WHATCOM TRANSPORTATION POLICY BOARD
Wednesday, March 8, 2017, 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 **(ACTION)**
2-5	D.	APPROVAL OF MINUTES **(ACTION)** Meeting of January 18, 2017
	E.	OLD BUSINESS
	F.	NEW BUSINESS
6-18		F.1 Adoption of Surface Transportation Block Grant (STBG) Program Application – Hugh Conroy **(ACTION)**
19		F.2 STBG Program Award Modifications – Hugh Conroy **(ACTION)**
20-29		F.3 Approval of 2017 Cost Allocation Plan – Ron Cubellis **(ACTION)**
30		F.4 Certification of Local Comprehensive Plans' Transportation Elements – Hugh Conroy **(ACTION)**
31-32	G.	PUBLIC HEARING Amend the 2017 WCOG Transportation Improvement Program
		G.1 Staff Presentation – Lethal Coe
		G.2 Open Public Hearing – Citizens may address the Board on the subject of the hearing *for a maximum of three minutes.*
		G.3 Close Public Hearing **(ACTION)**
		G.4 Board Discussion and Vote **(ACTION)**
	H.	REPORTS
33-41		H.1 IMTC Program Overview – Melissa Fanucci
		H.2 Whatcom Mobility 2040 – Hugh Conroy
		H.3 Planning Director's Report – Hugh Conroy
	I.	WHATCOM MOBILITY 2040 PUBLIC COMMENT *Each speaker is allowed a maximum of three minutes.*
	J.	BOARD OPEN FORUM
	K.	ADJOURN

Persons with disabilities needing special accommodation for this meeting, please contact the WCOG office at (360) 676-6974, at least six (6) days prior to this meeting to receive assistance. Para asistencia en español, por favor llame al (360) 676-6974.

WHATCOM TRANSPORTATION POLICY BOARD
MINUTES – DRAFT
JANUARY 18, 2017

IN ATTENDANCE:

MEMBERS Bob Bromley, Chairman (SUMAS); Michael McAuley, 1st Vice-Chairman (PORT OF BELLINGHAM); Harry Robinson (BLAINE); Scott Korthuis (LYNDEN); Tom Jones (NOOKSACK); Todd Carlson (for Jay Drye) (WSDOT); Paul Greenough (WTA)

GUESTS Stoney Bird, Larry Brown, Kaylee Galloway (representing Rep. Suzan DelBene), Michael Lilliquist, Pete Stark

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

A. CALL TO ORDER

Chairman Bromley called the meeting to order at 3:07 p.m. with a quorum present.

B. PUBLIC COMMENT

No comments were offered.

C. AGENDA APPROVAL

MOTION: Mr. Korthuis, Mr. McAuley seconded, to approve the agenda as presented.

MOTION PASSED

D. MINUTES

MOTION: Mr. Korthuis moved, Mr. McAuley seconded, to approve the minutes of the meeting October 12, 2016.

MOTION PASSED

E. OLD BUSINESS

No old business was discussed.

F. NEW BUSINESS

No new business was discussed.

G. PUBLIC HEARING

Amendment to the 2016 WCOG Transportation Improvement Program

Mr. Coe described the proposed amendment to the 2017 WCOG Transportation Improvement Program:

- Add new WSDOT project: *State Route (SR) 542/Nooksack River to Mt. Baker Gate – BST*. This project will rehabilitate SR 542 with bituminous surface treatment and minor safety work. This $1.48-million project is funded through Western Federal Lands (WFL) funds. Construction will begin in 2017.
- Add new WSDOT project: *SR 20/Rocky Creek to Granite Creek – BST*. This project will rehabilitate SR 20 with bituminous surface treatment and minor safety work. This $4.62-million project is funded through WFL and the Surface Transportation Block Grant Program (STBGP). Construction will begin in 2017.
- Replace Connecting Washington Account (CWA) funds with federal STBGP funds for WSDOT project: *SR 542/Dewey Road Vicinity – Culvert Replacement*. In addition to the replacement of the CWA funds, the obligated Preliminary Engineering phase has been removed. Construction will begin in 2018.
- Add Right-of-way phase and remove Preliminary Engineering phase for Ferndale's *Thornton Street Overpass* project. The project is funded through the Connecting Washington Account.
- Add new Whatcom Transportation Authority (WTA) project: *Purchase Property*. The project will be funded through Federal Transit Administration Section 5307 for $1.04-million.
- Reduce funds for WTA project *Replace Vanpool Vans* for the purchase of three vans instead of eight, as is currently programmed. The amount of FTA 5307 funds is reduced to $96,000.

PUBLIC HEARING OPENED AT 3:13 P.M.

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

MOTION PASSED

PUBLIC HEARING CLOSED AT 3:17 P.M.

MOTION: Mr. Korthuis moved, Mr. Greenough seconded, to approve Amendment No. 1701 to the Whatcom Council of Governments' 2017 Transportation Improvement Program.

MOTION PASSED

DRAFT

H. REPORTS

H.1 Planning Director's Report

Mr. Conroy updated the Board on the following:

- The Policy Board will be asked to certify the transportation elements of all the Region's local comprehensive plans at its March meeting
- The International Mobility and Trade Corridor Program (several items)
- Mobility Summit scheduled for January 24th at Skagit Station to address coordination of human services transportation in Whatcom, Island and Skagit counties
- Recent submittal of a funding application to the State Traffic Commission to address vehicle accidents involving pedestrians
- Briefing by staff of the Washington State Transportation Commission on the State's *Road Usage Charge Pilot Program* to be on the agenda of the March Policy Board meeting.

H.2 Whatcom Mobility 2040

Mr. Conroy informed the Board that new draft sections of the plan have been added to the *Whatcom Mobility 2040* page on WCOG's website, including the financial analysis, and that other sections will be added soon. Staff is developing the plan's project list, and when it is complete, consultation with public land management agencies will occur, as required under federal law.

I. WHATCOM MOBILITY 2040 PUBLIC COMMENT

No comments were offered.

J. CORRESPONDENCE

No correspondence was contained in the packet or distributed at the meeting.

K. BOARD OPEN FORUM

No comments were offered.

DRAFT

ADJOURNMENT

There being no further business, the meeting adjourned at 3:49 p.m.

Robert J. Bromley Chairman	Robert H. Wilson, AICP Secretary

DRAFT

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Memo

To: Whatcom MPO/RTPO Transportation Policy Board (WTPB)
Date: February 27, 2017
From: Hugh Conroy, Director of Planning HC
Subject: WTBP consideration for approval of the application form for WCOG's next STBG and TA project funding selection process.

Intro

WCOG staff is preparing to solicit project proposals for the regional Surface Transportation Block Grant Program (STBG) and the Transportation Alternatives Program (TA). The federal fiscal years to be programmed and corresponding estimates of available funding are shown in the table below.

	FFY 2021-22 Estimates based on 2017			
	Urban Areas >5,000 & <200,000	**Rural** Areas < 5,000	**Urban or Rural** Use Anywhere	**Total**
STBG	$3,300,000	$350,000	$850,000	**$4,500,000**
TA	$205,000	$85,000	$280,000	**$570,000**

The STBG & TA application forms

Over the last four months, the Whatcom Transportation Technical Advisory Group (TTAG) has been considering some changes to the STBG and TA application forms and, at its last meeting (February 23) voted unanimously to recommend the attached draft application form for approval by the Policy Board. Changes made to the previous version include:

- Clearer guidelines regarding revised state policies for MPOs to meet annual obligation targets for allocations of federal funding.
- Alignment of scoring criteria with the Whatcom Mobility 2040 goals.
  - This resulted in the addition of a criterion for environmental quality.
- Application of score weights for the first seven criteria in relation to the share of jurisdictions who identify that criteria as a goal in their comprehensive plans.
- Expanded and/or revised scoring guidance on some criteria.

STBG & TA Project selection schedule

Policy Board review / approval of applications.	March 8
Call for projects	March 9
Applications due	May 12
TTAG presentations	May 25
Preliminary scores due	June 16
TTAG meeting: project overviews, Q&A, finalization of TTAG scores.	June 22
Policy Board finalization project selection.	July 12

The current draft STBG & TA application forms are attached for your review.

Suggested motion

"Approve the application form for WCOG's 2017 STBG & TA project selection process as presented."

Attachment.

U.S. Federal Highway Administration
Surface Transportation Block Grant (STBG)
REGIONAL PROJECT APPLICATION FORM
FFY 2021 - 2022

Available funding
For the years 2021-2022, WCOG anticipates the following amounts of STBG funding to be available for regional projects (based on actual FFY '17 allocations)

Urban (5,000-200,000)	Rural (<5,000)	Anywhere	Total STBG
$3,300,000	$350,000	$850,000	**$4,500,000**

STBG (& TA) project selection schedule 2017

- Call for projects: March 9.
- Applications due to WCOG: May 12.
- TTAG presentations: May 25.
- Preliminary scores due: June 16.
- TTAG meeting: project overviews, Q&A, finalization of TTAG scores: June 22.
- Policy Board finalization of project selection: July 12.

General information

Project title:	

Lead agency		
Address		
Contact person		
Phone number		
Signature (chief executive officer)		Date:
Name & title		

Participating agency		
Address		
Contact person		
Phone number		
Signature (chief executive officer)		Date:
Name & title		

(Please insert additional participating agencies information as needed)

Certifications ☑

☐ The project proposed below is consistent with the Whatcom regional/metropolitan transportation plan (*Whatcom Mobility 2040*) and is part of the regional transportation system as currently adopted *(as currently drafted and pending expected adoption in June 2017)*

☐ In order to meet annual targets set by WSDOT for timely use of federal funding and avoid reductions of future funding allocations to the region, the lead agency certifies that it will obligate amounts awarded to each phase no later than the July 31 following the proposed phase start date (stated below)

Examples: If a project phase is proposed to start in April, 2019, funds need to be obligated by July 31, 2019. If a phase is proposed to start in September, 2019, funds need to be obligated by July 31, 2020.

☐ The project is listed on the lead agency's current six-year TIP, will be added to the lead agency's current year TIP, or is listed on a transportation plan adopted by the lead agency.

Description of project or program

- Location of the project – Please attach a detailed vicinity map.
- This project is in the ☐ rural area.
  ☐ urban area.
- Does the project include intelligent transportation systems (ITS)? Yes __ No __ (***ITS****: the transfer of real-time information to improve transportation system operations*) – *This information assists WCOG keep the Regional ITS Plan up to date.*

Financial summary

Lead agency:_____

	Phases		
	PE	RoW	CN
Start date (mo/yr)			
End date (mo/yr)			

Source	**Funding amounts**			Total
	PE	RoW	CN	
STBG request				
Other federal				
Local				
Private				
State				
Other:_____.				
Sub Total				

Participating agency: _____

Source	**Funding amounts**			Total
	PE	RoW	CN	
STBG request				
Other federal				
Local				
Private				
State				
Other:				
Sub Total				

Project total				

Please copy and insert additional participating-agency tables if needed.

Anticipated results by mode

Using professional judgement, please make a percentage estimate of the proposed project's impact towards improving the performance of the following modal components of the regional transportation system. This assessment is intended to focus on outcomes rather than reflect component costs of the project. *(Note: This information is for historical trend assessment and not part of the project scoring criteria that follow.)*

Modal component	Pct.	Brief explanation
Road	%	
Transit (including transit related facilities, park & ride, systems)	%	
Bicycle (e.g. bike lanes on streets)	%	
Pedestrian (e.g. sidewalks, ADA improvements, cross-walk improvements, trails)	%	
Freight (e.g. heavy vehicle facilities, intermodal connections)	%	
Ferry (terminal and/or connections)	%	
All modes (i.e. generalized planning project, demand-management project)	%	
Total	100%	

Evaluation criteria

There are eleven project evaluation criteria, each with an associated ten available points. The first seven criteria are based on the regional transportation goals identified in the regional/metropolitan transportation plan, *Whatcom Mobility 2040* (*currently in draft for May 2017 adoption*). These seven, regional-goal based criteria are listed in descending order of the number of WCOG jurisdictions that adopt the same goal in their local comprehensive plan transportation element. In recognition of these regional priorities, the base scores of these seven criteria will be multiplied by a weight factor as indicated.

Several of the criteria are followed by suggested scoring guidelines and/or descriptions of data that will inform and support evaluators' assignments of points. Other criteria are left more completely to evaluators' assessment and point allocation.

Please note that while scoring guidelines may list point values for project *elements* that add up to more than ten, ten points is still the maximum score *per criterion*. Suggested point values for specific elements are not intended to be all-or-nothing values. The number of points given for each criterion or per suggested element point-value is left to the discretion of evaluators.

1. The project increases **safety.**
   Available points: 10
   Regional priority weight: x 1.3

Suggested scoring guidelines**:**

The project is expected to address observed fatality or serious injury crash history per the federal Highway Safety Improvement Program (HSIP) measures – 5-year rolling averages of: 1. Number of fatalities 2. Rate of fatalities per 100 million VMT 3. Number of serious injuries 4. Rate of serious injuries per 100 million VMT 5. Number of non-motorized fatalities and non-motorized serious injuries WCOG will obtain and summarize data from the WSDOT Crash Data & Reporting Branch for project proponents to use for illustrating alignment with these criteria. Project impacts can be location specific or region-wide (e.g. resulting from education or wide-spread technology).	10 pts
The project addresses safety needs as indicated by documented collision data. (e.g. – non injury crashes)	5 pts.
The project includes safety-related improvements (e.g. on an evacuation route, improves radius of horizontal curves, pedestrian-roadway buffer, 4-ft shoulders with fog-stripe, lighting, transit pullout, traffic-calming	5 pts.

2. The project provides for **multi modal transportation** choices other than single occupancy vehicle (SOV), fills a gap in non-SOV facilities, operations or programs; or makes needed repairs or upgrades to non-SOV facilities, operations, or programs.
   Available points: 10
   Regional priority weight: x 1.2

Suggested scoring guidelines**:**

Example facilities, operations, or programs	**New or filling of a gap in the system**	**Improvement of existing facilities**
Transit – current or planned WTA fixed route (please include verification from WTA).	1-10 pts.	1-6 pts.
Standard width shoulders		
Sidewalks		
Paved or separated trail		
Bike lanes		
Bike/pedestrian/transit way finding		
Others?		

3. The project **increases system performance** and/or corrects deficiencies (Corresponds to regional goal **Efficiency, effectiveness, & system sustainability**)
Available points: 10
Regional priority weight: x 1.2

Suggested scoring guidelines**:**

The project is expected to improve performance…	1-10 pts Based on expected degree of improvement.
Of a road link currently operating or forecast to operate below the jurisdiction's adopted level of service.	
Of an intersection that meets, or is forecast to meet, the jurisdiction's adopted criteria for adding traffic control or other system-improving modifications (e.g. MUTCD warrants, NACTO design guide, etc.).	
As a result of an ITS deployment (e.g. signal, others).	
As a result of transportation demand management (TDM).	
Of transit (e.g. on-time performance, operating costs, etc.)	
Addresses other deficiencies _____	

Please note: WCOG is able to provide model output relative to above suggested road link measures. Other analysis (e.g. intersection engineering studies for MUTCD warrants) shall be provided by the submitting agency.

4. The project improves **environmental quality**.
This criterion is intended to acknowledge projects, or outcomes of projects that are improvements to the environmental condition. This criterion is not intended to acknowledge environmental mitigation to offset known or expected project impacts.
Available points: 10
Regional priority weight: x 1.2

Suggested scoring guidelines**:**

Results in energy conservation.	1-10 pts Based on expected degree of improvement.
Results in improved water quality / storm water management.	
Results in restored habitat.	
Results in greenhouse gas emissions reduction.	
Supports healthy communities.	
Addresses an environmental justice issue.	
Project includes significant sustainability practices (e.g. recycled materials)	

Submitting agencies shall provide industry standard methods and analysis in support of estimates related to measures like those above.

5. The project **improves regional connections** between jurisdictions, hubs, centers, or modes.
   (Corresponds to regional goal, **access & convenience**)
   Available points: 10
   Regional priority weight: x 1.1

Suggested scoring guidelines**:**

Improves or provides a route that connects jurisdictions (e.g. Blaine to Lynden)	1-10 pts. Based on expected degree of improvement.
Improves or provides a route to a multi-modal hub (transit hub, park & ride, airport, train station, etc.)	
Improves or provides a route to a major activity center (hospital, college/university, government services/administration, major commercial center.)	

6. The project contributes to **preservation** of existing system facilities (repair, reconstruction, resurfacing, seismic retrofit, bridge work, etc.)
   (Corresponds to regional goal**, maintenance & preservation**)
   Available points: 10
   Regional priority weight: x 1.05

Please note: **Preservation** is understood here (per FHWA definitions) to consist of work that improves or sustains a facility so that it is considered to be in a state of good repair. Preservation does not generally result in additional capacity or added structural value.

While the corresponding regional goal includes maintenance, **maintenance** is understood here (per FHWA definitions) to refer narrowly to routine work on operational conditions that require regular, recurring attention (landscaping, sweeping, paint, etc.). Maintenance activities are not eligible for federal funding.

Suggested scoring guidelines**:** 1-10 points based on assessed degree of importance**.**

7. The project improves **mobility for freight** and/or heavy vehicles (including improvement of truck-routes to all-weather standards
   Available points: 10
   Regional priority weight: x 1.05

Suggested scoring guidelines**:**

The project includes freight-related improvements and is located on a WA state designated Freight and Goods Transportation System (FGTS) road OR a road that recent truck counts (provided by proponent) show carries freight tonnage equivalent to an FGTS category.

FGTS T-1 or T-2 road or equivalent.	5-10 pts.
FGTS T-3 or T4 road or equivalent.	3-7 pts.
FGTS T-5 road or equivalent.	1-5 pts
Provides connectivity to major freight intermodal facilities and large industrial/warehouse centers and/or agricultural & forestry facilities as identified by WSDOT's 2014 State Freight Plan and WSDOT's criteria for identifying freight corridors under FHWA's FAST Freight program.	1-10 pts

Note: *WSDOT FGTS road classifications viewable on WCOG's GIS portal. On the Layers menu, select "WSDOT – Freight and Goods." To open the color legend, click on the arrow (>) to the right of the layer title and then click on the revealed "Legend" tab.*

8. Financial

1a: The project has **greater than required match**. Points: one point for every two percent of match over 13.5 percent (up to 5 points max).
Available points: 5 (*WCOG will calculate*)

1b: The project has **multiple funding partners** (beyond local agency and STBG). Documentation is required.
Available points: 5

9. Preliminary work has been completed (e.g. engineering, design, environmental, archaeological, and right of way acquisition).
Available points: 10

Suggested scoring guidelines**:**

Ready for construction	10 pts
Design / preliminary planning	2 pts.
Environmental (or if project is categorically excluded)	2 pts.
Archeological	2 pts.
Right-of-way acquisition (or if RoW is not needed)	2 pts.
Other _____ (e.g. feasibility study, geotechnical work, etc.)	2 pts.

10. The project supports regional **economic development**.
Available points: 10

Suggested scoring guidelines**.**

Economic development benefits:

- Employment: Jobs created (long term), jobs retained.
- Increased tax revenue.
- Productivity (gross regional product)

Completion of the proposed project is part of a documented, adopted, regional or local economic development strategy inclusive of an analysis (economic impact analysis or economic development analysis) that substantiates a reasonable expectation that the project will generate one or more of the benefits listed above.	1-10 pts
The project proponent provides an explanation of how the completion of the project will result in one or more of the economic development benefits listed above.	1-5 pts.

11. The project provides benefit to a large proportion of the local community's system users. **Available points: 10**.

Suggested scoring guidelines**:**

For road projects, a transportation-demand model select-link analysis estimates that the road segment at the project location, carries (or is forecast to carry) more local trips (intra-jurisdictional) than it does regional (inter-jurisdictional) trips.	1-10 pts
For any project type, the improvement is expected to benefit more than half of the number of people who either live or work in the corresponding geographic community location (city, residential area, other community cluster)	
In alignment with the region's human services transportation (HST) plan, the project is expected to improve transportation services for members of the community who are unable to drive because of low income, disability, or age.	

Attachments:

- Project location/termini map
- Associated data (counts etc.)
- Other (designs, charts, etc.)
- Letters of financial support for any private funding contributions.

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Transportation Alternatives (TA) Program

PROJECT APPLICATION

2017

DRAFT for Policy Board Consideration

Approved by TTAG

For FFYs 2020-2021

TA program purpose

"The TAP provides funding for programs and projects defined as transportation alternatives, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, and environmental mitigation; recreational trail program projects; safe routes to school projects; and projects for planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways."

Official TA program guidance including project eligibity, project sponsor eligibility, and project match requirements is found at this link:
https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/guidance_2016.cfm

Available funding

Estimated regional TA funds available for 2021-2022 are $570,000. Funding potentially available to specific projects depends on the federally predetermined suballocations based on census-adjusted urban-rural geography. To confirm project locations as urban or rural, please reference WCOG's on-line GIS portal and turn on the *Adjusted Urban Areas* layer.

TA FFYs 2021-2022	Urban	$205,000
	Rural	$85,000
	Anywhere	$280,000
	Total	**$570,000**

STBG & TA project selection schedule 2017

- Call for projects: March 9
- Applications due to WCOG: May 12
- TTAG presentations: May 25
- Preliminary scores due: June 16
- TTAG meeting: project overviews, Q&A, finalization of TTAG scores: June 22
- Policy Board finalization of project selection: July 12

General information

Project title:	

Lead agency		
Address		
Contact person		
Phone number		
Signature (chief executive officer)		Date:
Name & title		

Participating agency		
Address		
Contact person		
Phone number		
Signature (chief executive officer)		Date:
Name & title		

Certifications ☑

☐ The project proposed below is consistent with the Whatcom regional/metropolitan transportation plan (*Whatcom Mobility 2040*) and is part of the regional transportation system as currently adopted *(as currently drafted and pending expected adoption in June 2017)*

☐ In order to meet annual targets set by WSDOT for timely use of federal funding and avoid reductions of future funding allocations to the region, the lead agency certifies that it will obligate amounts awarded to each phase no later than the July 31 following the proposed phase start date (stated below)

Examples: If a project phase is proposed to start in April, 2019, funds need to be obligated by July 31, 2019. If a phase is proposed to start in September, 2019, funds need to be obligated by July 31, 2020.

☐ The project is listed on the lead agency's current six-year TIP, will be added to the lead agency's current year TIP, or is listed on a transportation plan adopted by the lead agency.

Description of Transportation Alternatives Project

Describe the project, and its objectives (additional pages may be added here):

Financial summary

Lead agency:_____

	Phases		
	PE	RoW	CN
Start date (mo/yr)			
End date (mo/yr)			

Source	**Funding amounts**			Total
	PE	RoW	CN	
TA request				
Other federal				
Local				
Private				
State				
Other:_____.				
Sub Total				

Participating agency: _____

Source	**Funding amounts**			Total
	PE	RoW	CN	
TA request				
Other federal				
Local				
Private				
State				
Other:				
Sub Total				

Project total				

Please copy and insert additional participating-agency tables if needed.

Total Program/ Project Costs				

Evaluation

Projects will be scored on their own merits on a scale of 1-10.

Attachments:

- Project location/termini map
- Associated data (counts etc)
- Other (designs, charts & etc.)
- Letters of financial support for any private funding contributions.

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Memo

To: Whatcom MPO/RTPO Transportation Policy Board (WTPB)
Date: February 28, 2017
From: Hugh Conroy, Director of Planning HC
Subject: STP award modifications: Horton Rd Phase 1 & 2 and Mahogany Ave Arterial

Background
In order to help ensure that the Whatcom region meets its 2017 target of **$5 million** for obligating previously awarded federal transportation funding (and thus avoid corresponding reductions in next year's allocation to the region), WCOG staff and jurisdiction staff have identified opportunities to move funding from projects that are not ready to obligate funds to projects that can start using the funds before the state's July 1 deadline. After consultations with the Transportation Technical Advisory Group (TTAG), staff is requesting consideration of two modifications to previous Policy Board awards of Surface Transportation Program (STP).

1. **Horton Rd Phase 1** ($2,700,000 awarded to Bellingham in 2015)
   Mahogany Ave Arterial ($1,250,000 awarded to Bellingham in 2013)

Approve an exchange of **up to $1,750,000** of federal funds awarded to Horton Rd. Ph. 1 for a matching amount of local funds allocated to Mahogany Ave Arterial project. Horton Rd Phase 1 construction is planned for 2020, whereas Mahogany Ave Arterial will begin constructing this spring/summer.

2. **Horton Rd Phase 2** ($1,000,000 awarded to Whatcom County in 2015)

Both Horton Rd. project phases were submitted in 2015 as joint application from Bellingham and Whatcom County. Since the award, Whatcom County and Bellingham have been working towards an interagency agreement (expected to finalize in April) for Bellingham to assume the lead-agency role on the project. It is proposed that the Policy Board approve the changing of the lead agency to Bellingham so that the awarded STP funds may be obligated as soon as possible.

Suggested motion

"Approve modifications to 2015 STP funding awards:
1) Transfer of up to $1.75 million from Horton Rd Phase 1 to 2013 Mahagony Ave Arterial to be replaced with local (Bellingham) funds from the Mahagony Ave. project.
2) Change in lead agency for Horton Rd. Phase 2 from Whatcom County to the City of Bellingham pending execution of an interagency agreement."

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MEMORANDUM

To: Whatcom Transportation Policy Board
From: Ron Cubellis, CPA AICP
Deputy Executive Director / CFO
Date: March 1, 2017
Subject: Consideration of the 2017 Cost Allocation Plan

Request approval of the WCOG 2017 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. WCOG has used this method for recouping overhead costs since the early 1990's if not before and benefit costs since 2002.

This is the first time 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 are incorporating a requirement into our next 2 year funding agreement that they will only reimburse indirect costs that are based on a plan approved by the MPO policy board.

The 2017 allocation plan follows this memo is based on the WCOG budget adopted by the Council Board last December. If the year were to unfold exactly as budgeted, the rates determined by the plan would ensure that WCOG recoups 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 recoveries are carried forward into the following year.

RECOMMENDATION
Staff recommends approval of the 2017 Cost Allocation Plan.

REQUESTED ACTION
Approve the Whatcom Council of Governments 2017 Cost Allocation Plan as presented.

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2017
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, 2017 – December 31, 2017

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 February 3, 2017, to establish billing or final indirect cost rates for January 1, 2017 through December 31, 2107, 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

2/6/17
Date

INTRODUCTION

The Whatcom Council of Governments staffing is decreasing from 9.5 down to 8.0 FTE in 2017 primarily through a reduction in administrative staff. This change results in a lower indirect rate for 2017. However, an under-recovery of 2016 benefit costs is pushing the fringe rate up for 2017. For comparison, the 2016 indirect and benefit rates were 99.63% and 64.67% respectively.

The 2017 fixed rates are:

Indirect Costs	76.49%
Fringe Benefits	75.37%

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
2017 Organizational Structure

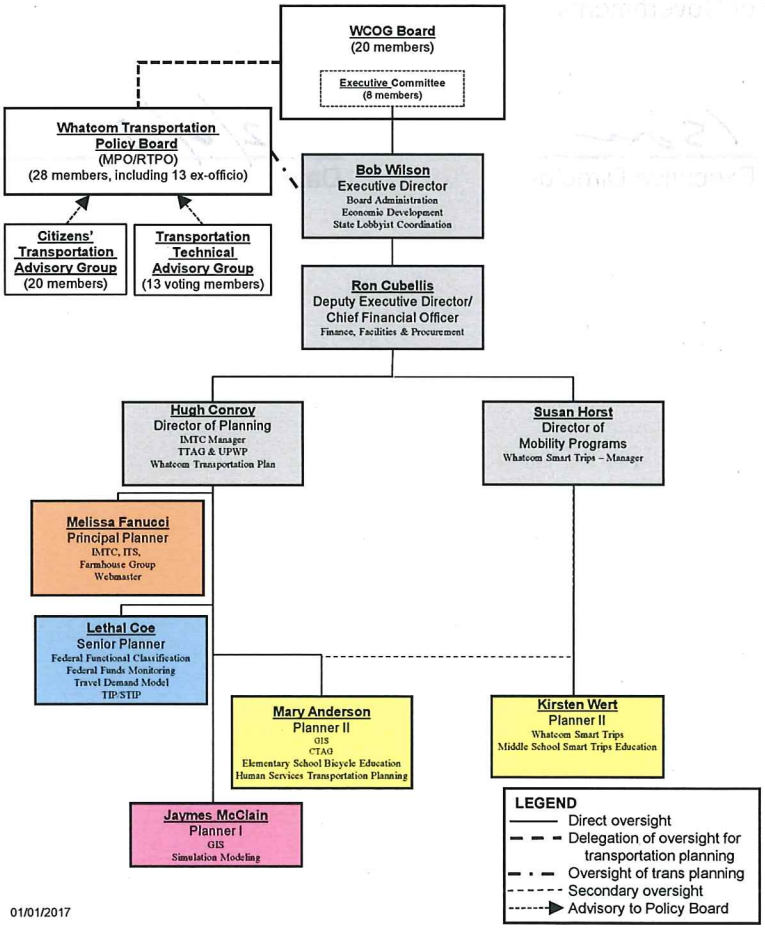

Table 1: 2016 Income and Expenses

Whatcom Council of Governments Actual 2016 Income & Expenditures		
INCOME		
Member Dues	$	141,213
Local		109,989
State		210,305
Federal		876,635
Canadian		21,171
Interest Income		1,673
Miscellaneous		6,314
TOTAL INCOME	$	1,367,300
EXPENSES		
Advertising	$	520
Conference & Training		8,316
Employee Benefits		300,007
Furniture & Equipment		18,377
Incentives		11,138
Insurance		10,185
Memberships		6,911
Pass-Through Funds		28,915
Phones		26,509
Postage		3,448
Printing		11,768
Professional Services		122,261
Rent		66,988
Repair & Maintenance		5,969
Salary & Wages		772,998
Software		17,665
Supplies		10,505
Travel		14,795
Utilities		13,662
Other		15,427
TOTAL EXPENSES	$	1,466,364

Table 2: 2016 Indirect Salaries & Benefits

POSITION	SALARIES	BENEFITS	TOTALS
Executive Director	$ 44,619	$ 28,856	$ 73,475
Deputy Director	42,588	27,541	70,129
Administration Manager	61,686	39,892	101,578
Totals	$ 148,893	$ 96,289	$ 245,182

Table 3: Reconciliation of 2016 Indirect Cost Recovery

2016 Actual Expenses	Total Expenses	Indirect	Excluded	Direct
Wages (excluding paid leave)	$623,935	$148,893	$ 762	$ 474,280
Benefits (including paid leave)	449,070	96,289	493	352,288
Subtotal	$ 1,073,005	$ 245,182	$ 1,256	$ 826,567
Advertising	520	-	-	520
Conference & Training	8,316	1,954	-	6,362
Furniture & Equipment	18,377	18,377	-	-
Incentives	11,138	-	-	11,138
Insurance	10,185	10,185	-	-
Memberships	6,911	3,843	-	3,068
Pass-Through Funds	28,915	-	-	28,915
Phones	26,509	14,316	-	12,193
Postage	3,448	557	-	2,891
Printing	11,768	797	-	10,971
Professional Services	122,261	20,810	42,864	58,587
Rent	66,988	66,953	-	35
Repair & Maintenance	5,969	5,969	-	-
Software	17,665	15,007	86	2,572
Supplies	10,505	5,524	415	4,566
Travel	14,795	2,304	696	11,795
Utilities	13,662	13,662	-	-
Other	15,427	1,015	3,423	10,989
Subtotal	$ 393,359	$ 181,273	$ 47,484	$ 164,602
Totals	$1,466,364	**$ 426,455**	$ 48,740	$ 991,169

$426,455	Actual year 2016 indirect costs
91,622	+/- 2015 indirect cost carry-forward
$ 518,077	Indirect eligible for recovery in 2016
472,525	Indirect cost recovered in 2016
$ 45,552	Under/(over) recovery in 2016 (carried forward into 2017 rate)

Table 4: Estimated 2017 Indirect Salaries & Benefits

POSITION	SALARIES	BENEFITS	TOTALS
Executive Director	$ 6,037	$ 3,962	$ 9,999
Deputy Director	87,817	57,637	145,454
Principal Planner/Webmaster	1,571	1,031	2,602
Totals	$ 95,425	$ 62,630	$ 158,055

Table 5: 2017 Estimated Indirect, Excluded & Direct Costs

2017 Proposed Expenses	Total Expenses	Indirect	Excluded	Direct
Wages (excluding paid leave)	$ 576,576	$ 95,425	$ -	$ 481,151
Benefits (including paid leave)	378,409	62,630	-	315,779
Subtotals	$ 954,985	$ 158,055	$ -	$ 796,930
Communication Services	35,900	22,200	-	13,700
Consultants & Contracted Svcs	178,193	14,000	41,918	122,275
Incentives	10,600	-	-	10,600
Insurance - Property & Liability	11,000	11,000	-	-
Office Equipment & Software	19,420	19,420	-	-
Pass-Through Funding	61,150	-	-	61,150
Printing	4,600	1,500	-	3,100
Professional Development	7,900	1,300	-	6,600
Rent	68,000	68,000	-	-
Repair & Maintenance	6,000	6,000	-	-
Supplies	9,600	6,000	-	3,600
Travel	13,200	2,000	-	11,200
Utilities	13,000	13,000	-	-
Miscellaneous	-	-	-	-
Subtotals	$ 438,563	$ 164,420	$ 41,918	$ 232,225
Totals	$ 1,393,548	**$ 322,475**	$ 41,918	$ 1,029,155

Table 6: 2017 Indirect Cost Rate Calculation

CY 2017 Budgeted Indirect Cost	$ 322,475		
CY 2016 Indirect carry-forward	45,552		
	$ 368,027		
CY 2017 Budgeted Direct Salaries	$ 481,151		
Total Indirect Cost	368,027		
	----------	=	**76.49%**
Total Direct Salaries	481,151		

7

Table 7: Reconciliation of 2016 Fringe Benefit Recovery

2016 Actual Benefit Expenses	Total	
Holiday Leave	$ 38,916	
Sick Leave	37,364	
Vacation Leave	70,543	
Other Paid Leave	2,239	
Subtotal	$ 149,063	
Cell Phone Allowance	600	
Dental	12,265	
Industrial Insurance	3,165	
Life Insurance	1,122	
Long Term Disability	3,182	
Medical	130,338	
Medicare	12,070	
Retirement	84,641	
Social Security	57,403	
Unemployment Insurance	2,191	
Vision	2,493	
Subtotal	$ 309,470	
Totals	$ 458,533	Actual 2016 Fringe Benefit costs incurred
	1,118	+/- 2015 fringe benefit carry-forward
	$ 459,651	Fringe benefits eligible for recovery in 2016
	403,499	Fringe benefits recovered in 2016
	$ 56,152	Under/(over) recovered for 2016 (carried forward into 2017 rate)

Table 8: Estimated 2017 Fringe Benefit Costs

Benefit	Budget Amount
Holiday Leave	$ 33,917
Sick Leave	18,263
Vacation Leave	49,570
Other Paid Leave	-
Subtotal	$ 101,750
Dental	12,043
Disability Insurance	2,869
Health Insurance	116,327
Industrial Insurance	3,030
Life Insurance	939
Medicare	10,008
Retirement	84,926
Social Security Equivalent	42,056
Unemployment Insurance	1,875
Vision Insurance	2,586
Subtotal	$ 276,659
Total Estimated Fringe Benefits	$ 378,409

Table 9: 2017 Fringe Benefit Rate Calculation

CY 2017 Budgeted Fringe Benefits	$ 378,409		
CY 2016 Fringe Benefit carry-forward	56,152		
CY 2017 Recoverable Fringe Benefits estimate	$ 434,561		
CY 2017 Budgeted Direct Salaries	$ 481,151		
CY 2017 Budgeted Indirect Salaries	95,425		
CY 2017 Budgeted Excluded Salaries	-		
Total Salaries & Wages (excluding paid leave)	$ 576,576		
Total Fringe Benefits	434,561	=	**75.37%**
Total Salaries (excluding paid leave)	576,576		

whatcom council of governments

Memo

To: Whatcom MPO/RTPO Transportation Policy Board (WTPB)
Date: February 27, 2017
From: Hugh Conroy, Director of Planning HC
Subject: Consideration of **certification of local jurisdictions' transportation elements** of updated comprehensive plans

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Background
As the Regional Transportation Planning Organization (RTPO) for the Whatcom County region, the Whatcom Council of Governments (WCOG) Policy Board is required by state law (RCW 47.80.023 Sec. 3) to certify that the transportation elements of comprehensive plans adopted by counties and cities in the region conform with state Growth Management Act (GMA) requirements and are consistent with the RTPO's regional transportation plan.

Last March, the WTPB adopted the document titled *Development and Evaluation Process for Comprehensive Plan Transportation Elements*, inclusive of a certification checklist for conformity and consistency.

Subsequent activity

- As draft transportation elements became available for review, WCOG staff read them, used the check list to note any conformity or consistency questions, provided preliminary checklists with documented comments, and also provided general observations about opportunities to best complement regional plans and plans of adjacent jurisdictions.
- With subsequent conversations and updated drafts, all questions identified in certification checklists by WCOG staff have been addressed.
- In final draft form, all Whatcom region transportation elements have been found by staff to be certifiable.
- As of the date of this memo, all Whatcom region 2016 comprehensive plan updates have been adopted by their respective councils.

Recommended motion

"…that the Whatcom Transportation Policy Board certify that the transportation elements of all of the Whatcom region jurisdictions' conform with state Growth Management Act (GMA) requirements and are consistent with the Whatcom regional transportation plan.

For more information:
If you would like to review any or all of the certification review checklists please let me know and I can e-mail the files to you.

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MEMORANDUM

To: Whatcom Transportation Policy Board
From: Lethal Coe, Senior Planner
Date: February 28, 2017
Subject: WCOG 2017 TIP Amendments and Administrative Modifications

Amendment #2 (1703) of the 2017 WCOG Transportation Improvement Program (TIP) includes the following changes:

1. Add new WSDOT project: **I-5/Tributary to California Creek – Fish Passage**. This project will remove existing fish passage barrier and replace with passable structure. The $4 million project is funded primarily through National Highway Performance Program (NHPP). Only Preliminary Engineering and Right-of-way phases are included, the Construction phase will be programmed after 2020.

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 1703 for the Whatcom Council of Governments 2017 Transportation Improvement Program.

Amendment 1703 Table

#	Agency	Project Title	Amended Action	Added Funds $	Total Costs $	Fed Source
1	WSDOT	I-5/Tributary to California Creek – Fish Passage	Add PE and RW phase	748,141	4,026,040	NHPP

Administrative Modifications are less substantial project changes than amendments and are administered by WCOG staff.

Administrative Modification 1703

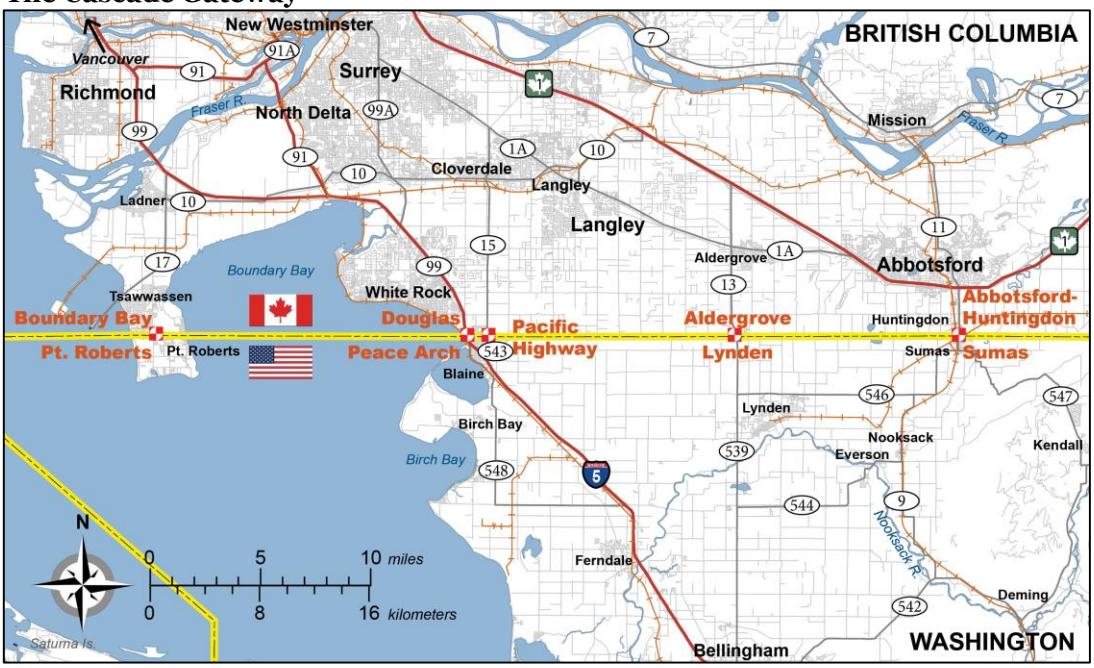
Agency	Project	Modification Administered	Total Costs	Federal Source
Bellingham	West Horton Rd, Phase 1	*Pending Policy Board Action:* replace STP funds with local funds up to 1.75 million.	5,412,000	STP (US)
Bellingham	Mahogany Ave Arterial	*Pending Policy Board Action:* replace local funds with STP funds up to 1.75 million.	7,388,121	STP (US)
Whatcom	West Horton Rd Extension, Phase 2	*Pending Policy Board Action:* change lead agency to Bellingham	15,000,000	STP (US)

Introduction

The internationally recognized International Mobility and Trade Corridor Program (IMTC) is a voluntary, binational, regional coalition of government, business interests, and non-governmental entities that supports the improvement of safety, mobility, and security for the Cascade Gateway—the five land border ports-of-entry connecting Western Washington State and Lower Mainland British Columbia. The IMTC Program is led by the Whatcom Council of Governments (WCOG), the U.S. metropolitan planning organization (MPO) located in Bellingham, Washington. Through the IMTC Program, participants coordinate planning, identify system needs, and optimize investments and operations through collaboration, and partnership.

This briefing covers IMTC participants, goals and strategies, major successes, and the program's strategy to meet future funding needs. The 2017 work program is also included as an appendix.

The Cascade Gateway



IMTC participating agencies (Steering Committee)

The IMTC Program is composed of regional managers of federal, state, and provincial agencies responsible for cross-border transportation and inspection operations as well as many other government entities, industry associations, non-governmental organizations, and academia.

Transportation

- U.S. Federal Highway Administration
- WA State Dept. of Transportation
- Whatcom Council of Governments
- Transport Canada
- B.C. Min. of Transportation & Infrastructure
- B.C. TransLink

Inspection

- Canada Border Services Agency
- U.S. Customs and Border Protection

Border cities

- Surrey, BC
- Blaine, WA
- Langley, BC
- Lynden, WA
- Abbotsford, BC
- Sumas, WA

Other governmental, industry, & academia

- Canadian Consulate General, Seattle
- U.S. General Services Administration
- B.C. Trucking Association
- U.S. Consulate General, Vancouver
- Border Policy Research Institute at WWU

IMTC goals, and strategies

IMTC participants have adopted the following goals:

- Coordinate planning
- Improve regional, cross-border trade & transportation data
- Support infrastructure improvements
- Support coordinated implementation of U.S. and Canadian border policy
- Improve operations

For a detailed list of the strategies that IMTC participants have adopted to achieve these goals, see the *IMTC Purpose, Goals, and Strategies* document. These strategies are largely reflected in the work program activities described in the next section.

IMTC Successes

The existence of a regional, cross-border planning program has supported government agencies and industry stakeholders from both sides of the border in their efforts to accomplish very important improvements for travel and trade in the Cascade Gateway. These include:

70 percent reduction in southbound truck wait times at Pacific Highway

In 2012, BC MoTI reconfigured the truck plaza leading the U.S. port-of-entry at Pacific Highway implementing a commercial vehicle operations strategy identified though data collection, simulation modeling, pilot tests, and coordinated infrastructure and technology investments – all supported by coordination through the IMTC Program. As a result of the changes, average standard commercial inspection wait times went down from 52 minutes in 2011 to 16 minutes in 2012.

The U.S.-Canada border's first and most complete border wait time systems

In 2001, with funding partnerships assembled through IMTC, BC MoTI and WSDOT began installing border wait-time (BWT) systems at Peace Arch-Douglas and Pacific Highway ports-of-entry. The BWT systems were expanded to the rest of the Cascade Gateway in following years. In addition to binational, multi-agency funding, agencies working through IMTC ensured that system architecture, data parameters, and traveler communications

Collection of previously unavailable data on regional trade and travel

With funding from multiple agencies and coordinated facilitation of inspection agencies, the IMTC Program has, since 2000, continued a valuable series of passenger and commercial vehicle intercept surveys at Cascade Gateway border crossings. The databases and resulting information on vehicle and truck origin and destinations related to commodities and many other characteristics were not available before these IMTC initiated research efforts and would not be possible without sustained coordination of the

Coordinated design and project delivery – Aldergrove port-of-entry

Starting with an IMTC sponsored assessment of the Aldergove-Lynden border crossing in 2010, agencies (CBSA, WSDOT, US CBP, BC MoTI, US GSA, cities, etc.) continued to coordinate planning and design of connections between new inspection facilities, state and provincial highways, and adjacent inspection stations. CBSA completed its new Aldergrove port in 2015 shortly after WSDOT completed a coordinated rebuild and widening of the last 500 feet/150 meters of WA State Route 539. Coordination here continues on lane realignments on BC Highway 13 leading into the U.S. port-of-entry (Lynden).

The highest regional NEXUS program enrollment on the Canada-U.S. border

With the introduction of the NEXUS program in 2002, IMTC agencies obtained funding and collaborated with WCOG to implement promotional and educational strategies including user-friendly websites, near-border signs, print media, and radio. As NEXUS lanes have been added to other area ports (Sumas-Abbotsford and Aldergrove), IMTC continued similar activities to promote enrollment in newly served communities. Today, 46 percent of cross-border traffic at Peace Arch-Douglas (the 3rd busiest crossing on the entire border) is NEXUS.

Regional application of Canada-U.S. border ITS architecture

After participating with Transport Canada (TC) and U.S. FHWA in development of an ITS architecture for cross-border transportation, WCOG received funding from TC, FHWA, and WSDOT to apply the Border Information Flow Architecture (BIFA) and develop an internet-based data archive – the Cascade Gateway Border Data Warehouse. The website has been updated to reflect improvements in available data management technology. The success of the regional effort led FHWA and TC to ask WCOG to manage a project to develop a similar product for the entire border completed in 2013 – Borderdatawarehouse.com including ongoing archiving of wait-time system and other border operations and border traffic data.

A strong regional business case for advancing national RFID strategies

With funding from FHWA and BC MoTI, IMTC agencies worked with WCOG to develop a business case for subsidized distribution of RFID travel documents. The detailed analysis and application of robust process simulation modeling was made possible by the ongoing working relationhips that the IMTC Program sustains. Critical data and field validations were provided by inspection agencies. The final analysis presents an RFID travel document strategy that could reduce wait times by 63 percent at one fifth the cost of achieving the same result with additional infrastructure.

Future funding – a coalition strategy

Since 1997, almost all funding for the IMTC Program (94%) has come from the U.S. Coordinated Border Infrastructure (CBI) Program (see inset below) either directly (pre 2006) or via WSDOT (post 2006). While *adequate* funding is critical to IMTC's success, an interagency planning effort also needs *predictable* funding. Part of the incentive for agencies to participate is their expectation that the IMTC Program is both an effective forum for developing improvement strategies today and that its continued existence will support implementation of those strategies in the future.

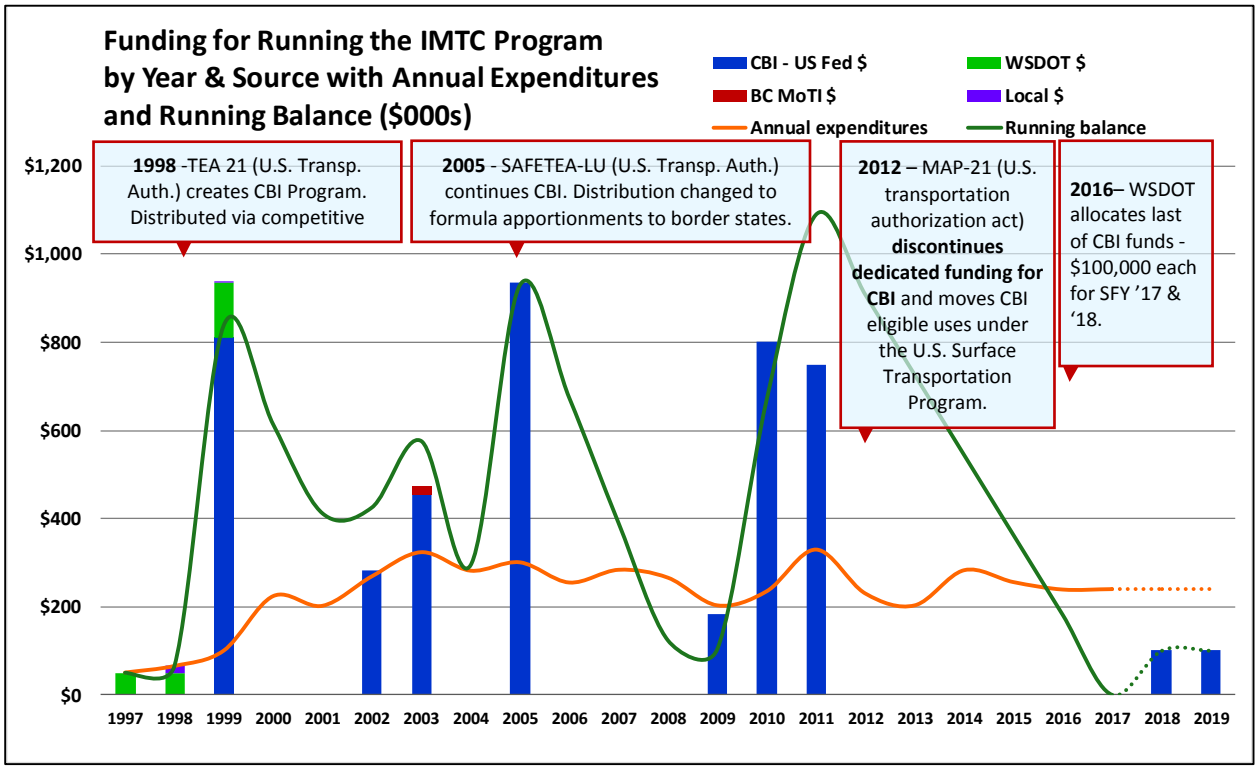
The U.S. Dept. of Transportation's Coordinated Border Infrastructure (CBI) Program was established by Congress in 1998 "to improve the safe movement of motor vehicles at or across the border between the United States and Canada…"

One of five eligible uses of CBI Program funding is:

> **"International coordination of transportation planning, programming, and border operation with Canada and Mexico relating to expediting cross-border motor vehicle and cargo movements."**

While no longer a funded program, CBI eligible uses were incorporated into the U.S. Surface Transportation Block Grant (STBG) Program.

While the U.S. CBI Program existed for 13 years it was a discretionary program. It was an available source of funding but not a certain source. WCOG and its IMTC Program partners have been fortunate to have obtained multiple allocations of CBI funding both directly from the U.S. federal government and from Washington State. The chart below is an annotated timeline of these appropriations and other partner contributions over the IMTC Program's history.



As the above chart shows, the IMTC Program is funded through 2017. WSDOT recently identified remaining CBI apportionment and will contribute $100,000 in state fiscal years 2018 and 2019. Discussions with partners are focused on two funding strategies discussed below.

Near term funding strategy: 2018-2020

Building on the two-year commitment from WSDOT, the near term strategy looks to assemble funding for 2018-2020 ($720,000 three-year total) with contributions from multiple partner agencies. For this three-year period, regional sources will likely be the majority funding sources. An illustrative funding split scenario could be: 50 percent state & provincial, 30 percent U.S. & Canadian federal, 20 percent U.S and Canadian regional/local.

Long term funding strategy: 2021 and beyond

2020 is the last year of the current U.S. transportation authorization act (The FAST Act). 2021 will likely be the first year that future U.S. authorization legislation could restore programmatic funding for regional border planning – for "*International coordination of transportation planning, programming, and border operation.*" Thus, a simultaneous, long-term IMTC funding strategy is to start a discussion with FHWA and Transport Canada to form support through appropriate channels for establishing and/or reestablishing coordinated, U.S. and Canadian federal funding opportunities to support regional border planning efforts. The envisioned outcome of this strategy is for regional border planning efforts, like the IMTC Program, to be eligible for funding assistance from both federal governments. While this strategy is based on a belief that our federal governments should contribute most of the support for regional border planning programs, states, provinces, and regions also have direct interests in efficient and effective borders and should also contribute financially. An illustrative funding split based on a future federal program scenario could be: 60 percent U.S. & Canadian federal, 30 percent state & provincial, 10 percent U.S and Canadian regional/local.

For more information, please contact:
Hugh Conroy
Director of Planning
Whatcom Council of Governments
360 685-8384
hugh@wcog.org

2017 activities, products, & costs

This section describes the IMTC work program – activities that WCOG plans to undertake in 2017, the resulting products, and the estimated costs of these activities. This summary is based on 20 years of preceding efforts. Continuation and addition of specific activities is based on IMTC participants' consensus on strategic responses to long-standing objectives as well as emerging needs and opportunities.

Activities are grouped in four categories: meetings; data, analysis and information; collaboration; and project management. The annual cost of the IMTC Program is $240,000.

1. Collaboration

1.1. Regional border master planning

Description: IMTC participants' ongoing work to advance improvements of shared interest has been documented annually as an updated list of projects. The project list has evolved from a list of unfunded projects and studies aimed at various grant funding opportunities to become a more complete portrayal of both unfunded needs and upcoming funded projects advanced by individual IMTC agencies. The additional information has improved IMTC Program support for coordination of implementation and operations while maintaining a primary focus of facilitating partnership based project funding strategies.

In 2017, IMTC will incorporate elements of regional border master planning. In June 2016 the U.S.-Canada Transportation Border Working Group (TBWG) conducted a border master planning peer exchange in Bellingham that resulted in the identification of additions to IMTC's planning process for the Cascade Gateway. WCOG will undertake selected additional practices as part of next year's planning activities and, with IMTC partners, evaluate the products for ongoing efforts.

Products: 2017 project list. Project categorization and related performance measures for prioritization (pending participant consensus). Regional border master plan documentation. Associated applications of transportation model network analyses.

Estimated annual cost: $52,800.

1.2. Small projects

Description: WCOG staff typically work on a number of small projects each year in support of IMTC efforts. These projects have specific products but are limited enough to undertake within the annual *program* budget. Small projects are often exploratory and lead to a business case for a follow-on effort that requires separate funding.

Small projects underway include planning for improved pedestrian routes at both the Pacific Highway and Peace Arch-Douglas ports-of-entry (current draft report available). Additionally, WCOG successfully applied for FHWA technology funding (matched with BCMoTI funding) to update border wait time systems and is managing that consultant project. A previous small project example is the Lynden-Aldergrove Business Case.

Products: Small project results and documentation.

Estimated annual cost: $48,000.

1.3. Cascade Gateway construction schedule

Description: WCOG maintains a calendar of upcoming construction projects on both sides of the border that will impact regional cross-border travel. This supports proactive cooperation, coordinated messaging to the public about cumulative impacts of simultaneous construction activity, and sometimes indicates needs to adjust closure schedules or increase traffic mitigation.

Products: Regularly updated construction schedule distributed to partner agencies.

Estimated annual cost: $7,200.

1.4. Cascade Gateway Incident Response Communications Protocol

Description: In 2007, IMTC partners and other agencies with cross-border traffic operations and related public safety responsibilities (Washington State Patrol and the Royal Canadian Mounted Police) signed a memorandum of agreement to establish the *BC-WA Regional Protocol for Binational, Interagency Communication about Highway and Border Station Incidents that Affect Cross-border Travel*. The MoA adopts corresponding procedures to help ensure effective and expeditious communication related to incident response and traffic management.

Product: With ongoing changes to personnel, available technology, or signatory agency standard operating procedures, WCOG works with the signatory agencies to update and redistribute contact information and optimal communication sequences.

Estimated annual cost: $7,200.

2. Data, analysis, & information

2.1. Research & analysis support

Description: WCOG staff provides various forms of support for collaborative efforts of IMTC participating agencies including data collection, research, and analysis.

Products: Acquisition and compilation of regional **trade and travel data** from national sources. Research on and advancement of **interagency agreements** for data sharing and project funding. Coordination with related agency initiatives like the **WA-BC Joint Transportation Executive Committee (JTEC)**. Assistance with **research and analysis** based on past IMTC data collection projects, national data sources, and staff expertise. Ongoing maintenance and compilation of border related data tables for regional applications including performance metrics, various topical research tasks, project business cases, project funding applications, and more.

Estimated annual cost: $36,000.

2.2. IMTC Resource Manual

Description: WCOG annually publishes (hard copy and online) the *IMTC Resource Manual*, a compilation of traffic and trade statistics pertaining to the Cascade Gateway, IMTC program information, past and current project descriptions, regional cross-border system performance measures, and contact information for participating agencies.

Product: Annual production, publication, and distribution.

Estimated annual cost: $9,600.

2.3. Websites

Description: WCOG maintains an IMTC Program website availing general information as well as more specific data and documents for partner agencies and others.

WCOG also manages an online border traffic data warehouse that stores multiple traffic data elements generated by regional border wait time systems. The website includes a powerful query tool that allows stakeholders to generate custom reports based on many years of high-resolution historical data.

Products: TheIMTC.com & CascadeGatewayData.com

Estimated annual cost: $12,000.

3. Meetings

3.1. Planning & facilitation of monthly meetings

Description: An essential element of collaboration and relationship building, the IMTC Steering Committee meets face to face every month except December and August. Every fourth meeting is a Core Group meeting (expanded participation to industry associations, other government agencies, etc.). Locations alternate between the United States and Canada and are typically at or very near the border itself.

Products: Agendas are collaboratively developed in advance. Discussions and outcomes are documented, distributed for review, and posted on the IMTC website.

Estimated annual cost: $28,800

3.2. Transportation Border Working Group (TBWG)

Description: IMTC is currently one of three regional planning organizations along the U.S.-Canada border recognized by the U.S.-Canada TBWG. WCOG staff currently serve on the TBWG steering committee, participate at semi-annual TBWG meetings, and collaborate with HQ staff from U.S. Federal Highway Administration, Transport Canada both federal inspection agencies, and other U.S. border states and provinces on issues pertinent to regional *and* national strategies and policy objectives for our shared border.

Products: Current information on policy, investment strategies and funding opportunities. Valuable relationships with multiple federal agencies that work on border issues and infrastructure. Assistance with administrative issues often encountered by IMTC partners at the regional level.

Estimated annual cost: $12,000.

4. Program management

4.1. IMTC performance measures

Description: WCOG annually measures its performance on various dimensions of this work plan.

Product: IMTC performance report available at TheIMTC.com.

Estimated annual cost: $4,800.

4.2. Program management & administration

Description: Program direction, budgeting, and administration in support of the overall work plan (e.g. contact management, communications, etc.).

Product: Day to day operations.

Estimated annual cost: $12,000.

IMTC projects completed by WCOG

Separate from ongoing activities related to the IMTC *Program*, over its history, many projects that the IMTC Program coalition identifies and finds funding for are conducted and or managed by WCOG staff. Two such projects underway currently are:

Border Freight Operations Study: $150,000 –The project is funded by U.S. FHWA (80%), BC MoTI (7.5%), Transport Canada (7.5%), and WWU-BPRI (5%). WCOG staff and WWU-BPRI staff and student research assistants collected updated regional cross-border freight origin, destination, commodity, and other vehicle and border processing characteristics to complete an updated database for analysis of freight trip demand patterns and forecasting. WCOG and BPRI is also conducting interviews of cross-border carrier firms in order to develop a summary of regional industry perspectives on trends and needs.

Dynamic Border Management: $180,000 – Funded by U.S. FHWA (80%) and BC MoTI (20%). Aimed at identifying and advancing strategies to reduce congestion and wait times at our border crossings, WCOG acquired and has applied a powerful process simulation software

(ExtendSim) to model regional inspection stations and transportation systems. Working closely with IMTC transportation and inspection agency partners, WCOG and BPRI have completed a business case for investments in accelerated distribution of radio frequency enabled travel documents (RFID Business Case), worked with CBP to refine peak-traffic booth operation and staffing strategies, worked with WSDOT to model wait-time systems for pre-deployment testing of algorithm changes, and continue to work with U.S. CBP on modeling the feasibility of processing I-94 forms (required by non-citizen Canadian residents) at a dedicated location in advance of the port-of-entry.

Over its history, agencies working through the IMTC Program have advanced many projects (including running the IMTC Program itself). The funding overview below shows the significant investments that IMTC partner agencies have made in projects that delivered important improvements and information for cross-border travel and trade between Canada and the United States – projects that have been more effective because they were identified and implemented by partners at multiple levels working together from both sides of our border.

IMTC Funding Overview, 1999-2016 ($US)

Year	Project	Total Project Funding	U.S. Federal	%	Canadian Federal	%	WA State	%	B.C. Province	%	Various Other	%
2016	Booth Status Data Integration	$78,050	$60,550	78%					$17,500	22%		
2015	Cross-Border Freight Ops. & Network Trends	$187,500	$150,000	80%	$10,250	5%			$10,250	5%	$17,000	9%
2014	Dynamic Border Management	$187,500	$150,000	80%					$37,500	20%		
2013	Passenger Intercept Survey	$139,900	$57,450	41%			$25,000	18%	$25,000	18%	$32,450	23%
2012	U.S. - Canada Border Data Warehouse	$350,000	$167,275	48%	$175,000	50%					$7,725	2%
2011	IMTC Coordination of Binational Planning VII	$750,000	$750,000	100%								
	FAST Pilot Study	$108,960					$108,960	100%				
2010	IMTC Coordination of Binational Planning V	$500,000	$500,000	100%								
	IMTC Coordination of Binational Planning VI	$300,000	$300,000	100%								
	Border Data Warehouse & BIFA Integration	$490,000	$100,000	20%	$245,000	50%	$145,000	30%				
2009	IMTC Coordination of Binational Planning	$183,000	$183,000	100%								
	2009 CVO Evaluation Study	$60,000									$60,000	100%
	Sumas Signage Improvements	$110,000	$110,000	100%								
2008	Border Circulation Analysis	$190,000	$65,000	34%					$50,000	26%	$75,000	39%
2007	2008 Passenger Intercept Survey	$80,000									$80,000	100%
	2006 Border Evaluation Study Phase I	$28,975	$8,975	31%	$10,000	35%					$10,000	35%
2005	IMTC Coordination of Binational Planning IV	$935,896	$935,896	100%								
	ATIS-DMS	$160,000			$80,000	50%	$40,000	25%	$40,000	25%		
2003	IMTC Coordination of Binational Planning III	$530,500	$455,500	86%					$20,000	4%	$55,000	10%
	Short Sea Shipping Study	$172,000	$94,000	55%	$28,000	16%					$50,000	29%
	Sumas Border Enhancements	$17,929	$2,000	11%							$15,929	89%
	Free and Secure Trade (FAST) Promotion	$106,525	$91,525	86%					$5,000	5%	$10,000	9%
2002	SB DCL Lane on Hwy 15	$250,000	$160,000	64%	$45,000	18%			$45,000	18%		
	Abbotsford-Sumas Phases II&III	$1,780,000	$520,000	29%	$630,000	35%			$630,000	35%		
	Foothills Corridor Study	$120,000	$100,000	83%			$20,000	17%				
	Blaine I-5 Interchange Study	$403,000	$172,520	43%			$7,480	2%			$223,000	55%
	Pacific Hwy SB ITS Truck Lane	$1,201,500	$67,500	6%	$567,000	47%			$567,000	47%		
	SB DCL Lane on Hwy 99	$497,000	$235,000	47%	$131,000	26%			$131,000	26%		
	West Coast Corridor Coalition	$57,804	$50,000	86%							$7,804	14%
	WIM Software Integration	$485,000	$170,000	35%	$157,500	32%			$157,500	32%		
	ITS-CVO Phase III	$156,230	$126,230	81%			$20,000	13%	$10,000	6%		
	Cross-Border Model Completion	$135,929	$100,000	74%			$35,929	26%				
	NEXUS App. Improvements & Advertisement	$129,750	$129,750	100%								
	Cascade Gateway Operations Plan	$54,332	$54,332	100%								
	IMTC Coordination of Binational Planning II	$282,168	$282,168	100%								
2001	ATIS	$1,103,000	$553,000	50%	$275,000	25%			$275,000	25%		
	Rail Study	$131,270	$96,260	73%			$13,740	10%	$6,270	5%	$15,000	11%
	Transit Study	$30,260	$20,260	67%	$5,000	17%					$5,000	17%
	Abbotsford-Sumas	$200,000	$120,000	60%	$23,000	12%	$30,000	15%	$23,000	12%	$4,000	2%
	Model	$222,020	$208,280	94%			$13,740	6%				
2000	ITS-CVO Phase II	$2,471,000	$871,000	35%	$450,000	18%	$700,000	28%	$450,000	18%		
1999	IMTC Coordination of Binational Planning I	$937,500	$811,000	87%			$124,000	13%			$2,500	0%
	Pre-Approved Travel Promotion	$200,000	$200,000	100%								
	Cross-Border Trade & Travel Study	$443,900	$238,000	54%			$199,500	45%	$6,400	1%		
	TOTAL IMTC PROJECTS FUNDING	**$16,958,398**	**$9,466,471**	56%	**$2,831,750**	17%	**$1,483,349**	9%	**$2,506,420**	15%	**$670,408**	4%