



WHATCOM TRANSPORTATION POLICY BOARD

Wednesday, January 20, 2021, 3:30 p.m.

Login: <https://zoom.us/j/95209826951>

Or join by phone: (253) 215-8782

AGENDA

PAGES

- A. CALL TO ORDER AND ROLL CALL – Chairman Korthuis
- B. AGENDA APPROVAL*
- C. APPROVAL OF MINUTES*
3-5 Meeting of October 14, 2020
- D. PUBLIC HEARINGS
6-7 Hearing No. 1: Transportation Improvement Program Amendment No. 21-01
 1. Staff Presentation – Lethal Coe
 2. Recitation of Public Comment – Citizens have been provided the opportunity to submit comments in advance of the meeting, and instructions for doing so were included in the public notice. Any comments received prior to the Call to Order will be read into the record by the Secretary and included in the meeting minutes.
 3. Board Discussion and Vote*
- E. NEW BUSINESS
8-16
 1. Adoption of Statewide Safety Performance Targets – Hugh Conroy*
 - 17 2. Approval of Ranking of 2021-23 Consolidated Grant Program Requests – Mr. Conroy*
 - 18-27 3. Adoption of 2021 Cost Allocation Plan – Ron Cubellis*
 4. Restructuring the Citizens’ Transportation Advisory Group – Mr. Conroy
 5. Other new business (if any)
- F. OBLIGATION STATUS UPDATE – Mr. Coe
- G. PLANNING DIRECTOR’S REPORT – Mr. Conroy
- H. ADJOURN

* Action item



Notice to the Public Regarding Title VI of the Civil Rights Act of 1964

WCOG hereby gives public notice that it is the policy of the agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, Executive Order 13166 on Limited English Proficiency, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America 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 program or activity for which WCOG 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 WCOG. Any such complaint must be in writing and filed with the WCOG Title VI Coordinator within one-hundred eighty (180) days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint Forms may be obtained from the WCOG at no cost and are available on WCOG's website.

Aviso al Público Sobre Título VI de la Ley de Derechos Civiles de 1964

Por medio de la presente, el WCOG notifica de manera pública que la política del organismo es garantizar el pleno cumplimiento del Título VI de la Ley de Derechos Civiles de 1964, la Ley de Recuperación de Derechos Civiles de 1987, el Decreto Presidencial 12898 sobre Justicia Ambiental, el Decreto Presidencial 13166 sobre Dominio Limitado del Idioma Inglés, así como los estatutos y reglamentos relacionados en todos los programas y actividades. De acuerdo con lo estipulado en el Título VI, ningún individuo de los Estados Unidos de América deberá, con fundamento en su raza, color, sexo o nacionalidad, ser excluido de participar en, que se le nieguen los beneficios de, o ser víctima de discriminación en virtud de cualquier programa o actividad por el cual el WCOG reciba fondos federales.

Toda persona que se considere agraviada por una práctica discriminatoria e ilícita en virtud del Título VI tiene derecho a presentar una denuncia formal ante el WCOG. Cualquier denuncia de este tipo debe presentarse por escrito ante el coordinador del Título VI del WCOG en un periodo de 180 días naturales a partir de la fecha de la presunta discriminación. El WCOG pone a disposición del público los formularios de denuncia del Título VI de manera gratuita en su página web.

WHATCOM TRANSPORTATION POLICY BOARD
MINUTES – DRAFT
OCTOBER 14, 2020

IN ATTENDANCE (VIA GOTOMEETING):

MEMBERS VOTING: Bellingham: Seth Fleetwood (2nd Vice Chairman) and Pinky Vargas; Blaine: Bonnie Onyon; Ferndale: Greg Hansen; Lummi Nation: Kirk Vinish (for Lawrence Solomon); Lynden: Scott Korthuis (Chairman); Nooksack: Tom Jones; WSDOT: Jay Drye; Whatcom County: Satpal Sidhu; WTA: Michael Lilliquist; EX-OFFICIO: Chris Comeau, TTAG; Terry Terry, CTAG

GUESTS Ken Bell, Port of Bellingham; Todd Carlson, WSDOT; Carol Frazey, Whatcom County Council; Tom McBride, McBride Public Affairs

STAFF Bob Wilson (Secretary), Ron Cubellis, Hugh Conroy, Lethal Coe

A. CALL TO ORDER

Chairman Korthuis called the meeting to order at 4:00 p.m. Secretary Wilson then called the roll and determined that a quorum was present.

B. AGENDA APPROVAL

MOTION: Mr. Lilliquist moved, Mr. Hansen seconded, to approve the agenda as presented.

MOTION PASSED

C. APPROVAL OF MINUTES OF JULY 8, 2020

MOTION: Mr. Jones moved, Mr. Sidhu seconded, to approve the minutes of the meeting of July 8, 2020.

MOTION PASSED

D. PUBLIC HEARINGS

Hearing No. 1: Transportation Improvement Program (TIP) No. 20-10

Mr. Coe described the proposed amendments to the 2020 TIP:

1. Remove Whatcom County *Birch Bay Drive and Pedestrian Facility* project. In June, the project obligated \$326,786 of the reallocated federal funds it had received. This project was allocated an additional \$500,000 of Surface Transportation Block Grant program funding in the event the State of Washington received redistributed federal funds, which it did not. Removal of this project from the TIP enables the region to maintain fiscal restraint.

2. Amend Washington State Department of Transportation (WSDOT) project *State Route 539/Duffner Ditch Fish Passage* to revise the preliminary engineering and right-of-way phases and add the construction phase. This project will remove the current fish passage barrier as part of the State's obligations under the federal injunction. It is funded through the National Highway Performance Program and the Connecting Washington Account.

Because of the current public health crisis resulting from the COVID-19 pandemic, the Governor ordered all meetings of governmental bodies to be conducted online. For this reason, the public was informed in the Notice of Public Hearing published in *The Bellingham Herald* on September 13, 2020, that comments pertaining to TIP Amendment No. 20-10 must be submitted in writing to the Secretary of the Policy Board prior to the meeting. Mr. Wilson informed the Board that no public comment had been received.

MOTION: Mr. Lilliquist moved, Mr. Hansen seconded, to approve Amendment No. 20-10 to the 2020 WCOG Transportation Improvement Program.

MOTION PASSED

Hearing No. 2: 2021 Transportation Improvement Program

Mr. Coe described the draft 2021 TIP, which was included in the meeting packet, and answered questions posed by the members.

Because of the current public health crisis resulting from the COVID-19 pandemic, the Governor ordered all meetings of governmental bodies to be conducted online. For this reason, the public was informed in the Notice of Public Hearing published in *The Bellingham Herald* on September 13, 2020, that comments pertaining to the proposed 2021 WCOG TIP must be submitted in writing to the Secretary of the Policy Board prior to the meeting. Mr. Wilson informed the Board that no public comment had been received.

MOTION: Ms. Vargas moved, Mr. Jones seconded, to approve the 2021 WCOG Transportation Improvement Program.

MOTION PASSED

Hearing No. 3: Amending Whatcom Mobility 2040

Mr. Conroy described the proposed amendments to Whatcom Mobility 2040, which were included in the meeting packet, and answered questions posed by the members.

Because of the current public health crisis resulting from the COVID-19 pandemic, the Governor ordered all meetings of governmental bodies to be conducted online. For this reason, the public was informed in the Notice of Public Hearing published in *The*

Bellingham Herald on September 13, 2020, that comments pertaining to the proposed amendments to Whatcom Mobility 2040 must be submitted in writing to the Secretary of the Policy Board prior to the meeting. Mr. Wilson informed the Board that no public comment had been received.

MOTION: Mr. Sidhu moved, Mr. Lilliquist seconded, amend the Regional Transportation Goals section of Whatcom Mobility 2040, as presented.

MOTION PASSED

E. NEW BUSINESS

Mr. Drye provided an update on regional projects and WSDOT's financial position, and he answered questions posed by the members.

F. OBLIGATION STATUS UPDATE

Mr. Coe briefed the Board on current progress toward meeting the region's project delivery obligation target.

G. PLANNING DIRECTOR'S REPORT

Mr. Conroy briefed the Board on recent transportation planning activities.

H. ADJOURNMENT

There being no further business, the meeting adjourned at 5:03 p.m.

Robert H. Wilson, AICP
Secretary



MEMORANDUM

To: Whatcom Transportation Policy Board
From: Lethal Coe, Senior Planner
Date: January 11, 2021
Subject: WCOG TIP Amendments and Administrative Modifications

Amendment #1 (21-01) of the WCOG 2021 Transportation Improvement Program (TIP) includes the following:

1. Add Blaine project *Peace Portal Community Trail Phase 3* construction phase. This project obligated preliminary engineering in 2020 and is preparing to obligate for construction in 2022. This project is funded through regionally facilitated Transportation Alternatives program.

Formal TIP Amendments require review and resolution from the Policy Board to amend the current TIP and make federal funding accessible.

ACTION REQUESTED: Approve Amendment #1 for the Whatcom Council of Governments 2021 Transportation Improvement Program.

**WCOG 2021 TIP
Amendment #1 (21-01) Table**

#	Agency	Project Title	Amended Action	Added Funds	Total Cost	Fed Source
1	Blaine	<i>Peace Portal Community Trail Phase 3</i>	Add construction phase	286,351	356,351	TA

No Policy Board Action Required for Administrative Modifications

Recent Administrative Modifications - administrative modifications are less substantial project changes and are administered by WCOG staff.

(Pending Policy Board Action)

Agency	Project	Modification Administered	Total Costs	Federal Source
Whatcom	<i>Marine Drive Reconstruction</i>	Remove PE, decrease RW and increase CN funds	4,124,000	STBG / TA
WSDOT	<i>I-5/SB Lake Samish Vic - Stormwater Retrofit</i>	Modify project termini, length and environmental type	495,315	NHPP



whatcom council of governments

Memo

To: Whatcom Transportation Policy Board (WTPB)
Date: January 12, 2021
From: Hugh Conroy, Director of Planning *HC*
Subject: Resolution to adopt Washington State’s 2021 HSIP safety performance targets

Introduction

States and metropolitan planning organizations (MPOs) are entering the third year of planning under requirements updated in 2012 (as part of that year’s multi-year transportation appropriations act, Moving Ahead for Progress in the 21st Century, or MAP-21). MAP-21, among many other things, requires identification of performance measures and targets for safety.

Under these rules, states shall measure transportation safety performance using five USDOT-defined measures – permutations of crash statistics on all public roads reported by severity (fatal, serious injury) and expressed as five-year rolling averages of counts and rates-per-vehicle-miles-traveled. States and MPOs must then establish targets for improvement in terms of the five measures. **MPOs must establish targets either by 1) agreeing to plan and program projects so that they contribute toward the accomplishment of the state DOT target or 2) by developing and tracking their own target.**

Unlike other MAP-21 performance measures and targets, safety targets must be re-approved annually by states and MPOs – states by August 31 prior to the target year and MPOs by February 27 of the target year.

Preparation and coordination to date

Through the MPO-WSDOT Coordinating Committee, Washington State MPOs agreed to adopt Washington State’s commitment to Target Zero in February 2016.

WSDOT also updates a document that details the state’s target-setting and performance tracking process: Target Zero, crash data, reporting schedules, periodic revisions, and possible penalties to the state for underperformance. **This document, “MAP-21 & Safety – October 2020,” which also lists the updated targets for 2020, is attached.**

Additional notes

WSDOT has developed statewide calculations of the five USDOT metrics and is also providing these metrics for each MPO’s planning area (excerpt of Whatcom County’s proportion of the state targets is attached). These data are provided to inform regional planning and programing, not as assigned sub-targets for MPOs. The only performance targets to be tracked by USDOT are the *statewide* targets. Related to the above point, Washington MPOs are not exposed to penalties under this approach.

Target Zero (zero fatalities by 2030) is a hard target to meet but has been adopted by the state to continuously promote reductions of serious crashes. Targets must be revisited annually and there are processes established to adjust them.

Suggested motion

“In accordance with USDOT’s safety performance rules, the Whatcom Council of Governments Transportation Policy Board approves Resolution 21-01-1 (attached), adopting Washington’s 2021 Highway Safety Improvement Program (HSIP) targets and thus agrees to plan and program projects so that they contribute toward the accomplishment of the targets.”



Moving Ahead for Progress in the 21st Century Act - Final rules on traffic safety performance management

The U.S. Department of Transportation has issued two interrelated final rules governing traffic safety and safety-oriented performance management which became effective on April 14, 2016. These two rules are referred to in this folio as

- Rule #1 - Safety Performance Measures rule; (23 CFR §490)
- Rule #2 - Highway Safety Improvement Program (HSIP) rule; (23 CFR §924)

Both final rules relate to highway safety, the primary objective being to significantly reduce fatal and serious-injury crashes on all public roads. The Safety Performance Measures rule (Rule #1) also includes the goal of reducing traffic fatalities of and serious injuries to people using non-motorized transportation modes, namely bicyclists and pedestrians.

Safety Performance Reporting

Rule #1 specifies the performance management measures for safety, and defines the target setting process for State DOTs and Metropolitan Planning Organizations (MPOs). Per Rule #2, State DOTs will establish and report their safety targets and progress toward these targets in an annual Highway Safety Improvement Program (HSIP) report.

In general, MPOs establish targets by either agreeing to plan and program projects so that they contribute toward the accomplishment of the State DOT HSIP target, or by committing to a quantifiable target for their Metropolitan Planning Area. MPOs will report annually to their State DOT in a manner agreed upon and documented by both parties. MPOs would report safety performance in the Metropolitan Transportation Plan, as provided in U.S. Code 23 Section 134(i)(2)(C).

In Washington state, the MPOs and WSDOT worked together to jointly develop a collaborative approach in support of data, process, and target-setting decision making. This Target Setting Framework Group has agreed WSDOT will take the lead in establishing safety targets, which MPOs will adopt.

About this folio:

See inside for the official statewide safety targets for 2021, a description of the target setting approach for the five required safety performance measures in Washington state, and how this approach to target setting relates to the stipulations of MAP-21 rulemaking.

Summary of required performance measures

Rule #1 requires all State DOTs to report targets and performance with respect to the following safety performance measures:

- No. 1 - Number of fatalities on all public roads** (due June 30)
- No. 2 - Number of fatalities per 100 million vehicle miles traveled (VMT) on all public roads** (due June 30)
- No. 3 - Number of serious injuries on all public roads** (due June 30)
- No. 4 - Number of serious injuries per 100 million VMT on all public roads** (due Aug. 31)
- No. 5 - Number of non-motorist fatalities and serious injuries on all public roads (e.g. bicyclists and pedestrians)** (due Aug. 31)

Optional targets: States have the option to set additional targets for the performance measures for any number and combination of urbanized area boundaries, as well as for a single non-urbanized area. If optional targets are set, they will not be assessed when determining significant progress, and states will not incur penalties if they fail to show progress.

Overlapping measures/targets in the Highway Safety Plan: Targets for Measures No. 1-3 must also be reported to the National Highway Traffic Safety Administration by July 1 of each year. They must be numerically identical targets to those reported for MAP-21 compliance on August 31 as part of the HSIP. See the Timelines section inside for details.

MAP-21 Special Rules: Numeric targets are not required, but states must report performance in these two categories, and show improvement compared to baseline.

- Fatality rate on High Risk Rural Roads (due Aug. 31)
- Number of fatalities and serious injuries of drivers and pedestrians age 65 and older on all public roads (due Aug. 31)

WSDOT's target adoption

For the 2021 annual target setting process, WSDOT and its partners adopted the Target Zero target setting approach for MAP-21 where targets are set to achieve zero fatal and serious crashes by 2030 (see table below).

MAP-21 Safety Target Setting

Five-year rolling averages; number of persons, or number of persons per 100 million VMT

	2019 Baseline	2021 Official Targets
		Statewide MAP-21 Target (Target Zero)
No. 1 - Fatalities	542.8	444.1
No. 2 - Fatality rate	0.885	0.724
No. 3 - Serious injuries	2,208.6	1,807.0
No. 4 - Serious injury rate	3.599	2.944
No. 5 - Non-motorist fatalities & serious injuries	577.0	472.1

Data sources: Washington State Traffic Safety Commission - Fatality Analysis Reporting System; Washington State Department of Transportation - Transportation Data, GIS & Modeling Office.

FHWA's "Significant Progress" measurement

At the end of each reporting period, FHWA will determine whether a state has made overall "significant progress" toward achieving its safety targets. The penalties listed on the back page of this folio will apply to the State DOT if FHWA deems it has not made that progress.

To make significant progress overall, a state must achieve at least four out of five targets. For each measure, there are two ways this can be done. For example, the value of the 5-year rolling average from 2015 to 2019 had to be:

- At or below the target set in 2017 for the 2019 year, OR
- At or below the 2018 (baseline) level. The FHWA included this provision to avoid punishing aspirational target setting.

If either of these conditions is met, the state has made significant progress for that individual measure. It must do so in any four of the five measures to have made significant progress overall and avoid the penalty provisions.

WSDOT uses Target Zero to reduce traffic fatalities and serious injuries

Per MAP-21, states are required to develop a Strategic Highway Safety Plan (SHSP). Washington state's plan is called Target Zero, which is used as the foundation for the target setting process (<http://www.targetzero.com>).

WSDOT crashes decreased overall from 2004 to 2013 in all areas with the exception of crashes involving those who bike and walk, since then fatal and serious crashes have generally increased due to traffic

and economic growth in the state. Because of this, WSDOT is not likely to achieve significant progress toward these targets. WSDOT and its partners concur that Target Zero should be consistently used to move Washington forward with fatality and serious injury reductions. WSDOT will continue to monitor investment levels, changes in total crashes and injuries, and select crash countermeasures that it believes will provide a high return on investment.

The general process for generating trend and target information as prescribed by Rule #1 proceeds as follows:

- Calculate the annual number of fatalities, serious injuries, and Vehicle Miles Traveled (VMT).
- A 5-year rolling average is calculated for each performance measure. For example, in the graph for Measure No. 1, data from 2006-2010 creates the value of the rolling average in 2010—535.4 fatalities. Data from 2007-2011 creates the next 5-year rolling average in 2011.
- The rolling 5-year average value for 2019 will be set as the baseline performance (annual average of 2015 through 2019).

States are then free to develop targets using methods determined by the state. In Target Zero and Washington state's particular approach to target setting, the method to establish targets continues:

- A straight line will be drawn from the baseline value to a zero value in 2030. (The line is redrawn with each new year of data.)
- The value of the Target Zero trendline in 2021 becomes the target for the performance measure in 2021 as shown on the following page.

WSDOT submits State 2021 Highway Safety Improvement Program Report to FHWA

WSDOT and WTSC updated all five statewide targets for the upcoming year of 2021. These targets were submitted to FHWA as part of the 2021 Highway Safety Improvement Program (HSIP) report which was approved by FHWA on September 30, 2020.

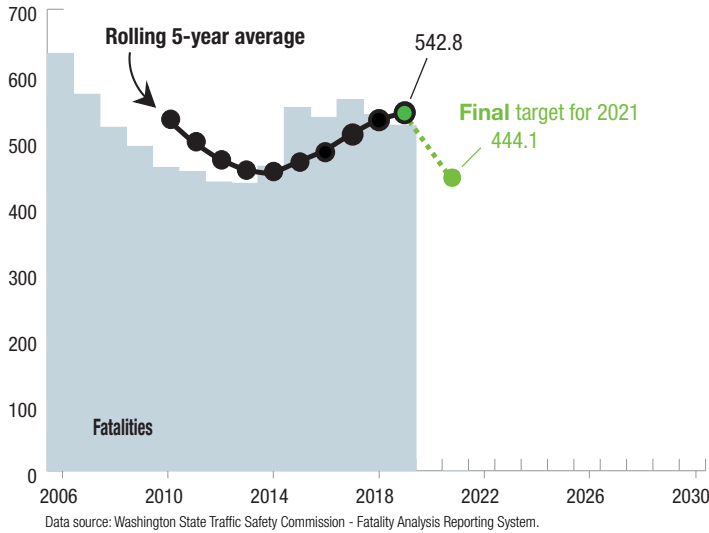
MPOs have until February 28, 2021 (180 days after the HSIP reporting deadline) to either agree to plan and program projects so they contribute toward the accomplishment of the State DOT HSIP targets, or commit to a quantifiable target for their Metropolitan Planning Area. In Washington state, MPOs have agreed to adopt the WSDOT targets.

Based on an earlier FHWA determination, WSDOT failed to make significant progress on the five safety targets for 2020, which WSDOT submitted in 2019.

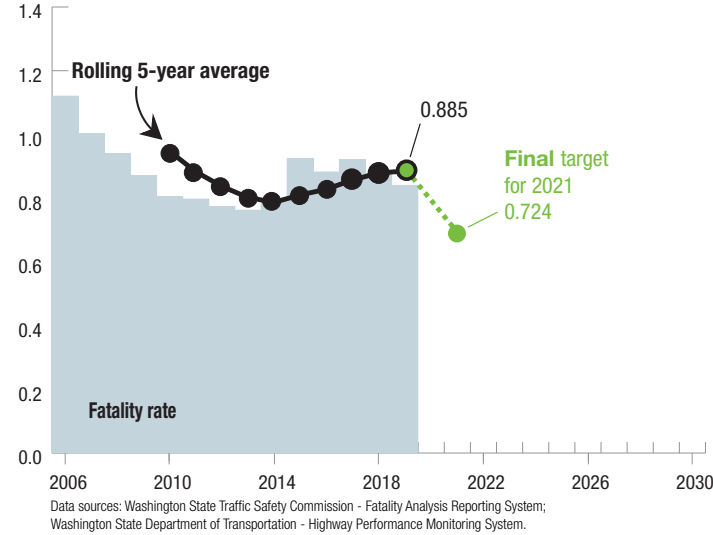
About these graphs

These graphs display the final 2021 targets for each of the five MAP-21 safety performance measures, and show targets developed by WSDOT in coordination with Washington State Traffic Safety Commission.

Measure No. 1 - Fatalities
2006 through 2030

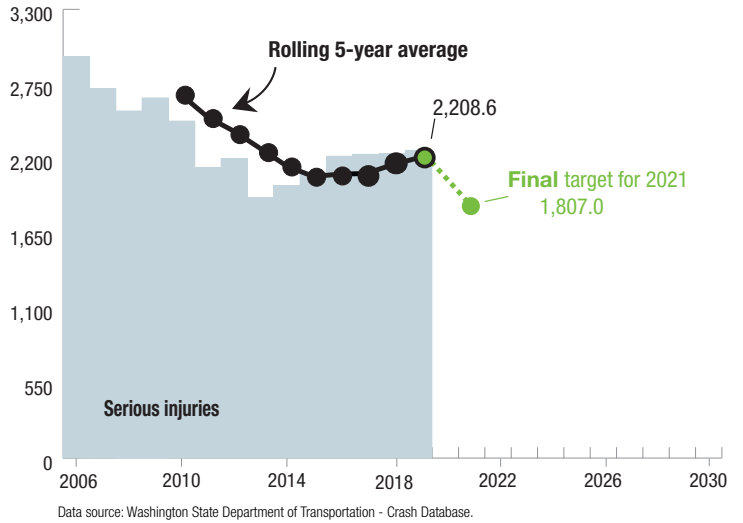


Measure No. 2 - Fatality rate per million VMT
2006 through 2030

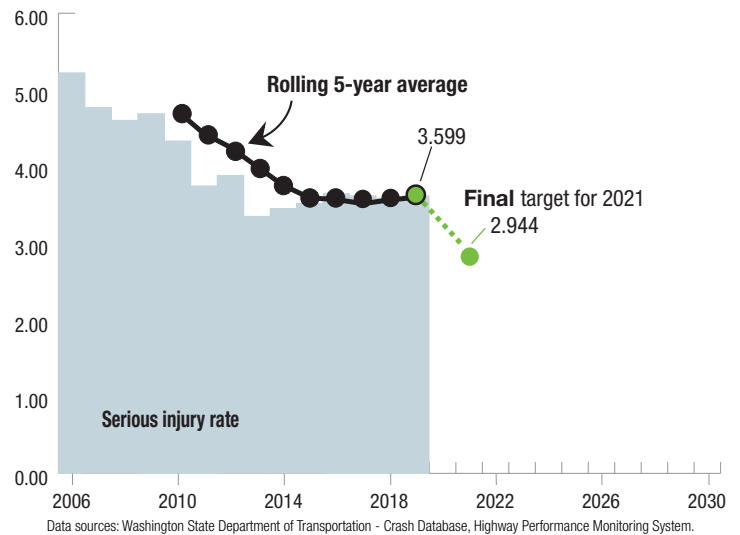


Notes for all graphics: Fatality data for 2018 is finalized as of January 2020, serious injury count for 2018 is as of August 2020. All data for 2019 is preliminary as of August 2020. Under 23 U.S. Code § 148 and 23 U.S. Code § 409, safety data, reports, surveys, schedules, lists compiled or collected for the purpose of identifying, evaluating, or planning the safety enhancement of potential crash sites, hazardous roadway conditions, or railway-highway crossings are not subject to discovery or admitted into evidence in a federal or state court proceeding or considered for other purposes in any action for damages arising from any occurrence at a location mentioned or addressed in such reports, surveys, schedules, lists, or data.

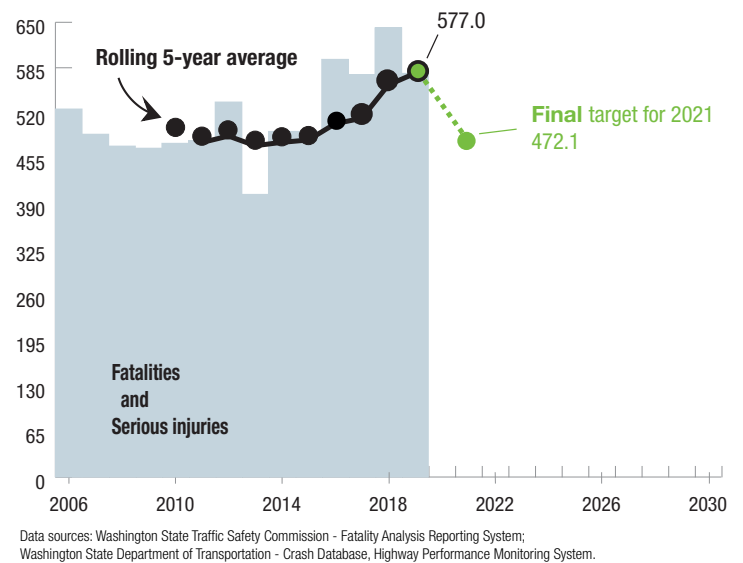
Measure No. 3 - Serious injuries
2006 through 2030



Measure No. 4 - Serious injury rate per 100 million VMT
2006 through 2030



Measure No. 5 - Non-motorist fatalities and serious injuries
2006 through 2030



Penalties

As described in U.S. Code 23 Section 148(i), for the Final Safety Performance Rule (Rule #1), if the U.S. Department of Transportation (U.S. DOT) Secretary will determine if a state has not met or made significant progress toward achieving its safety performance targets by the date that is two years after the establishment of its targets, the State DOT would:

- Dedicate its obligation authority equal to the apportionment for HSIP to the state for the prior year to highway safety improvement projects until the U.S. DOT Secretary determines that the state has made significant progress or met the targets; and
- Annually submit to U.S. DOT a safety implementation plan until the U.S. DOT Secretary determines that the state has made significant progress or met the targets.

See WSDOT's [MAP-21 Funding and Performance Penalties](#) folio for full details, including special rule penalties.

Data used for target setting

- Number of traffic fatalities for all public roads
- Rate of traffic fatalities per 100 million Vehicle Miles Traveled (VMT) for all public roads¹
- Number of serious traffic injuries for all public roads
- Rate of serious traffic injuries per 100 million VMT for all public roads¹
- Bicyclist/Pedestrian fatalities and serious injuries for all public roads²
- Fatality and serious injury data for drivers and pedestrians age 65 and older³
- Rate of traffic fatalities for all High Risk Rural Roads (HRRR)^{1 3}

Notes: Crash data is available for all Washington public roads and annual summaries are also available by county. WSDOT entered into a data sharing agreement with the Washington Traffic Safety Commission to incorporate the fatality data necessary for target setting. **1** The Federal Highway Administration (FHWA) requires the use of Highway Performance Monitoring System (HPMS) data for any performance metric involving estimated vehicle miles travelled. **2** This data is required as part of the Fiscal Year 2015 Omnibus Appropriations Bill. **3** This data satisfies a MAP-21 special rule reported at the statewide level to FHWA, that may be of interest to MPOs.

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Title VI Statement to Public: It is the Washington State Department of Transportation's (WSDOT) policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with WSDOT's Office of Equal Opportunity (OEO). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OEO's Title VI Coordinator at (360) 705-7082.

What is the current distribution of HSIP funds?

Safety: Federal Highway Safety Improvement Program (HSIP) funding provided to the state is split based upon fatal and serious injury crash data on state and local facilities. The HSIP funds are used to implement engineering countermeasures which reduce fatal and serious injury crashes. For the 2019-2021 reporting period, it is anticipated that the State of Washington will receive approximately \$40 million each fiscal year for the HSIP program. Of this, approximately \$12 million will be allocated to state roadways and \$28 million to local roadways. WSDOT prioritizes the improvements on state and local facilities based on crash data and benefit-cost analysis. The HSIP is one component of WSDOT's total annual expenditure on safety projects.

Data collection

- MAP-21 requires fatality data from the Washington State Traffic Safety Commission's (WTSC) Fatality Analysis Reporting System (FARS) and serious injury data from WSDOT's system.
- State law enforcement officers record crash events in The Washington State Police Traffic Collision Report. This report is the sole source for all WSDOT serious injury data and most FARS data, with few exceptions.
- MAP-21 requires Vehicle Miles Traveled (VMT) data from WSDOT's Highway Performance Monitoring System. Along with the number of fatalities or serious injuries, VMT is used to calculate the rate of fatalities or serious injuries per 100 million VMT.
- WSDOT's serious injury data and FARS fatality data for the previous calendar year is preliminarily available in about February and April of the following year, respectively. WSDOT's VMT data is available about June of the following calendar year.

For more information

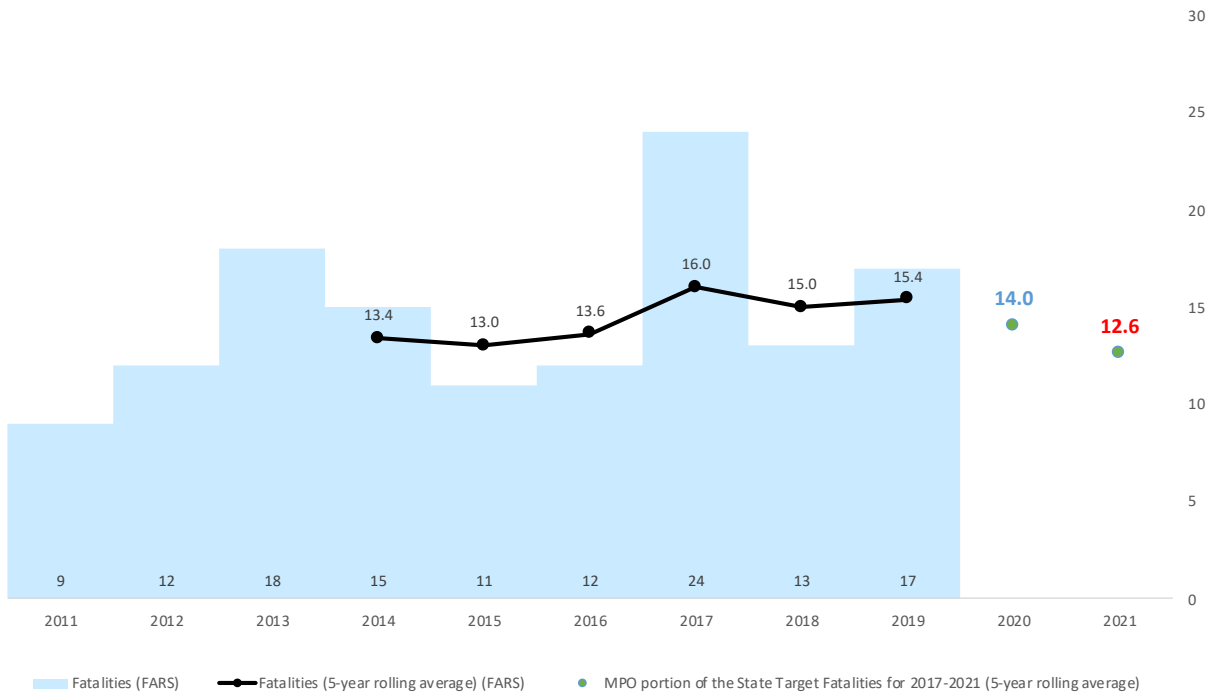
MAP-21 safety requirements information: John Milton, Director of Transportation Safety and Systems Analysis (360) 704-6363 or MiltonJ@wsdot.wa.gov.

Traffic crash fatal and serious injury data: Mike Bernard at (360) 570-2454, BernarM@wsdot.wa.gov. Data is protected by U.S. Code 23 §148 and §409, but can be requested.

WSDOT Demonstration of MPO Portions of Adopted State Safety Targets: October 2020
 Excerpt of WCOG tables

Measure No. 1 - Fatalities 2011 through 2019

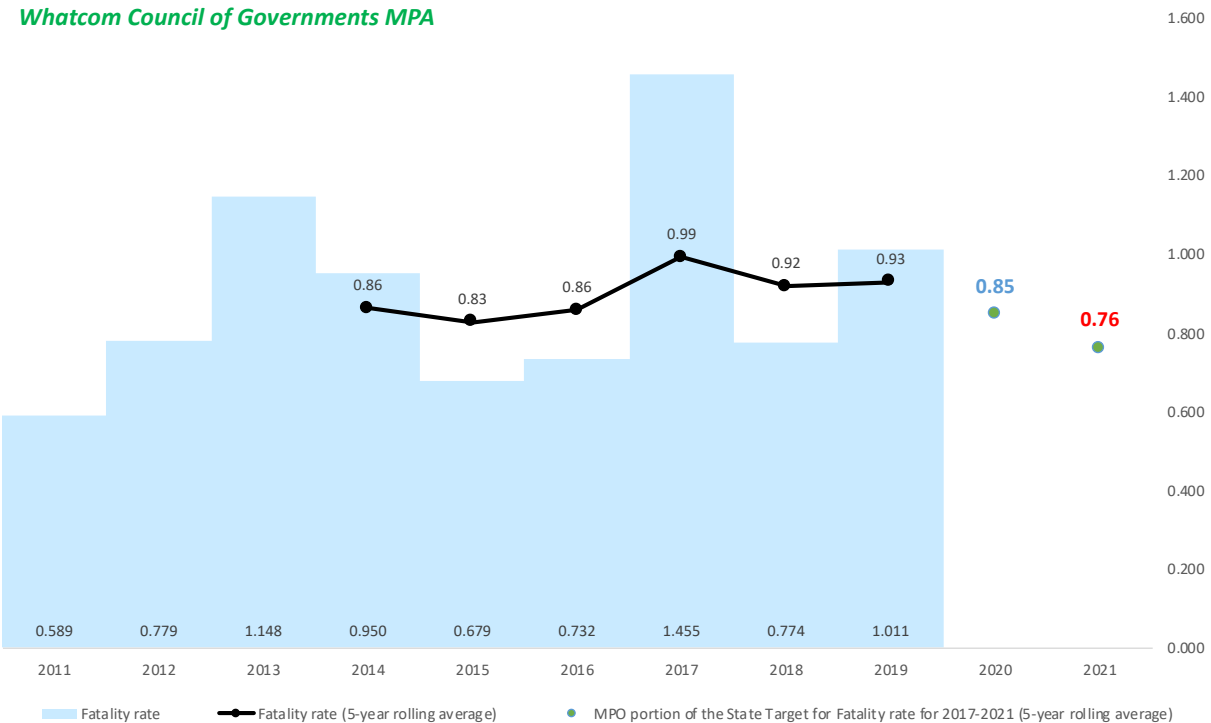
Whatcom Council of Governments MPA



Data Source: Fatality Analysis Reporting System, Preliminary 2019 Q4 release (ARF) (May 2020), Washington Traffic Safety Commission.
 Under 23 U.S. Code § 148 and 23 U.S. Code § 409, safety data, reports, surveys, schedules, lists compiled or collected for the purpose of identifying, evaluating, or planning the safety enhancement of potential crash sites, hazardous roadway conditions, or railway-highway crossings are not subject to discovery or admitted into evidence in a Federal or State court proceeding or considered for other purposes in any action for damages arising from any occurrence at a location mentioned or addressed in such reports, surveys, schedules, lists, or data.

Measure No. 2 - Fatality Rate (Fatalities per 100 million VMT)

Whatcom Council of Governments MPA

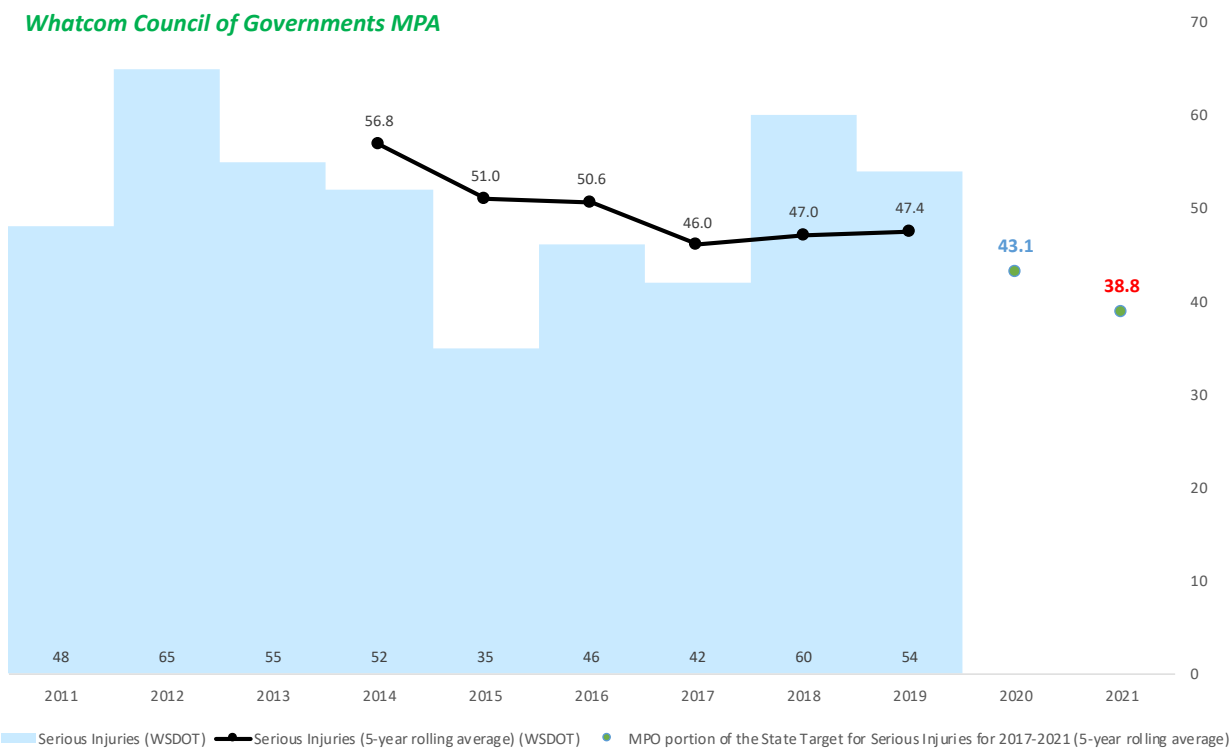


Data Source: Fatality Analysis Reporting System, Preliminary 2019 Q4 release (ARF) (May 2020), Washington Traffic Safety Commission;
 VMT from Highway Performance Monitoring System, Washington State Department of Transportation.
 Under 23 U.S. Code § 148 and 23 U.S. Code § 409, safety data, reports, surveys, schedules, lists compiled or collected for the purpose of identifying, evaluating, or planning the safety enhancement of potential crash sites, hazardous roadway conditions, or railway-highway crossings are not subject to discovery or admitted into evidence in a Federal or State court proceeding or considered for other purposes in any action for damages arising from any occurrence at a location mentioned or addressed in such reports, surveys, schedules, lists, or data.

WSDOT Demonstration of MPO Portions of Adopted State Safety Targets: October 2020
 Excerpt of WCOG tables

Measure No. 3 - Serious injuries

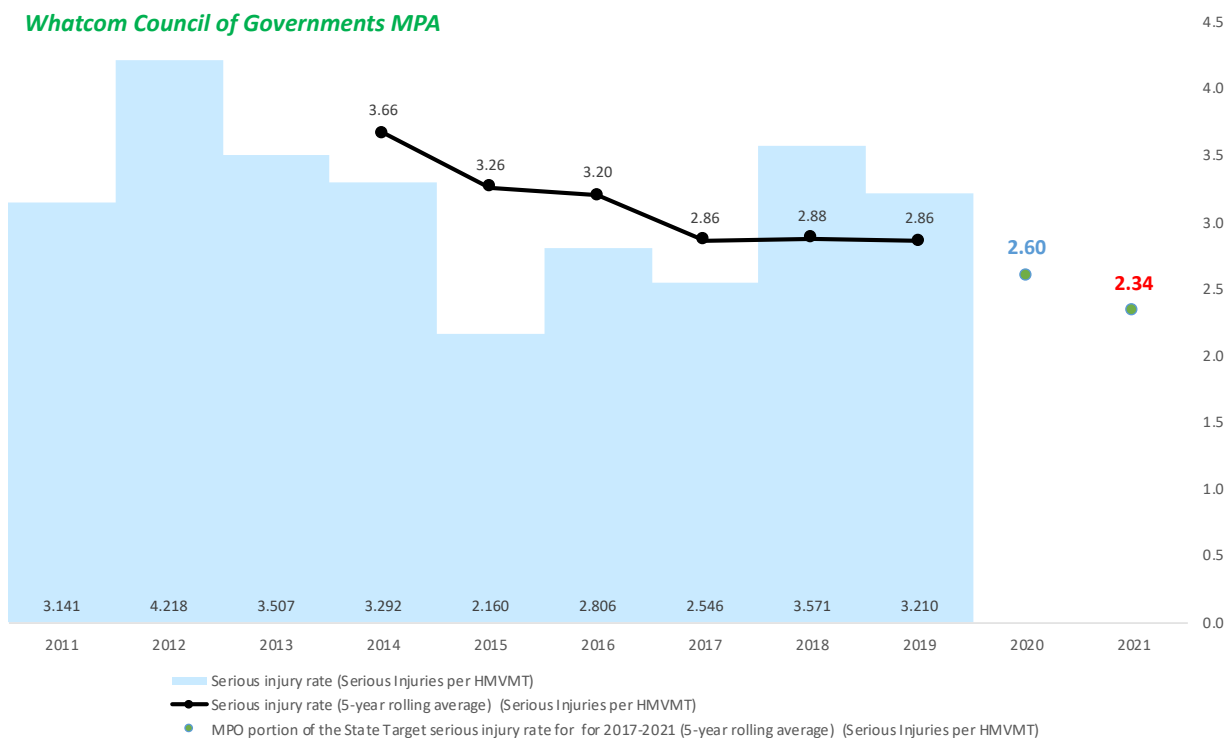
Whatcom Council of Governments MPA



Data Source: WSDOT Engineering Crash Data (May 2020), Washington State Department of Transportation
 Under 23 U.S. Code § 148 and 23 U.S. Code § 409, safety data, reports, surveys, schedules, lists compiled or collected for the purpose of identifying, evaluating, or planning the safety enhancement of potential crash sites, hazardous roadway conditions, or railway-highway crossings are not subject to discovery or admitted into evidence in a Federal or State court proceeding or considered for other purposes in any action for damages arising from any occurrence at a location mentioned or addressed in such reports, surveys, schedules, lists, or data.

Measure No. 4 - Serious Injury Rate (Serious injuries per 100 million VMT)

Whatcom Council of Governments MPA

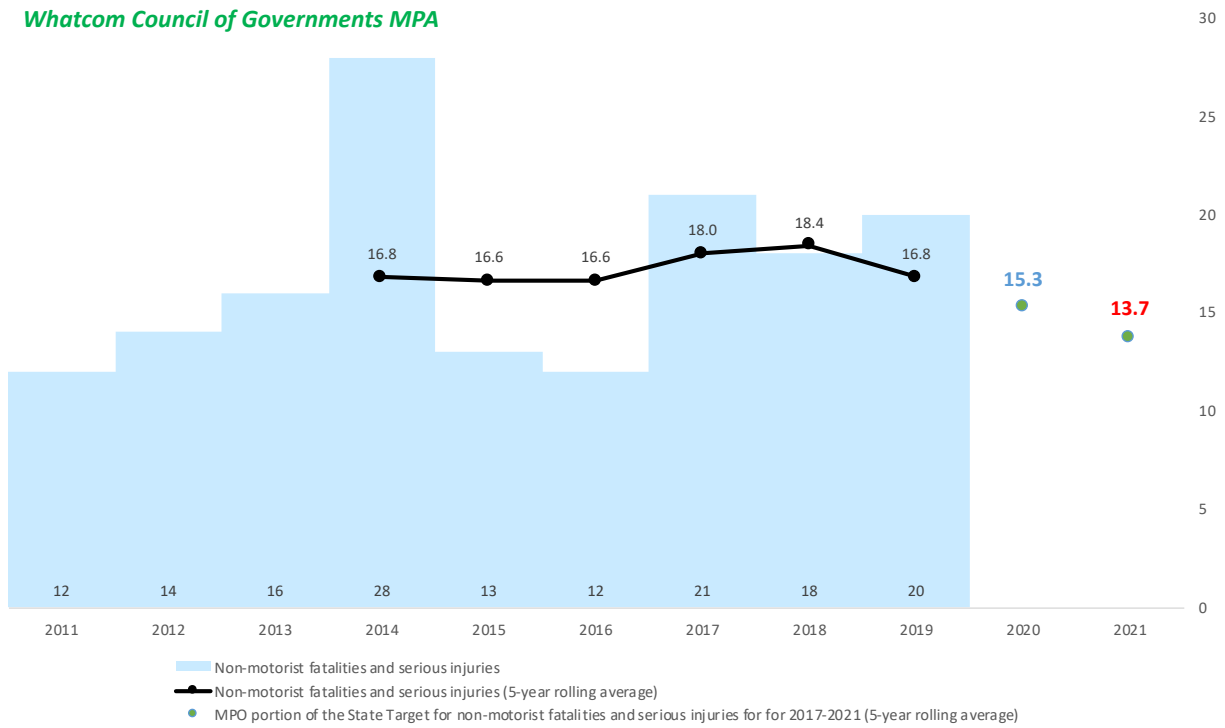


Data Sources: WSDOT Engineering Crash Data (May 2020), Washington State Department of Transportation.; VMT from Highway Performance Monitoring System, Washington State Department of Transportation.
 Under 23 U.S. Code § 148 and 23 U.S. Code § 409, safety data, reports, surveys, schedules, lists compiled or collected for the purpose of identifying, evaluating, or planning the safety enhancement of potential crash sites, hazardous roadway conditions, or railway-highway crossings are not subject to discovery or admitted into evidence in a Federal or State court proceeding or considered for other purposes in any action for damages arising from any occurrence at a location mentioned or addressed in such reports, surveys, schedules, lists, or data.

WSDOT Demonstration of MPO Portions of Adopted State Safety Targets: October 2020
Excerpt of WCOG tables

Measure No. 5 - Non-motorist fatalities and serious injuries

Whatcom Council of Governments MPA



Data Sources: WSDOT Engineering Crash Data (May 2020), Washington State Department of Transportation.; VMT from Highway Performance Monitoring System, Washington State Department of Transportation.

Under 23 U.S. Code § 148 and 23 U.S. Code § 409, safety data, reports, surveys, schedules, lists compiled or collected for the purpose of identifying, evaluating, or planning the safety enhancement of potential crash sites, hazardous roadway conditions, or railway-highway crossings are not subject to discovery or admitted into evidence in a Federal or State court proceeding or considered for other purposes in any action for damages arising from any occurrence at a location mentioned or addressed in such reports, surveys, schedules, lists, or data.

**Draft resolution
Proposed for adoption**



**WHATCOM TRANSPORTATION POLICY BOARD
RESOLUTION NO. 21-01-1**

ADOPTING STATEWIDE SAFETY PERFORMANCE TARGETS

WHEREAS, the 2012 federal transportation act, Moving Ahead for Progress in the 21st Century (MAP-21) established a performance management framework for state departments of transportation and metropolitan planning organizations such as the Whatcom Council of Governments, and

WHEREAS, in accordance with 23 CFR §490 and 23 CFR §924, the MAP-21 performance framework includes traffic safety objectives of significantly reducing fatal and serious-injury crashes on all public roads and reducing fatalities and serious injuries to people using non-motorized transportation modes such as walking and bicycling, and

WHEREAS, states are required to annually set targets for each measure, and Washington State has set its 2020 Highway Safety Improvement Program safety performance targets as follows,

1. Number of fatalities on all public roads (rolling five-year average): 441.1
2. Fatality rate per million vehicle miles traveled (VMT) (rolling five-year average): 0.724
3. Serious injuries (rolling five-year average): 1,807
4. Serious injury rate per 100 million VMT: 2.944
5. Non-motorist fatalities and serious injuries: 472.1 and,

WHEREAS, metropolitan planning organizations must agree to plan and program projects that contribute to their state’s annually-adopted targets, or commit to other quantifiable targets, and

WHEREAS, Washington’s metropolitan planning organizations have agreed to adopt the safety targets established by Washington State.

NOW, THEREFORE, IT IS RESOLVED that the Whatcom Transportation Policy Board agrees to plan and program projects in the Whatcom metropolitan planning area that will contribute to the attainment of Washington State’s 2021 Highway Safety Improvement Program targets for each of the five aforementioned measures.

Adopted this Twenty-first day of January 2021, in the City of Bellingham, Washington, a quorum being present.

Robert H. Wilson, AICP, Secretary



whatcom council of governments

Memo

To: Whatcom MPO/RTPO Transportation Policy Board (WTPB)
Date: January 13, 2021
From: Hugh Conroy, Director of Planning *HC*
Subject: Regional ranking of project funding proposals for WSDOT's 2021-23 Consolidated Grant Program.

WSDOT Consolidated Grants Program

Every two years, through its Consolidated Grants Program (CGP), WSDOT avails funding from combined sources dedicated to human-services transportation needs. These funding sources include Federal Transit Administration (FTA) funds and state funds. Eligible uses include transit capital and operations, technology applications, mobility management, and planning.

For CG Program applications to be considered for funding, proposed projects must:

- 1) be listed in an approved, regional Human Services Transportation Plan (HSTP), and
- 2) be reviewed and ranked by a regional review committee.

Funding applications for WSDOT's 2021-23 CG Program were due on October 30, 2020. Five applications were submitted by organizations in Whatcom County. Applying a consensus-based and documented review process based on WCOG's HSTP goals and strategies, our project review committee (composed of volunteers from the HSTP stakeholder group, WCOG's Citizen's Transportation Advisory Group (CTAG), and project proponents) ranked the projects as shown in the table below.

Based on county populations, WSDOT allocates a number of letter grades that regional ranking committees are to assign to proposals. Whatcom County is allocated two As, three Bs, and three Cs. These are allocated per the committee's straight numerical ranking as shown in the table below.

Rank	Title	SFY '21-23 Request	Regional letter grade
1	WTA Paratransit Vehicle Replacements	\$1,440,000	A
2	WTA Mobility Management	\$354,032	A
3	Lummi Transit Operations	\$589,050	B
4	WTA Cross-county Paratransit Feasibility Study	\$45,000	B
5	Blaine-Birch Bay Multi Modal Connectivity - planning	\$47,500	B

Policy Board approval of the committee's recommended ranking

The Policy Board is asked to approve the committee's ranking of the SFY 2021-23 CG Program funding proposals. The rankings (and letter grades) will be submitted to WSDOT for the remainder of the project-evaluation process and final funding decisions.

Suggested motion

"The Whatcom Council of Governments Transportation Policy Board approves the regional ranking of the FY 21-23 Whatcom County funding proposals to WSDOT's Consolidated Grants Program as presented."



MEMORANDUM

To: Whatcom Transportation Policy Board
From: Ron Cubellis, CPA AICP
Deputy Executive Director
Date: January 12, 2021
Subject: Consideration of the 2021 Cost Allocation Plan

Request approval of the WCOG 2021 Cost Allocation Plan.

BACKGROUND

A cost allocation plan is the federally approved way to allocate overhead and employee benefits to federally funded activities. The US Government wants to make sure they are not paying more than their fair share of the indirect expenses such as administrative staff, rent, paid holidays, etc.

The 2021 allocation plan that follows is a restatement of the WCOG 2021 budget adopted by the Council Board last month. If the year goes exactly as budgeted, the rates determined by the plan will ensure that WCOG recaptures the full overhead and benefit costs incurred during the year. This method is referred to as *fixed rate with carryforward*. The carryforward comes into play when life doesn't unfold as we plan. The following year's rates are adjusting for under or over recaptured amounts carried forward from the prior year.

RECOMMENDATION

Staff recommends approval of the 2021 Cost Allocation Plan.

REQUESTED ACTION

Approve the Whatcom Council of Governments 2021 Cost Allocation Plan as presented.

Draft



2021 Cost Allocation Plan

Whatcom Council of Governments
314 East Champion Street
Bellingham, WA 98225
(360) 676-6974

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WHATCOM COUNCIL OF GOVERNMENTS COST ALLOCATION PLAN PROPOSAL CERTIFICATION

January 1, 2021 – December 31, 2021

This is to certify that I have reviewed the cost allocation plan proposal submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal dated January 12, 2021, to establish billing or final indirect cost rates for January 1, 2021 through December 31, 2021, are allowable in accordance with the requirements of 2 CFR Part 200 and the Federal award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the Federal awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

I declare that the foregoing is true and correct.

Whatcom Council of Governments

Robert H. Wilson, Executive Director

Date

Passed and approved this 20th day of January, 2021, in Bellingham, Washington, a quorum being present.

Board Officer signature & title

Draft

INTRODUCTION

The Whatcom Council of Governments eliminated one staff position and substantially furloughed 2 others in mid-2020. This caused indirect costs to be under-recovered without those direct wages being billed to reimbursable grants. The 2021 indirect cost rate therefore includes an extra 8.5% to recapture the 2020 under-recovery. The fringe benefit rate was not impacted as much since benefit expenses for the eliminated position ended with the position. 2021 staffing levels, indirect costs and benefits are expected to return to 2019 levels for the 8 remaining employees. For comparison, the 2020 indirect and benefit rates were 62.18% and 68.26% respectively.

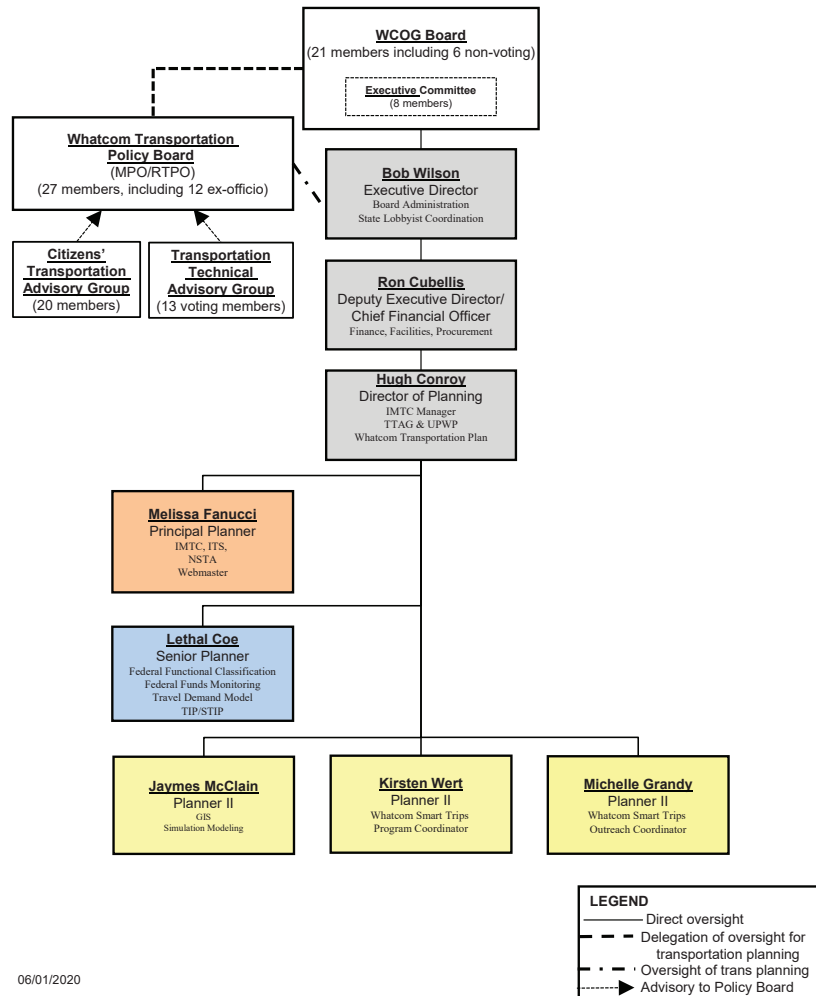
The 2021 fixed rates are:

Indirect Costs	77.72%
Fringe Benefits	69.19%

ALLOCATION METHOD

The Whatcom Council of Governments uses the fixed rate with carry forward method to allocate indirect costs and fringe benefits. During the budgeting process rates are established by estimating indirect cost as a percentage of direct labor costs and the fringe benefits as a percentage of direct, excluded and indirect labor costs. The rates are used to allocate indirect and fringe benefit costs each month regardless of actual costs incurred. After the close of each calendar year, the indirect and fringe costs recovered are compared to the actual costs to determine the amount to carry forward as an adjustment to the following year's rates.

Whatcom Council of Governments 2021 Organizational Structure



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Table 1: 2020 Income and Expenses

Whatcom Council of Governments Actual 2020 Income & Expenditures		
INCOME		
Member Dues	\$	163,442
Local		91,534
State		330,093
Federal		997,748
Interest Income		4,195
Miscellaneous		81,254
TOTAL INCOME		\$ 1,668,266
EXPENSES		
Communication Services	\$	21,081
Consultants & Contracted Svcs		407,169
Incentives		4,679
Insurance - Property & Liability		10,439
Office Equipment & Software		58,701
Payroll - Salaries & Wages		742,370
Payroll - Benefits & Taxes		318,572
Printing		29,379
Professional Development		4,190
Rent		70,536
Repair & Maintenance		2,407
Supplies		14,036
Travel		3,059
Utilities		13,102
Miscellaneous		906
TOTAL EXPENSES		\$ 1,700,626

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Table 2: 2020 Indirect Salaries & Benefits

POSITION	SALARIES	BENEFITS	TOTALS
Executive Director	\$ 14,726	\$ 10,052	\$ 24,778
Deputy Director	98,377	67,152	165,529
Principal Planner	2,021	1,380	3,401
Planner II	114	78	192
Totals	\$ 115,238	\$ 78,662	\$ 193,900

Table 3: Reconciliation of 2020 Indirect Cost Recovery

2020 Actual Expenses	Total Expenses	Indirect	Excluded	Direct
Wages (excluding paid leave)	\$624,968	\$115,238	\$ 1,239	\$ 508,491
Benefits (including paid leave)	435,974	78,662	846	356,466
Subtotal	\$ 1,060,942	\$ 193,900	\$ 2,085	\$ 864,957
Communication Services	21,081	8,410	-	12,671
Consultants & Contracted Svcs	407,169	21,015	41,925	344,229
Incentives	4,679	-	-	4,679
Insurance - Property & Liability	10,439	10,439	-	-
Office Equipment & Software	58,701	40,995	-	17,706
Printing	29,379	-	-	29,379
Professional Development	4,190	853	86	3,251
Rent	70,536	70,536	-	-
Repair & Maintenance	2,407	2,407	-	-
Supplies	14,036	6,395	-	7,641
Travel	3,059	-	147	2,912
Utilities	13,102	13,102	-	-
Miscellaneous	906	656	250	-
Subtotal	\$ 639,684	\$ 174,808	\$ 42,408	\$ 422,468
Totals	\$1,700,626	\$ 368,708	\$ 44,493	\$ 1,287,425
		\$368,708		Actual year 2020 indirect costs
		(7,358)		+/- 2019 indirect cost carry-forward
		\$ 361,350		Indirect eligible for recovery in 2020
		316,180		Indirect cost recovered in 2020
		\$ 45,170		Under/(over) recovery in 2020
				(carried forward into 2021 rate)

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Table 4: Estimated 2021 Indirect Salaries & Benefits

POSITION	SALARIES	BENEFITS	TOTALS
Executive Director	\$ 6,529	\$ 4,393	\$ 10,922
Deputy Director	106,416	71,604	178,020
Principal Planner	2,049	1,379	3,428
Totals	\$ 114,994	\$ 77,376	\$ 192,370

Table 5: 2021 Estimated Indirect, Excluded & Direct Costs

2021 Proposed Expenses	Total Expenses	Indirect	Excluded	Direct
Wages (excluding paid leave)	\$ 641,161	\$ 114,994	\$ -	\$ 526,167
Benefits (including paid leave)	421,456	77,376	-	344,080
Subtotals	\$ 1,062,617	\$ 192,370	\$ -	\$ 870,247
Communication Services	25,600	13,000	-	12,600
Consultants & Contracted Svcs	191,173	15,000	44,273	131,900
Incentives	10,000	-	-	10,000
Insurance - Property & Liability	10,500	10,500	-	-
Office Equipment & Software	37,960	37,960	-	-
Printing	15,700	-	-	15,700
Professional Development	11,500	1,350	-	10,150
Rent	71,100	71,100	-	-
Repair & Maintenance	3,000	3,000	-	-
Supplies	9,800	4,500	-	5,300
Travel	14,900	2,000	-	12,900
Utilities	13,000	13,000	-	-
Miscellaneous	-	-	-	-
Subtotals	\$ 414,233	\$ 171,410	\$ 44,273	\$ 198,550
Totals	\$ 1,476,850	\$ 363,780	\$ 44,273	\$ 1,068,797

Table 6: 2021 Indirect Cost Rate Calculation

CY 2021 Budgeted Indirect Cost	\$ 363,780		
CY 2020 Indirect carry-forward	45,170		
	<u>\$ 408,950</u>		
CY 2021 Budgeted Direct Salaries	\$ 526,167		
Total Indirect Cost	408,950		
	-----	=	77.72%
Total Direct Salaries	526,167		

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Table 7: Reconciliation of 2020 Fringe Benefit Recovery

2020 Actual Benefit Expenses	Total	
Holiday Leave	\$ 38,300	
Sick Leave	16,740	
Vacation Leave	61,409	
Other Paid Leave	953	
Subtotal	\$ 117,402	
Dental	11,302	
Disability	3,265	
Health Insurance	125,170	
Life Insurance	953	
Medicare Tax	11,449	
Retirement Contributions	95,240	
Social Security	45,790	
Unemployment Tax	20,687	
Vision	2,213	
Workers Compensation Insurance	2,503	
Subtotal	\$ 318,572	
Totals	\$ 435,974	Actual 2020 Fringe Benefit costs incurred
	12,762	+/- 2019 fringe benefit carry-forward
	\$ 448,736	Fringe benefits eligible for recovery in 2020
	<u>426,603</u>	Fringe benefits recovered in 2020
	\$ <u>22,133</u>	Under/(over) recovered for 2020 (carried forward into 2021 rate)

Table 8: Estimated 2021 Fringe Benefit Costs

Benefit	Budget Amount
Holiday Leave	\$ 37,715
Sick Leave	20,308
Vacation Leave	55,122
Other Paid Leave	-
Subtotal	\$ 113,145
Dental	11,842
Disability	3,191
Health Insurance	121,780
Life Insurance	906
Medicare Tax	10,780
Retirement Contributions	87,575
Social Security	46,767
Unemployment Tax	20,875
Vision	1,923
Workers Compensation Insurance	2,672
Subtotal	\$ 308,311
Total Estimated Fringe Benefits	\$ 421,456

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Table 9: 2021 Fringe Benefit Rate Calculation

CY 2021 Budgeted Fringe Benefits	\$	421,456	
CY 2020 Fringe Benefit carry-forward		22,133	
CY 2021 Recoverable Fringe Benefits estimate	\$	443,589	
CY 2021 Budgeted Direct Salaries	\$	526,167	
CY 2021 Budgeted Indirect Salaries		114,994	
CY 2021 Budgeted Excluded Salaries		-	
Total Salaries & Wages (excluding paid leave)	\$	641,161	
		Total Fringe Benefits	443,589
		-----	= 69.19%
		Total Salaries (excluding paid leave)	641,161