amendment. There was a question regarding the implications of not being certified. Lynda indicated that there is the possibility that an agency may not be eligible for federal or state transportation funding.

MARK HERCEG, CITY OF BATTLE GROUND, MADE A MOTION TO RECOMMEND BOARD APPROVAL OF THE GMA PLAN CERTIFICATIONS AND AUTHORIZE THE RTC BOARD TO SEND CERTIFICATION LETTERS TO THE LOCAL JURISDICTIONS TO COMPLETE THE CERTIFICATION PROCESS. JIM CAROTHERS, CITY OF CAMAS, SECONDED THE MOTION AND THE MOTION PASSED UNANIMOUSLY.

VI. Project Presentation: Rob Charles, City of Washougal

Rob Charles, City of Washougal, gave a Power Point presentation on the City of Washougal's Strategic Planning Process including the Town Center Transportation and Infrastructure Plan. Rob touched on their Roadmap and Economic Development along with their Town Center Potential including \$21.6 million in annual wage jobs. There were two Concept options reviewed for Transportation/Infrastructure plan objectives. The City has hired Berger Abam to begin the planning process and they are planning an Open House on October 20th to go over these options.

VII. Vancouver Area Smart Trek Program Annual Report, Discussion

Bob Hart, RTC, noted that the VAST program is a partnership of transportation agencies in the Clark County region established to improve transportation system performance by collaborating on signal systems, freeway and arterial management, traveler information, and transit signal priority projects. These operational projects use smart technology and the VAST program helps build the system infrastructure needed to support it. Bob said that the program meets federal requirements for planning, development and implementation of intelligent transportation systems (ITS) projects and for the Congestion Management Process that requires cooperation between transportation agencies.

Bob mentioned some of the recent VAST accomplishments by describing the agency projects programmed through VAST in 2015 as well as successful partnerships, including fiber sharing between VAST agencies, and working with Portland State University to add Vancouver area data to Portal, the transportation data archive. He also said that the Communications Master Plan was just completed and that it documents existing communications network infrastructure and recommends future improvements for a cohesive set of regional communications strategies.

As part of the 2016 TSMO plan update, VAST members reviewed the 2011 plan, identified strategies that have been advanced over the last 5 years, and how they would like to see strategies implemented in the next 5 years. Bob went over emerging issues and future goals for transportation operations contained in the updated TSMO Plan. Next year, the VAST program will continue the coordination and management of ITS and operations and related activities, which include providing support to partner agencies. The VAST program will also continue to utilize technical assistance to help VAST partners and support PSU in carrying out ongoing improvements to the Portal data archive. Dale Robins, RTC, reminded members that once a project is operational, agencies have 60 days to complete a Project Showcase and the Before and After Studies need to be completed within 18 months.

Bob introduced Rob Klug, Traffic Signals Manager with Clark County. Rob gave a presentation on Clark County's automated traffic signal performance measures. Rob went over the importance of partnerships and that it is not all just money, it is also the trading of information and understanding that we are all working together. Examples of these partnerships are fiber optic communications sharing, the VAST pilot project (a joint project between the City of Vancouver, WSDOT, Clark County, RTC and Portland State University), and transit signal priority projects. Traffic signal integration and central signal control between agencies to help with signal timing and improved traffic flow. These things can all be sent to Portal, to pool all the data together in one place to enable us to look at transportation system performance.

DIVA is a video sharing system that will include a series of servers that will share video between the City of Vancouver, Clark County, and WSDOT. The goal of these operational improvements is to manage the existing transportation network by improving safety and efficiency that results in increasing the time period before capital improvements are needed. It also serves to improve the quality of service and be accountable to the public. Rob also mentioned that signal controllers are being updated to prepare for future needs and for autonomous vehicles. The County's STEVE project will produce a performance report and template for policy makers and citizens in non-technical terms describing the impacts of operational projects. Rob concluded that RTC and VAST program are providing partnership opportunities to collaborate and pull all of these various transportation initiatives together. This new system infrastructure and operational projects are allowing the County to fix problems before they are even reported by the public.

VIII. Other Business

A. RTAC Members

- a) Roger Hanson, C-TRAN, announced the opening of the Fisher's Landing Transit Center expansion on Saturday, September 17th and also that C-TRAN has received money for bus replacements in the amount \$6 million through FTA.
- b) Gary Albrecht, Clark County, announced that the Bicycle & Pedestrian Advisory Committee is participating in a "Lights on Campaign" for bicyclists to use bicycle lights. The Committee is working with Bike Clark County to use \$2,000 to hand out bicycle lights to cyclists.
- c) Colleen Kuhn, Human Services Council, announced the TIB will be meeting next week and she will have an update at the October RTAC meeting.

B. RTC Staff

- a) Complete Streets Program: Lynda David, RTC, announced there is more information on the TIB webpage regarding the potential nominating agencies. Also, TIB hosted a webinar on the Complete Streets award program on August 30th. Battle Ground and Ridgefield are still moving forward on Complete Streets.

- b) Colleen Kuhn, HSC, announced the TIB is working to schedule one of its meetings in the Vancouver area next year.
- c) Lynda David, RTC, announced that RTC's Public Participation Plan, 2016 update, is now out for public comment period through October 24th.
- d) HSTP Consolidated Grant applications are due on October 14th. RTC will be leading the project evaluation/prioritization process to assign A, B, C or D priorities for each project probably in late December, for RTC Board action in January 2017.

The meeting adjourned at 11:00 a.m. The next meeting will be on Friday, October 21, 2016.



MEMORANDUM

TO: Regional Transportation Advisory Committee
FROM: Lynda David
DATE: October 14, 2016
SUBJECT: **Comprehensive Growth Management Plans: RTC Certification**

INTRODUCTION

As presented at last month's RTAC meeting, RTC as the state-designated Regional Transportation Planning Organization (RTPO) for the region that includes Clark County, has certain responsibilities under the state's Growth Management Act. The GMA Compliance responsibilities include certification of the transportation element of local Comprehensive Plans. At the September RTAC meeting, RTAC recommended that the updated Comprehensive Plans for Clark County, Camas, Washougal, Battle Ground and Ridgefield be forwarded to the RTC Board for RTC certification action. At the October RTAC meeting, RTC staff will review the 2016 update to La Center's Comprehensive Plan, inadvertently omitted from last month's consideration. Staff will ask for an RTAC recommendation to forward the La Center Plan certification to the RTC Board for action at its November 1 meeting, together with the Plans reviewed by RTAC in September.

RTC's GMA Certification Process

To recap, there are 4 key elements to the certification process:

- Guidelines and Principles for certifying the local transportation elements of Comprehensive Plans are established.
- RTC must certify conformity of local Comprehensive Plan transportation elements with the Growth Management Act's requirements.
- RTC must certify consistency between local Comprehensive Plans and RTC's Regional Transportation Plan.
- RTC must certify that local jurisdictions have met the requirements of the state's Level of Service Bill.

After working with RTAC members and planners from local jurisdictions, as well as review by the RTC Board, the Board adopted a Guide to RTC's Certification Process on March 1, 2016. The Guide clarifies RTC's role in certifying local plans as part of Washington State's growth management planning process and includes a checklist for local jurisdictions to complete to help them and RTC fulfill certification requirements. Both the Guide and the checklist are made available on RTC's website. The checklist contains a series of questions related to the

requirements of the GMA for developing transportation elements in local comprehensive plans and is used to determine the Plan's GMA compliance and consistency.

LA CENTER COMPREHENSIVE PLAN UPDATE RECOMMENDATION

Since March, RTC has been receiving updated Comprehensive Plans and completed certification checklists from local jurisdictions that have taken Comprehensive Plan update actions in 2016. At the October RTAC meeting, RTC staff will review La Center's Plan update as a step in the GMA Certification process. La Center adopted its Comprehensive Plan update on March 23, 2016. La Center plans to grow by over 4,500 people from today's 2016 population of 3,140 to a 2036 population of over 7,642.

ACTION REQUESTED

At the October 21 meeting, RTAC will be asked to recommend RTC Board approval of the GMA Plan certification for the City of La Center. Following RTC Board action, a letter of certification from RTC will be sent to the local jurisdiction to complete the RTC Certification process.



MEMORANDUM

TO: Regional Transportation Advisory Committee
FROM: Lynda David
DATE: October 14, 2016
SUBJECT: **Public Participation Plan Update, Action**

INTRODUCTION

At the August meeting, RTAC members reviewed a draft of RTC's Public Participation Plan (PPP) update and made the decision to forward the draft Plan to the RTC Board with the recommendation the Board approve its release for a mandatory 45-day public comment period. At the October meeting, RTAC is asked to recommend the draft Public Participation Plan update be forwarded to the RTC Board for adoption. A copy of the draft Public Participation Plan is attached. In addition, RTC has recently been working to review and update several plans that help to document how the regional transportation planning process is carried out. These include the Public Participation Plan, Title VI and Limited English Proficiency Plans.

BACKGROUND: PUBLIC PARTICIPATION PLAN

Public participation is an important part of the regional transportation decision-making process carried out by RTC and is required by both federal and state laws. Policies and guidance for public outreach and participation are outlined in RTC's Public Participation Plan. Periodic review and update of RTC's Public Participation Plan is a requirement of the federal metropolitan transportation planning process.

The Public Participation Plan addresses both federal and state requirements for public participation in RTC's transportation planning activities; RTC acting as both designated Metropolitan Planning Organization for the Clark County region and as state-designated Regional Transportation Planning Organization for the Clark, Klickitat and Skamania County region. The PPP documents RTC's commitment toward providing opportunity for public participation and sets RTC Board policy to allow for public comment and input in the transportation planning process.

The key essentials for public outreach and participation, as required by federal and state transportation laws, continue to be reflected in the updated Public Participation Plan. These essentials include the need for RTC to ensure early and continued public awareness of and access to the transportation decision-making process in the region. There must be commitment to publish, or make available for public view, transportation plans and Transportation Improvement Programs and to hold public meetings at convenient and accessible times and locations. Plans and programs should be understandable with visualization techniques used to simplify concepts where possible. The

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public and stakeholders should be involved in development of the Public Participation Plan and there must be a minimum 45-day public comment period before adoption of the Public Participation Plan or any updates. The Plan is drafted to reflect current practices for public involvement, consultation with interested parties, interagency consultation, and describes RTC's existing governance and operations.

Specific changes in the 2016 draft update include: reference to the current federal transportation act, Fixing America's Surface Transportation Act - the FAST Act; updated electronic hyperlinks; and, a new section on page 42 addresses the linkage between RTC's Transportation Improvement Program (TIP) and C-TRAN's Program of Projects (POP) with C-TRAN's reliance on RTC's public participation process to satisfy the Federal Transit Administration's requirements regarding the transit agency's POP.

The process to develop the 2016 Public Participation Plan update included a review of the regulatory basis for public involvement, review of RTC's public outreach and participation practices, review of other Public Participation Plans, review and input by RTAC and the RTC Board, and circulation to stakeholders, public and consultation agencies. Once the 2016 Public Participation Plan update was drafted, the Regional Transportation Advisory Committee reviewed the draft update at the August 19 meeting. Subsequently, the RTC Board reviewed the draft PPP at its September 6 meeting and approved its release for public comment. Following the RTC Board meeting, the draft PPP was released on September 8 for a required 45-day public comment period. A media release was issued and notices of its release for public comment were published in local newspapers including the Columbian, the Battle Ground Reflector, the Camas Post Record, the El Hispanic News, the Asian Reporter and the Skanner. Public comments were also solicited through the Clark County and City of Vancouver network of neighborhoods. The draft Public Participation Plan was made available at branches of the Fort Vancouver library system and at Camas library, the draft PPP was posted on RTC's website and its distribution included to planning and consultation partners at federal and state agencies.

RELATED PLANS

The Public Participation Plan is one of several plans that help to document how the regional transportation planning process is carried out. In addition to updating the PPP, RTC has recently been working to review and make minor updates to plans associated with the Public Participation Plan. These include Title VI and Limited English Proficiency Plans. A brief description of the Plans and their update is provided below.

Title VI Plan

RTC operates its programs without regard to race, color, national origin, religion, sex, sexual orientation, marital status, age or disability in accordance with applicable laws, including Title VI of the Civil Rights Act of 1964 and RCW 49.60. RTC's current [Title VI Plan](#) is available on RTC's website. The Plan includes a Title VI policy statement and program responsibilities for communications and public involvement, planning and programming, consultant contracting, and

education and training. The Title VI Plan was last updated in May 2014. Since then, RTC has translated complaint forms in Spanish and Russian which are made available on RTC's website.

To support the Title VI Plan RTC relies on understanding the demographics of the region. RTC has a supplemental Environmental Justice (EJ) Demographic Profile with details of the relevant demographics such as minority populations, low-income populations and other Title VI protected populations. At the September Board meeting, staff reviewed updated demographic data. The current EJ Demographic Profile relies on 2010 Census data as well as some of the 2012 American Community Survey (ACS) data. The updated data comes from the 2014 ACS.

Limited English Proficiency Plan

RTC also has a Limited English Proficiency Plan available on RTC's website. Within the LEP Plan, RTC describes how the agency is committed to engaging and involving all residents of Southwest Washington, including those with LEP. The Plan outlines: how persons who may need language assistance are identified; the ways in which assistance is provided; staff training required; and how LEP persons are notified of available assistance. The current LEP Plan was adopted in May 2014. As noted in the Title VI Plan section above, Title VI forms are now available in Spanish and Russian. Telelanguage interpretive service is made available though no requests for interpretive services or translation services have yet been requested of RTC. Google translate is available for RTC website translation. About 6% of Clark County's population is of limited English proficiency; Spanish is the largest of the non-English language speakers at 2.1%, followed by Russian at 1.46% and Vietnamese at about 0.5%.

POLICY IMPLICATION

Periodic update of the Public Participation Plan is a requirement of the federal transportation act and Washington state laws. This Public Participation Plan provides information on RTC's organization, on RTC's transportation planning program, addresses how RTC will conduct public outreach, involvement and participation and how the Plan will be periodically evaluated. RTC continues its commitment to publish, or make available for public view, transportation plans, and transportation improvement programs (TIPs), and to hold public meetings at convenient and accessible times and locations. The Public Participation Plan covers both federal and state requirements for public participation in transportation planning activities of RTC as the designated Metropolitan Planning Organization for the Clark County region and as state-designated Regional Transportation Planning Organization for the Clark, Klickitat and Skamania County region. The public participation process must be periodically reviewed and updated to ensure early and continued public awareness of, and access to, the transportation decision-making process. The law requires a 45-day public comment period prior to adoption of the Public Participation Plan and prior to adoption of any updates to the Plan.

BUDGET IMPLICATION

Public participation activities are programmed within the Regional Transportation Program Coordination and Management element of RTC's Unified Planning Work Program (UPWP). Revenue sources for this element are a combination of Federal Highway Administration and Federal Transit Administration planning funds together with local matching funds and state Regional Transportation Planning Organization funds.

RTAC ACTION REQUESTED

RTAC is asked to recommend adoption of RTC's updated Public Participation Plan by the RTC Board at the Board's November 1, 2016 meeting.

Attachment: Draft Public Participation Plan