



WHATCOM TRANSPORTATION POLICY BOARD

Wednesday, January 17, 2018, 3:30-5:00 p.m.

Gordon W. Rogers Conference Room

314 East Champion Street

Bellingham, Washington

AGENDA

PAGES

- A. CALL TO ORDER
- B. PUBLIC COMMENT
Citizens may speak informally to the Board on matters pertinent to its statutory responsibilities and which are not the subject of a public hearing. *Each speaker is allowed a maximum of three minutes.*
- C. AGENDA APPROVAL*
- 2-5 D. APPROVAL OF MINUTES*
Meeting of October 11, 2017
- E. OLD BUSINESS
- 6-7 F. PUBLIC HEARING
Amend the 2018 WCOG Transportation Improvement Program (TIP)
 - 1. Staff Presentation – Lethal Coe
 - 2. Open Public Hearing – Citizens may address the Board on the subject of the hearing *for a maximum of three minutes.*
 - 3. Close Public Hearing*
 - 4. Board Discussion
- 8-17 G. NEW BUSINESS
 - 1. TIP Amendment No. 1801*
 - 18-22 2. Adopt 2018 WCOG Cost Allocation Plan – Ron Cubellis*
 - 23-25 3. Adopt Washington’s Highway Safety Improvement Program Target – Hugh Conroy*
 - 4. Appointment of Mark Robbins to Citizens’ Transportation Advisory Group – Bob Wilson*
 - 5. Other New Business (if any)
- H. PLANNING DIRECTOR’S REPORT – Hugh Conroy
- I. CORRESPONDENCE
- J. BOARD OPEN FORUM
- K. ADJOURN

* Action item

Persons with disabilities needing a special accommodation for this meeting should contact the WCOG office at (360) 676-6974, at least six (6) days prior to the meeting to receive assistance.

Para asistencia en español, por favor llame al (360) 685-8389.

WHATCOM TRANSPORTATION POLICY BOARD
MINUTES – DRAFT
October 11, 2017

IN ATTENDANCE:

MEMBERS VOTING: Michael McAuley, Port of Bellingham (1st Vice-Chairman); Terry Bornemann, Bellingham; Harry Robinson, Blaine; Jon Mutchler, Ferndale; Scott Korthuis, Lynden; Tom Jones, Nooksack; Todd Carlson (for Jay Drye), WSDOT; Satpal Sidhu, Whatcom County; Paul Greenough, WTA; EX-OFFICIO: Donna Gibbs, Western Washington University

GUESTS Michael Lilliquist, Bellingham; Tom Parker, Parker Northwest; Joe Rutan, Whatcom County; Pete Stark, WTA; Greg Young, Ferndale

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

A. CALL TO ORDER

First Vice-Chairman McAuley, acting as chairman, called the meeting to order at 4:31 p.m. with a quorum present.

B. PUBLIC COMMENT

No members of the public were present.

C. AGENDA APPROVAL

MOTION: Mr. Korthuis moved, Mr. Bornemann seconded, to approve the agenda.

MOTION PASSED

D. MINUTES

MOTION: Mr. Bornemann moved, Mr. Korthuis seconded, to approve the minutes of the meeting of July 12, 2017.

MOTION PASSED

E. OLD BUSINESS

No old business was discussed.

F. PUBLIC HEARINGS

F.1 Amend the WCOG Transportation Improvement Program (TIP)

Mr. Coe described proposed TIP Amendment No. 1710:

1. Amend WSDOT project *SR 542/I-5 to Hannegan Road Vicinity – ADA Compliance* to increase the preliminary engineering and construction phases by a combined \$347,516, bringing the total estimated cost of the project to \$879,671.
2. Add new WSDOT project *I-5/Squalicum Creek to SR 539 – Bridge Deck Overlays*. The project will rehabilitate select bridges on I-5 and is funded with federal National Highway Performance Program (NHPP) funds, with preliminary engineering beginning in 2017 and construction in 2019. The total estimated cost is \$868,776.
3. Add new WSDOT project *I-5/Northwest Avenue Interchange – ADA Compliance*. The project will evaluate and improve pedestrian safety at the I-5 Northwest Avenue interchange and is funded with NHPP funds, with preliminary engineering beginning in 2017 and construction in 2019. The total estimated cost is \$62,769.
4. Remove City of Bellingham project *West Horton Road, Phase 1 (construction)*. The project will be programmed in the regional TIP and the STIP at a later time.

PUBLIC HEARING OPENED AT 4:37 P.M.

No members of the public were present.

MOTION: Mr. Korthuis moved, Mr. Bornemann seconded, to close the public hearing.

MOTION PASSED

PUBLIC HEARING CLOSED AT 4:37 P.M.

MOTION: Mr. Bornemann moved, Mr. Korthuis seconded, to approve Amendment No. 1710 to the Whatcom Council of Governments' 2017 Transportation Improvement Program.

MOTION PASSED

F.2 Adopt the 2018 WCOG Transportation Improvement Program

Mr. Coe briefly described the draft 2018 TIP, which was included in the meeting packet.

PUBLIC HEARING OPENED AT 4:43 P.M.

No members of the public were present.

MOTION: Mr. Bornemann moved, Mr. Jones seconded, to close the public hearing.

MOTION PASSED

PUBLIC HEARING CLOSED AT 4:43 P.M.

G. NEW BUSINESS

G.1 Resolution No. 2017-10-1, Adopting the 2018 Transportation Improvement Program

MOTION: Mr. Jones moved, Mr. Korthuis seconded, to adopt Resolution No. 2017-10-1, approving the 2018 Transportation Improvement Program.

MOTION PASSED

H. PLANNING DIRECTOR'S REPORT

Mr. Conroy briefed the Board on the following:

- Following up on the presentation that WSDOT made to the Policy Board in July, there is now a draft Washington Transportation Plan available for public review and feedback at www.washtranplan.com.
- WCOG completed its Unified Planning Work Program annual report and submitted it to WSDOT in September. The report was distributed recently via e-mail to the Policy Board members.
- Related to ongoing discussion of updated federal planning rules moving states and metropolitan planning organizations toward performance-based planning and programming, Mr. Conroy distributed copies of a recent WSDOT folio that describes many of the requirements and timelines (which have only recently been finalized through federal rulemaking).
- Scope-of-work and request-for-proposal preparations for next year's household travel survey and collection of external traffic counts.
- The successful Farmhouse Gang-sponsored "Health and Transportation Forum" in Mt. Vernon on September 8th, organized and facilitated by Melissa Fanucci and Mary Anderson.
- Recent activities and continuing work on the Accessible Transportation Communities Initiative (ATCI) grant received last year from the Easter Seals organization. The newly-formed Whatcom ATCI Committee completed a workshop in early September and will now begin planning for the implementation of mobility strategies.
- International Mobility and Trade Corridor (IMTC) Program activities, including progress on planning and implementing cross-border pedestrian safety and accessibility improvements, confirmation of \$30,000 in IMTC operating funding from the Vancouver Airport Authority, and the recent publication of IMTC's 2017 *Resource Manual*, copies of which were distributed to the representatives and other attendees at the meeting.

I. CORRESPONDENCE

Mr. Wilson referred to the two pieces of correspondence included in the meeting packet: an e-mail from Matt Aamot of the Whatcom County Planning Department commending Mr. Coe for technical assistance he rendered, and a funding-award letter from WSDOT.

J. BOARD OPEN FORUM

No comments were offered by the representatives.

K. ADJOURNMENT

There being no further business, the meeting adjourned at 5:02 p.m.

Jack Louws
2nd Vice-Chairman

Robert H. Wilson, AICP
Secretary



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MEMORANDUM

To: Whatcom Transportation Policy Board
From: Lethal Coe, Senior Planner
Date: January 8, 2018
Subject: WCOG 2018 TIP Amendments and Administrative Modifications

Amendment 1 (1801) of the 2018 WCOG Transportation Improvement Program (TIP) includes the following changes:

1. Add new Whatcom project *Guardrail Safety Program*. This project will install guardrails at various sites countywide and is funded through federal Highway Safety Improvement Program – Guardrail Safety Program. Construction will begin 2019.
2. Add new Bellingham project *State-Ellis Bridge Replacement*. This project removes and replaces existing bridge and is funded by federal 2017 Local Bridge Program funds. Construction will begin in 2019.
3. Add new WSDOT project *NWR Breakaway Cable Terminal Replacement-Non-Interstate 17-19*. This project removes and replaces guardrails that meet current standards and is funded by federal Highway Safety Improvement Program funds. Construction will begin in 2019.
4. Add new WSDOT project *NWR Breakaway Cable Terminal Replacement - Interstate 17-19*. This project removes and replaces guardrails that meet current standards and is funded by federal Highway Safety Improvement Program funds. Construction will begin in 2019.
5. Add new WSDOT project *Regionwide Shoulder Rumble Strip Installation (17-19)*. This project will install rumblestrips at various locations and is funded by federal Highway Safety Improvement Program funds. Construction will begin in 2019.
6. Amend current WSDOT project *SR 20/Newhalem to Lillian Creek – Rumblestrip Installation* to revise funding for PE and CN phases. Construction will begin in 2019.

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 1801 for the Whatcom Council of Governments 2018 Transportation Improvement Program.

Whatcom Council of Governments
2017 Transportation Improvement Program

Amendment 1 (1801) Table

#	Agency	Project Title	Amended Action	Added Funds \$	Total Costs \$	Fed Source
1	Whatcom	<i>Guardrail Safety Program</i>	Add new project	910,000	910,000	HSIP
2	Bellingham	<i>State-Ellis Bridge Replacement</i>	Add new project	3,426,355	3,426,355	BR
3	WSDOT	<i>NWR Breakaway Cable Terminal Replacement-Non-Interstate 17-19</i>	Add new project	11,599	11,599	HSIP
4	WSDOT	<i>NWR Breakaway Cable Terminal Replacement - Interstate 17-19</i>	Add new project	151,107	151,107	HSIP
5	WSDOT	<i>Regionwide Shoulder Rumble Strip Installation (17-19)</i>	Add new project	106,116	106,116	HSIP
6	WSDOT	<i>SR 20/Newhalem to Lillian Creek - Rumblestrip Installation</i>	Amend PE, CN, and total cost	751,083	1,881,702	PE - HSIP CN - STP

Recent Non-Amendment TIP Activities - administrative modifications are less substantial project changes that do not require Policy Board action and are administered by WCOG staff.

Administrative Modifications - 1801

Agency	Project	Modification Administered	Total Costs	Federal Source
WSDOT	<i>SR 20/Lillian Creek to Granite Creek - Rumblestrip Installation</i>	Remove PE phase and update CN funding	698,349	HSIP



MEMORANDUM

To: Whatcom Transportation Policy Board
From: Ron Cubellis, CPA AICP
Deputy Executive Director / CFO
Date: January 9, 2018
Subject: Consideration of the 2018 Cost Allocation Plan

Request approval of the WCOG 2018 Cost Allocation Plan.

BACKGROUND

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

This is just the second year the policy board, or any WCOG board, has been asked to approve the plan. The Washington State Department of Transportation (WSDOT), the largest state agency passing federal funds through to WCOG, used to approve/accept/acknowledge our plan. But as a result of the federal government updating their uniform administrative requirements 2 years ago, WSDOT has taken the position that they no longer have that responsibility. Instead, they incorporated a requirement into our 2-year funding agreement that they will only reimburse indirect costs that are based on a plan approved by the Metropolitan Planning Organization policy board.

The 2018 allocation plan following this memo is based on the WCOG 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 is referred to as the *fixed rate with carryforward* method. The recovery rates are fixed for the year and since life doesn't always unfold as we plan, the under or over recaptured amounts are carried forward into the following year.

RECOMMENDATION

Staff recommends approval of the 2018 Cost Allocation Plan.

REQUESTED ACTION

Approve the Whatcom Council of Governments 2018 Cost Allocation Plan as presented.



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2018
Cost Allocation Plan

DRAFT 1-10-2018

Whatcom Council of Governments
314 East Champion Street
Bellingham, WA 98225
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**WHATCOM COUNCIL OF GOVERNMENTS
COST ALLOCATION PLAN PROPOSAL
CERTIFICATION**

January 1, 2018 – December 31, 2018

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 9, 2018, to establish billing or final indirect cost rates for January 1, 2018 through December 31, 2108, 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 17th day of January, 2018, in Bellingham, Washington, a quorum being present.

Board Officer, Title

INTRODUCTION

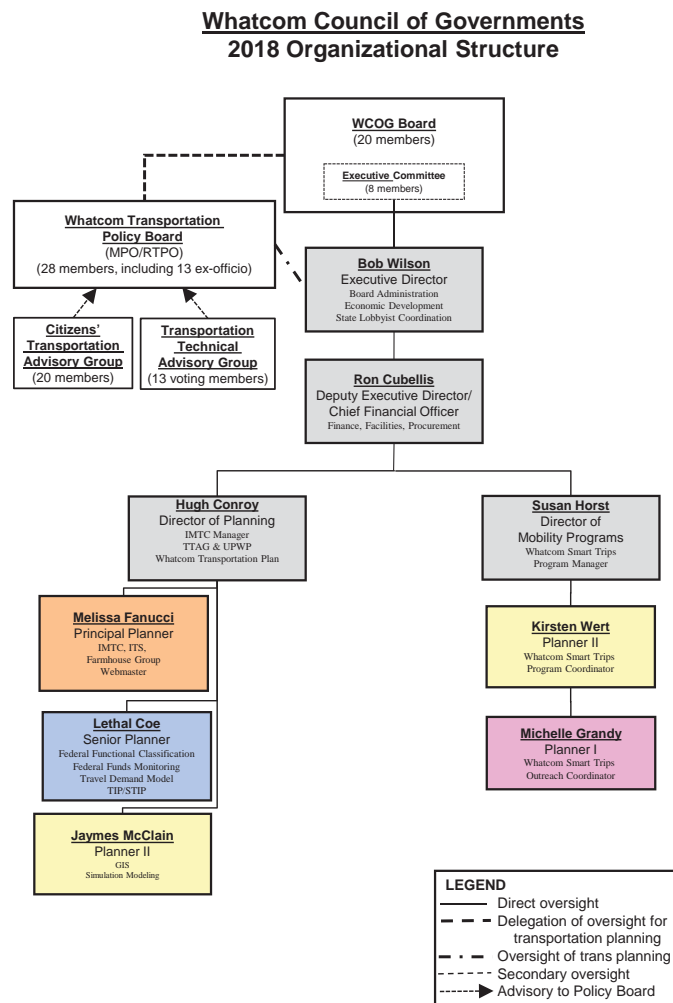
The Whatcom Council of Governments 2018 staffing levels and indirect costs are expected to remain at 2017 levels. The billed rates however will be lower than 2017. The 2017 rates included large adjustments to recapture under-recovered 2016 expenses. For comparison, the 2017 indirect and benefit rates were 76.49% and 75.37% respectively.

The 2018 fixed rates are:

Indirect Costs	69.97%
Fringe Benefits	66.33%

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.



01/01/2018

Table 1: 2017 Income and Expenses

Whatcom Council of Governments Actual 2017 Income & Expenditures		
INCOME		
Member Dues	\$	146,047
Local		133,981
State		329,550
Federal		929,830
Interest Income		1,768
Miscellaneous		23,381
		1,564,557
TOTAL INCOME	\$	1,564,557
EXPENSES		
Communication Services	\$	29,730
Consultants & Contracted Svcs		154,834
Incentives		10,955
Insurance - Property & Liability		9,710
Office Equipment & Software		20,341
Pass-Through Funding		55,857
Payroll - Salaries & Wages		680,665
Payroll - Benefits & Taxes		283,912
Printing		21,685
Professional Development		10,057
Rent		84,944
Repair & Maintenance		3,070
Supplies		8,553
Travel		13,336
Utilities		13,499
Miscellaneous		11,774
		1,412,922
TOTAL EXPENSES	\$	1,412,922

Table 2: 2017 Indirect Salaries & Benefits

POSITION	SALARIES	BENEFITS	TOTALS
Executive Director	\$ 6,362	\$ 4,796	\$ 11,158
Deputy Director	87,619	66,038	153,657
Principal Planner	1,284	968	2,252
Totals	\$ 95,265	\$ 71,802	\$ 167,067

Table 3: Reconciliation of 2017 Indirect Cost Recovery

2017 Actual Expenses	Total Expenses	Indirect	Excluded	Direct
Wages (excluding paid leave)	\$575,050	\$95,265	\$ 1,223	\$ 478,562
Benefits (including paid leave)	389,527	71,802	921	316,804
Subtotal	\$ 964,577	\$ 167,067	\$ 2,144	\$ 795,366
Communication Services	29,730	15,479	32	14,219
Consultants & Contracted Svcs	154,834	8,167	41,882	104,785
Incentives	10,955	-	-	10,955
Insurance - Property & Liability	9,710	9,710	-	-
Office Equipment & Software	20,341	19,859	-	482
Pass-Through Funding	55,857	-	-	55,857
Printing	21,685	-	562	21,123
Professional Development	10,057	1,284	93	8,680
Rent	84,944	84,944	-	-
Repair & Maintenance	3,070	3,070	-	-
Supplies	8,553	5,793	-	2,760
Travel	13,336	402	732	12,202
Utilities	13,499	13,499	-	-
Miscellaneous	11,774	239	5,823	5,712
Subtotal	\$ 448,345	\$ 162,446	\$ 49,124	\$ 236,775
Totals	\$1,412,922	\$ 329,513	\$ 51,268	\$ 1,032,141
		\$329,513		Actual year 2017 indirect costs
		45,552		+/- 2016 indirect cost carry-forward
		<u>\$ 375,065</u>		Indirect eligible for recovery in 2017
		366,052		Indirect cost recovered in 2017
		<u>\$ 9,013</u>		Under/(over) recovery in 2017 (carried forward into 2018 rate)

Table 4: Estimated 2018 Indirect Salaries & Benefits

POSITION	SALARIES	BENEFITS	TOTALS
Executive Director	\$ 6,188	\$ 3,981	\$ 10,169
Deputy Director	92,290	59,369	151,659
Principal Planner	1,759	1,132	2,891
Totals	\$ 100,237	\$ 64,482	\$ 164,719

Table 5: 2018 Estimated Indirect, Excluded & Direct Costs

2018 Proposed Expenses	Total Expenses	Indirect	Excluded	Direct
Wages (excluding paid leave)	\$ 611,109	\$ 100,237	\$ -	\$ 510,872
Benefits (including paid leave)	393,105	64,482	-	328,623
Subtotals	\$ 1,004,214	\$ 164,719	\$ -	\$ 839,495
Communication Services	33,000	19,000	-	14,000
Consultants & Contracted Svcs	581,729	27,000	43,079	511,650
Incentives	12,000	-	-	12,000
Insurance - Property & Liability	10,000	10,000	-	-
Office Equipment & Software	34,200	34,200	-	-
Pass-Through Funding	99,000	-	-	99,000
Printing	28,700	-	-	28,700
Professional Development	9,600	1,500	-	8,100
Rent	67,000	67,000	-	-
Repair & Maintenance	3,000	3,000	-	-
Supplies	9,900	6,000	-	3,900
Travel	14,340	1,000	-	13,340
Utilities	15,000	15,000	-	-
Miscellaneous	-	-	-	-
Subtotals	\$ 917,469	\$ 183,700	\$ 43,079	\$ 690,690
Totals	\$ 1,921,683	\$ 348,419	\$ 43,079	\$ 1,530,185

Table 6: 2018 Indirect Cost Rate Calculation

CY 2018 Budgeted Indirect Cost	\$ 348,419		
CY 2017 Indirect carry-forward	<u>9,013</u>		
	\$ 357,432		
CY 2018 Budgeted Direct Salaries	\$ 510,872		
Total Indirect Cost	357,432		
	-----	=	69.97%
Total Direct Salaries	510,872		

Table 7: Reconciliation of 2017 Fringe Benefit Recovery

2017 Actual Benefit Expenses	Total	
Holiday Leave	\$ 33,927	
Sick Leave	16,895	
Vacation Leave	54,793	
Other Paid Leave	-	
Subtotal	\$ 105,615	
Dental	10,694	
Disability	2,896	
Health Insurance	117,529	
Life Insurance	984	
Medicare Tax	10,493	
Retirement Contributions	88,400	
Social Security	42,062	
Unemployment Tax	5,054	
Vision	2,290	
Workers Compensation Insurance	3,510	
Subtotal	\$ 283,912	
Totals	\$ 389,527	Actual 2017 Fringe Benefit costs incurred
	56,152	+/- 2016 fringe benefit carry-forward
	\$ 445,679	Fringe benefits eligible for recovery in 2017
	<u>433,415</u>	Fringe benefits recovered in 2017
	\$ 12,264	Under/(over) recovered for 2017 (carried forward into 2018 rate)

Table 8: Estimated 2018 Fringe Benefit Costs

Benefit	Budget Amount
Holiday Leave	\$ 35,948
Sick Leave	19,357
Vacation Leave	52,539
Other Paid Leave	-
Subtotal	\$ 107,844
Dental	12,202
Disability	3,041
Health Insurance	111,978
Life Insurance	1,007
Medicare Tax	10,594
Retirement Contributions	91,307
Social Security	44,575
Unemployment Tax	5,037
Vision	2,651
Workers Compensation Insurance	2,869
Subtotal	\$ 285,261
Total Estimated Fringe Benefits	\$ 393,105

Table 9: 2018 Fringe Benefit Rate Calculation

CY 2018 Budgeted Fringe Benefits	\$ 393,105	
CY 2017 Fringe Benefit carry-forward	12,264	
CY 2018 Recoverable Fringe Benefits estimate	<u>\$ 405,369</u>	
CY 2018 Budgeted Direct Salaries	\$ 510,872	
CY 2018 Budgeted Indirect Salaries	100,237	
CY 2018 Budgeted Excluded Salaries	-	
Total Salaries & Wages (excluding paid leave)	<u>\$ 611,109</u>	
	Total Fringe Benefits	405,369
		----- = 66.33%
	Total Salaries (excluding paid leave)	611,109



whatcom council of governments

Memo

To: Whatcom MPO/RTPO Transportation Policy Board (WTPB)
Date: January 10, 2018
From: Hugh Conroy, Director of Planning *HC*
Subject: WCOG MPO adoption of safety performance targets pursuant to MAP-21

Introduction

The Moving Ahead for Progress in the 21st Century Act (MAP-21) – the U.S. transportation authorization act enacted in 2012 – created new requirements for state and metropolitan planning organizations (MPOs) to conduct performance-based planning and programming including adoption of various performance measures and associated targets.

One of these performance areas is safety. After a lengthy rules making process, the U.S. Department of Transportation (DOT) issued the final safety performance rules in April, 2014.

Under these rules, states shall measure transportation safety performance using five USDOT-defined metrics -- 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. Under the rule, **MPOs may 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.**

States were to have adopted safety targets by August 31, 2017. **MPOs must adopt by February 27, 2018** (either by linking with the state target or by submitting their own measures and targets).

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 2017.

WSDOT has also prepared 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, Washington State – September 2017” 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. These data are provided to inform regional planning and programming, 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. Washington State’s allocations to safety projects already exceed its federally required Highway Safety Improvement Program (HSIP) – a circumstance that currently ensures that funds received by or distributed through MPOs would not be affected if the state were subsequently penalized by USDOT for missing safety targets.

Target Zero (zero fatalities by 2030) is a hard target to make significant progress towards but has been adopted by the state as a way 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 adopts Washington’s Highway Safety Improvement Program (HSIP) target and thus agrees to plan and program projects so that they contribute toward the accomplishment of that HSIP target (Target Zero).”



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.

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 July 1/Aug 31)
- No. 2 - Number of fatalities per 100 million vehicle miles traveled (VMT) on all public roads** (due July 1/Aug 31)
- No. 3 - Number of serious injuries on all public roads** (due July 1/Aug 31)
- 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)

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 2018, 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.

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)

Flexibility for safety target setting under MAP-21

State DOTs and MPOs have flexibility in setting numeric targets for the five performance measures identified in Rule #1. It does place stipulations on certain aspects of the process, however. It requires that states and MPOs report their performance metrics and targets for each of five performance measures as rolling 5-year averages. Per Rule #2, states are also required to develop a Strategic Highway Safety Plan (SHSP). Washington state's plan is called Target Zero, which can be used as the foundation for the target setting process (<http://www.targetzero.com>).

WSDOT's target adoption

WSDOT and its partners adopted the *Target Zero* approach for MAP-21 safety target setting in February 2017. See the table below for the targets produced via this method. Governor Inslee has endorsed this data-driven approach to traffic safety, as have statewide safety partners.

MAP-21 Safety Target Setting

5-yr. rolling averages; number of persons, or number of persons per 100 million VMT

	2016 Baseline	2018 Official Targets
	Statewide MAP-21 Target (Target Zero)	
No. 1 - Fatalities	484.8	415.5
No. 2 - Fatality rate	0.828	0.709
No. 3 - Serious injuries	2,086.0	1,788.0
No. 4 - Serious injury rate	3.568	3.058
No. 5 - Non-motorist fatalities & serious injuries	503.4	431.5

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 their safety targets. The penalties listed on the back page of this folio, including the obligation of state funds, will apply to the State DOT if FHWA deems it has not made that progress.

To make significant progress overall, a state must make significant progress in achieving 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 in 2018 must be:

- At or below the target set in 2017 for the 2018 year, OR
- At or below its 2016 (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. For example, in the graph for Measure No. 1, Washington must lower the 5-year average to fewer than 484.8 fatalities (the baseline value) to achieve significant progress in that measure.

WSDOT uses Target Zero to reduce fatality and serious injuries

Due to long-term fatality reductions in Washington coupled with a recent rise in the number of fatalities, WSDOT may not achieve overall 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 spending levels and penalty consequences to assess risk and the impacts of this target setting approach.

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

- The annual number of fatalities, serious injuries, and Vehicle Miles Traveled (VMT) is determined for a 10-year period.
- 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 2016 will be set as the baseline performance (annual average of 2012 through 2016).

States are then free to develop targets using any variety of data-based methods. 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 2018 becomes the target for the performance measure in 2018.

Timelines

Final targets for these measures were ratified when official 2016 VMT data became available in June 2017. All targets are set for 2018 using 2012-2016 data as the baseline period, and the 2016 data used is preliminary FARS data. (Rule #1 provides the option of using either final or preliminary FARS data when setting targets, but in actuality the finalized data for the most recent year would not be available until after the State DOTs' annual reporting deadline.)

For MAP-21 compliance, all five targets must be reported to FHWA by the HSIP submission deadline August 31, 2017. However, targets for Measures No. 1–3 are also required in the state's Highway Safety Plan, which was submitted to the National Highway Traffic Safety Administration on July 1, 2017. Targets in both submissions must be numerically identical.

MPOs have until February 27, 2018 (180 days after the HSIP reporting deadline) to either agree to plan and program projects so that they contribute toward the accomplishment of the State DOT HSIP target, or commit to a quantifiable target for their Metropolitan Planning Area. In Washington state, MPOs have agreed to adopt the WSDOT target.

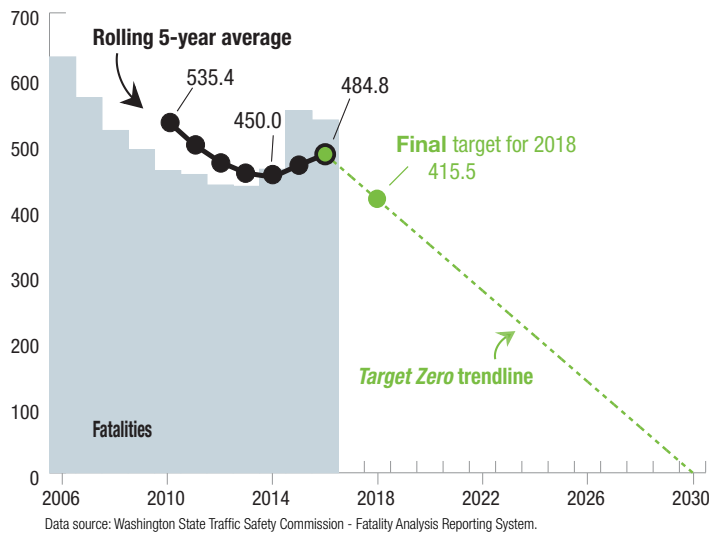
In December 2019, the FHWA will make its first determinations of significant progress toward achieving 2018 targets. They will notify states of the outcome in March 2020.

About these graphs

These graphs display the final 2018 targets for each of the five MAP-21 safety performance measures, and show the *Target Zero* methodology that will be used for safety target setting in Washington state. The targets were developed by WSDOT in coordination with the Washington State Metropolitan Planning Organizations, the Washington State Traffic Safety Commission, and other partners.

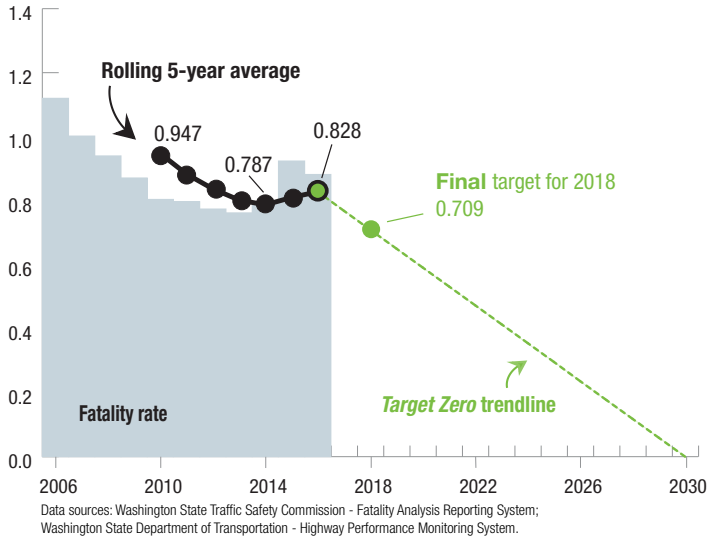
Measure No. 1 - Fatalities

2006 through 2030; Fatalities in Washington state



Measure No. 2 - Fatality rate

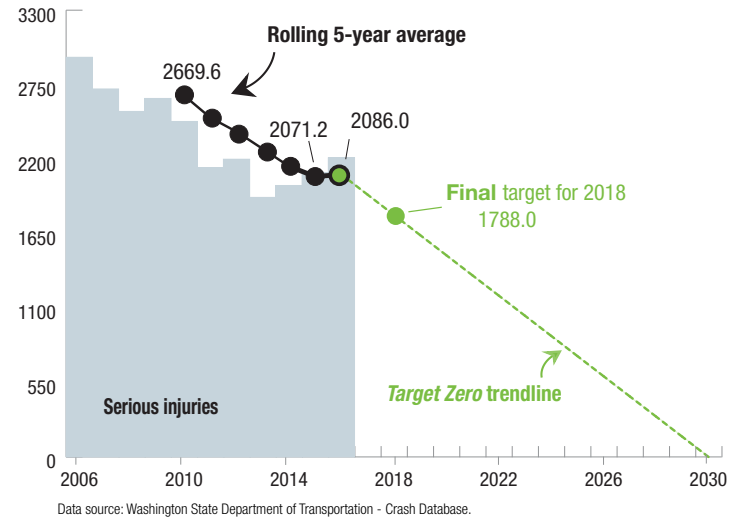
2006 through 2030; Fatalities per 100 million VMT in Washington state



Notes for all graphics: Fatality data for 2015 is finalized as of January 2017, serious injury count for 2015 is as of April 2017. All data for 2016 is preliminary as of April 2017. 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.

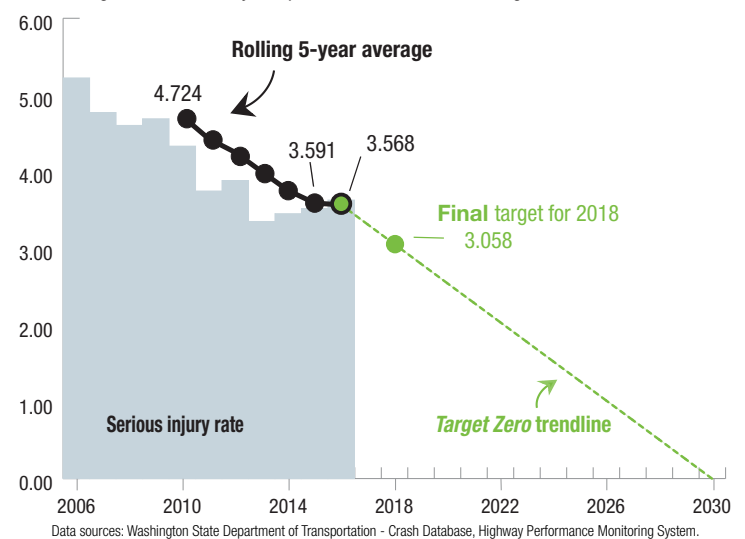
Measure No. 3 - Serious injuries

2006 through 2030; Serious injuries in Washington State



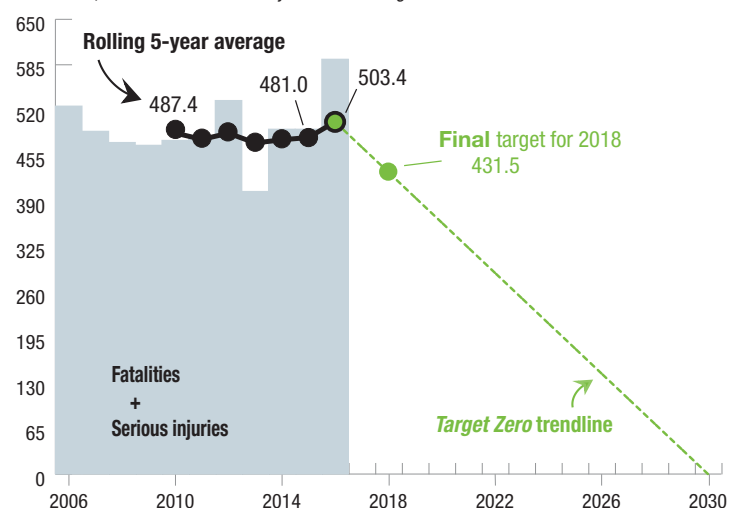
Measure No. 4 - Serious injury rate

2006 through 2030; Serious injuries per 100 million VMT in Washington state



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

2006-2030; Fatalities and serious injuries in Washington state



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 determines 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.

Available Data

- 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.

For more information

MAP-21 safety requirements information: John Milton, Director of Quality Assurance and Transportation System Safety, at (360) 704-6363 or Milton.J@wsdot.wa.gov.

Dan Davis, Assistant Director, Office of Strategic Assessment and Performance Analysis, at (360) 705-7558, or DavisD@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.

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. WSDOT manages the Local Federal Safety program and provides more than \$24 million annually for improvements on local facilities. 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. WSDOT uses additional funds from other federal and state resources each year, averaging over \$15 million since 2013.

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.

Purpose of reporting requirements

In July 2012, the Moving Ahead for Progress in the 21st Century Act (MAP-21) became law. The primary objectives of MAP-21 are to increase the transparency and accountability of states for their investment of federal taxpayer dollars into transportation infrastructure and services nationwide, and to ensure that states invest money in transportation projects that collectively make progress toward the achievement of national goals. The new rules will require reporting performance on the following areas: Safety; Pavement and Bridge; System Performance, Freight, and Congestion Mitigation and Air Quality.

Americans with Disabilities Act (ADA) Information: This material can be made available in an alternate format by emailing the WSDOT Diversity/ADA Affairs team at wsdotada@wsdot.wa.gov or by calling toll free, 855-362-4ADA(4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

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.



MEMORANDUM

To: Whatcom Transportation Policy Board
From: Bob Wilson, Executive Director
Date: January 10, 2018
Subject: **Mark Robbins' CTAG Membership Request**

In December, Arthur Reber of Point Roberts resigned his seat on the Citizens' Transportation Advisory Group, citing a conflict with his membership on the Point Roberts Water Board, to which he was appointed in 2016. In light of Arthur's resignation, Mark Robbins, also of Point Roberts, is requesting that the Policy Board appoint him as an at-large member, ostensibly as Arthur's replacement to represent Point Roberts.

SUGGESTED MOTION:

Move to appoint Mark Robbins of Point Roberts to the Citizens' Transportation Advisory Group.

Attachments (2)

From: [Mark Robbins](#)
To: [Bob Wilson](#)
Cc: [Arthur Reber](#); [Hugh Conroy](#)
Subject: Re: Point Roberts representation on CTAG
Date: Tuesday, December 05, 2017 3:12:52 PM

Hi Bob,

Thank you for looking into this matter. I know that Arthur has felt that participating in and representing Point Roberts on CTAG was beneficial. I have had the opportunity to attend a couple of meeting with Arthur in the past. Currently, I am the president of the Point Roberts Taxpayers Association (PRTA) which broadly seeks to bring both full-time and part-time, US and Canadian residents of Point Roberts together in a common effort to improve services, environment, business and employment opportunities, the economy, and quality of life in Point Roberts. PRTA is an active member of the Point Roberts Community Advisory Committee, which has been established by County ordinance to advise the County Executive and Council. We are also active participants in an ad hoc Point Roberts Border Committee that meets periodically with Customs and Border Protection officials to solve border related problems at the Point Roberts port of entry.

With that background in mind, I would hereby apply to serve on CTAG in Arthur's place, since he finds that he is unable to continue in that position.

Sincerely,

Mark Robbins
2110 Deer Road, PO Box 141
Point Roberts, WA 98281

mark.robbins@prodigy.net
(360) 945-1357

From: Bob Wilson <Bob@wcog.org>
To: Mark Robbins <mark.robbins@prodigy.net>
Cc: Arthur Reber <areber@brooklyn.cuny.edu>; Hugh Conroy <hugh@wcog.org>
Sent: Tuesday, December 5, 2017 1:19 PM
Subject: RE: Point Roberts representation on CTAG

Mark, Arthur:

Arthur, you were appointed to CTAG by the Whatcom Transportation Policy Board, so therefore you should send me – as Secretary of the Policy Board – an e-mail resigning your seat. Mark, you can also send me an e-mail requesting an appointment to CTAG, which I'll put on the agenda of the next Policy Board meeting, which is on January 17th.

Have a good day.

Bob Wilson

From: Arthur Reber
Sent: Tuesday, December 05, 2017 2:31 PM
To: Bob Wilson
Subject: Resignation

Bob:
Sorry I missed the last several meetings of CTAG but the time conflicts with the meeting of the Point Roberts Water Board to which I was elected last year.
It's been a pleasure working with you and the other members but, as of today I am resigning from the Citizens Transportation Advisory Group.
Best,
Arthur