

State Fiscal Year

2018

Unified Planning Work Program



Skagit Council of Governments

Preparation of this document was funded by grants from the Washington State Department of Transportation, Federal Highway Administration, Federal Transit Administration, and with funds contributed by SCOG member jurisdictions



Adopted by the SCOG Transportation Policy Board on May 17th, 2017

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MPO/RTPO OVERVIEW

Through federal legislation, Metropolitan Planning Organizations (MPOs) exist throughout the United States in all urbanized areas with populations greater than 50,000 people. MPOs are given the authority to prioritize, plan and program transportation projects for federal funding in metropolitan areas.

The Skagit Council of Governments (SCOG) is the federally designated MPO in Skagit County, Washington, as enabled by federal law [23 U.S.C. 134](#) and [49 U.S.C. 5303](#). In coordination with the United States Department of Transportation (USDOT), the Washington State Department of Transportation (WSDOT), local elected leadership, and stakeholders in the planning area, SCOG leads the development of the region's long-range Regional Transportation Plan and short-range Regional Transportation Improvement Program.

Through Washington State legislation, Regional Transportation Planning Organizations (RTPOs) were authorized as part of the 1990 Growth Management Act. Through its [governance agreement](#), SCOG is designated as the RTPO for Skagit County. SCOG involves cities, towns, counties, transit agencies, tribes, ports, private employers, and WSDOT with preparing a Regional Transportation Plan, certifying that countywide planning policies and local transportation elements are consistent with the Regional Transportation Plan and maintaining a six-year Regional Transportation Improvement Program.

MPO and RTPO planning activities are funded by grants from USDOT, WSDOT and local governments through regional dues. The Unified Planning Work Program (UPWP) is adopted annually and serves as the budget and work program for SCOG.

For a listing of the membership of various boards, refer to Appendix A: Board Membership. For a graphical representation of the Board structure, refer to Appendix B: SCOG Organizational Structure. For a map of MPO and RTPO planning areas, see Appendix C: MPO & RTPO Planning Areas.

UPWP OVERVIEW

This UPWP documents the transportation planning work activities and related tasks to be accomplished during the state fiscal year (SFY) 2018 (July 1, 2017 through June 30, 2018). Work activities identified for inclusion in the UPWP comply with regional policies, goals and objectives. Work activities are consolidated into the UPWP which is approved by the SCOG Transportation Policy Board. Final approval is then issued by the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA) and WSDOT.

This document outlines federal and state planning requirements and presents a work program of planning activities to address the requirements during SFY 2018. The work activities in the UPWP are organized into four program elements:

- Element 1: Administration
- Element 2: Multi-Modal Planning
- Element 3: Project Programming & Prioritization
- Element 4: Data Collection & Analysis

For a graphical representation of the core work activities identified in the UPWP, refer to Appendix D: Core Programs and Functions.

AMENDING THE UPWP

As staff availability fluctuates and regional priorities change, it may become necessary to amend the UPWP. If it is determined, through discussions with the SCOG Transportation Policy Board, that an amendment is necessary, staff will prepare an updated UPWP. A draft will then be made available to the Technical Advisory Committee

(TAC), Transportation Policy Board, WSDOT, FHWA, FTA and the public. Following a public comment period, the Transportation Policy Board will then take action on the amended UPWP. If the amendment is approved, it will then be submitted to WSDOT, FHWA, and FTA for final approval.

FEDERAL AND STATE REQUIREMENTS

FEDERAL PLANNING FACTORS

The Fixing America’s Surface Transportation (FAST) Act describes Federal Planning Factors issued by Congress to emphasize planning factors from a national perspective. The eight planning factors are as follows:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users.
4. Increase the accessibility and mobility of people and for freight.
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of the transportation system, across and between modes, people and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation.
10. Enhance travel and tourism.

Each of the federal planning factors is addressed through various work activities selected for SFY 2018, as shown below:

UPWP Work Task	Economic Vitality	System Safety	System Security	Accessibility and Mobility	Protect Environment	Integration of System	Efficiency	System Preservation	System Resiliency	Enhance Tourism	MAP-21 Implementation	Regional Models of Collaboration	Ladders of Opportunity
1.1 - Administration	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1.2 - UPWP Annual Development and Reporting	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1.3 – Legislator Contact													
1.4 – Title VI Annual Report				✓	✓								✓
2.1 – Regional Transportation Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	
2.2 – Coordinated Public Transit-Human Services Transportation Plan	✓	✓	✓	✓	✓	✓	✓	✓				✓	✓
2.3 – Statewide Planning Initiatives	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓
2.4 – Transportation Planning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
2.5 – North Sound Connecting Communities Partnership				✓	✓	✓				✓		✓	✓
2.6 – Transportation Element Consistency	✓	✓	✓	✓	✓	✓	✓	✓				✓	
2.7 – Title VI, Limited English Proficiency, & Environmental Justice				✓	✓								✓
2.8 – Non-Motorized Transportation Planning	✓	✓		✓	✓	✓	✓	✓		✓	✓		✓
2.9 – Comprehensive Housing Inventory	✓						✓					✓	✓

UPWP Work Task	Economic Vitality	System Safety	System Security	Accessibility and Mobility	Protect Environment	Integration of System	Efficiency	System Preservation	System Resiliency	Enhance Tourism	MAP-21 Implementation	Regional Models of Collaboration	Ladders of Opportunity
2.10 – Intelligent Transportation System Architecture	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	
2.11 – Regional Level of Service Review	✓	✓	✓	✓		✓	✓				✓	✓	
2.12 – Cook Road Corridor Study	✓	✓	✓	✓		✓	✓						✓
2.13 – Origin & Destination Study	✓			✓		✓	✓	✓		✓	✓	✓	
3.1 – Regional Project Prioritization	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.1 – Performance Measures	✓	✓	✓	✓	✓	✓	✓	✓			✓		✓
4.2 – Travel Demand Modeling	✓			✓			✓			✓	✓		
4.3 – Data & Analysis	✓			✓			✓	✓			✓	✓	✓
4.4 – Geographic Information Systems and Mapping					✓						✓		
4.5 – Highway Classification	✓	✓	✓	✓				✓			✓		
4.6 – Census Coordination	✓			✓			✓	✓			✓		

FEDERAL EMPHASIS AREAS

The Federal Highway Administration and the Federal Transit Administration have encouraged all metropolitan planning organizations to give priority to the following three emphasis areas: Moving Ahead for Progress in the 21st Century Act and the Fixing America’s Surface Transportation Act Implementation, Regional Models of Cooperation, and Ladders of Opportunity. These three priorities are included in the United States Department of Transportation’s strategic objectives for the Surface Transportation Program. A brief description of each of the federal emphasis areas follows.

MOVING AHEAD FOR PROGRESS IN THE 21ST CENTURY AND FIXING AMERICA’S SURFACE TRANSPORTATION IMPLEMENTATION

Metropolitan planning organizations are encouraged to enhance their performance management approach to transportation planning and programming. This involves using transportation performance measures, setting targets, reporting performance, and programming transportation investments that will lead towards achievement of the desired transportation system performance outcomes.

REGIONAL MODELS OF COLLABORATION

To improve the effectiveness of transportation decision making, metropolitan planning organizations are encouraged to think beyond traditional borders and implement a coordinated approach to transportation planning. By effectively coordinating with transportation partners such as WSDOT, transit agencies, and other metropolitan planning organizations project delivery times can be reduced and public benefit can be increased. Metropolitan planning organizations can reassess their agreements with planning partners to improve collaboration, policy implementation, technology use, and performance management.

LADDERS OF OPPORTUNITY

Metropolitan planning organizations are encouraged to identify transportation connectivity gaps in accessing essential services such as employment, health care, schools, and recreation. Analytical methods to identify connectivity gaps in the regional transportation system can be developed to direct transportation investments towards solutions that fill in the missing gaps, particularly for traditionally underserved populations. This emphasis area

can also lead to evaluating the effectiveness of the metropolitan planning organization’s public participation process, updating the Coordinated Human Services Transportation Plan, and assessing the effectiveness of the non-motorized transportation system

STATE PLANNING EMPHASIS AREAS (RTPO)

The Washington State Legislature has identified policy goals for the planning, operation, performance of, and investment in, the state’s transportation system ([RCW 47.04.280](#)). Public investments in infrastructure should support the achievement of these policy goals:

1. Economic Vitality – To promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy.
2. Preservation – To maintain, preserve, and extend the life and utility of prior investments in transportation systems and services.
3. Safety – To provide for and improve the safety and security of transportation customer and the transportation system.
4. Mobility – To improve the predictable movement of goods and people throughout Washington State.
5. Environment – To enhance Washington’s quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment.
6. Stewardship – To continuously improve the quality, effectiveness, and efficiency of the transportation system.

Each of the Washington State transportation system policy goals is addressed through various work activities selected for SFY 2018, as shown below:

UPWP Work Task	Economic Vitality	Preservation	Safety	Mobility	Environment	Stewardship
1.1 - Administration	✓	✓	✓	✓	✓	✓
1.2 - UPWP Annual Development and Reporting	✓	✓	✓	✓	✓	✓
1.3 – Legislator Contact						
1.4 – Title VI Annual Report				✓	✓	✓
2.1 – Regional Transportation Plan	✓	✓	✓	✓	✓	✓
2.2 – Human Services Transportation Plan	✓	✓	✓	✓	✓	✓
2.3 – Statewide Planning Initiatives	✓	✓	✓	✓	✓	✓
2.4 – Transportation Planning	✓	✓	✓	✓	✓	✓
2.5 – North Sound Connecting Communities Partnership		✓		✓	✓	✓
2.6 – Transportation Element Consistency	✓	✓	✓	✓	✓	✓
2.7 – Title VI, Limited English Proficiency, & Environmental Justice				✓	✓	✓
2.8 – Non-Motorized Transportation Planning	✓	✓	✓	✓	✓	✓
2.9 – Comprehensive Housing Inventory	✓				✓	✓
2.10 – Intelligent Transportation System Architecture	✓	✓	✓	✓	✓	✓
2.11 – Regional Level of Service Review	✓	✓	✓	✓		✓
2.12 – Cook Road Corridor Study	✓		✓	✓		✓
2.13 – Origin & Destination Study	✓		✓	✓	✓	✓
3.1 – Regional Project Prioritization	✓	✓	✓	✓	✓	✓
4.1 – Performance Measures	✓	✓	✓	✓	✓	✓

UPWP Work Task	Economic Vitality	Preservation	Safety	Mobility	Environment	Stewardship
4.2 – Travel Demand Modeling	✓	✓		✓		✓
4.3 – Data & Analysis	✓	✓	✓	✓	✓	✓
4.4 – Geographic Information Systems and Mapping					✓	✓
4.5 – Highway Classification	✓	✓	✓	✓		✓
4.6 – Census Coordination	✓	✓	✓	✓	✓	✓

Among the primary RTPO responsibilities ([RCW 47.80.023](#)) is preparing a regional transportation plan that is consistent with countywide planning policies and county, city and town comprehensive plans. Other tasks include preparing a [Regional Transportation Improvement Program \(RTIP\)](#), developing a [Coordinated Public Transit-Human Services Transportation Plan \(HSTP\)](#), and developing regionally consistent level of service standards. All of these duties are addressed in work activities in the UPWP. For a graphical representation of some of the work activities identified in the UPWP, refer to Appendix D: Core Programs and Functions.

PUBLIC INVOLVEMENT

Federal and state legislation require MPOs and RTPOs to include provisions in the planning process to ensure the involvement of the public in the development of the Regional Transportation Plan, Regional Transportation Improvement Program, and the UPWP. The SCOG [Public Participation Plan](#) requires that all plans and documents are made available to the public online and at the SCOG office.

FUNDING SOURCES FOR PLANNING ACTIVITIES

All work, including staff time and consultant activities, listed in the UPWP are funded by one or more of the following funding sources:

FEDERAL HIGHWAY ADMINISTRATION SECTION 112 GRANT FUNDS (“PL,” OR METROPOLITAN PLANNING FUNDS)

Federal planning funds can be used for up to 86.5% of a project, with a required 13.5% match typically provided by local government dues.

FEDERAL TRANSIT ADMINISTRATION SECTION 5303 GRANT FUNDS

Section 5303 funds are federal funds designated for transit planning and research activities. SCOG uses a local match of 13.5% based on an agreement with WSDOT.

FEDERAL TRANSIT ADMINISTRATION SECTION 5310 GRANT FUNDS

WSDOT apportions Section 5310 funds to MPOs and RTPOs to aid development of regional Coordinated Public Transit-Human Services Transportation Plans and their associated implementation. These funds do not have a local match requirement.

SURFACE TRANSPORTATION PROGRAM BLOCK GRANT (STPBG) FUNDS

The Surface Transportation Program Block Grant provides flexible funding that may be used by states and localities for projects to preserve and improve the transportation system consistent with regional priorities. Funds are allocated to SCOG for regional project prioritization and selection or to supplement the efforts of SCOG. Surface

Transportation Program Block Grant funds can be used for up to 86.5% of a project with a required match of 13.5%.

RTPO GRANT FUNDS

The State of Washington allocates funds to all RTPOs in the state in order to perform the required planning activities. These funds do not have a local match requirement.

NORTH SOUND CONNECTING COMMUNITIES PROJECT (NSCCP)

These funds are from a grant program to be used for multi-modal planning at a five county level (Island, San Juan, Skagit, Snohomish, and Whatcom counties). These funds do not have a local match requirement.

ACCOMPLISHMENTS FROM 2017 UPWP

With the support of local agencies and WSDOT, SCOG was able to fulfill the majority of tasks in the [2017 UPWP](#) despite a constrained budget. Accomplishments of note include the following:

ACCOMPLISHMENTS

- [2016 UPWP Performance and Expenditure Report](#)
- 2018 UPWP Development
- Administered Surface Transportation Program Block Grant regional selection process
- Administered regional human services transportation project prioritization process
- Adopted the [2017-2022 Regional Transportation Improvement Program](#) in October 2016
- Managed the Regional Transportation Improvement Program through formal amendments and administrative modifications
- Completed Regional Transportation Improvement Program management database
- Published [Annual Listing of Federal Obligations](#) for calendar year 2016
- Certified local comprehensive plan transportation elements
- Amended [Skagit 2040 Regional Transportation Plan](#)
- Adopted [Calendar Year 2017 SCOG Operating Budget](#)
- Completed [Title VI Update and Accomplishment Report](#)
- Completed MPO self-certification process
- Participated in the [WSDOT statewide bicycle and pedestrian count](#)
- Conducted over 500 traffic counts
- Hosted SCOG Regional Forum
- Updated [Skagit County Demographic Profile](#)
- Conducted [Environmental Justice assessment of project selections](#)
- Updated Title VI Plan
- Executed Metropolitan Planning Agreement with WSDOT and Skagit Transit

ELEMENT 1: ADMINISTRATION

This work element focuses on all aspects of agency and personnel management, Transportation Policy Board support, meeting coordination, budgeting, transportation and land use policy development and review, and annual work program reporting and development.

For a cost estimate by work task, refer to the Expenditures by Task table, near the end of this document. For a summary of expenditures and revenue by fund type, refer to the Expenditure/Revenue by Fund Type table, also near the end of this document.

WORK ACTIVITIES

1.1 MPO/RTPO Administration

Description: Manage and administer the work program, including work program development, schedule, budget, progress and evaluation reports and related documentation. Administration will also include assuring compliance with rules and regulations of funding agencies. Supervise staff, personnel activities; procure office supplies and furniture, etc. Review and update contracts and agreements. Provide clerical support for general administration and other work program elements. Procurement of software and hardware, and other technologies and devices as needed. Maintain SCOG website. Participation at monthly Transportation Policy Board meetings, Technical Advisory Committee meetings, and other committee meetings as needed. Coordinate and consult with other MPOs and RTPOs on federal, state and regional transportation issues. Prepare 2018 operating budget. Provide continuing education and training opportunities through webinars, conferences and seminars as appropriate. Prepare the annual self-certification that specifies that MPO functions are being performed in accordance with all applicable requirements. Facilitate public involvement and outreach efforts in accordance with the Title VI Plan and Public Participation Plan. Consult with tribal governments on transportation planning and programming efforts.



Responsibilities: SCOG

Product: In October, staff will prepare 2018 SCOG operating budget. The budget will be adopted prior to calendar year 2017. Also in November, SCOG will submit its self-certification documentation.

Direct Cost: Technology-related (hardware, software, website, etc.) direct costs are expected to total up to \$5,000. Training costs are expected to total up to \$10,000.

1.2 UPWP Annual Development and Reporting

Description: Creation of the 2017 UPWP Annual Report per [23 CFR 420.117](#). SCOG will develop the 2019 SCOG UPWP in cooperation with WSDOT, Skagit Transit, the Federal Highway Administration and the Federal Transit Administration.

Responsibilities: SCOG (Lead), Skagit Transit, WSDOT

Product: SCOG will prepare the 2017 UPWP annual report in July/August 2017 and the 2019 UPWP in the spring of 2018.

1.3 Legislator Contact

Description: Develop and submit Public Disclosure Commission Reports as required. This report identifies all contact with State legislators. All expenses in meeting with federal and state elected and administration officials are paid using local funds. Historically, SCOG has visited state legislators in the first month or two of the Washington State Legislature's regular session. Other contact may occur but it is unknown when this will happen.

Responsibilities: SCOG

Product: Quarterly Public Disclosure Commission Reports as necessary.

1.4 Title VI Annual Report

Description: Report on Title VI Plan implementation activities through the annual Title VI Update and Accomplishment Report.

Responsibilities: SCOG

Product: The Title VI Annual Report will be submitted in August 2017.

ELEMENT 2: MULTI-MODAL PLANNING

This work program element focuses on the development, ongoing maintenance and update of the SCOG Regional Transportation Plan. The Skagit 2040 Regional Transportation Plan was adopted in March 2016. Additional planning projects that are anticipated are detailed in this section.

For a cost estimate by work task, refer to the Expenditures by Task table, near the end of this document. For a summary of expenditures and revenue by fund type, refer to the Expenditure/Revenue by Fund Type table, also near the end of this document.

WORK ACTIVITIES

2.1 Regional Transportation Plan

Description: The Skagit 2040 Regional Transportation Plan was last adopted in March of 2016. The next scheduled update must occur no later than March 2021. In partnership with SCOG, member agencies and other stakeholders SCOG will oversee the implementation of Skagit 2040.

Responsibilities: SCOG (Lead)

Product: An amendment to Skagit 2040, if necessary, may occur in state fiscal year 2018.

2.2 Coordinated Public Transit-Human Services Transportation Plan

Description: The Skagit-Island Human Services Transportation Plan (HSTP) was updated in December of 2014. In partnership with Skagit Transit, non-profit special needs transportation providers, tribes and other stakeholders, SCOG will oversee the implementation of the plan. SCOG will begin work in SFY 2018 to update the HSTP by December 2018.

Responsibilities: SCOG

Product: Ongoing implementation of the Skagit-Island HSTP.

Direct Cost: Up to \$30,000 in Federal Transit Administration 5310 funds will be used for consultant services.

2.3 Statewide Planning Initiatives

Description: Participate in the development and implementation of statewide transportation planning efforts, where appropriate, including:

- Washington Transportation Plan 2040, Phase II
- Highway System Plan
- Fixing America’s Surface Transportation Act and Moving Ahead for Progress in the 21st Century Act target setting collaboration on Final Rules
- Transportation Efficiency ([Executive Order 14-04](#))
- Aviation Systems Plan
- Corridor Sketches
- Statewide Travel Demand Model
- Practical Solutions
- Growth Management Act enhanced collaboration

Responsibilities: SCOG, WSDOT

Product: Participation in statewide and corridor transportation plans and program development as the need arises.

2.4 Transportation Planning

Description: Assist local agencies with transportation planning efforts. Refer to Appendix E: for a description of major planning projects to be conducted by SCOG member agencies.

Responsibilities: SCOG

Product: SCOG will assist with local planning efforts as needed. This is an ongoing work task.

2.5 North Sound Connecting Communities Project

Description: The North Sound Connecting Communities Project (Farmhouse Gang) is a macro-regional group including Island, San Juan, Snohomish, Skagit and Whatcom counties that focuses on mobility and multimodal issues. SCOG is designated as the lead agency for the Farmhouse Gang. SCOG currently has a contract with Whatcom Council of Governments to aid the administration of the program. It is anticipated that the original seed funding for this effort will be exhausted during SFY 2018. The Farmhouse Gang may pursue additional funding opportunities to continue its macro-regional planning efforts.

Responsibilities: SCOG (Lead), Whatcom Council of Governments

Product: Farmhouse Gang meetings. Staff support for additional multimodal planning activities that the Farmhouse Gang performs.

Direct Cost: The agreement with WCOG is not to exceed \$6,000 in calendar year 2017.

2.6 Transportation Element Consistency

Description: Certify that the transportation element of city/county comprehensive plans and countywide planning policies meet the following requirements:

- a. Reflect the transportation guidelines and principles established in the adopted regional transporta-



tion plan and be consistent with other adopted plans.

- b. Conform to the requirements of [RCW 36.70A.070](#).
- c. Reflect consistency to the countywide planning policies adopted under [RCW 36.70A.210](#).

Responsibilities: SCOG

Product: Certification of local transportation elements.

2.7 Title VI, Limited English Proficiency and Environmental Justice Implementation

Description: SCOG will review planning, programming and projects to ensure that SCOG decisions do not have a disproportionate adverse impact on protected populations. SCOG will maintain a Title VI complaint log and implement the adopted Title VI Plan to ensure nondiscrimination in SCOG's Transportation Program.

Responsibilities: SCOG

Product: Ensuring nondiscrimination in transportation decisions is an ongoing work task. Work products developed throughout the year to ensure non-discrimination will be reported through the Title VI Annual Update and Accomplishments Report which will be submitted in August 2017. SCOG will perform an Environmental Justice assessment on planning and programming processes during calendar year 2017.

2.8 Non-Motorized Transportation Planning

Description: The Non-Motorized Advisory Committee is an advisory committee to the TAC on non-motorized issues. A primary responsibility of the Non-Motorized Advisory Committee will be to encourage implementation of the non-motorized transportation initiatives of the Skagit 2040 Regional Transportation Plan. During SFY 2018 the Non-Motorized Advisory Committee will review transportation projects as requested by SCOG or member agencies. In the summer of 2017 the Non-Motorized Advisory Committee will organize the annual bicycle and pedestrian count and analyze and disseminate the results. The Non-Motorized Advisory Committee will explore options for producing the Skagit County Bike Map in electronic formats. All expenses associated with the Skagit Bike Map will be paid out of local funds.

Responsibilities: SCOG

Product: In October SCOG will provide documentation of regional bicycle and pedestrian counts.

2.9 Comprehensive Housing Inventory and Transportation Analysis

Description: This task would develop a comprehensive housing inventory to support regional transportation plans, growth management plans, housing strategy. The work of this task would be linked to local comprehensive plans, the regional transportation planning, monitoring process identified in the County Wide Planning Policies, and economic development planning. The compressive inventory and analysis would include an inventory of housing along with characteristics and conduct analysis with other data bases SCOG has such as the industrial lands inventory, employment. The analysis will examine where housing is located related to job locations for those households, and the transportation systems connect them. The analysis will consider job location, job type, wage levels, transit services, housing type, income levels and other characteristics to get a better analysis of what different housing needs are related to jobs and transportation.

The inventory and analysis will not be funded fully with transportation funds and is one component of a larger effort by SCOG and other agencies relating to housing, transportation, growth management and economic planning. Other funds will be sought and partnered with this work but will not utilize transportation funds.

Responsibilities: SCOG

Product: An inventory of housing and associated analysis of transportation affects is expected to be completed in the third quarter of calendar year 2017.



Direct Cost: This contract began during SFY 2017. It is estimated that \$5,000 of the original contract will be carried forward to SFY 2018.

2.10 Intelligent Transportation Systems Architecture

Description: Federal regulations direct SCOG to develop an Intelligent Transportation Systems Architecture to guide the development of intelligent transportation strategies and projects. SCOG adopted its Intelligent Transportation System Architecture in December, 2011. Since then, SCOG has updated its governance agreement and expanded its metropolitan planning area. As such, the Intelligent Transportation Systems Architecture should be updated to reflect the new alignment of SCOG's planning area and the updated intelligent transportation systems plans for the

region.

Responsibilities: SCOG

Product: It is anticipated that SCOG will adopt an update to the Intelligent Transportation Systems Architecture in the fourth quarter of calendar year 2017.

2.11 Regional Level of Service Consistency Review

Description: Washington State law requires SCOG to "review level of services methodologies used by cities and counties planning under the Growth Management Act to promote a consistent regional evaluation of transportation facilities and corridors" ([RCW 47.80.020](#)). SCOG will document level of service methodologies used by planning organizations in the region and provide recommendations on how to make them more consistent throughout the region.

Responsibilities: SCOG

Product: SCOG will produce a report detailing the region's various level of service methodologies in the fourth quarter of calendar year 2017.

2.12 Cook Road Corridor Study

Description: The Skagit 2040 Regional Transportation Plan identifies the Cook Road Interchange and surrounding vicinity as one of the most congested areas in Skagit County. A number of projects have been identified in Skagit 2040 to address separate components of the issue but it is proposed that a comprehensive corridor study be done to determine the best solutions for the entire region. Potential outcomes of the study may be: a determination of whether a grade-separated railroad crossing is needed and/or feasible, an analysis of alternative roadway alignments and/or interchange locations, and a funding estimate of the preferred transportation solutions in the Cook Road corridor to aid in pursuing funding opportunities.

Responsibilities: SCOG, WSDOT, Skagit County

Product: SCOG will produce a study to identify preferred alternatives to address the congestion and railroad crossing issues in the Cook Road/Interstate 5/Old Highway 99 vicinity in the third quarter of calendar year 2017.

Direct Cost: This contract began during SFY 2017. It is estimated that \$10,000 will be carried forward to SFY 2018.

2.13 Origin & Destination Study

Description: In partnership with WSDOT and Whatcom Council of Governments, SCOG will perform an origin and destination survey to analyze commercial and general purpose vehicle flows into and through Skagit and Whatcom counties. This information will be used to aid the calibration of the regional travel demand model and inform policy questions such as diversion of commercial vehicles away from the weigh scales on Interstate 5 and to what extent local trips are using Interstate 5 in the urban areas.

Responsibilities: SCOG, WSDOT, Whatcom Council of Governments

Product: The partnership will produce a study to identify commercial and general purpose vehicle flows into and through Skagit and Whatcom counties in the second quarter of calendar year 2018.

Direct Cost: SCOG's share of the consultant contract is expected to be up to \$80,000.

ELEMENT 3: PROJECT PROGRAMMING & PRIORITIZATION

PURPOSE

Federal and state regulations guide the development and management of the programming of federally funded and other regionally significant transportation improvement projects over a four to six-year period. The Regional Transportation Improvement Program is updated annually, and is amended on an as-needed basis throughout the year. The Regional Transportation Improvement Program is effectively an ongoing process of programming federal, state, and local expenditures to implement the regional planning goals and state and federal planning emphasis areas.

For a cost estimate by work task, refer to the Expenditures by Task table, near the end of this document. For a summary of expenditures and revenue by fund type, refer to the Expenditure/Revenue by Fund Type table, also near the end of this document.

WORK ACTIVITIES

3.1 Regional Project Prioritization

Description: Maintain a financially feasible four-year transportation improvement program, including a two-year list of contingency projects, for regionally significant and federally funded transportation projects.

- a. Develop the Regional Transportation Improvement Program; transmit applicable projects to WSDOT for inclusion in the Statewide Transportation Improvement Program.
- b. As projects change in funding status or description, prepare amendments to the Regional Transportation Improvement Program in order to program federal funds that become secured or prioritized throughout the year.
- c. Develop Regional Transportation Improvement Program project identification, prioritization, and selection procedures with the goal of programming projects using regionally-managed funds (Surface Transportation Program Block Grant and Surface Transportation Program Block Grant Set-Aside) for all four program years.
- d. Document and publish an annual listing of obligated projects
- e. Track regionally managed fund project delivery to ensure that annual regional obligation targets are met.

Responsibilities: SCOG

Product: The 2018-2023 Regional Transportation Improvement Program will be adopted by SCOG Transportation Policy Board in the fourth quarter of calendar year 2017.

SCOG will process [Regional Transportation Improvement Program amendments](#) as needed.

Develop changes to the project selection process as needed.

An annual listing of obligated projects will be posted to the SCOG website in the first quarter of calendar year 2018.

ELEMENT 4: DATA COLLECTION & ANALYSIS

A regional travel demand model is used to inform transportation policy decisions. Varying funding and project scenarios can be run to establish a reasonable estimate of what the regional transportation needs will be in the future. The RTP is based in part on the development of the regional travel demand model. Similarly, member agencies utilize the regional model in the development of their transportation elements of their comprehensive plans.

SCOG maintains databases of regional transportation, employment, and housing data. These primarily serve as inputs to the regional travel demand model but also serve as a valuable resource for information. Member agencies are able to access data that would be difficult for them to maintain individually due to budget and staffing constraints.

For a cost estimate by work task, refer to the Expenditures by Task table, near the end of this document. For a summary of expenditures and revenue by fund type, refer to the Expenditure/Revenue by Fund Type table, also near the end of this document.

WORK ACTIVITIES

4.1 Performance Targets

Description: In cooperation with Skagit Transit and WSDOT and with guidance from USDOT in response to [Section 1203 of MAP-21](#), SCOG will develop state and local performance targets.

Responsibilities: SCOG

Product: Potentially adopt performance targets in SFY 2018.

4.2 Travel Demand Model

Description: SCOG will maintain the regional travel demand model for use in updates to the Skagit 2040 Regional Transportation Plan and other transportation planning efforts.

Responsibilities: SCOG

Product: It is expected that SCOG will develop an update to the regional travel demand model by the first quarter of calendar year 2018.

4.3 Data & Analysis

Description: This task includes a continuation of SCOG's agreement with Skagit County to perform traffic counting services for jurisdictions within Skagit County. Continue to maintain inventory of traffic and vehicle classification counts and travel time studies from all available sources; store data and make available in electronic format. The agreement with Skagit County will be reassessed to ensure SCOG's transportation data needs are being met.

Responsibilities: SCOG (Lead), consultant.

Product: Maintain library of current traffic counts for Skagit County. Counts will be done throughout the year on both a scheduled and as-needed basis. All counts and other available transportation data will be made available and maintained in an electronic library.



Direct Cost: The anticipated pass-through cost will be \$30,000 for traffic and non-motorized counts.

4.4 GIS and Mapping

Description: Maintain current demographic, roadway infrastructure and other spatial data for mapping and GIS applications. Produce maps and conduct geospatial analysis as necessary to support the work program.

Responsibilities: SCOG

Product: Provide GIS data and maps as necessary. This is an ongoing work task.

4.5 Highway Classification

Description: Update, review and process requests for modifications of the federal highway functional classification system within the region, as required. Work with WSDOT to expand federal highway freight designations.

Responsibilities: SCOG

Product: Collaboration with WSDOT on roadway classification issues. This work will be done on an as-needed basis.

4.6 Census Coordination

Description: Facilitate the coordination between the United States Census Bureau and local jurisdictions in preparing address lists for the 2020 decennial census.

Responsibilities: SCOG

Product: SCOG will work with the Census Bureau and local agencies to coordinate preparations for the 2020 Census. SCOG may host a workshop in the third quarter of calendar year 2017.

UNFUNDED WORK PRIORITIES

SCOG may seek additional funding opportunities for these projects. If funding becomes available, one or more of the unfunded work priorities may move to the funded portion of the UPWP based upon actions that occur after its adoption.

1. SR 536 Subarea Study

The Skagit 2040 Regional Transportation Plan identifies SR 536 in Mount Vernon as one of the most congested areas in existing conditions and future forecast scenarios. This study would look at land use and access issues as well as determine the need for additional capacity over the Skagit River. Potential options could include capacity enhancements to the existing Division Street Bridge or identifying the preferred alignment of a new bridge across the Skagit River in downtown Mount Vernon.

Estimated direct cost of up to \$60,000.

2. Online Count Database: SCOG could explore traffic count database software to track and share vehicle, bicycle, and pedestrian travel information in an online format. This would allow member agencies and the public easy access to traffic counts provided by SCOG.

Estimated cost of up to \$40,000

3. Household Travel Survey: In 2008 SCOG and Whatcom Council of Governments conducted a household travel survey to better identify household travel characteristics. Updating the household travel survey information could be beneficial to future iterations of regional transportation planning. The survey will also seek to identify input regarding general transportation planning issues and priorities. SCOG could also purchase travel data to address other regional transportation planning issues. There is potential that SCOG could partner with Whatcom Council of Governments on this effort.

Estimated direct cost of up to \$150,000

EXPENDITURES BY TASK

SFY 2018 Unified Planning Work Program Proposed Budget			FHWA - PL			FTA - 5303			FTA - 5310	STP			RTPO (State)	Summary			Total
Element	Number	Description	Total 100.0%	FHWA (Federal) 86.5%	Match (Local) 13.5%	Total 100.0%	FTA (Federal) 86.5%	Match (Local) 13.5%	Total 100%	Total 100.0%	STP (Federal) 86.5%	Match (Local) 13.5%		Federal	State	Local	
Administration	1.1	Administration	\$116,400	\$100,700	\$15,700	\$30,900	\$26,700	\$4,200	\$0	\$0	\$0	\$0	\$30,900	\$127,400	\$30,900	\$19,900	\$178,200
	1.2	UPWP Annual Development And Reporting	\$11,300	\$9,800	\$1,500	\$9,200	\$8,000	\$1,200	\$0	\$0	\$0	\$0	\$4,000	\$17,800	\$4,000	\$2,700	\$24,500
	1.5	Legislator Contact	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	1.6	Title VI Annual Report	\$5,800	\$5,000	\$800	\$3,800	\$3,300	\$500	\$0	\$0	\$0	\$0	\$0	\$8,300	\$0	\$1,300	\$9,600
	Administration Total			\$133,500	\$115,500	\$18,000	\$43,900	\$38,000	\$5,900	\$0	\$0	\$0	\$0	\$34,900	\$153,500	\$34,900	\$23,900
Multimodal Planning	2.1	Regional Transportation Plan	\$2,200	\$1,900	\$300	\$1,700	\$1,500	\$200	\$0	\$22,400	\$19,400	\$3,000	\$4,500	\$22,800	\$4,500	\$3,500	\$30,800
	2.2	Coordinated Public Transit-Human Services Transportation Plan	\$0	\$0	\$0	\$8,700	\$7,500	\$1,200	\$30,000	\$19,100	\$16,500	\$2,600	\$3,500	\$54,000	\$3,500	\$3,800	\$61,300
	2.3	Statewide Planning Initiatives	\$21,800	\$18,900	\$2,900	\$0	\$0	\$0	\$0	\$43,600	\$37,700	\$5,900	\$6,500	\$56,600	\$6,500	\$8,800	\$71,900
	2.4	Transportation Planning	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,900	\$12,900	\$2,000	\$0	\$12,900	\$0	\$2,000	\$14,900
	2.5	NSCCP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,300	\$13,200	\$2,100	\$0	\$13,200	\$0	\$2,100	\$15,300
	2.6	Transportation Element Consistency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,600	\$4,000	\$600	\$7,400	\$4,000	\$7,400	\$600	\$12,000
	2.7	Title VI, LEP, & EJ	\$8,700	\$7,500	\$1,200	\$4,300	\$3,700	\$600	\$0	\$1,400	\$1,200	\$200	\$0	\$12,400	\$0	\$2,000	\$14,400
	2.8	Non-Motorized Transportation Planning	\$3,500	\$3,000	\$500	\$0	\$0	\$0	\$0	\$8,200	\$7,100	\$1,100	\$3,300	\$10,100	\$3,300	\$1,600	\$15,000
	2.9	Comprehensive Housing Inventory	\$5,000	\$4,300	\$700	\$0	\$0	\$0	\$0	\$13,000	\$11,200	\$1,800	\$0	\$15,500	\$0	\$2,500	\$18,000
	2.10	ITS Architecture	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$19,800	\$17,100	\$2,700	\$0	\$17,100	\$0	\$2,700	\$19,800
	2.11	Regional LOS Review	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,400	\$0	\$1,400	\$0	\$1,400
	2.12	Cook Road Corridor Study	\$10,100	\$8,700	\$1,400	\$0	\$0	\$0	\$0	\$10,200	\$8,800	\$1,400	\$0	\$17,500	\$0	\$2,800	\$20,300
	2.13	Origin & Destination Study	\$80,000	\$69,200	\$10,800	\$0	\$0	\$0	\$0	\$13,400	\$11,600	\$1,800	\$0	\$80,800	\$0	\$12,600	\$93,400
Multimodal Planning Total			\$131,300	\$113,500	\$17,800	\$14,700	\$12,700	\$2,000	\$30,000	\$185,900	\$160,700	\$25,200	\$26,600	\$316,900	\$26,600	\$45,000	\$388,500
Project Programming & Prioritization	3.1	Regional Project Prioritization	\$13,900	\$12,000	\$1,900	\$2,200	\$1,900	\$300	\$0	\$34,400	\$29,800	\$4,600	\$8,300	\$43,700	\$8,300	\$6,800	\$58,800
	Project Programming & Prioritization Total			\$13,900	\$12,000	\$1,900	\$2,200	\$1,900	\$300	\$0	\$34,400	\$29,800	\$4,600	\$8,300	\$43,700	\$8,300	\$6,800
Data Collection & Analysis	4.1	Performance Metrics	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$31,600	\$27,300	\$4,300	\$0	\$27,300	\$0	\$4,300	\$31,600
	4.2	Travel Demand Modeling	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,900	\$18,100	\$2,800	\$0	\$18,100	\$0	\$2,800	\$20,900
	4.3	Data & Analysis	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$37,300	\$32,300	\$5,000	\$0	\$32,300	\$0	\$5,000	\$37,300
	4.4	GIS and Mapping	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,000	\$9,500	\$1,500	\$0	\$9,500	\$0	\$1,500	\$11,000
	4.5	Highway Classification	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,600	\$1,400	\$200	\$0	\$1,400	\$0	\$200	\$1,600
	4.6	Census Coordination	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,800	\$1,600	\$200	\$0	\$1,600	\$0	\$200	\$1,800
Data Collection & Analysis Total			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$104,200	\$90,200	\$14,000	\$0	\$90,200	\$0	\$14,000	\$104,200
UPWP Total			\$278,700	\$241,000	\$37,700	\$60,800	\$52,600	\$8,200	\$30,000	\$324,500	\$280,700	\$43,800	\$69,800	\$604,300	\$69,800	\$89,700	\$763,800

Expenditures/Revenue by Fund Type

Federal Funds

	Program Fund Source	Element 1: Administration	Element 2: Multimodal Planning	Element 3: Project Programming & Prioritization	Element 4: Data Collection & Analysis	Total Expenditures	Revenue	Carry Forward from 2017	Carry Forward to 2019
SCOG	FHWA PL Federal Funds	\$115,500	\$113,400	\$12,000	\$0	\$240,900	\$200,700	\$71,300	\$31,100
	Local Match = 13.5%	\$18,000	\$17,700	\$1,900	\$0	\$37,600	\$37,600	N/A	
	FTA 5303 PL Federal Funds	\$37,900	\$12,700	\$1,900	\$0	\$52,500	\$49,600	\$40,400	\$37,500
	Local Match = 13.5%	\$5,900	\$2,000	\$300	\$0	\$8,200	\$8,200	N/A	
	FTA 5310 Federal Funds	\$0	\$30,000	\$0	\$0	\$30,000	\$30,000	\$0	\$0
	STP Funds	\$0	\$160,600	\$29,800	\$90,300	\$280,700	\$670,200	\$297,000	\$686,500
	Local Match = 13.5%	\$0	\$25,100	\$4,600	\$14,100	\$43,800	\$43,800	N/A	
	Total	\$177,300	\$361,500	\$50,500	\$104,400	\$693,700	\$1,040,100	\$408,700	\$755,100

Numbers are rounded

State Funds

	Program Fund Source	Element 1: Administration	Element 2: Multimodal Planning	Element 3: Project Programming	Element 4: Data Collection & Analysis	Total Expenditures	Revenue	Carry Forward from 2017	Carry Forward to 2019
SCOG	RTPO	\$34,900	\$26,500	\$8,300	\$0	\$69,700	\$69,700	N/A	N/A
	Total	\$34,900	\$26,500	\$8,300	\$0	\$69,700	\$69,700	N/A	N/A

EXPECTED CONSULTANT CONTRACTS

Task	Title	Expected Cost	Fund Type
2.2	Coordinated Public Transit Human Services Plan	\$30,000	FTA 5310
2.9	Comprehensive Housing Inventory and Transportation Analysis	\$5,000	FHWA - PL
2.12	Cook Road Corridor Study	\$10,000	FHWA - PL
2.13	Origin & Destination Study	\$80,000	FHWA - PL
Total		\$125,000	

CONTACT INFORMATION

For more information or to request a copy of this document, please contact:

Kevin Murphy, Executive Director
 Skagit Council of Governments
 204 West Montgomery Street
 Mount Vernon, WA 98273
 (360) 416-7871
kevinm@scog.net

SCOG STAFF

Pam Carlson, CPA
 Finance Manager
 (360) 416-7875
pamc@scog.net

Mark Hamilton, AICP
 Transportation Planner
 (360) 416-7876
markh@scog.net

Gabe Philips
 Transportation Planner
 (360) 416-6678
gabep@scog.net

Appendix A: BOARD MEMBERSHIP

SKAGIT COUNCIL OF GOVERNMENTS TRANSPORTATION POLICY BOARD

The SCOG Transportation Policy Board makes regional transportation decisions for the MPO and RTPO. The responsibilities of the Transportation Policy Board include approval of planning documents and programs as well as establishing regional transportation planning policies.

SCOG TRANSPORTATION POLICY BOARD MEMBER JURISDICTIONS:

City of Anacortes
City of Burlington
City of Mount Vernon
City of Sedro-Woolley
Skagit County

Port of Skagit County
Port of Anacortes
Samish Indian Nation
Swinomish Indian Tribal
Community

Town of Concrete
Town of Hamilton
Town of La Conner
Town of Lyman
WSDOT

GEOGRAPHIC PLANNING AREA: All of Skagit County.

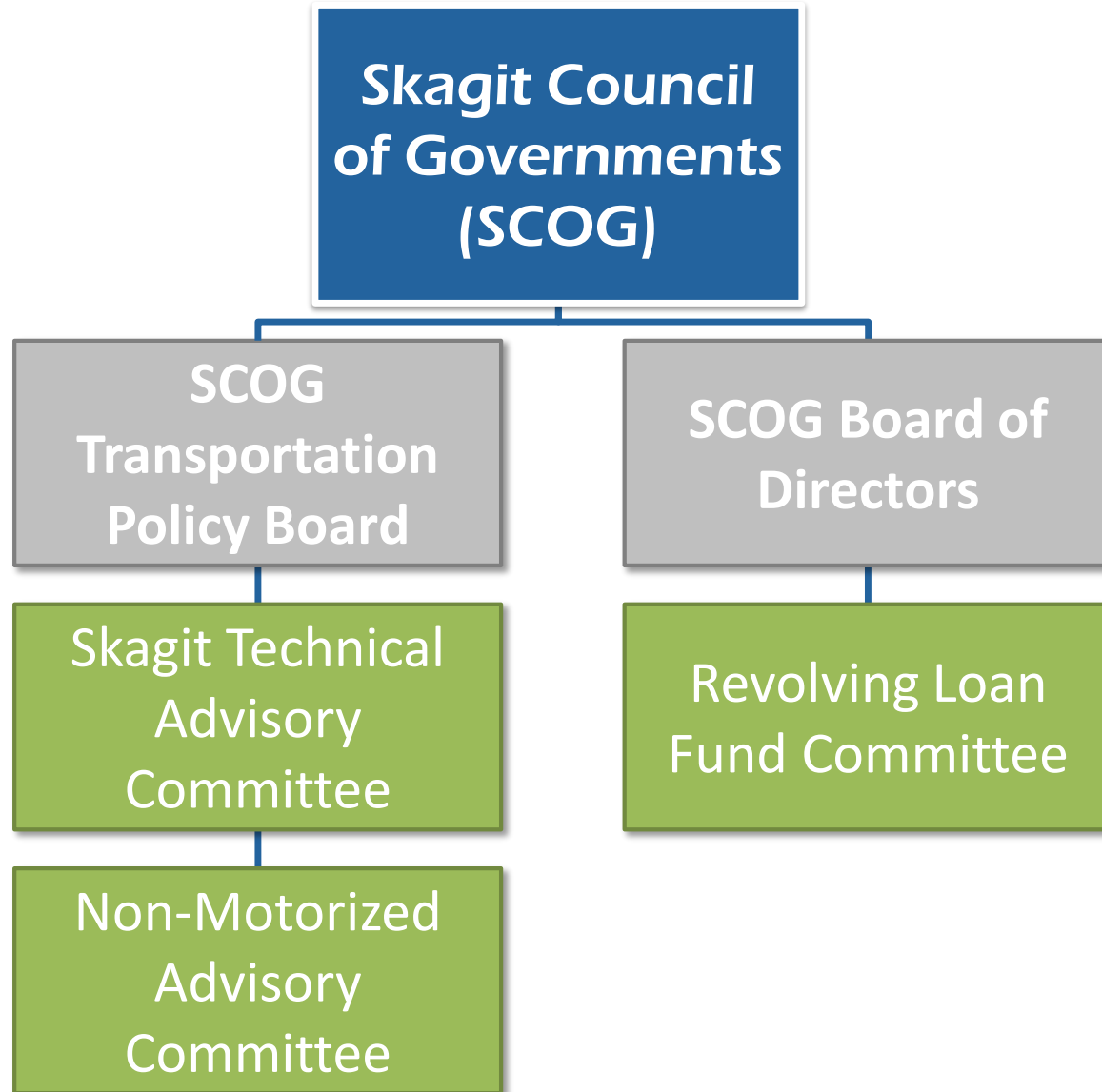
NORTH SOUND CONNECTING COMMUNITIES PROJECT (FARMHOUSE GANG)

SCOG is the lead agency for this project which is a coalition of elected, agency and citizen representatives from the five north sound counties (Whatcom, Skagit, Island, San Juan, and Snohomish). Together they work on regional planning that includes highway, rail/freight, transit, non-motorized transportation and ferry issues. This project is funded through a High Priority Project grant and supported by public and private partnerships. The goal of the Farmhouse Gang is to study and support ways that transportation systems work together to provide options and access to residents in the region.

MEMBERSHIP: Public and private stakeholders within the north sound counties of the Puget Sound area.

GEOGRAPHIC PLANNING AREA: Whatcom, Skagit, Island, San Juan, and Snohomish counties.

Appendix B: SCOG ORGANIZATIONAL STRUCTURE

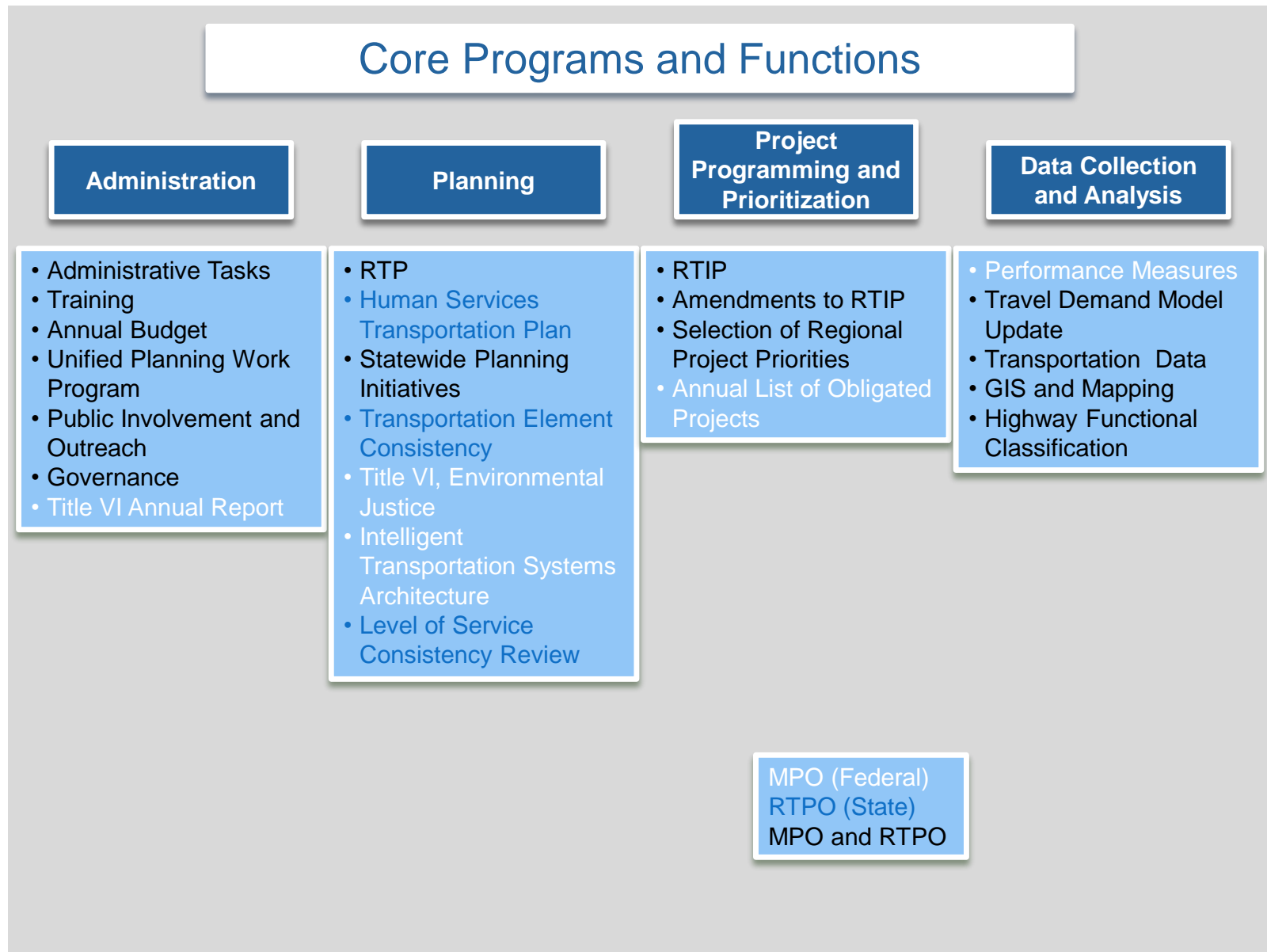


Appendix C: MPO & RTPO PLANNING AREAS

SCOG Planning Area



Appendix D: CORE PROGRAMS AND FUNCTIONS



Appendix E: PLANNING PROJECTS BY OTHER AGENCIES

SKAGIT TRANSIT

2017 TRANSIT DEVELOPMENT PLAN

As per RCW 35.58.2795, Skagit Transit updates a six-year Transit Development Plan (TDP) every year for submittal to WSDOT by September 1st. The TDP identifies proposed service changes and capital projects over a six year period and provides the public an opportunity to comment on these planned activities.

Schedule: May 2017 – August 2017

Funding: Local funds

SKAGIT TRANSIT STRATEGIC PLAN

Skagit Transit plans to undertake a Service Analysis Plan in calendar year 2017 that will examine the current efficiency and effectiveness of the system and provide recommendations for improvements, analyze under-performing routes and make recommendations to improve ridership, develop and recommend service expansions that will address current and future transportation needs, and evaluate existing passenger facilities and amenities and recommend improvements to existing facilities or recommend new facilities.

Schedule: Spring 2018

Funding: Local funds

SKAGIT VALLEY COLLEGE TRANSFER STOP STUDY

Skagit Transit will perform a planning study for a new bus transfer stop for Skagit Valley College on College Way between Laventure and 30th Street. Facility would need to accommodate two loading 40-foot coaches as well as passenger seating and shelters.

Schedule: Spring 2018

Funding: Local funds

WSDOT

CORRIDOR SKETCH INITIATIVE, PHASE II

Phase II of the Corridor Sketch Initiative will focus on identifying and prioritizing cost-effective multimodal investment strategies to achieve the performance expectations identified during Phase I. SCOG will provide support to WSDOT as needed.

Within the Corridor Sketch Initiative, WSDOT has received a legislative initiative to address the I-5 corridor between Mount Vernon and Bellingham. This effort will be led by WSDOT with coordination efforts with SCOG and Whatcom Council of Governments.

Schedule: Spring 2017

Funding: WSDOT funds

I-5 DEMAND MANAGEMENT/TRAFFIC OPERATIONS ANALYSIS

Washington's transportation system is evolving and growing; and with it the deployment of Intelligent Transportation Systems (ITS) and other demand strategies can contribute to a cleaner, safer and more efficient transportation system by enhancing the way we communicate with real-time information on the transportation network. ITS improves transportation through the integration of advanced technologies through traffic detectors, CCTV cameras, message signs, and ramp meters as well as providing up-to-date information to service providers. This study will identify near-term and long-term investment needs over the next 10-years to optimize the efficiency of the existing transportation system.

Schedule: Spring 2017

Funding: WSDOT funds

SR 20 WILDLIFE SAFETY STUDY

SR 20 in Skagit County has among the highest rates of elk collisions of any state highway in Washington State. WSDOT will be performing a study to adequately assess elk movements and highway crossing locations to make informed decisions on how to reduce wildlife collisions in the corridor.

Schedule: Through Fall 2020

Funding: WSDOT funds