AGENDA

600 NORTHEAST GRAND AVENUE | PORTLAND, OREGON 97232 2736 TEL 503 797 1542 | FAX 503 797 1793



Agenda

MEETING:

METRO COUNCIL REGULAR MEETING

DATE:

March 20, 2003

DAY:

Thursday

TIME:

2:00 PM

PLACE:

Metro Council Chamber

CALL TO ORDER AND ROLL CALL

- 1. INTRODUCTIONS
- 2. CITIZEN COMMUNICATIONS

3. SOLV

McGowan

4. METROPOLITAN ECONOMIC POLICY TASK FORCE REPORT

Seltzer

- 5. AUDITOR COMMUNICATIONS
 - Review of Controls Over Revenue from Glendoveer Golf Course
- 6. CONSENT AGENDA
- 6.1 Consideration of Minutes for the March 13, 2003 Metro Council Regular Meeting.
- 7. ORDINANCES FIRST READING
- 7.1 **Ordinance No. 03-998**, For the Purpose of Amending the FY 2002-03 Budget And Appropriations Schedule by Transferring \$740,000 from Contingency To the MERC Operating Fund to Transfer of Resources (to the Convention Center Project Capital Fund), and Declaring an Emergency.
- 7.2 **Ordinance No. 03-1000**, For the Purpose of Amending Metro Code Chapter 5.02 to Amend Disposal Charges and System Fees.
- 8. RESOLUTIONS
- 8.1 **Resolution No. 03-3288**, For the Purpose of Approving the FY 2004 Unified Work Program.

McLain

8.2 **Resolution No. 03-3289**, For the Purpose of Certifying that the Portland Metropolitan Area is in compliance with Federal Transportation Requirements.

Hosticka

8.3 **Resolution No. 03-3290**, For the Purpose of Approving the Metropolitan Transportation Improvement Program (MTIP) Allocation for Regional Funding Strategy.

Newman

9. CONTRACT REVIEW BOARD

9.1 **Resolution No. 03-3293,** For the Purpose of Authorizing Metro to Enter into a Contract with the Regional Arts and Cultural Council (RACC) for the Purpose of Awarding Metro Funds through RACC's Neighborhood Grants Program.

Burkholder

9. COUNCILOR COMMUNICATION

ADJOURN

Cable Schedule for March 20, 2003 Meeting (TVTV)

	Sunday (3/23)	Monday (3/24)	Tuesday (3/25)	Wednesday (3/26)	Thursday (3/20)	Friday (3/21)	Saturday (3/22)
CHANNEL 11					13.3	2:00 PM	
(Community Access							*
Network) (most of Portland area)							
CHANNEL 30	12:00 PM			11:00 PM		6:30 AM	3:30 PM
(TVTV)	12.00 PM			11.00 TWI		7:00 PM	J.30 1 W
(Washington County, Lake						11:00 PM	
Oswego)					2.0	11.00111	
CHANNEL 30		2:00 PM					
(CityNet 30)							
(most of City of Portland)					.*		
CHANNEL 30	5:30 AM	12:30 AM		12:30 AM	•	12:30 AM	5:30 AM
Willamette Falls Television	2:30 PM	3:30 PM		3:00 PM		3:30 PM	2:30 PM
(West Linn, Rivergrove, Lake		10:31 PM		10:30 PM	* *	10:31 PM	
Oswego)							
CHANNEL 23/18					in in		
Willamette Falls Television							
(23- Oregon City, West Linn,							
Gladstone; 18- Clear Creek)							
CHANNEL 23			10:00 AM				
Milwaukie Public Television (Milwaukie)			9:00 PM		174		

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Agenda items may not be considered in the exact order. For questions about the agenda, call Clerk of the Council, Chris Billington, 797-1542. Public Hearings are held on all ordinances second read and on resolutions upon request of the public. Documents for the record must be submitted to the Clerk of the Council to be considered included in the decision record. Documents can be submitted by email, fax or mail or in person to the Clerk of the Council. For assistance per the American Disabilities Act (ADA), dial TDD 797-1804 or 797-1540 (Council Office).

Agenda Item Number 5.0

Review of Controls Over Revenue from Glendoveer Golf Course

Auditor's Report

Metro Council Meeting Thursday, March 20, 2003 Metro Council Chamber

METRO

Regional Parks and Greenspaces

Review of Controls Over Revenue from Glendoveer Golf Course

March 2003
A Report by the Office of the Auditor



Alexis Dow, CPA Metro Auditor





WEIKO

OFFICE OF THE AUDITOR

March 11, 2003

To the Metro Council and Chief Operating Officer:

The Glendoveer Golf Course, in Northeast Portland, was transferred to Metro ownership from Multnomah County in 1994. A private concessionaire operates the two 18-hole golf courses and adjacent pro shop, driving range, indoor tennis courts and other facilities. Under a management and a lease agreement, Metro receives nearly \$900,000 a year in revenue, primarily from greens fees.

We studied the management controls in place to ensure that Metro receives appropriate payments under the terms of the agreements. While payments have generally been accounted for accurately, we found a need for improvement in three main areas:

- Metro is likely entitled to more rent than previously realized due to unclear and misinterpreted lease language.
- Controls over receipts can be improved, both by the concessionaire and by Metro.
- Information and procedures for evaluating the concessionaire's internal controls and compliance with agreement terms can be improved and made timelier.

Our report presents six specific recommendations for making these improvements. The Chief Operating Officer has agreed to make these changes. His written response is at the end of the report.

We sincerely appreciate the cooperation and assistance provided by Metro Regional Parks and Greenspaces staff and representatives of the concessionaire, Glisan Street Recreation, Inc., during this review.

Very truly yours,

Alexis Dow, CPA Metro Auditor

Auditor: James McMullin, CPA

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Response to the Report

Metro Interim Chief Operating Officer Mark Williams

Executive Summary

The Glendoveer Golf Course, at 140th and Glisan in Northeast Portland, was transferred from Multnomah County ownership to Metro in 1994. A private concessionaire operates the two 18-hole golf courses and adjacent pro shop, driving range, indoor tennis courts and other facilities. Metro and the concessionaire divide the revenue under two agreements, one covering the golf courses, the second covering the other facilities. Metro receives about \$900,000 a year in revenue, mostly in greens fees.

We examined the management controls in place to ensure that Metro receives appropriate payments under the terms of the agreements. While payments have generally been accounted for accurately, we found a need for improvements in three main areas, as follows:

- Metro may not be receiving all it should in rents related to the adjacent facilities, such as the clubhouse, driving range and tennis courts. The current amount \$12,000 a year is the contractual minimum. The amount to be paid is based on the concessionaire's net revenues after allowable expenses are deducted. We identified several items that, in our view, have routinely but inappropriately been deducted as expenses, including profit-sharing payments and employee compensation not related to these facilities. The agreement's language is vague on these matters and needs to be clarified. To assure proper rent payments, Metro also needs to obtain more information about the concessionaire's operations and expenses so that it is in a better oversight position.
- An outside audit of the concessionaire's operations, contracted and paid for by Metro, is not providing Metro with a full range of management information needed to assure that terms of the agreements are being complied with and that revenue controls are adequate. Metro needs to better define the scope of work to be performed and make the audits timelier.
- A variety of controls over expenditures and receipts can be improved, both by the concessionaire and by Metro. For example, there is no policy governing the granting of free rounds of golf, and controls over gift certificates are inadequate.

Our recommendations for addressing these matters are on the next page.

Recommendations

We recommend that Metro's Regional Parks and Greenspaces Department do the following to protect Metro's financial interests, limit exposure to risk and ensure concessionaire accountability:

- 1. Develop and document a plan for assuring that Metro receives proper rent payments. The plan should provide for:
 - Defining more clearly how rent will be computed, including the specific revenues and expenses to be included and excluded in determining net earnings.
 - Obtaining detailed financial information from the concessionaire on each component of revenue or expense related to these computations.
 - Determining whether the concessionaire has reasonable controls over the revenues and expenses involved in the rent calculation. Parks could do this cost effectively by:
 - Identifying and prioritizing risks associated with assuring each source of revenue and expense is properly accounted for and reported
 - Evaluating the concessionaire's controls only for identified high-risk components
 - Defining who will evaluate the controls and the role of the annual financial audit in the process.
 - Working with the concessionaire to improve weak controls where this can be done cost effectively.
- 2. Improve the effectiveness of the annual financial and compliance audit through the following steps:
 - Defining the purpose of the audit, including the extent to which the audit is expected to evaluate controls for preventing and detecting fraud.
 - Defining the specific management and lease agreement terms the auditor is to assess for compliance and requiring the auditor to report on compliance with each term.
 - Defining the purpose and nature of the review and assessment of the
 concessionaire's internal controls, including requiring the auditor to state
 what work was done to test controls and whether the controls are reasonably
 adequate to deter fraud.
 - Requiring the auditor to assess the concessionaire's determination of Metro's share of greens fees and rent and detail how these were calculated.
 - Reviewing audit reports to assure they adequately address the audit purpose and meet expectations in terms of content.

- Making the audits more timely.
- 3. Routinely reconcile greens fees and rent payments with the concessionaire's audited financial statements.
- 4. Work with the concessionaire to improve cash control procedures by:
 - Establishing policy on complimentary golf.
 - Establishing controls over gift certificates.
 - Separating the duties of accounting for cash and preparing deposits.
 - Precluding the concessionaire's bookkeeper from having access to cash registers.
 - Documenting the concessionaire's internal control and cash handling policies and procedures in a written manual.
- 5. Improve the Parks Department's cash handling procedures at Metro headquarters by:
 - Separating the duties of receiving cash and preparing deposits.
 - Keeping a log of receipts.
 - Documenting the chain of custody when transferring deposits to the Accounting Services Division.
 - Documenting Parks' cash handling procedures at Metro headquarters.
- 6. Reimburse the concessionaire for an overpayment of greens fees in the amount of \$3,681 for calendar year 2000.

Introduction and Background

In January 1994 Metro assumed ownership of the Glendoveer Golf Course from Multnomah County as part of the County's transfer of ownership of its parks and recreation facilities to Metro. The golf course and other facilities located adjacent to the course are operated by a concessionaire, Glisan Street Recreation, Inc. (GSR), under two separate agreements.

One agreement covers operation and maintenance of the two 18-hole golf courses; the other covers rent from recreational facilities and 7.25 acres adjacent to the golf course. Table 1 provides basic information about the two agreements.

Table 1 Overview of Metro's agreements with GSR for operations at Glendoveer Golf Course

	Management agreement for golf course operations	Lease agreement for adjacent property
What it covers	Operation and maintenance of two 18-hole golf courses	Property rights to 7.25 adjacent acres, on which GSR has built a pro shop, driving range, indoor tennis courts, restaurant and coffee shop
Duration of agreement	Through December 2012	Through December 2012
Source of operating income	Greens fees	Revenue from Premises facilities (such as golf cart rental, golf lessons, fees for use of driving range and tennis courts, and sublease from restaurant and coffee shop)
Contract terms covering Metro's share of proceeds	Metro receives 44 percent of gross greens fees; GSR receives 56 percent, from which it pays all costs associated with managing and maintaining the golf course	Metro receives 20 percent of net earnings or \$12,000, whichever is greater.
Proceeds to Metro, 1999-2002	1999: \$857,000 2000: \$879,000 2001: \$858,000 2002: \$900,000	1999: \$12,000 2000: \$12,000 2001: \$12,000 2002: \$12,000

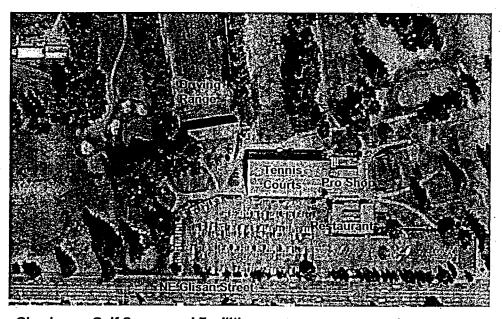
GSR is an Oregon corporation whose sole business is managing and operating the Glendoveer Golf Course and conducting business activities on the leased property. GSR employs about 15 persons full time, including a general manager, pro shop manager, two golf

professionals and a bookkeeper. GSR also hires additional staff as needed during the busy summer months.

Metro's share of the proceeds has come almost exclusively from greens fees, which totaled about \$2 million annually in 1999-2002. Although gross revenues from the Premises facilities have been about \$1 million annually, until recently GSR has not reported positive net earnings from this revenue. As a result, Metro has always received the minimum \$12,000 payment.

Both agreements require GSR to maintain an accurate accounting of golf course and Premises revenues and expenses in accordance with generally accepted accounting procedures. In addition, they require GSR to furnish Metro quarterly and annual reports showing revenues from all sources and all operating expenses. Metro has the right to audit all of GSR's accounts, records, books and data. Metro's Regional Parks and Greenspaces Department (Parks) is responsible for managing the two agreements with GSR and monitoring GSR's activities.

The aerial photograph below shows the basic layout of the recreational facilities on the 7.25 acres that GSR rents from Metro.



Glendoveer Golf Course and Facilities

and Methodology

Objectives. Scope The objective of this review was to evaluate Parks' management controls for assuring that Metro receives appropriate payments under terms of the management and lease agreements and for protecting payments received. To accomplish this objective we:

- 1. Reviewed the management and lease agreements, focusing on financial terms including procedures for determining Metro's share of greens fees and rent.
- 2. Evaluated Parks procedures for monitoring GSR's compliance with the management and lease agreements and for evaluating GSR's internal financial and fraud controls. This work included:
 - Interviewing Parks managers and staff involved in monitoring GSR's compliance with the management and lease agreements.
 - Reviewing official Metro contract files and Parks files relating to the two agreements.
 - Evaluating the annual financial audit Parks uses to monitor GSR, including evaluating the contract for audit, interviewing the CPA who performs the audits, reviewing audit reports for 1996 through 2001 and reviewing the audit workpapers for 2000 and 2001 audits.
 - Determining Parks procedures for testing reasonableness of revenue from Glendoveer.
 - Reconciling actual payments for Metro's share of greens fees as shown in Metro's accounting records with GSR's audited financial statements for calendar years 2000 and 2001.
 - Interviewing Parks Office Manager to determine Parks procedures for handling payments from GSR.
 - Obtaining legal advice from Metro's Office of General Counsel on how rent should be calculated under the lease agreement.
 - Interviewing City of Portland officials involved in managing and accounting for the City's golf course operations to determine policy and procedures relating to controlling revenues.
 - Reviewing audit reports dealing with financial controls over other government-owned golf courses.
 - Reviewing a 1987 Multnomah County audit of the County's systems for revenue control and contract management over Glendoveer and, where relevant, following up on audit recommendations.

- 3. Evaluated GSR's procedures for controlling, recording and reporting greens fees. This work included:
 - Interviewing GSR's general manager, bookkeeper, pro shop manager and a starter and observing operations to determine GSR's procedures for controlling, recording and reporting greens fees.
 - Reading the year 2000 audit program and workpapers of the CPA who audited GSR to determine the extent to which we could rely on this work to accomplish our audit objectives.
 - Interviewing the concessionaire of the City of Portland's Eastmoreland Golf Course to determine their procedures for controlling greens fees revenue.
 - Observing GSR employees conducting sales transactions, including processing them on GSR's cash register.
 - Calculating Metro's share of greens fees revenue from GSR's
 daily register tapes and cash reports for the months of August and
 September 2002 and agreeing these amounts with GSR's
 payments to Metro.
 - Testing the reasonableness of reported greens fees by comparing the number of players reserving tee times with the number actually paying to play for the high volume weekends of August and September 2002.

The scope of our review did not include evaluating GSR's controls over Premises revenues and expenses. Our preliminary work showed that net earnings from Premises sources had always been negative, so there was no need for us to consider these controls because they did not play a part in determining rent due Metro. However, because our review found that net earnings were understated, potentially entitling Metro to more income than the \$12,000 minimum, Parks will need to evaluate these controls in the future.

We conducted our work in accordance with generally accepted government audit standards. Our fieldwork was conducted from October 2002 through December 2002.

Improvements Are Needed to Assure Proper Payments to Metro and to Better Control Receipts

The Parks Department has historically relied on an annual financial audit to assure that rent and greens fees payments are proper and that GSR is complying with financial provisions of the contracts. The Department has supplemented this procedure with some informal tests of the reasonableness of greens fees reported. While these procedures appear to have reasonably assured that greens fees rung into GSR's cash register are accurately accounted for, we found several weaknesses that could result in loss of revenue from golf or Premises operations or in incorrect payments to Metro:

- Net earnings from Premises facilities were not properly determined, and as a result Metro may not be receiving as much as it should in rent from the lease agreement.
- Better procedures and information are needed to ensure that Parks can adequately monitor revenues and expenses under the lease agreement.
- Annual audits were not focusing on some important revenue controls and were not timely.
- Greens fees and rent payments in Metro's accounting system are not being reconciled with GSR's audited financial statements, resulting in at least one overpayment by GSR.
- Cash handling controls can be improved, both by GSR and by Parks. The weaknesses observed cover such matters as the policy for free rounds of golf and the separation of cash-handling duties between employees.

Metro May Be Entitled to More Rent Under the Lease Agreement

The lease agreement requires GSR to pay a rental amount equal to 20 percent of GSR's annual net earnings from business activities conducted on the leased property¹ or \$12,000, whichever is greater. The agreement defines these net earnings as GSR's gross receipts from all sources on the Premises² during the 12-month period ending the preceding December 31, less the following:

- Gross greens fees received during the period
- All operating expenses (except rent), including interest, property taxes and depreciation, but excluding provisions for corporate

¹ These activities include golf cart rentals, golf lessons, driving range and tennis court fees and a sublease from a restaurant and coffee shop.

The lease agreement is structured such that "all sources on the Premises" includes gross greens fees revenues, which are then subtracted in arriving at net earnings.

income and excise taxes, officers' and directors' compensation, travel expenses, entertainment expenses and the actual cost of golf course maintenance.

As part of our work, we reviewed how the CPA who had conducted the financial audit of GSR was determining net earnings. We disagree with the auditor's decision to include the following items as allowable operating expenses:

- Profit sharing and donations. Profit sharing is not a cost of
 operations and by its very nature is determined after expenses are
 deducted from revenues. Charitable donations that GSR chooses to
 make are unrelated to operating the businesses at Glendoveer and
 are similar to other expenses that are already disallowed under the
 lease agreement, such as entertainment expenses.
- General Manager's compensation. There are two problems here. The first is that the General Manager is also an officer of the corporation (President), and the agreement on its face does not allow a GSR officer's compensation to reduce net earnings for the purpose of calculating rent. Even if doing so can be justified on the grounds that the compensation is for the person's duties as General Manager, rather than as President of the corporation, there is a second problem related to how much of the General Manager's compensation should be considered an allowable operating expense in determining rent.

The General Manager's time is divided between managing the golf course and managing the business activities covered by the lease agreement (the exact percentage of time spent on each activity is unknown). However, his entire compensation – currently \$87,100 – has been treated as an allowable operating expense under the lease agreement, reducing net earnings and potential rent.

We believe the portion of General Manager compensation related to managing the golf course should not be allowed to reduce Premises net earnings for purposes of determining rent. Under the terms of the lease agreement this cost would be more appropriately considered an "actual cost of golf course maintenance" – an expense category the lease specifically excludes as an allowable operating expense.

The treatment of these expenses can make a significant difference in the amount of rent due Metro. As the calculations in Table 2 show, Metro would be entitled to additional rent of about \$5,000 for calendar year 2001 if profit sharing and donations were disallowed and if only one

half of the General Manager's compensation were considered an allowable operating expense under the assumption that the manager spends half his time related to managing the golf course.

Table 2 Impact of questioned expenses on 2001 net earnings and rent

Profit sharing \$29,848 Donations \$6,999 Officer/General Manager compensation (50%) \$43,550 Total questioned expenses \$80,397 2001 net earnings (Per audited financial statement) \$4,797 Adjusted net earnings \$85,194 Metro rent @ 20% of adjusted net earnings \$17,039 Rent already paid \$12,000 Potential additional rent \$5,039			
Donations \$ 6,999 Officer/General Manager compensation (50%) \$ 43,550 Total questioned expenses \$ 80,397 2001 net earnings (Per audited financial statement) \$ 4,797 Adjusted net earnings \$ 85,194 Metro rent @ 20% of adjusted net earnings \$ 17,039 Rent already paid \$ 12,000	Questioned 2001 expenses:		
Officer/General Manager compensation (50%) \$43,550 Total questioned expenses \$80,397 2001 net earnings (Per audited financial statement) \$4,797 Adjusted net earnings \$85,194 Metro rent @ 20% of adjusted net earnings \$17,039 Rent already paid \$12,000	Profit sharing	\$ 29,848	
Total questioned expenses \$80,397 2001 net earnings (Per audited financial statement) \$4,797 Adjusted net earnings \$85,194 Metro rent @ 20% of adjusted net earnings \$17,039 Rent already paid \$12,000	Donations	\$ 6,999	
Total questioned expenses \$80,397 2001 net earnings (Per audited financial statement) \$4,797 Adjusted net earnings \$85,194 Metro rent @ 20% of adjusted net earnings \$17,039 Rent already paid \$12,000	Officer/General Manager compensation		
2001 net earnings (Per audited financial statement) Adjusted net earnings \$ 85,194 Metro rent @ 20% of adjusted net earnings \$ 17,039 Rent already paid \$ 12,000	(50%)	<u>\$ 43,550</u>	
Adjusted net earnings \$85,194 Metro rent @ 20% of adjusted net earnings \$17,039 Rent already paid \$12,000	Total questioned expenses	. •	\$ 80,397
Metro rent @ 20% of adjusted net earnings \$ 17,039 Rent already paid \$ 12,000	2001 net earnings (Per audited financial statement)		\$ 4,797
Rent already paid \$12,000	Adjusted net earnings		\$ 85,194
Rent already paid \$12,000			
	Metro rent @ 20% of adjusted net earnings	,	\$ 17,039
Potential additional rent \$ 5,039	Rent already paid		<u>\$ 12,000</u>
	Potential additional rent		\$ 5,039

Resolving this matter appears all the more important for future years, because there are indications that GSR's net earnings may be rising. At the time of our audit, Parks management told us that their auditor said GSR may earn enough to owe Metro more rent than the \$12,000 minimum for calendar year 2002. If this happens, making the above adjustments would add an additional \$16,000 to Metro's rent for 2002.

To resolve this matter, we recommend that Parks develop and document a plan and procedures for assuring that Metro receives proper rent payments. The plan should clearly define how rent will be computed, including the specific revenues and expenses to be included and excluded in determining net earnings. Particular attention should be directed at allocations of expenses between golf course and Premises operations.

Better Information and Procedures Needed to Assure Proper Rent Payments To properly calculate and monitor rent payments, Parks also needs detailed information on all of GSR's sources of revenues and expenses. At the time of our audit, Parks was not receiving the information from GSR that would enable Parks staff to assure that net earnings were properly calculated. The lease agreement requires GSR to furnish Metro with quarterly unaudited operating statements and an annual operating statement certified by their treasurer. These statements are required to show gross revenues from each revenue source and all operating expenses, except depreciation. However, GSR had not submitted the

quarterly statements for over two-and-a-half years and the annual reports for about five years. Parks did not realize these reports were missing until we brought the matter to their attention.³

This information may have seemed of limited use in the past, because the annual financial statements had shown net earnings that were below the level requiring any payment other than the \$12,000 minimum specified in the lease agreement. Given our finding that net earnings may be substantially higher, this information takes on more relevance.

Parks will need to ensure that the information is reported as required and is sufficiently detailed for its use. After we requested the reports, GSR sent Parks quarterly statements for two years and no annual statements. These reports, however, did not show revenues and expenses in sufficient detail for Parks to determine net earnings from Premises sources. Subsequently, we determined that GSR has such information readily available, as GSR's General Manager provided us income statements within minutes that contain the detailed account information needed to properly compute rent.

Parks should work with GSR to assure that these reports are submitted quarterly and annually, as required, and use them to monitor rent payments. In addition, Parks should obtain detailed statements for the past three years to provide a basis for analyzing trends in non-golf related revenues and expenses.

Along with obtaining better information, Parks will also need to establish new procedures to assure that GSR is properly controlling, accounting for and reporting Premises revenue and expenses and properly determining net earnings and the amount of rent. Much of the revenue involved in calculating the rent payments is paid in cash, increasing the need to have such procedures. Without such procedures, Metro is at higher risk of revenues and expenditures being subject to fraud, manipulation, recording or calculation errors. For example, rent due Metro could be understated by charging golf-course-related expenses against Premises revenue to reduce net earnings.

While we recognize that Metro is not yet receiving enough rent to justify Parks setting up a sophisticated risk management system, we believe that the department should develop a plan for assuring that rent is properly determined. This plan should include identifying the key

In 1987, the Multnomah County Auditor reported that these reports were not timely and recommended that Parks enforce the contract requirements that financial reports be submitted timely. Parks apparently never implemented this recommendation.

risks associated with each revenue source at Glendoveer and determining whether GSR has reasonable controls to mitigate these risks. From this process, Parks can establish plans for evaluating GSR's controls and working with GSR to improve weak controls in a cost-beneficial manner.

Annual Audit Needs To Be Better Managed

The Parks Department has been relying almost entirely on the CPA firm it has contracted with for many years to assure that GSR is making proper payments and complying with financial terms of the Management and Lease Agreements. Our evaluation of these audits showed that improvements are needed in two main areas: defining the scope of work and conducting the audit on a more timely basis.

Improvements Needed in Defining Scope of Audit Work

The scope of work in the audit services contract requires the auditor to do the following:

- 1. Audit the calendar year financial statements of GSR culminating in a balance sheet, a description of the changes in financial position statement and income statement all based upon and consistent with the management and lease agreements.
- 2. Assess and make a formal statement of GSR's compliance with the terms of the management and lease agreements.
- 3. Review and evaluate internal controls at Glendoveer, complete with suggestions for their improvement.

We believe this Scope of Work should more specifically define what work the auditor is expected to do and what the audit reports should contain.

- Financial statements. The auditor's reports contain a balance sheet and statement of revenues, expenses and retained earnings. The reports, however, do not contain the changes in financial position statement required by the scope of work. In addition, Parks has apparently not reviewed this reporting requirement with the auditor for many years, as the "statement of changes in financial position" is rarely used for financial reporting, having been replaced by the new standard "statement of cash flows". Parks should review this scope of work requirement to determine whether Parks needs such a financial statement and revise the scope accordingly.
- GSR compliance with management and lease agreements.
 Although the scope of work requires a formal statement on GSR's compliance with the agreements, it does not define which terms in these agreements must be assessed, and the auditor's reports do not identify which terms were assessed. We believe the scope of work

needs to clearly state which terms the auditor is to assess and require the audit report to address the auditor's findings in relation to each of these terms. At a minimum, the contract should require the auditor to report on GSR's compliance with financial reporting requirements and the amount of greens fees and rent due Metro for the year audited and the supporting calculations in sufficient detail to enable Parks to evaluate them.

Putting these requirements in the audit services contract should provide Metro greater assurance that GSR has complied with relevant agreement terms. If such requirements had been in place, the auditor would likely have identified and reported that GSR was not submitting quarterly and annual financial reports as required.

• Assessment of internal controls. The audit services contract requires the auditor to review and evaluate GSR's internal controls and make suggestions for improvement, but the contract does not state the purpose of this work. We found that the audits have considered GSR's accounting controls for the purpose of expressing an opinion on GSR's financial statements. The audits, however, have not reviewed or evaluated GSR's controls for deterring fraud in areas other than those most significant to the financial statements, such as controls over gift certificates discussed later. Accordingly, we believe Parks needs to define the role of the annual audit in assessing fraud controls and determine whether the audit can assure that fraud controls are in place to reasonably cover Metro's risks. Parks may need to provide for additional assessments of controls by a CPA or other qualified professional.

After Parks defines the role of the annual audit in assessing fraud controls, the scope of work in the audit services contract needs to reflect this role. As a minimum, the scope should state the purpose of the internal control review and the extent to which the auditor should evaluate controls for deterring fraud. In addition, the scope should require the audit report to specifically describe what the auditor did to examine internal controls and what conclusions were reached. Parks staff should review the audit reports to assure they adequately address the audit purpose and meet expectations in terms of content.

Improvement Needed in Audit Timeliness

The annual audits are not timely. For the past 5 years, Parks has taken over 5 months after the end of the year to be audited to enter into a contract for the audit. The audit reports have not been completed for an average of over 8 months from the end of the year audited, and for the past 2 years, Parks has not received final audit reports until almost 11

months after the end of the year being audited. These audits should be conducted on a more timely basis so that any identified errors, misstatements and lapses in controls can be corrected quickly.

Greens Fees and Rent Payments Should Be Reconciled

Parks should reconcile greens fees and rent payments shown in Metro's accounting system with GSR's audited financial statements. This reconciliation helps assure that payments have been accurately calculated and properly entered into Metro's accounting system.

We made this reconciliation for greens fees payments for calendar years 2000 and 2001 and found that GSR overpaid Metro by \$3,681 for calendar year 2000. Payments for calendar year 2001 reconciled accurately. Metro should reimburse GSR for the overpayment.

Cash Handling Controls at Glendoveer Can Be Improved

There are many risks associated with handling cash. Theft can be covered up by suppressing, falsifying or destroying accounting records and by not creating a record at all. In addition, errors can go undetected without appropriate checks. Metro's interests obviously require that GSR and Parks have reasonably adequate internal control procedures to protect Metro and GSR from fraud and error.

Our review of GSR's controls showed that its procedures for controlling greens fees are typical of other golf courses. We did, however, identify some areas in which Parks needs to work with GSR to improve controls.

- Lack of policy on complimentary rounds of golf. GSR allows some persons to play golf without paying. This is apparently acceptable industry practice, but Metro has no policy on this matter, and GSR does not track who these players are and their number. Without such information, Metro is at risk that persons who should be paying are playing free.
- Lack of controls over gift certificates. At the time of our audit, gift certificates were not being adequately controlled to prevent fraud. Gift certificates need to be controlled because they are like cash in the hands of a person presenting one to play golf. We have the following concerns about controls over gift certificates:
 - The number of certificates issued and outstanding is unknown

 the certificates are not pre-numbered, contain no expiration
 date and no log is kept of the number sold. An employee could
 sell or forge certificates and go undetected because there is no
 way to determine how many certificates should be on hand and
 have been sold.

- The certificates do not show the dollar amount paid if greens fees increase before the certificate is used, Metro loses a percent of the corresponding revenue.
- The certificates are not adequately secured the certificates, the size of a large business card, sit in an open box readily visible behind the counter in the Pro Shop making them easily accessible to all employees and possibly others.
- The cash register does not have a sales category for gift certificates — sales are rung into the register as though the rounds were played that day. GSR cannot tell how many were sold.
- Separation of duties. GSR's bookkeeper is responsible for all bookkeeping and preparation of bank deposits, and also handles all cash receipts and sometimes operates the cash register during busy times. These practices create the risk of misappropriation of cash with the ability to cover it up. We recommend that all cash receipts be directed to another employee who should list daily cash collections for accounting and make the daily bank deposit. The cash listing totals should be reconciled daily to cash register tapes and monthly to the actual bank deposits. We also recommend that the bookkeeper should not have access to the cash register.

Currently, more than one cashier uses the one Pro Shop cash register to record sales transactions. This practice creates a situation in which individual accountability over revenues collected cannot be maintained. One partial solution is to have more than one register for busy periods.

Lack of written policies and procedures. GSR does not have a
written manual documenting its internal control, cash handling and
accounting procedures. Such policies are needed to train new
employees, encourage adherence to procedures, ensure consistent
handling of transactions and facilitate review. GSR should
document its policies and procedures in a written manual.⁴

Cash Handling Procedures at Parks Can Also Be Improved

The Parks Department receives and handles cash and checks directly from a number of sources, including GSR. Even though we tested and found no irregularities in how GSR's receipts have been handled and recorded in Metro's records, the Department's procedures for controlling money received by mail can be improved. Areas in which cash handling controls could be improved are summarized below.

This internal control issue and recommendation was also reported in a January 1987 audit of GSR. The recommendation was apparently not implemented.

- Lack of documentation. The Parks Department has not developed
 written procedures for handling cash received by mail or in person at
 their central office. This creates the possibility for inefficient and
 improper processing of receipts if persons doing the processing leave
 or are absent. Parks should document procedures for receiving and
 handling cash and checks by mail.
- Lack of daily receipts log. Standard internal control procedure is to
 have the person who opens the mail list all checks and cash received
 in a daily log. Parks does not log receipts. A log can be used to verify
 that all money received has been properly deposited. Parks should
 establish a cash receipts log listing the employee opening the mail,
 date, amount of receipt, name of the person or firm making the
 payment and purpose of the payment.
- Separation of duties. Standard internal control procedures call for
 the person who opens the mail and logs checks to not prepare
 deposits. Parks has only one person opening mail receipts and
 preparing deposits, increasing the risk of theft of receipts with no
 record of the transaction. Parks should designate a different person to
 open and log receipts from the one who prepares deposits.
- Accountability for transfers. Standard internal control procedure is to maintain a record when receipts are transferred from one person to another. The Parks Department and the Accounting Services Division⁵ have no procedure for documenting these transfers. In the event of missing receipts, it is difficult to determine who had the money last. Parks and Accounting should establish a document showing the date and names of the persons transferring and receiving cash.

The Accounting Services Division is in Metro's Finance Department and is responsible for depositing and accounting for receipts brought to them from other Metro departments.

Response to the Report



March 11, 2003

The Honorable Alexis Dow, CPA Auditor Metro 600 NE Grand Avenue Portland, OR 97232

RE: Response to Review of Controls Over Revenue from Glendoveer Golf Course

Dear Ms Dow:

Thank you for the opportunity to respond to Review of Controls Over Revenue from Glendoveer Golf Course. The audit represents the culmination of a great deal of staff work in your office and in the Parks Department, and many of the recommendations should help us make sure we continue to keep the program on track.

I am pleased by your comments that your "review of GSR's controls showed that its procedures for controlling greens fees are typical of other golf courses," (page 14) and that you "tested and found no irregularities in how GSR's receipts have been handled and recorded in Metro's records" (page 15). The improvements you have recommended to make controls better are appreciated and appropriate, and they should help Metro and the concessionaire to improve even further the controls both organizations have in place to prevent fraud and theft.

You have made five general recommendations aimed at protecting Metro's financial interests, limiting exposure to risk and ensuring concessionaire accountability within the terms of the two contracts Metro has with Glisan Street Recreation for the operations of Glendoveer Golf Course and the lease of approximately 7.25 acres adjacent to the golf course. I concur with these recommendations and have directed staff to focus on implementing the specific elements of the recommendations. Some of the recommendations will require discussions and negotiations with the concessionaire, and I have instructed staff to work diligently to come to a mutual understanding and agreement with the concessionaire that addresses the issues identified in the report.

My responses to your specific recommendations are as follows:

- 1. Develop and document a plan for assuring that Metro receives proper rent payments. The plan should provide for:
 - Defining more clearly how rent will be computed, including the specific revenues and expenses to be included and excluded in determining net earnings.

<u>Agreement with Recommendation:</u> I agree that this recommendation would be favorable to Metro's interests.

The report indicates that donations and profit sharing should not be included as allowable expenses when calculating operating expenses for the purposes of determining rent. The report also questions how the General manager's compensation should be allocated. We agree with your analysis that until now, this has been a moot issue. Now that it is an issue (because of GSR's profit levels on the premises), it is an area of the contract that must be clarified.

<u>Proposed Action Plan:</u> I will direct staff to discuss the issues with the concessionaire and come to an agreement that provides clarity on the proper method of rent calculations.

<u>Proposed Timetable:</u> I expect the discussions with the concessionaire to be concluded by the end of June 2003.

 Obtaining detailed financial information from the concessionaire on each component of revenue or expense related to these computations.

Agreement with Recommendation: I agree with this recommendation.

<u>Proposed Action Plan:</u> Parks staff has already requested and received new reports from the concessionaire that fulfill this recommendation.

Proposed Timetable: Completed.

• Determining whether the concessionaire has reasonable controls over the revenues and expenses involved in the rent calculation. Parks could do this cost effectively by: (1) identifying and prioritizing risk associated with assuring each source of revenue and expense is properly accounted for and reported, (2) evaluating the concessionaire's controls only for identified high-risk components, and (3) defining who will evaluate the controls and the role of the annual financial audit in the process.

Agreement with Recommendation: I agree with this recommendation.

<u>Proposed Action Plan:</u> I have directed parks staff to begin the process of identifying the higher risk areas of the concessionaire's controls over its revenues and expenditures. Evaluations of controls will be conducted on the areas of highest risk as time and resources are made available.

<u>Proposed Timetable:</u> This recommendation is one that should be an ongoing part of staff's management of the contracts with the concessionaire.

• Working with the concessionaire to improve weak controls where this can be done cost effectively.

Agreement with Recommendation: I agree with this recommendation.

<u>Proposed Action Plan:</u> I have directed parks staff to develop a plan to address this recommendation.

<u>Proposed Timetable:</u> Ongoing. The discussions will happen as controls needing improvement are identified.

- 2. Improve the effectiveness of the annual financial and compliance audit through the following steps:
 - Defining the purpose of the audit, including the extent to which the audit is expected to evaluate controls for preventing and detecting fraud.
 - Defining the specific management and lease agreement terms the auditor is to assess for compliance and requiring the auditor to report on compliance with each term.
 - Defining the purpose and nature of the review and assessment of the concessionaire's internal controls, including requiring the auditor to state what work was done to test controls and whether the controls are reasonably adequate to deter fraud.
 - Requiring the auditor to assess the concessionaire's determination of Metro's share of greens fees and rent and detail how these were calculated.
 - Reviewing auditor reports to assure they adequately address the audit purpose and meet expectations in terms of format and supporting explanations.
 - Making the audits more timely.

<u>Agreement with Recommendation:</u> While I expect that the recommendations will increase somewhat the costs associated with the annual financial and compliance audit, I agree with this recommendation.

<u>Proposed Action Plan:</u> I have instructed Parks staff to revise the Scope of Work for its annual financial and compliance audit to incorporate the recommendations.

<u>Proposed Timetable:</u> The audit should be started at the end of April and finished by mid-July.

3. Routinely reconcile greens fees and rent payments with the concessionaire's audited financial statements.

Agreement with Recommendation: I agree with this recommendation.

<u>Proposed Action Plan:</u> I have instructed staff to reconcile greens fees with the concessionaire's audited financial statements within 2 weeks of receipt of the statements.

<u>Proposed Timetable:</u> This will be done annually in April. (Audited reports are due to Metro by the end of March).

4. Work with the concessionaire to improve cash control procedures by:

• Establishing policy on complimentary golf.

Agreement with Recommendation: I agree with this recommendation.

Proposed Action Plan: I have instructed staff to draft a policy for my review.

Proposed Timetable: I expect to have a new policy in place by mid-summer.

Establishing controls over gift certificates.

Agreement with Recommendation: I agree with this recommendation.

<u>Proposed Action Plan:</u> I have instructed staff to work with and discuss this issue with the concessionaire.

Proposed Timetable: Discussions will commence within the next month.

- Separating the duties of accounting for cash and preparing deposits.
- Precluding the concessionaire's bookkeeper from having access to cash registers.

Agreement with Recommendation: While I agree with these recommendations, the specific work duties of employees is something that Metro does not have specific control over.

<u>Proposed Action Plan:</u> I have instructed staff to discuss this issue with and work with GSR in an effort to get better controls in place.

<u>Proposed Timetable:</u> Discussions will commence within the next month.

• Documenting the concessionaire's internal control and cash handling policies and procedures in a written manual.

Agreement with Recommendation: I agree with this recommendation. In the past, the CPA firm hired by the Parks and Greenspaces Department to complete the financial and compliance audit has indicated that written policies and procedures should be created, but the concessionaire has not been willing to do this. I believe that the creation and maintenance of written procedures manuals is a generally accepted accounting procedure and is necessary to operate a first class golf course in an efficient and proper manner.

<u>Proposed Action Plan:</u> I have instructed staff to work with the concessionaire to understand the importance of written procedures and to develop an action plan for its creation.

Proposed Timetable: Unknown.

- 5. Improve the Parks Department's cash handling procedures at Metro headquarters by:
 - Separating the duties of receiving cash and preparing deposits.
 - Keeping a log of receipts
 - Documenting the chain of custody when transferring deposits to the Accounting Services Division.
 - Documenting Parks' cash handling procedures at Metro headquarters.

Agreement with Recommendation: I agree with this recommendation.

<u>Proposed Action Plan:</u> I have instructed the Parks Department staff to work with the Accounting Services Division staff to develop written cash handling procedures for the Parks Department that include the recommendations presented here.

<u>Proposed Timetable:</u> This should be done by the end of December 2003.

6. Reimburse the concessionaire for an overpayment of greens fees in the amount of \$3,681 for calendar year 2000.

Agreement with Recommendation: I agree with this recommendation.

<u>Proposed Action Plan:</u> I have requested the Parks Department to authorize a reimbursement to be paid to the concessionaire. This should be completed within a few weeks.

Proposed Timetable: This should be completed by March 31, 2003.

I appreciate your report on ways to limit exposure to risk in relation to these two contracts. Your recommendations will continue our efforts to ensure that proper contract review and cash controls in implemented, and increase assurances that public funds are being protected.

Sincerely

Mark B. Williams

Interim Chief Operating Officer



Metro Auditor Report Evaluation Form

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Our mission at the Office of the Metro Auditor is to assist and advise Metro in achieving honest, efficient management and full accountability to the public. We strive to provide Metro with accurate information, unbiased analysis and objective recommendations on how best to use public resources in support of the region's well-being.

Your feedback helps us do a better job. If you would please take a few minutes to fill out the following information for us, it will help us assess and improve our work.



Name of Audit Report: Review of Controls Over Revenue from Glendoveer Golf Course

Please rate the following elements of this report by checking the appropriate box.

•	•	,	. 1	
	Too Little	Just Right	Too Much	•
Background Information				
Details	Ġ		a .	
Length of Report	⊡			·.•
Clarity of Writing				
Potential Impact		. 🗖		
Suggestions for our report format:_				
Suggestions for future studies:		•		
Other comments, ideas, thoughts:_				
Name (optional):	· · · · ·			
Thanks for taking the time to help	us.		•	

Fax:

503.797.1831

Mail:

Metro Auditor, 600 NE Grand Avenue, Portland, OR 97232-2736

Call:

Alexis Dow, CPA, Metro Auditor, 503.797.1891

Email:

dowa@metro.dst.or.us

Suggestion Hotline: 503.230.0600, MetroAuditor@metro.dst.or.us

Consideration of Minutes of the March 13, 2003 Regular Council meeting.

Metro Council Meeting Thursday, March 20, 2003 Metro Council Chamber Ordinance No. 03-998, For the Purpose of Amending the FY 2002-03 Budget And Appropriations Schedule by Transferring \$740,000 from Contingency To the MERC Operating Fund to Transfer of Resources (to the Convention Center Project Capital Fund), and Declaring an Emergency.

First Reading

Metro Council Meeting Thursday, March 20, 2003 Metro Council Chamber

BEFORE THE METRO COUNCIL

ORDINANCE NO. 03-998 Introduced by: Mark Williams, Chief Operating Officer with the concurrence of David Bragdon, Council President
and considered the need to transfer appropriations
priation has been justified; and,
ntified needs; now, therefore,
dule of Appropriations are hereby amended as and B to this Ordinance for the purpose of Resources in the MERC Operating Fund.
ry for the immediate preservation of the public neet obligations and comply with Oregon Budget nee takes effect upon passage.
, 2003.
David Bragdon, Council President
Approved as to Form:
Daniel B. Cooper, Metro Attorney

Exhibit A Ordinance No.03-998

		Current <u>Budget</u> <u>Revision</u>			Amended <u>Budget</u>		
ACCT	DESCRIPTION	TE	Amount	FTE Am	ount	FTE	Amount
F1.507	MERCO	PEF	RATING FUN	D	12.2	***	
			·				
TOTAL	RESOURCES		\$43,664,295		\$0		\$43,664,295
Total P	ersonal Services 18	1.91	\$12,727,325	0.00	\$0	181.91	\$12,727,325
Total M	laterials & Services	,	\$15,516,888		\$0		\$15,516,888
Total D	ebt Service		\$310,694		\$0		\$310,694
Y 4 C	I.W			•			
Interjui INDTEX	nd Transfers						
5800	Interfund Reimbursements Transfer for Indirect Costs		0	•	•		0
3000	* to Support Services Fund		1 427 106		. 0		0
	* to General Fund		1,437,106		0		1,437,106
	* to Risk Management Fund - Liability		107,074		0		107,074
	* to Risk Management Fund - Workers		210,676		0		210,676
INTCHG	Internal Service Transfers	s Coli	n 73,295		0		73,295
5820	Transfer for Direct Costs		. 0		0		0
	Fund Equity Transfers		U	•	U		0
5810	Transfer of Resources						
5010	* to MERC Pooled Capital		1,886,278		0		1,886,278
	* to Convention Center Project Capital	Fund		740	0,000		740,000
	* to Risk Management Fund	1 411	. 0	740	0,000		740,000
	* to Revenue Bond Fund		1,078,865		0		1,078,865
Total In	iterfund Transfers		\$4,793,294	\$740),000		\$5,533,294
					,,,,,,,		
Conting	ency and Ending Balance						
CONT	Contingency				•		
5999	Contingency		1,223,769	(740),000)		483,769
UNAPP	Unappropriated Fund Balance			•	. ,		
5990	Unappropriated Fund Balance		9,092,325		0		9,092,325
Total Co	ontingency and Ending Balance		\$10,316,094	(\$740	,000)		\$9,576,094
TOTAL R	EQUIREMENTS 18	1.91	\$43,664,295	0.00	\$0	181.91	\$43,664,295

Exhibit A Ordinance No.03-998

		Current Budget	F	Revision		mended Budget
ACCT	DESCRIPTION FTE	Amount	FTE		FTE	Amount
	MERC OPERATING FUND OREGON CO	ONVENTION				VLY)% See
			A A C A C A C A C C C C C C C C C C C C			
·						
TOTAL	RESOURCES	\$24,932,835		\$0		\$24,932,835
Total I	Personal Services 131.80	\$6,883,244	0.00	\$0	131.80	\$6,883,244
Total N	Materials & Services	\$9,864,645		\$0		\$9,864,645
Total I	Debt Service	\$213,043		\$0		\$213,043
		•				
T . C						
	nd Transfers					
5800	Interfund Reimbursements Transfer for Indirect Costs					
2000	* to Support Services Fund	745,726		0		745 726
	* to General Fund	55,562		_		745,726
	* to Risk Management Fund - Liability	109,322		0		55,562
	* to Risk Management Fund - Workers Com			0		109,322 38,033
FOTCHG	Fund Equity Transfers	p 30,033		U		30,033
5810	Transfer of Resources					
	* to MERC Pooled Capital	1,787,200		0		1,787,200
•	* to Convention Center Project Capital Fund			740,000		740,000
Total I	nterfund Transfers	\$2,735,843	0.00	\$740,000		\$3,475,843
		. , .,				
Conting	gency and Ending Balance					
CONT	Contingency					
5999	Contingency	743,273		(740,000)		3,273
UNAPP	Unappropriated Fund Balance			-		
5990	Unappropriated Fund Balance	4,492,787		0		4,492,787
Total C	Contingency and Ending Balance	\$5,236,060		(\$740,000)		\$4,496,060
TOTALI	REQUIREMENTS 131.80	\$24,932,835	0.00	\$0	131.80	\$24,932,835

Exhibit A Ordinance No.03-998

		Current Budget Revision		Amended <u>Budget</u>		
ACCT DESCRIPTIO	N FTE	Amount	FTE	Amount	FTE	Amount
C(DAMENTION GENTE	R PROJECT	CAPIT/	ALFUND		7.79 B
70						-
Resources			•			
BEGBALBeginning Fund B	· · · · · · · · · · · · · · · · · · ·					
* Prior year endin	g balance	59,352,069		(740,000)		58,612,069
INTRST Interest Earnings						
4700 Interest on Investr	nents	252,863		0		252,863
4970 Transfer of Resou	rces					
* from MERC Op	erating Fund	0		740,000		740,000
, .				, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		7 10,000
TOTAL RESOURCES		\$59,604,932		\$0		\$59,604,932
Total Personal Service	s 4.80	\$451,893	0.00	\$0	4.80	\$451,893
	· · · · · · · · · · · · · · · · · · ·		•			
Total Materials & Serv	rices	\$22,700		\$0		\$22,700
						<u> </u>
Total Capital Outlay		\$58,928,202		\$0		\$58,928,202
Total Interfund Transf	ers ers	\$202,137		\$0	•	\$202,137
		<u> </u>				
Total Contingency and	Ending Balance	\$0		\$0		\$0
TOTAL REQUIREMEN	TS 4.80	\$59,604,932	0.00	\$0	4.80	\$59,604,932

Exhibit B
Ordinance No. 03-998
FY 2002-03 SCHEDULE OF APPROPRIATIONS

	Current <u>Appropriation</u>	Revision	Amended Appropriation
MERC Operating Fund	•		
Requirements			
Operating Expenses (PS & M&S)	\$28,244,213	\$0	\$28,244,213
Debt Service	310,694	0	310,694
Interfund Transfers	4,793,294	740,000	5,533,294
Contingency	1,223,769	(740,000)	483,769
Unappropriated Balance	9,092,325	0	9,092,325
Total Fund Requirements	\$43,664,295	\$0	\$43,664,295
Convention Center Project Capital Fund			
Resources			
Beginning Fund Balance	\$59,352,069	(\$740,000)	\$58,612,069
Interest	252,863	0	252,863
Fund Equity Transfers	0 .	740,000	740,000
Total Fund Resources	\$59,604,932	\$0	\$59,604,932

All Other Appropriations Remain as Previously Adopted

STAFF REPORT

IN CONSIDERATION OF ORDINANCE NO. 03-998 FOR THE PURPOSE OF AMENDING THE FY 2002-03 BUDGET AND APPROPRIATIONS SCHEDULE BY TRANSFERRING \$740,000 FROM CONTINGENCY IN THE MERC OPERATING FUND TO THE TRANSFER OF RESOURCES (TO THE CONVENTION CENTER PROJECT CAPITAL FUND), AND DECLARING AN EMERGENCY.

Date: February 25, 2003 Prepared by: Sheryl Manning

Bryant Enge Jeff Blosser

BACKGROUND

The Commission previously approved and transmitted FY 02-03 budgets to the Metro Council, including the MERC Operating Fund, the MERC Pooled Capital Fund and the Convention Center Capital Project Fund budgets. Subsequent to that date, staff has become aware of the need for transfer of \$740,000 from the Oregon Convention Center Contingency for furniture, fixture and equipment needs for the expansion of the Oregon Convention Center.

The Metropolitan Exposition-Recreation Commission (MERC) approved the budget amendment and granted the authority to MERC staff to prepare and present a budget ordinance to the Metro Council to amend the FY 02-03 budget to reflect the above change.

ANALYSIS/INFORMATION

1. Known Opposition.

None.

2. Legal Antecedents.

Under Oregon Budget law, an ordinance is required to amend the adopted budget and appropriation schedule.

- 3. Anticipated Effects: This amendment will shift appropriation from Contingency to Interfund Transfer in the MERC Operating Fund. The purpose of this shift is to provide OCC sufficient resources for furniture, fixture, and equipment needs for the expansion of the Oregon Convention Center.
- 4. Budget Impacts. This amendment has no impact on total appropriations for that budget year. The amendment will provide MERC the ability to transfer up to \$740,000 from the MERC Operating fund to cover the costs of furniture, fixtures, and equipment related to the convention center expansion project. It is necessary to move this appropriation from Contingency to Transfer of Resources in order to be in compliance with Oregon Budget Law.

RECOMMENDATION

The Chief Operating Officer recommends approval of Ordinance No. 03-998.

Attachment 1: MERC Resolution, Staff Report and Information

METROPOLITAN EXPOSITION-RECREATION COMMISSION

Resolution No. 03-04

For the purpose of Authorizing a budget amendment to the Fiscal Year 02-03
Adopted Budget for the MERC Operating Fund to authorize the expenditure of funds
from "Contingency" in the Fiscal Year 02-03 Budget, and approving transmittal of the
amendment to the Metro Council.

WHEREAS, Metro Code 6.01.050 provides that the Commission shall annually prepare and approve an annual budget which shall, to the maximum extent permitted by law, consist of one commission-wide series of appropriations in those categories which are required by local budget law, applicable to all buildings, facilities, and programs managed by the Commission; and

WHEREAS, the Commission previously approved and transmitted to the Metro Council the Fiscal Year 02-03 budgets for the MERC Operating Fund, the MERC Pooled Capital Fund and the Convention Center Capital Project Fund,

WHEREAS, the Commission has recently been made aware of the need for the approval of the authorization to spend \$743,000 from Contingency for furniture, fixture and equipment needs for the expansion of the Oregon Convention Center.

WHEREAS, this authorization will be effected as follows: first, a transfer from "Contingency" to "Transfer Out" in the MERC Operating Fund, and then, a transfer to the Convention Center Capital Fund.

BE IT THEREFORE RESOLVED:

- 1. The Metropolitan Exposition-Recreation Commission hereby approves the above budget amendment and submits it to the Metro Council under the Metro Code applicable to FY 02-03; and
- 2. The Commission grants the authority to MERC staff to prepare and present a Budget Ordinance to the Metro Council to amend the Fiscal Year 02-03 budget to reflect the above change.

Passed by the Commission on February	20, 2003.
	Chair
Approved As To Form: Daniel B. Cooper, Metro Attorney	Secretary-Treasurer
Ву:	

MERC STAFF REPORT

Agenda Item: Approving an amendment to the Fiscal Year 02-03 MERC Operating Fund Budget transmittal of the amendment to the Metro Council.

Resolution No. 03-04

Date: February 26, 2003

Presented by: Bryant Enge and Jeff Blosser

Description of Resolution: Resolution 03-04 would approve an amendment to the Fiscal Year 02-03 MERC Operating Fund Adopted Budget by a duly adopted resolution at a regular public meeting of the Commission, and further instruct MERC staff to prepare and present to the Metro Council a budget amendment ordinance to implement the changes.

Background: The Commission previously approved and transmitted to the Metro Council the Fiscal Year 02-03 budgets, including the MERC Operating Fund, the MERC Pooled Capital Fund and the Convention Center Capital Project Fund budgets. Subsequent to that date, staff has become aware of the need for the approval of the authorization to spend \$743,000 from Oregon Convention Center Contingency for furniture, fixture and equipment needs for the expansion of the Oregon Convention Center, as described in the accompanying Exhibit A.

Discussion and Analysis: See Exhibit A.

Financial Impact: The amendment proposed for the Fiscal Year 02-03 budget has no impact on total appropriations for that budget year. The amendment will provide MERC the ability to transfer up to \$743,000 from the MERC Operating fund to cover the costs furniture, fixtures and equipment related to the convention center expansion project. It is necessary to move this appropriation, from Contingency to Transfer of Resources, in order to be in compliance with Oregon Budget Law.

Recommendation: Staff recommends that the Commission approve the amendment to the Fiscal Year 02-03 MERC Operating Fund Budget.

OCC EXPANSION STATUS February 2003 MERC Commission Meeting Exhibit A to Staff Report In Support of Resolution 03-04

1. Summary Financial Information

Base Contract		\$ 98,500,000
Change Order 1	(Additional items paid for by savings from bids)	0
Change Order 2 (Revised)	(CIP Funding – for existing bldg. retrofit)	3,570,981
Change Order 3	(Transfer of soft costs for design issues not	
	contemplated in the project or requiring re-design)	1,100,500
Change Order 4	(Transfer for additional design issues, which in turn,	
_	placed other items on hold – see #4 below)	. 0
Total GMP	•	\$103,171,481

2. Revenue Shortfalls

The project budget was established in 2000 which included estimated interest revenue from the bonds at \$7,600.000. In late 2000, interest rates fell, which reduced the total interest for the project to an estimated \$5,400,000. The reduction of \$2,200,000 required the project team to make a reduction of the project scope by value engineering the construction, reducing budgets for furniture and equipment, and tightening the amount of contingency available for the Project Budget to approximately 5%. This allowed for the construction of the designed project without requiring redrawing, kept the project on schedule (which came at a cost), and left funding for furniture and equipment to be found at a later date.

3. Unanticipated Cost Increases

The cost impacts to the project in Change Order 4 are to pay for unanticipated additional work to meet code and operational requirements. This work, not defined in the contract documents and thus not contracted with CM/GC, includes additional work to monitor the smoke control systems, provide code and operational construction in "volunteers," and to correct designs with mechanical systems. This work must be completed to receive occupancy from the City.

4. Items Remaining to be Funded

Signage, Ops Renovation, C Hall Speaker Upgrade, Concession Grill	\$ 885,000
Build out of Aramark/Starbuck concessions	930,000
FF&E (estimate- getting bids now)	1,200,000
Estimated Total	3,015,000

5. Sources of Funding for Remaining Items

Extension of Aramark Contract	\$ 750,000
Funds in '03 OCC Aramark Reserve	100,000
Potential Settlement with Design Team (\$600-\$750k)	600,000
Hoffman Construction Savings	500,000
	1,950,000

6. Approximate Estimated Future Shortfall \$ 1,000,000

7. Proposed Solution

A philosophical and strategic decision must be made to provide the funds to finish this important project. It is important to finish the project as completely as possible, to finish it well, and to finish it with as many revenue producing elements in place as possible.

The proposed solution to fund the remaining items is to spend contingency/fund balance, which will require MERC commission and Metro council action. As of December 31, 2002 OCC had a fund balance of approximately \$5 million,

with a budgeted contingency of \$743,000 for FY'03. We are proposing to authorize the expenditure of \$743,000 contingency from the '03 OCC Budget and authorize an additional \$260,000 to be spent in '04 if necessary. OCC is concurrently proposing a pay back plan which is page 2 of this report.

Date: February 7, 2003

From: Jeff Blosser, OCC Facility Director

To: Sheryl Manning, MERC General Manager

Re: Payback Plan for FF&E Purchase Using OCC Contingency

Background

It is estimated that \$1 million is required to complete the project. As such, staff is asking the commission to consider and approve amending the fiscal year 2002-03 to move resources from contingency to interfund transfers and revise the fiscal year 2003-04 budget to increase interfund transfers. These funds will be used to purchase necessary furniture, fixtures and equipment to properly equip the expanded facility to create and sustain a competitive advantage and meet OCC's client expectations.

Payback Plan

The following outlines the plan to replenish that portion of fund balance committed to fund the completion of the project:

- a. Any funds remaining from the expansion project will be applied to FF&E after the CIP items are reimbursed.
- b. Savings from the management of the fiscal year 2002-03 and 2003-04 materials and services budgets will flow to fund balance.
- c. Savings from the OCIP banked funds after all claims have been closed will flow into fund balance. This may be a two-three year wait.
- d. Revenue generated from Front Row Marketing Program for sponsorship, naming, and advertising related to OCC assets will provide resources to go into fund balance. This is a long term approach but could be the best opportunity to replenish fund balance in the shortest period of time with the most revenue potential.

cc: Bryant Enge

Agenda Item Number 7.2

Ordinance No. 03-1000, For the Purpose of Amending the Metro Code Chapter 5.02 to Amend Disposal Charges and System Fees.

First Reading

Metro Council Meeting Thursday, March 20, 2003 Metro Council Chamber

BEFORE THE METRO COUNCIL

METRO CO	DE CHA SPOSAL	OF AMENDING PTER 5.02 TO CHARGES AND)	ORDINANCE NO. 03-1000 Introduced by: Mark Williams, Interim Chief Operating Officer, with the concurrence of David Bragdon, Council President	
		Metro Code Chapter ral transfer stations;		establishes solid waste charges for disposal at Metro	
WHI generated wit and,	EREAS, N thin the D	Metro Code Chapter District or delivered t	5.02 e o soli	establishes fees assessed on solid and hazardous waste d waste facilities regulated by or contracting with Metro;	
WHE	EREAS, N	Metro's costs for soli	id was	ste programs have increased; now, therefore,	
THE METRO	COUN	CIL ORDAINS AS I	FOLL	OWS:	
Section 1. Me	etro Code	Section 5.02.025 is	amen	ded to read:	
5.02.025 Dis	posal Ch	arges at Metro Soutl	ı & M	etro Central Station	
(a) Station shall o	The fe	e for disposal of sol	id was	ste at the Metro South Station and at the Metro Central	
•	(1)	The following chaton of solid waste		Tonnage Charge as provided in subsection (b) for each cred for disposal:	
		(A) A tonnage	charg	ge of \$42.55 per ton,	
<u> </u>		(B) The Region	nal Sy	ystem Fee as provided in section 5.02.045,	
		(C) An enhance	emen:	t fee of \$.50 per ton, and	
		(D) DEQ fees	<u>totalir</u>	ng \$1.24 per ton;	
	(2)			te taxes as established in Metro Code Chapter 7.01, be stated separately; and	
	(3) A Transaction Charge of \$6.00 for each Solid Waste Disposal Transaction.				
(b)	The To	onnage Charge speci	fied-i	n-subsection (a) of this section shall consist of:	
	-(1)	-A disposal charge	o f \$3 2	3.02-per-ton;	
· ·	(2) —	-A-regional transfer	-charş	ge of \$7.53 per ton;	
	(3) The fees specified-in-section 5.02.045;				
	——————————————————————————————————————				

(5) DEQ fees totaling \$1.24 per ton.

- (be) Notwithstanding subsection (a) of this section, there shall be a minimum solid waste disposal charge at the Metro South Station and at the Metro Central Station for loads of solid waste weighing 340 pounds or less of \$17, which shall consist of a minimum Tonnage Charge of \$11.00 plus a Transaction Charge of \$6.00 per Transaction.
- (cd) Total fees assessed in cash at the Metro South Station and at the Metro Central Station shall be rounded to the nearest whole dollar amount, with any \$0.50 charge rounded down.
- (de) The Director of the Regional Environmental Management Department may waive disposal fees created in this section for Non-commercial Customers of the Metro Central Station and of the Metro South Station under extraordinary, emergency conditions or circumstances.

Section 2. Metro Code Section 5.02.045 is amended to read:

5.02.045 System Fees

- (a) Regional System Fee: Solid waste system facility operators shall collect and pay to Metro a Regional System Fee of \$16.57\$24.00 per ton for the disposal of solid waste generated, originating, collected, or disposed of within Metro boundaries, in accordance with Metro Code section 5.01.150.
- (b) Metro Facility Fee: Metro shall collect a Metro Facility Fee of \$1.09\$2.55 per ton for all solid waste delivered to Metro Central Station or Metro South Station.
- (c) System fees described in paragraph (a) shall not apply to exemptions listed in section 5.01.150(b) of this Code.

Section 3. Metro Code Section 5.02.047 is amended to read:

5.02.047 Regional System Fee Credits

(a) A solid waste facility which is certified, licensed or franchised by Metro pursuant to Metro Code Chapter 5.01 or a Designated Facility regulated by Metro under the terms of an intergovernmental agreement shall be allowed a credit against the Regional System Fee otherwise due each month under Section 5.02.045 for disposal of Processing Residuals from the facility. The Facility Recovery Rate shall be calculated for each six-month period before the month in which the credit is claimed. The amount of such credit shall be in accordance with and no greater than as provided on the following table:

System Fee Credit Schedule

Facility Recovery Rate

	Tuomity Iteoo	ory ratio
From	Up To &	System Fee Credit
Above	Including	of no more than
0%	30%	0.00
30%	35%	9.92
35%	40%	11.46
40%	45%	13.28
45%	100%	14.00

- (b) The Chief Operating Officer:
 - (1) Shall establish administrative procedures to implement subsections (b) and (c) of Metro Code Section 5.02.046; and,
 - (2) May establish additional administrative procedures regarding the Regional System Fee Credits, including, but not limited to establishing eligibility requirements for such credits and establishing incremental System Fee Credits associated with Recovery Rates which fall between the ranges set forth in paragraph (a) of this section.
- --- (c) The following users of Metro solid waste system facilities shall be allowed a credit in the amount of \$9 per ton against the Regional System Fee otherwise due under Section 5.02.045(a):
 - (1) Users of Metro Central and Metro South Transfer Stations;
 - (2)——Any-Person delivering authorized waste:
 - (A)—to any landfill or other solid waste facility that is authorized to receive such waste through a Metro license, certificate, franchise or Designated Facility Agreement; or
 - (B) under the authority of a Metro Non-System License.
- (cd) Any person delivering Cleanup Material Contaminated By Hazardous Substances that is derived from an environmental cleanup of a nonrecurring event, and delivered to any Solid Waste System Facility authorized to accept such substances shall be allowed a credit in the amount of \$12.50\$14.07 against the Regional System Fee otherwise due under Section 5.02.045(a) of this Chapter.
- (de) During any Fiscal Year, the total aggregate amount of credits granted under the Regional System Fee credit program shall not exceed the dollar amount budget without the prior review and authorization of the Metro Council.
- (ef) The Director of the Regional Environmental Management Department shall make a semiannual report to the Council on the status of the credit program. The report shall include that aggregate amount of all credits paid during the preceding six months and the amount paid to each facility eligible for the credit program. The report shall also project whether the appropriation for the credit program will be sufficient to meet anticipated credit payment requests and maintain existing contingency funding.

Section 4. Effective Date	
The provisions of this ordinance shall bec	ome effective on July 1, 2003.
ADOPTED by the Metro Council this	day of, 2003.
•	Devid Provider Council Provider
	David Bragdon, Council President
ATTEST:	Approved as to Form:
Recording Secretary	Daniel B. Cooper, General Counsel

STAFF REPORT

IN CONSIDERATION OF ORDINANCE NO. 03-1000 FOR THE PURPOSE OF AMENDING METRO CODE CHAPTER 5.02 TO AMEND DISPOSAL CHARGES AND SYSTEM FEES

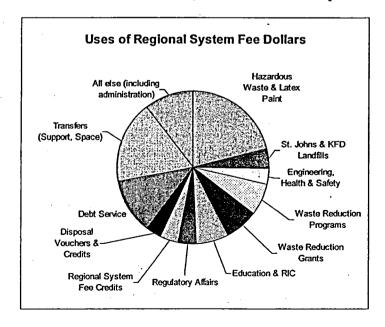
Date: March 20, 2003 Prepared by: Douglas Anderson

BACKGROUND

This Ordinance would increase the Regional System Fee by \$1.57 per ton and the Metro tip fee by \$1, from \$66.25 to \$67.25 in Fiscal Year 2003-04. These changes are projected to raise an additional \$1.56 million for the Solid Waste Revenue Fund in FY 2003-04. They would increase the residential garbage customer's bill by an average of about 6¢ per month.

Although the Department had proposed to draw deeper into reserves for FY 2003-04 and had not included a rate increase in its requested budget of November 15, 2002, the continuing slump in tonnage-related revenue points toward the need for a mild rate increase to avoid drawing-down reserves below their target levels. This ordinance would reduce the amount of the draw-down.

The Regional System Fee is a user charge that Metro levies on disposal of solid waste generated or disposed in the District. The Regional System Fee ("RSF") is currently \$15 per ton, and is included in the tipping fees of all landfills and regional transfer stations (including the Metro stations) that accept waste from the region. The RSF currently raises about \$18 million per year that is used to fund regional solid waste programs and the Department's debt service. The RSF is established in Metro Code Chapter 5.02, and has been an element of the regional solid waste revenue system since the late 1980s. The uses of Regional System Fee revenue are depicted in the following graph. Revenue from the RSF does not pay for disposal operations at the Metro transfer stations, for which there are separate user charges.*



^{*} However, the user charges for disposal generate a bit more revenue than required, and this "overcollection" has historically been used to offset the RSF. Some councilors have expressed concern that transfer station customers effectively pay a greater share of the RSF than users of non-Metro facilities. This issue is addressed further below.

In recent years, the Department has implemented a planned draw-down of reserves by paying for a portion of these programs from the fund balance. As a consequence, for some time now the RSF has been suppressed below the price that would fully recover costs. As reserves began to approach their target levels, the Department had planned a gradual transition to a full-cost rate from FY 2002-03 to 2004-05. An increase of \$2.10 (from \$12.90 to the current \$15) was implemented last July. However, the Department's requested FY 2003-04 budget did not include any rate changes, on the assumption that the Department could suspend rate increases for a year and dig further into reserves until the current economic climate changed. In the first draft of the budget, the shortfall between the cost of regional programs and RSF revenue required a draw of \$3.18 million from the fund balance. (The total difference of \$3.9 million between budget requirements of \$22.33 million and RSF revenues of \$18.43 million is partially offset by \$720,000 of "overcollection" at the Metro transfer stations.) These figures are shown in the "Requested" column of the table below.

Comparison of Sources & Uses of Funds FY 2003-04 Regional Solid Waste Programs Based on the Department's Requested Budget

	Amount (million\$)		
Source/Use of Funds	Requested	<u>Updated</u>	
Regional program budget (uses)	\$22.33	\$22.27	
Resources			
Transfer station revenue in excess of costs	\$ 0.72	\$ 0.47	
Draw required from fund balance	\$ 3.18	\$ 3.83	
RSF revenue at \$15 per ton‡	\$18.43	\$17.97	
Total resources	\$22.33	\$22.27	

The "Regional Program" budget includes hazardous waste, waste reduction, latex paint, RIC, inspections, etc.—net of dedicated revenue such as paint sales. It also includes debt service and transfer payments within Metro, but <u>excludes</u> the cost of transfer station disposal operations.

However, tonnage-related revenue has continued to slump since the preparation of the proposed budget, with implications for next year's financing strategy. The Department has updated its assumptions about the revenue generated during FY 2003-04 to account for this trend (see "Updated" column). Specifically:

- □ Next year's RSF revenue is now expected to be about \$460,000 less than the projection in the requested budget (see "RSF revenue" line in table above).
- □ Collections from disposal operations are projected down about a quarter million dollars (from \$720,000 to \$470,000) next year (see "Transfer station revenue" in table).

All told, the draw required from the fund balance next year is now projected to be \$3.83 million, up \$650,000 from the requested budget (see "Draw from fund balance" in table above). Adding the \$470,000 available from revenue in excess of costs at the transfer stations, the total subsidy on regional services from all sources would be \$4.3 million, or 20 percent of the program budget.

[‡] The Regional System Fee would have to be \$18.59 per ton to recover the \$22.3 million in program costs, based on 1.2 million regional tons.

References to the Department's proposed budget mean the FY 2003-04 budget submitted to Finance on November 15, 2002. Throughout this report, fixed expenditures are as submitted in that draft; but variable costs, revenues and reserves have been adjusted to account for changes since last November.

This situation gives rise to two concerns of fiscal management: (1) in order to meet the shortfall in revenue, the reserves will have to be drawn below the fiscally-prudent targets recommended last year by an independent consultant; and (2), the Department will require a steeper rate increase in FY 2004-05 or a longer transition period to realize cost-of-service rates. A minimum prudent fiscal course is to implement a mild increase in the Regional System Fee, barring reductions in the proposed budget. Increasing the RSF will raise additional revenue in FY 2003-04 and simultaneously begin the transition to cost-of-service rates.

Metro's Rate Review Committee (RRC) has been reviewing these conditions and issues, and on March 5, recommended that the Regional System Fee be increased \$1.50 per ton, to \$16.50, for FY 2003-04. The RRC further recommended that this increase be passed-on at Metro transfer stations, for a tip fee of \$66.75, up from \$66.25. In addition, the RRC recommended that the Council examine the Department's budget carefully to determine if cost savings and efficiencies could be found to further reduce the potential draw-down of reserves.

The Council President has considered the RRC's recommendation, and further has taken into account the issue of overcollection at the Metro transfer stations. The Council President proposes an increase in the Regional System Fee of \$1.57 (within 7¢ of that recommended by the RRC), but further proposes charging the unit cost of disposal at Metro transfer stations—a reduction of 57¢ in this component of the rate, to \$42.55 per ton. This proposal will help meet the Department's original objective of having fees equal to unit cost by FY 2004-05, but will also hold the line on increases to the Metro tip during the current economic conditions. This rate package is projected to raise an additional \$1.56* million for regional programs, reduce the subsidy of non-Metro facilities, and reduce the draw on the fund balance from \$3.83 million to \$2.27 million, which will maintain reserves closer to their target levels.

The specific changes to Metro's tip fee and the RSF are shown in the following table.

Components of the Metro Tip Fee, FY 2002-03—03-04 (dollars per ton)

	_	FY 2003-04 Recommendations		
Rate	Current Rate	Rate Review	Council	
Component	(FY 2002-03)	Committee	President	
Disposal Operations*	\$ 43.12	\$ 43.12 ₁	\$ 42.55	
Regional System Fee	\$ 15.00	\$ 16.50	\$ 16.57	
Excise Tax	\$ 6.39	\$ 6.39**	\$ 6.39**	
DEQ Fees	\$ 1.24	\$ 1.24	\$ 1.24	
Host Fee	\$ 0.50	\$ 0.50	\$ 0.50	
Tip Fee	\$ 66.25	\$ 67.75	\$ 67.25	

- * Includes station operation, transport, fuel, disposal and miscellaneous contracts.
- ** FY 2002-03 excise tax rate. Actual FY 2003-04 rate may differ slightly.

A comparison of costs and draw-downs on reserves is shown in the table on the following page. Metro's costs and revenue bases are depicted in the left-most columns. The degree of over- and under-collection by each of the rates is shown in the columns to the right. The table shows the \$3.83 million draw from

^{*} The \$1.57 increase in the RSF raises \$1.88 million, and the \$0.57 reduction in disposal charges reduces collections at the transfer stations by \$0.324 million, for a net increase of \$1.56 million for the whole rate package.

reserves if the current rates are held into next year. The table also shows that the rate package proposed by this ordinance would reduce this draw by \$1.56 million (to \$2.27 million) while holding the tip fee to only a \$1 increase.

This table is also set up to simplify analysis during the budget deliberations. Specifically, any reductions from the Department's requested FY 2003-04 program budget may be deducted directly from the draw on reserves. For example, if \$600,000 were cut from the budget, the draw on reserves would be further reduced by exactly this amount (\$2.27 million - \$0.60 million = \$1.67 million revised draw on reserves).

Comparison of Rate Package with Department's Requested Budget Analysis of Tip Fees and Under- & Over-Collection by Rate Bases (FY 2003-04)

Operating Bu	dget Components	Co	sts	· C	Current	This	Ordinance
Cost Center	Rate Base	Total (\$million)	Per Unit ¹	Rates1	Over(Under) Collection ²	Rates	Over(Under) Collection ²
Scalehouse*	342,133 trans.	\$1.910	\$5.58*.	\$6.00*	\$0.144	\$6.00*	\$0.144
Disposal ³	569,015 tons	\$24,210	\$42.55	\$43.12	\$0.324	\$42.55	\$0.000
RSF	1,198,101 tons	\$22.270	<u>\$18.59</u>	<u>\$15.00</u>	<u>(\$4.301)</u>	<u>\$16.57</u>	<u>(\$2.420)</u>
Total per-ton costs		\$61.14	\$58.12		\$59.12		
	Plı	ıs: add-ons ⁴	\$8.13	\$8.13		\$8.13	
	Eq	uals: tip fee	\$69.27	\$66.25		\$67.25	
Dran	needed from fu	nd balance			(\$3.833)		(\$2.276)

- 1 Figures in these columns are per-ton costs except for the scalehouse, which is the cost per transaction.
- 2 The amount that the indicated rate over- or under-collects, relative to the total cost.
- 3 Includes station operation, transport, fuel, disposal and miscellaneous contracts.
- 4 Metro excise tax at \$6.39 + DEQ fees at \$1.24 + enhancement fee of \$0.50 per ton.
- * These costs are recovered through the Transaction Fee, currently \$6.00 per visit to the transfer station.

INFORMATION/ANALYSIS

1. Known Opposition.

Although no specific opposition has been voiced as of this writing, there is precedent for opposition to solid waste rate increases. The following are historical reactions from various user groups:

Haulers' reactions to rate increases have been mixed. But generally, haulers tend to dislike rate increases because these costs are passed on to their customers, and the haulers are typically the first in line to field the resulting complaints and potential loss of business. In some local jurisdictions that regulate haulers' service charges, the allowed rate-of-return is based on the cost-of-sales; and in some of these cases, haulers may profit mildly from a rate increase because it increases the base on which their rate of return is calculated. However, historically, the majority of haulers have testified that negative customer relations issues outweigh any other advantages to rate increases, and therefore haulers have generally opposed such increases.

- Private Facility Operators. Private solid waste facility operators have historically supported increases in Metro's tip fee because their own private tip fees can follow the public lead. However, the RSF is a cost to these same operators. Because this ordinance raises the system fee by more than the tip fee, facility operators' relative costs will go up, and they are very likely to be opposed. This opinion was expressed at the RRC. Operators that receive RSF credits are likely to argue that the credit schedule should be adjusted upward to keep their operating margins whole.
- Private Disposal Site Operators. Landfills and private transfer stations will simply pass the increase in the RSF on to their customers through an increase in their tip fees. Private operators have typically opposed increases in the system fee because they have to field customers' negative responses to rate increases.
- Ratepayers. Ratepayers costs will go up (see also "Anticipated Effects" below). Ratepayers typically oppose rate increases, although increases of only \$1 per ton have historically not motivated significant opposition. However, the current economic climate may magnify the effect of any rate increase. Some non-residential ratepayers that use non-Metro disposal facilities will experience increases in the full amount of the RSF.

Not all interests are necessarily opposed, however:

- Recycling Interests. Because the RSF is levied on disposal only, it makes recycling relatively more attractive. For this reason, recycling interests have historically supported increases in the RSF.
- 2. Legal Antecedents. Metro's solid waste rates are set in Metro Code Chapter 5.02. Any change in these rates requires an ordinance amending Chapter 5.02. Metro reviews solid waste rates annually, and has amended Chapter 5.02 when changes are warranted.
- 3. Anticipated Effects: This ordinance will increase the cost of disposal throughout the region by \$1.00 to \$1.57 per ton—meaning, tip fees are likely to rise by up to \$1.57 per ton. The increase in the Metro tip fee is based on the assumption that there will be no change in the Metro excise tax rate. The effect of the \$1 tip fee increase on an average residential garbage customer would be a bump of about 6¢ per month in the garbage bill. See also Budget Impacts, below.
 - As discussed earlier in this staff report, the deep subsidy of the RSF from reserves and revenue from Metro transfer stations, have led some policy observers to considered the Department's past financing strategy an implicit subsidy of non-Metro facilities by Metro facilities. By moving the RSF closer to its cost-recovery level of \$18.59 per ton, this implicit subsidy is significantly reduced.
- 4. Budget Impacts. The rate package described in this ordinance is projected to raise an additional \$1.56 million in operating revenue for the Solid Waste Revenue Fund in FY 2003-04, and a similar amount in subsequent years. This revenue estimate is based on the Department's tonnage projections.

RECOMMENDATION

The Chief Operating Officer recommends approval of Ordinance No. 03-1000.

Resolution No. 03-3288, For the Purpose of Approving the FY 2004 Unified Work Program

Metro Council Meeting Thursday, March 20, 2003 Metro Council Chamber

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF APPROVING THE FY 2004 UNIFIED WORK PROGRAM) RESOLUTION NO. 03-328
TT 2001 GIVE ILD WORKET ROGICAL) Introduced by Councilor Rod Park
WHEREAS, the Unified Work Program a transportation planning activities for the Portland-FY 2004; and	s shown in Exhibit A, describes all federally-funded Vancouver metropolitan area to be conducted in
WHEREAS, the FY 2004 Unified Work I transportation planning activities carried out by M Council, Oregon Department of Transportation, To	Program indicates federal funding sources for letro, Southwest Washington Regional Transportation riMet and the local jurisdictions; and
WHEREAS, approval of the FY 2004 Unitransportation planning funds; and	ified Work Program is required to receive federal
WHEREAS, the FY 2004 Unified Work P submitted to the Metro Council; now, therefore,	Program is consistent with the proposed Metro budget
BE IT RESOLVED, that the Metro Counc	eil hereby declares:
1. That the FY 2004 Unified Work P	Program is approved.
2. That the FY 2004 Unified Work P and comprehensive planning proceed Review action.	Program is consistent with the continuing, cooperative ess and is given positive Intergovernmental Project
3. That Metro's Chief Operating Off grants and agreements specified in	icer is authorized to apply for, accept and execute the Unified Work Program.
ADOPTED by the Metro Council this	day of 2003.
	David Bragdon, Council President
Approved as to form:	
Daniel B. Cooper, Metro Attorney	

STAFF REPORT

CONSIDERATION OF RESOLUTION NO. 03-3288 FOR THE PURPOSE OF APPROVING THE FY 2004 UNIFIED WORK PROGRAM

Date: February 15, 2003 Presented by: Andrew C. Cotugno

PROPOSED ACTION

This resolution would: 1) approve the Unified Work Program continuing the transportation planning work program for FY 2004; and 2) authorize submittal of grant applications to the appropriate funding agencies.

EXISTING LAW

Federal transportation agencies (Federal Transit Administration [FTA] and Federal Highway Administration [FHWA]) require an adopted Unified Planning Work Program as a prerequisite for receiving federal funds.

FACTUAL BACKGROUND AND ANALYSIS

The FY 2004 Unified Work Program (UWP) describes the transportation planning activities to be carried out in the Portland-Vancouver metropolitan region during the fiscal year beginning July 1, 2003. Included in the document are federally funded studies to be conducted by Metro, Southwest Washington Regional Transportation Council (RTC), the Oregon Department of Transportation (ODOT), TriMet and local jurisdictions. Continuing commitments include implementing the adopted Regional Transportation Plan (RTP), identifying solutions to improve goods flow in the I-5 Corridor; completing the South Corridor preliminary engineering (PE) and Final Environmental Impact Statement (FEIS), and increasing the communication of transportation system performance, needs and proposed plans. In addition, it includes a greater emphasis on freight planning and further advancements in travel modeling in cooperation with Los Alamos National Laboratories. Environmental Justice also will be an emphasis area.

BUDGET IMPACT

The UWP matches the projects and studies reflected in the proposed Metro budget submitted by the Metro Chief Operating Officer to the Metro Council and is subject to revision in the final Metro budget.

Approval will mean that grants can be submitted and contracts executed so work can commence on July 1, 2003, in accordance established Metro priorities.

FY 2003-04 Unified Work Program

Transportation Planning in the Portland/Vancouver Metropolitan Area

Metro
Southwest Washington Regional Transportation Council
Oregon Department of Transportation
City of Portland
Clackamas County
Multnomah County
Washington County
TriMet
City of Wilsonville (SMART)



FY 2003-04

Unified Work Program

Transportation Planning in the Portland/Vancouver Metropolitan Area

Metro
Southwest Washington Regional Transportation Council
Oregon Department of Transportation
City of Portland
Clackamas County
Multnomah County
Washington County
TriMet
City of Wilsonville (SMART)

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Southwest Washington Regional Transportation Council Portion (See Next Page)

FY 2003-04 PORTLAND AND METROPOLITAN AREA

UNIFIED WORK PROGRAM OVERVIEW

INTRODUCTION

Metro is the metropolitan planning organization (MPO) designated for the Oregon portion of the Portland/Vancouver urbanized area. It is required to meet the Intermodal Surface Transportation Efficiency Act (ISTEA), the Transportation Equity Act for the 21st Century (TEA-21) "Transportation Management" areas, the Land Conservation and Development Commission (LCDC) Transportation Planning Rule (TPR-Rule 12) requirements and the Metro Charter for this MPO area. In combination, these requirements call for development of a multi-modal transportation system plan, integrated with land use decisions and plans for the region, with an emphasis on implementation of a multi-modal transportation system, which reduces reliance on the single-occupant automobile and is consistent with financial constraints.

The Unified Work Program (UWP) primarily includes the transportation planning activities of Metro and other area governments with reference to land use planning activities, for fiscal year July 1, 2003 through June 30, 2004.

DECISION-MAKING PROCESS

Metro is governed by a directly-elected council in accordance with a voter-approved charter. The council is comprised of six districts and a Council President elected district-wide. Day to day operations are led by the Chief Operating Officer.

Metro uses a decision-making structure which provides state, regional and local governments the opportunity to participate in the transportation and land use decisions of the organization. The two key committees are the Joint Policy Advisory Committee on Transportation (JPACT) and the Metro Policy Advisory Committee (MPAC). These committees are comprised of elected and appointed officials and receive technical advice from the Transportation Policy Advisory Committee (TPAC) and the Metro Technical Advisory Committee (MTAC).

JPACT

This committee is comprised of three Metro Councilors; nine locally-elected officials (including two from Clark County, Washington) and appointed officials from Oregon Department of Transportation (ODOT), TriMet, Port of Portland and Department of Environmental Quality (DEQ). All transportation-related actions (including federal MPO actions) are recommended by JPACT to the Metro Council.

The Metro Council can approve the recommendations or refer them back to JPACT with a specific concern for reconsideration. Final approval of each item, therefore, requires the concurrence of both bodies.

Bi-State

The Bi-State Transportation Committee was created by joint resolution of the RTC Board and Metro in May 1999. The Committee is charged with reviewing all issues of bi-state significance for transportation and presenting any recommended action to RTC and JPACT. The intergovernmental agreement between RTC and Metro states JPACT and the RTC Board "shall take no action on an issue of bi-state significance without first referring the issue to the Bi-State Transportation Committee for their consideration and recommendation." Metro and RTC recognize that the Bi-State Transportation Committee will be modified consistent with the recommendations of the I-5 Trade and Transportation Partnership to coordinate on issues of bi-state significance dealing with transportation, land use and economic development.

MPAC

This committee was established by Metro Charter to provide a vehicle for local government involvement in Metro's growth management planning activities. It includes eleven locally-elected officials, three appointed officials representing special districts, TriMet, a representative of school districts, three citizens, two Metro Councilors (with non-voting status), two appointed officials from Clark County, Washington and an appointed official from the State of Oregon (with non-voting status). Under Metro Charter, this committee has responsibility for recommending to the Metro Council adoption of, or amendment to, any element o the Charter-required Regional Framework Plan.

The Regional Framework Plan was adopted in December 1997 and addresses the following topics:

- Transportation;
- Land Use (including the Metro Urban Growth Boundary and urban reserves);
- Open Space and Parks;
- Water Supply and Watershed Management:
- Natural Hazards:
- · Coordination with Clark County, Washington; and
- Management and Implementation.

In accordance with this requirement, the transportation plan developed to meet TEA-21, Rule 12 and Charter requirements has been developed with input from both MPAC and JPACT. This ensures proper integration of transportation with land use and environmental concerns.

TPAC

This committee is comprised of technical staff from the same jurisdictions as JPACT plus six citizens, and makes recommendations to JPACT.

MTAC

This committee is comprised of technical staff from the same jurisdictions as MPAC to develop recommendations to MPAC on land use related matters.

Planning Priorities Facing the Portland Region

ISTEA, the Clean Air Act Amendments of 1990 (CAAA), the LCDC Transportation Planning Rule 12, the Oregon Transportation Plan, the Metro Charter, the Regional Urban Growth Goals and Objectives (RUGGO) the Regional 2040 Growth Concept and Regional Framework Plan, in combination, have created a policy direction for the region to update land use and transportation plans on an integrated basis and to define, adopt and implement a multi-modal transportation system. Major land use planning efforts underway include:

- Implementation of changes to local comprehensive plans to comply with the Regional Framework Plan;
- Planning for newly designated urban lands (including an effort funded with FY 2000 TCSP funds);
- Initiation of an affordable housing program;
- · Periodic review of the Urban Growth Boundary (UGB); and
- Natural resource and habitat protection planning to implement the State's Goal 5.

These federal, state and regional policy directives also emphasize development of a multi-modal transportation system. Major efforts in this area include:

- Implementation of the Regional Transportation Plan (RTP);
- Development of a financing strategy for the RTP;
- Development of strategies as part of I-5 Transportation and Trade Partnership;
- Update to the State Transportation Improvement Plan (STIP) and Metropolitan Transportation Improvement Program (MTIP) for the period 2004-2007;
- Implementation of projects selected through the STIP/MTIP updates;
- Multi-modal refinement studies in the corridors of Foster/Powell; Highway 217 and the South Transit Corridor;
- Land use and transportation concept plan for the Damascus area; and
- Sunrise Corridor Unit 1 DEIS.

Finally, these policy directives point toward efforts to reduce vehicle travel and vehicle emissions, in particular:

- The state goal to reduce vehicle miles traveled (VMT) per capita;
- Targeting transportation investments to leverage the mixed-use, land use areas identified within the Regional 2040 Growth Concept;
- Adopted maintenance plans for ozone and carbon monoxide with establishment of emissions budgets to ensure future air-quality violations do not develop;
- Adoption of targets for non-single occupant vehicle travel in the RTP and local plans; and
- Publication of the RTP update to implement the Regional 2040 Growth Concept.

PROGRAM

The adopted 2000 RTP serves as a policy and investment blueprint for long-range improvements to the region's transportation system. Ongoing maintenance and periodic updates of the RTP ensure an adequate reflection of changing population as well as travel and economic trends including federal, state and regional planning requirements.

Transportation plans in the region must conform to the RTP. Metro provides ongoing technical and policy support for local transportation planning activities. The RTP Program also includes corridor studies conducted in cooperation with the state and local jurisdictions.

RELATION TO PREVIOUS WORK

A major update to the RTP began in FY 96 and concluded in early FY 2001, with the adoption of the 2000 RTP in August 2000. The purpose of the update was twofold: first, the plan had to meet the State TPR requirements. Among other provisions, the rule seeks to reduce reliance upon the automobile and promote the use of alternative modes of transportation. Second, the update reflected the ongoing Region 2040 planning effort. The RTP now serves as the transportation element of the Regional Framework Plan. During the four-year process, the update advanced through three distinct phases: (1) policy revisions in 1996 (approved by Metro Council resolution), (2) system alternatives analysis in 1997 and (3) project development and analysis in 1998-99. Finally, an adoption phase occurred from December 1999 to August 2000.

The 2000 RTP established consistency with federal regulations for development of a financially constrained transportation system. The RTP financially constrained system was created in partnership with ODOT, TriMet and local governments using state forecasts generated by ODOT. The 2000 RTP also addresses all other planning factors called for in federal regulations. As such, the RTP functions as an element of the Oregon Highway Plan for the metropolitan region, and establishes eligibility for use of federal funds in transportation projects.

The State TPR required the 24 cities and 3 counties in the Metro region to update local plans to be consistent with the RTP within one year of the August 10, 2000 adoption date. To assist local jurisdictions, a number of supporting fact sheets were produced along with other materials to help local officials interpret the new plan. In 2002, many jurisdictions were still involved in local transportation updates to implement the new regional policies. Specific Metro staff were assigned to each implementing jurisdiction and worked closely with their staff to ensure those local-plan updates proceeded successfully. Though state transportation planning rules require the local plans to be updated within one year, it is likely that several jurisdictions will need more time to fully address the new RTP.

The 2000 RTP also included a number of "refinement plans" for corridors where more detailed work is needed to identify specific transportation needs. In 2001, Metro completed the Corridor Initiatives project, thereby establishing an implementation program for these corridor studies. It was adopted as an amendment to the RTP Appendix. In 2002, JPACT and the Metro Council adopted a package of "post-acknowledgement" amendments that were largely required as part of state approval of the RTP in 2001.

RESPONSIBILITIES

RTP Update: A minor "housekeeping" update to the RTP is scheduled to begin in spring 2003, with completion in early 2004. This update will incorporate a number of amendments identified in local TSPs as well as a new horizon year of 2025 for project planning and systems analysis. This update will also re-establish conformity with federal air quality regulations, and all other federal planning factors called out in federal regulations. This update will include development of a new financially constrained transportation system that will become the basis for upcoming funding allocations.

<u>Local TSP Implementation</u>: Metro will continue to work closely with local jurisdictions during the next fiscal year to ensure regional policies and projects are enacted through local plans. This work element will include the following activities:

- Publish an updated version of the 2000 RTP which incorporates amendments identified during the acknowledgement process, and adopted in July 2002;
- Professional support for technical analysis and modeling required as part of local plan updates;
- Professional support at the local level to assist in development of local policies, programs and regulations that implement the 2000 RTP;
- Written and spoken testimony in support of proposed amendments to local plans; and
- Provide public information and formal presentations to local government committees, commissions and elected bodies as well as interested citizen, civic and business groups on the 2000 RTP.

<u>Management Systems</u>: Congestion Management Systems (CMS) and Intermodal Management Systems (IMS) plans were completed in FY 1997-98. Key activities for FY 2004 will be to incorporate information into planning activities, system monitoring based upon management-system performance measures, local project review for consistency with the systems and ongoing data collection and input to keep the systems current.

Regional Transportation and Information: A transportation "annual report" will be prepared detailing key RTP policies and strategies. The report will list information and data commonly requested by the public and media, including supporting text and graphics. The report will include a user-friendly, public-release version as well as a Technical Appendix. This objective will be completed in coordination with the 2040 Performance Indicators project.

<u>Public Involvement</u>: Metro will continue to provide an ongoing presence with local citizen, civic and business groups interested in the RTP as well as public agencies involved in local plan updates. The work site will be continually upgraded and expanded to include emphasis on 2000 RTP implementation as well as an on-line public forum for transportation and other planning issues.

OBJECTIVES/PRODUCTS

- Publish a final, updated version of the 2000 RTP incorporating amendments required in the June 2001 acknowledgement order;
- Complete and publish the RTP Technical Appendix for regional distribution;
- Complete follow-up studies on street design and connectivity;
- Expand the web presence of the RTP to include a public forum and implementation tools;

REGIONAL TRANSPORTATION PLAN IMPLEMENTATION

- Coordinate and provide technical assistance in local transportation system plan development and adoption;
- Continue to coordinate regional corridor refinement plans identified within the RTP with ODOT's Corridor Studies;
- Maintain and update the RTP database consistent with changes in population and employment forecasts, travel-demand projections for people and goods, cost and revenue estimates and amendments to local comprehensive plans. Produce a corresponding "annual report" highlighting key information and trends; and
- Participate with local jurisdictions involved in implementation of the updated RTP and development of local transportation system plans.

BUDGET SUMMARY

Requirements:	•		Resources:	
Personal Services	\$	319,220	PL	\$ 272,712
Materials & Services	\$	21,500	STP/ODOT Match	\$ 120,772
Interfund Transfers	\$	108,161	Section 5303	\$ 34,100
Computer	\$	14,219	ODOT Support	\$ 13,150
•			TriMet	\$ 4,303
•		•	Metro	\$ 18,063
TOTAL	\$	463,100	TOTAL	\$ 463,100
Full-Time Equivalent Staffing	:			
Regular Full-Time FTE		3.565	·	
TOTAL		3.565		

PROGRAM

The Performance Measures program will build on the Phase 1 work by prioritizing and measuring critical performance indicators and developing a set of benchmarks or targets against which results of performance measures are evaluated. The program ensures that transportation system plan policies integrated with land use decisions that are relevant to "how are we doing" are addressed.

RELATION TO PREVIOUS WORK

In FY 2003-04, the first Performance Measures Report, including results of some of the region's effort to provide balanced transportation system was completed. Metro has gained some experience with calculating and preparing such assessments of progress. The evaluation of the region's progress is important to a systematic process of transportation planning that includes preparation of plans, implementation of the plan, measurement of progress, and consideration of corrective actions to adopted policies by Metro Council. The FY 2004 work program will build on the earlier work and provide updated results that are more focused on major issues of concern.

<u>RESPONSIBILITIES</u>

Metro is required both by state law (ORS 197.301) and Title 9 of Metro's Urban Growth Management Functional Plan to complete performance measures. These measures are intended to gauge progress towards Metro's 2040 Growth Concept while still addressing concerns such as provision of a balanced transportation system, encouragement of strong regional economy, ensuring availability of housing opportunities, creating a vibrant place to live and work. The requirements also mention corrective actions where the Metro Council finds issues in need of addressing. Possible corrective actions could be explored in those areas where targets and actual performance diverge.

In cooperation with the Data Resource Center, the first performance measures were completed in 2002, and reviewed and adopted in early 2003. Completion of the FY 2004 work will require assistance of the Data Resource Center. The 2004 publication of the performance measures report will update citizens on "how we are doing" and provide some of the key information needed for discussion of how our region should manage growth.

OBJECTIVES/PRODUCTS

- Ensure a broad and complete understanding of how the region is providing a balanced transportation system;
- Develop a sustainable system for monitoring and updating performance measure data;
 and
- Prepare an update on region's progress towards regional transportation planning goals.

2040 PERFORMANCE INDICATORS

BUDGET SUMMARY

Requirements:		Resources:	•	
Personal Services	\$ 109,098	PL	\$	39,757
Materials & Services	\$ 2,500	STP/ODOT Match	\$	64,402
Interfund Transfers	\$ 36,402	Section 5303	\$	23,742
•		ODOT Support	\$	9,178
		TriMet	\$	1,500
		Metro	\$	9,421
TOTAL	\$ 148,000	TOTAL	• \$	148,000

Full-Time Equivalent Staffing:

Regular Full-Time FTE	1.151	
TOTAL	1.151	
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PROGRAM

Big streets are major and minor arterial streets in the metropolitan area where the 2040 Growth Concept designates mixed commercial and residential development through a corridor designation. They typically are planned to have four travel lanes, bikeways and sidewalks. Regional transit service is also planned on these routes.

Since the 1940s, the major streets that form the regional transportation system have been the focus of rapid growth, attempting to serve competing land use and transportation needs. Auto-oriented retail grew quickly along these routes in the 1950s and 60s, eager for high-visibility locations along increasingly busy thoroughfares. Apartment housing became increasingly concentrated on these streets as well, reflecting the negative perceptions that continue to make attached housing difficult to provide in many developing areas.

By the 1980s, the effects of concentrated development along these streets began to affect the traditional traffic-mobility role for which the streets were originally built. Many transportation agencies began to adopt stringent access-management standards in response to congestion along these routes. This further strained the divergent goals of land use and transportation that exists on these streets by creating convoluted transportation patterns and complicating the multi-modal function of streets, as access to new development became more difficult and auto-oriented.

Today, a growing tension exists between limiting property access to big streets in the interest of traffic mobility, while at the same time focusing even more development along these routes. Metro tracking data shows that these areas were the most rapidly growing mixed-use districts in the region during the past decade, accounting for one third of the region's development in mixed-use areas. Yet these "corridors" are the least defined land use component of the 2040 Growth Concept. While this trend is occurring at a higher rate than expected, it underscores the key role of development along big streets, which cover roughly one quarter of the land area devoted to mixed-use development in the 2040 plan.

RELATION TO PREVIOUS WORK

The Big Streets Program builds upon Metro's 2000 RTP, which calls for a better balance between competing modes of transportation along major streets identified as "corridors" in the 2040 Growth Concept. The project is also a land use effort to refine the vision for development in "Big Street" corridors from the broad definitions in the 2040 Growth Concept to more specific land use actions that can be incorporated into local plans. This planning is a progression from detailed area planning that has already been completed for 2040 centers and main streets.

RESPONSIBILITIES

The project begins with the assumption that mixed-use communities can be developed along major streets in a manner that is economically viable for a range of business types, attractive for living and designed in concert with regional transportation needs. The project has three components:

 <u>Design Component</u>: The first phase of the project will focus on development of the best practices for developing mixed-use communities along big streets. This component includes surveys and focus-group information from those communities and will assemble new information on how heavy traffic affects business and residential quality. Lessons learned during this phase will be compiled in a set of best practice resources that will help implement mixed-use planning along big streets at the local level.

The design component would be the basis for an update to the 2040 Growth Concept to more specifically describe future land use and transportation plans for these corridors. Several titles of the Urban Growth Management Functional Plan (Functional Plan) and the 2000 RTP would be updated to reflect new practices and programs for these areas.

- <u>Pilot Project Component</u>: The second phase of the project will focus on mixed-use land use and transportation plans for three big street corridors in the Metro region. These pilot projects will be selected along ODOT "district highways" (facilities that serve as arterial routes, such as Powell, Hall and McLoughlin Boulevards), and would result in local land use plan amendments and complementary ODOT corridor-management plans (as appropriate).
- <u>Implementation Component</u>: Phase three would focus on implementation of transportation improvements resulting from the pilot projects. This component pursues funding of preliminary engineering for proposed improvements followed by a plan for funding targeted (or phased) improvements.

The first component of the project would be a TGM-funded project completed by Metro, working with local jurisdictions in an advisory role. The second component of the project would be a TGM-funded projects completed jointly in a partnership of Metro, ODOT and local jurisdictions responsible for land use planning in the selected pilot corridors. And, the third component would be an outgrowth of the MTIP and other funding processes.

OBJECTIVES/PRODUCTS

In FY 2004, the project has the following objectives:

- Obtain funding needed to complete the project, including possible grants from the regional MTIP, Oregon TGM Program, federal TCSP Program or other sources; and
- Update the detailed work program for the project, accordingly.

BUDGET SUMMARY

Requirements:			Resources:	
Personal Services		\$ 498	ODOT Support	\$ 250
Interfund Transfers	•	\$ 202	TriMet	\$ 334
			Metro	\$ 116
TOTAL		\$ 700	TOTAL	\$ 700
Full-Time Equivalent	t Staffing	·		
Regular Full-Time FT	E	.01		
TOTAL		 .01		1 .

The MTIP is a critical tool for implementing the region's 2040 Growth Concept. The MTIP is a multi-year program that allocates federal and state funds available for transportation system improvement purposes in the Metro region. Updated every two years, the MTIP allocates funds to specific projects, based upon technical and policy considerations that weigh the ability of individual projects to implement regional goals. The MTIP is also subject to federal and state air-quality requirements, and a determination is made during each allocation to ensure that the updated MTIP conforms to air-quality laws. These activities require special coordination with staff from ODOT and other regional, county and city agencies as well as significant public-involvement efforts.

RELATION TO PREVIOUS WORK

FY 2003 saw completion of the Priorities 2001 update to the MTIP and allocation of \$38 million in transportation funds to regional projects. The 2001 update included a demonstration of ongoing conformity with air-quality laws. In November 2001, Federal Highway Administration (FHWA) staff review identified a number of corrective actions, which have been incorporated into this work program. An initial draft of the updated MTIP was published in December 2001.

In early 2002, a major update of MTIP policies and review criteria was launched in anticipation of the Priorities 2003 MTIP update, which is largely scheduled to be completed during FY 2003, bringing the regional allocation process back in sync with the STIP. The purpose of this effort was to reorganize the MTIP to create a high profile, positive process for allocating federal funds, and reinforcing the region's commitment to implement the 2040 Growth Concept and RTP.

RESPONSIBILITIES

The objective of the MTIP reorganization is to emphasize tangible, built results where citizens will see Metro regional growth management programs in action through transportation improvements. MTIP allocations have been increasingly judged against their ability to help implement the 2040 Growth Concept. This has been accomplished through a system of technical scoring and special project categories that place an emphasis on 2040 centers, industry and ports.

The program relies on a complex database of projects and funding sources that must be maintained on an ongoing basis to ensure availability of federal funds to local jurisdictions. The two-year updates set the framework for allocating these funds. The FHWA monitors this process closely, to ensure that federal funds are being spent responsibly, and in keeping with federal mandates for transportation and air quality. Metro also partners closely with the State of Oregon to coordinate project selection and database management with the STIP.

OBJECTIVES/PRODUCTS

MTIP/STIP Update: Metro will complete the final stages of the Priorities 2003 update, implementing updated MTIP policies and project review criteria. The updated MTIP will be published in complete and executive summary formats. Continued conformity with federal air quality standards will be demonstrated.

<u>Database Maintenance Focus</u>: Metro will provide ODOT and local jurisdictions essential funding information to better schedule project implementation activities. Metro will also monitor past and current funding allocations and project schedules to manage cost variations from initial project estimates, and produce quarterly reports that document funding authorizations, obligations and reserves by funding category and jurisdiction. Metro will also produce an annual report required by the FHWA that reflects current costs, schedules, priorities, actual appropriations and other actions approved throughout the year. The annual report will address progress and/or delays in implementing major projects as mandated by ISTEA.

Other MTIP activities for FY 2004:

- Develop a long-term program to diversify funding opportunities beyond the current scope of federal funds, implementing regional policy through a combination of transportation and other funding sources on an ongoing basis;
- Develop a local partnership initiative, to provide improved linkage between local capital improvement plans (LCIP) and the MTIP and determine what combination of funding and regulatory incentives would be most effective in drawing local funds toward regional policy goals;
- Create a public-awareness program in coordination with Metro and agency communications staff to promote regional policies at the time of project construction and completion, including public signage, dedication activities and a significantly-expanded web resource on projects built with MTIP funds;
- Conduct a block analysis on the areas surrounding each project submitted for funding consideration to ensure that environmental justice principles are met and to identify where additional outreach might be beneficial;
- Expand the MTIP public awareness program to include printed materials, web resources and possibly a short video for use by public access broadcasters:
- Work with ODOT and Metro's Data Resource Center to develop broad agency and public electronic access to a common MTIP database;
- Continue to update the MTIP hardware/software platform to improve production of specialized report formats, cross connection with ODOT data sources and other database refinements; and
- Continue to coordinate inter-agency consultation on air quality conformity as required by state regulations. Conduct full public outreach (including notification), reports and public hearings that are required as part of the conformity process.

Requirements:			Resources:	• .
Personal Services	\$	217,416	PL	\$ 53,183
Materials & Services	\$	8,000	STP/ODOT Match	\$ 117,386
Interfund Transfers	\$	77,205	Section 5303	\$ 36,914
Computer	\$	15,879	ODOT Support	\$ 30,000
•	•		TriMet	\$ 63,351
		<u> </u>	Metro	\$ 17,666
TOTAL	\$	318,500	TOTAL	\$ 318,500
Full-Time Equivalent Staffing				
Regular Full-Time FTE		2.167		
TOTAL		2.167		

Metro, through JPACT and MPAC, provides a forum for cooperative development of funding programs to implement the RTP and Regional Framework Plan. In order to fund the RTP Priority System, new (or expanded) revenue sources need to be pursued.

RELATION TO PREVIOUS WORK

In July 2002, the business community took the lead in regional discussions on transportation finance through the Transportation Investment Task Force. This program provides Metro staff support to these transportation finance efforts in FY 2004, oriented toward implementing key elements of the RTP Priority System. A lead role for any particular funding proposal could be a local government, TriMet, Metro, the Oregon Legislature, Congress, the business community or other public interest.

RESPONSIBILITIES

Working with the project lead agency or interest group, Metro staff will support RTP-related finance efforts to:

- Establish an array of transportation finance options;
- Create linkage between the long-term vision for MTIP funding allocations and the implementation of Priority RTP improvements;
- Evaluate options for feasibility and ability to address the finance shortfalls;
- Establish a plan to pursue promising transportation finance options; and
- Establish an outreach program to gain public input on key issues and strategies.

OBJECTIVES/PRODUCTS

- Develop regional priorities for funding through federal sources, including recommendations from the Transportation Investment Task Force.
- Coordinate with funding strategies for TriMet's Transit Investment Plan:
- · Adopt a funding strategy for the "priority" element of the RTP; and
- Work with local partners, the public and business community to set project priorities and seek funding alternatives/solutions at the federal, state, regional and local level.

REGIONAL TRANSPORTATION PLAN FINANCING

BUDGET SUMMARY

Requirements:		•	Resources:		
Personal Services	\$	48,907	PL	\$	51,694
Interfund Transfers	\$	19,880	STP/ODOT Match	\$	10,572
Computer	\$	2,613	Sec 5303	\$	5,000
		•	ODOT Support	. \$	1,800
	•		TriMet	. \$	512
		<u> </u>	Metro	\$	1,822
TOTAL	\$	71,400	TOTAL	\$	71,400

Full-Time Equivalent Staffing

Regular Full-Time FTE	.36	•
TOTAL	.36	

The Green Streets Program began in FY 2001 to address the growing conflict between good transportation design, planned urbanization in developing areas and the need to protect streams and wildlife corridors from urban impacts. Key elements of the program include:

- A regional database of culverts on the regional transportation system with rankings according to their relative impacts on fish passage;
- Stream crossing guidelines for new streets that reflect tradeoffs between stream protection and an efficient, connected street system; and
- The Green Streets Handbook, which establishes "best practice" design solutions for managing storm runoff from streets.

RELATION TO PREVIOUS WORK

The Green Streets project builds upon the 1996-97 Regional Street Design project and complements the RTP Program. Like the "Creating Livable Streets" handbook from the street design project, the Green Streets Program helps guide future transportation improvements in the region to support the 2040 Growth Concept, sustainable environmental practices for stormwater management and the Oregon Salmon Recovery Plan.

During FY 2004, focus will continue on implementing the Green Streets design principles and project recommendations through the MTIP and local programs. It will include distribution of the *Green Streets* handbook, education and outreach to promote the program and local design support for project planning that incorporates the design principles.

RESPONSIBILITIES

The Green Streets Program has a number of objectives:

- Continue to expand and update the regional database of culverts, stream and wildlife
 resources; continue to update ranking information for culverts on relative fish blockage that
 can be used to allocate regional funding for retrofit projects;
- Implement Green Streets design principles and projects through Metro's MTIP, including demonstration projects for street retrofits and culvert replacements on the regional transportation system;
- Sponsor a Green Streets workshop that spotlights successful projects in the region, and promotes Green Streets principles among practicing professionals and interested citizens involved in local project development;
- Promote stream crossing guidelines in local transportation plans that address tradeoffs between stream protection and an efficient, multi-modal transportation system;
- Periodically udpate the *Green Streets* handbook to reflect recent trends and new science on best management practices for managing urban stormwater runoff on public streets; and
- Continue public outreach and education to promote Green Streets design principles and projects.

OBJECTIVES/PRODUCTS

- Continue to distribute the Green Streets handbook to local officials and interested citizens;
- Implement Green Street design principles through the MTIP process;

GREEN STREETS PROGRAM

- Identify and fund needed culvert retrofits on the regional system through the MTIP process;
- Conduct outreach and training activities to promote the Green Streets Program;
- Develop an expanded online presence for the Green Streets Program on Metro's web site;
- Work with TPAC and Water Resources Policy Advisory Committee (WRPAC) to develop a long-term action plan for culvert retrofits and forward final recommendations as amendments to the 2000 RTP to JPACT, MPAC and the Metro Council; and

Requirements:			Resources:		
Personal Services	\$	43,288	PL	\$	31,564
Materials & Services	\$	1,500	STP/ODOT Match	\$	26.975
Interfund Transfers	\$.	15,212	Metro	\$	1,461
TOTAL	\$	60,000	TOTAL	\$.	60,000

 Full-Time	Equivalent Staffing

Regular	Full-Time FTE	.41
TOTAL		.41

The program implements RTP design policies for major streets and include ongoing involvement in local transportation project conception, funding and design.

RELATION TO PREVIOUS WORK

In previous years, work was conducted as part of the "local implementation" and "local project development" programs, a broader work emphasis that included local comprehensive planning and project-development activities. In FY 2003, the second edition of the 1997 Creating Livable Streets handbook was printed, providing updated design guidelines for implementation of the Livable Streets Program. In FY 2004, the more focused Livable Streets Program will emphasize implementation of regional street design policies and objectives at the local project-development level. Other aspects of local TSP coordination will be completed as part of the RTP Program.

RESPONSIBILITIES

Metro has traditionally participated in local project-development activities for regionally funded transportation projects. During FY 2004, the Livable Streets Program will more closely focus those activities on projects that directly relate to implementation of Region 2040 land use components, including "boulevard" projects funded through the MTIP. The program also involves ensuring that local system plan and design codes are updated to support regional design objectives.

An enhanced Livable Streets Program would include more extensive public outreach, special workshops and tours, awards program for project recognition, technical support for local design efforts and involvement in local project conception with the goal of improving the quality and scope of projects submitted for MTIP funding.

OBJECTIVES/PRODUCTS

- Implement regional street-design policy by participating in local project development and design activities, including technical advisory committees, design workshops and charrettes as well as formal comment on proposed projects;
- Sponsor a boulevard design workshop that spotlights successful projects in the region, and promotes livable streets principles among practicing professionals and interested citizens involved in local project development;
- Ensure that local plans and design codes adequately accommodate regional design objectives through the local TSP review process;
- Expand Metro's web-based resources for livable streets implementation; and
- Implement the proposed Livable Streets enhancement activities should supplemental funding be allocated.

LIVABLE STREETS PROGRAM

BUDGET SUMMARY

Requirements:		Resources:	
Personal Services	\$ 44,070	PL	\$ 7,176
Materials & Services	\$ 1,500	STP/ODOT Match	\$ 51,060
Interfund Transfers	\$ 15,430	Metro	\$ 2,764
TOTAL	\$ 61,000	TOTAL	\$ 61,000

Full-Time Equivalent Staffing:

Regular Full-Time FTE	.411	 	
TOTAL	.411		

The program guides implementation of pedestrian and bicycle mode policies in the RTP as well as implementation of the regional transportation demand management (TDM) and regional parking policies. The program focus is implementation of requirements set forth in the State TPR. Among other provisions, the rule seeks to reduce reliance on the automobile and promote the use of alternative modes of transportation. Through the Regional Travel Options Program, Metro is the lead agency for coordinating, implementing and monitoring pedestrian and bicycle-related policies incorporated into the RTP. These policies focus on building the compact, livable communities envisioned in the 2040 Growth Concept that to be successful depend upon alternatives to the automobile.

The Regional Travel Options Program also provides for Metro's lead-agency role in analysis and recommendation of TDM techniques and strategies in the Portland region. Services, products and activities included in the Alternative Mode Implementation Program also support the RTP Implementation Program and the Livable Streets Program. Target groups served or affected include local cities and counties, state and regional agencies as well as the public atlarge. This program relates to Metro's mission and value statement by ensuring that people have the ability to get around the region using a variety of transportation options.

RELATION TO PREVIOUS WORK

FY 2003 was the fourth year for the Regional Travel Options Program. The program provided expertise to corridor studies and local TSP development efforts; ranked and prioritized bicycle and pedestrian projects in the MTIP process; provided public outreach and education and provided project-development activities related to street design. Metro chairs the TDM Subcommittee of TPAC and works with TriMet, DEQ, local jurisdictions and private employers to plan, fund and implement TDM strategies. In 2001-02, Metro secured a three-year grant from TriMet to expand the Regional Travel Options Program with additional staff support needed to fully implement program goals.

RESPONSIBILITIES

- Provide a leadership role in assisting local jurisdictions with local pedestrian and bicyclesystem planning related to city and county TSP updates and implementation;
- Staff and chair the TPAC sub-committee on TDM:
- Provide assistance to corridor planning efforts and local TSP development to ensure that bicycle, pedestrian and TDM measures are fully incorporated into project and local plans;
- Develop a regionally-based pedestrian, bicycle and traffic safety/education program;
- Periodically revise and update the Bike There! map;
- Provide assistance to local efforts to improve pedestrian access to transit;
- Coordinate with state-wide transportation demand management efforts;
- Limited participation in annual Bridge Pedal and Bike Month events;
- Coordinate with local jurisdictions and agencies in gathering bicycle and pedestrian data;
 and
- Coordinate with TriMet staff on the Access to Work FTA Grant Steering Committee and Bikes on Light Rail Committee.

ÓBJECTIVES/PRODUCTS

Provide TDM pedestrian and bicycle-facility planning and design expertise in the following areas:

- Coordination with the Regional Parks and Greenspaces Department to plan and implement multi-use trails (ongoing);
- Coordination with regional studies such as the South Corridor Transportation Alternatives
 Study as well as the Sunrise, Highway 217 and Foster/Powell corridor studies (ongoing);
- Pedestrian and bicycle access to station areas and park-and-rides, bicycle parking at station areas and park-and-rides and coordination with the Bicycles on TriMet Program (ongoing);
- Update the regional pedestrian-system inventory (September 2003);
- Complete development of a bicycle network travel-demand model (June 2004);
- Develop interactive bike route mapping on Metro's web site (March 2004);
- Produce an annual report on Congestion Mitigation/Air Quality (CMAQ) projects (December 2003); and
- Distribute 2002 update of "Bike There" map (ongoing).

Full-Time Equivalent Staffin				(***
TOTAL	- \$	205,000	TOTAL	\$ 205,000
	·		Metro	\$ 6,971
Interfund Transfers	\$	50,094	TriMet	\$ 75,000
Materials & Services	\$	1,500	STP/ODOT Match	\$ 17,945
Personal Services	\$	153,406	PL	\$ 105,084
Requirements:			Resources:	**

Regular Full-Time FTE 1.97	
	•
<u>TOTAL</u> 1.97	

Metro's Planning Public Involvement Procedures (adopted July 1995) calls for "the removal of barriers to public participation to those traditionally under-served in the planning process." Since 1995, Metro's Planning staff have made a concerted effort to broaden public outreach to include as many people as possible. Through various planning projects (e.g., RTP Update, Traffic Relief Options, MTIP/STIP, etc.), outreach has expanded to include additional public meetings and workshops, use of surveys and questionnaires, newsletters and other mailings, focus groups and stakeholder meetings, speaker's bureaus, the mobile transportation outreach bus (MILT) and an expanded web site. The result of these efforts has been a significant increase in the numbers and the diversity in public participation.

Despite this success, the vast majority of the public continues to be absent from the public discussion on transportation and growth-management issues. The OPB Pilot Program will considerably broaden regional discussion on transportation. Through use of public television, a 30- to 60-minute program is proposed that will discuss key transportation and related growth management and environmental issues facing the Portland metropolitan area. The program will be linked to other media and community outreach activities. Project partners include local jurisdictions and transportation agencies as well as Oregon Public Broadcasting (OPB). If successful, OPB and the project partners hope to inspire ideas and funding for five years of television programming on current issues facing Oregon communities, including others related to transportation.

RELATION TO PREVIOUS WORK

The OPB Pilot Project relates to the development of Metro's Procedures for Public Involvement and previous outreach activities. The pilot will facilitate discussion and understanding of transportation and related land use and environmental issues. The project was funded through Metro's Priorities 2000 process, and \$100,000 of STP funds approved for use as part of the pilot program. The request was approved in July 1999 by JPACT and the Metro Council and adopted into the MTIP in September 1999.

The project name was changed to "Community Media Project" to better reflect project goals, particularly developing television programming that is effectively linked to other media, including print, radio and the Internet. An advisory committee representing project partners was formed to provide review and input during the research and development phase of the project. A request for proposals was developed, and a consultant team hired to conduct research on successful models for public affairs programs that are linked to other media and community-outreach activities.

In addition to looking at programming models, the research included interviews with key stakeholders and community leaders, a focus group with filmmakers and artists and two focus groups with randomly selected citizens. Information was compiled about community outreach efforts and successful community building projects undertaken by Metro and the study partners with regard to growth and development, transportation and the environment. An Oregon television audience profile was compiled utilizing existing data. The research phase was completed, and the consultant team recommended a model for the pilot program and future programming as well as a process for selecting a filmmaker to produce the pilot program.

RESPONSIBILITIES

The work program is focused on developing the pilot program and involves the actual production, airing, distribution and follow-up for the pilot.

- The objective is to produce an up to one-hour program about key transportation and related land use and environmental issues affecting the Portland metropolitan area;
- The program objective is to generate an informed discussion of issues. The program is not intended to push messages, just issues;
- In airing the program, OPB hopes to generate a significant rating so that additional revenues can be raised, particularly from the private or non-profit sectors, in order to produce other community-based (State of Oregon) programming. Future programs could then address other growth, transportation and community issues;
- Project partners plan to coordinate and work with other media, including print, commercial
 and public radio, commercial television and the Internet to promote (and augment) the pilot
 program and its subject matter; and
- OPB and the project partners hope to have widespread distribution of the program or program segments beyond the OPB telecast. For example, the video could be placed in libraries and schools, or segments could be shown to specific interest groups.

OBJECTIVES/PRODUCTS

The following objectives will be completed in FY 2004:

- Final edited version of pilot program (March 2004);
- Up to 200 copies for distribution (April 2004); and
- Report evaluating the success of the program (May 2004).

Requirements Materials & Ser	•	\$ 65,000	Resources: OPB Grant Match	\$ \$	58,325 6,675
TOTAL		\$ 65,000	TOTAL	.\$	65,000
		•		-	

Full-Time Equivalent	<u>Staffing</u>	
Regular Full-Time FTE		
TOTAL	•	

The Damascus rural area along the Sunrise Corridor is also under consideration for urban expansion as of late 2002, largely due to the concentration of "non-resource" lands that must be considered first for urbanization under state goals for protecting forest and farm land. This program links these objectives with a comprehensive transportation corridor and land-use concept plan for the Sunrise Corridor and Damascus areas.

The Sunrise Corridor has been the focus of a number of studies to determine long-term highway needs connecting I-205 in the Clackamas area to Highway 26, south of Gresham. This corridor is already traversed by Highway 212, a rural route that is increasingly congested and unsafe with growth in traffic and urbanization in Clackamas County. The Sunrise Corridor project is described in more detail on page 59 of the UWP.

RELATION TO PREVIOUS WORK

The 2000 RTP and 1999 Oregon Highway Plan (OHP) call for a highway improvement in the Sunrise Corridor. This corridor is a primary connection between the Metro area and statewide destinations to the east, along the Highway 26 corridor, and serves as an important freight route.

The need for a Sunrise Corridor improvement was initially identified in the 1980s as part of the Access Oregon Highways program. A Draft Environmental Impact Statement (DEIS) for the corridor was completed in 1993, with three possible alignments. A Final Environmental Impact Statement (FEIS) has not been completed, nor has the project been funded. The corridor is also subject to statewide planning rules. Findings on location and compatibility for rural portions of the facility must be made before this element of the 2000 RTP can be fully acknowledged by the state Land Conservation and Development Commission. The environmental work for the first phase of the Sunrise Corridor from I-205 to Rock Creek Junction will be completed under a separate, but coordinated effort, as described on page 59 of the UWP.

The Damascus area was identified as an "urban reserve" in the 2040 Growth Concept. This area is a prime candidate for any future urban expansion because of the concentration of "non-resource" lands that must be considered before forest and farmland when expanding the UGB. By definition, "non-resource" lands are relatively small parcels of one to five acres that cannot be effectively farmed or used for commercial forestry and are often developed with single-family housing. Subsequently, these areas present a challenging task if they are to be urbanized.

In 2002, the Executive Officer included a large portion of the Damascus area in his recommendations for expansion of the UGB. In late 2002, the Metro Council adopted a new UGB that incorporated most of the Sunrise Corridor. Subsequent Damascus area planning activities scheduled for 2003-05 will be coordinated with the Sunrise Corridor transportation planning. In 2001, the updated Metropolitan Transportation Improvement Program (MTIP) recognized this opportunity and allocated funding for completion of the highway study and necessary land-use analysis in the rural portions of the corridor.

RESPONSIBILITIES

Metro, ODOT and Clackamas County will serve in lead roles on this project. Metro and Clackamas County would share the lead on UGB and urbanization issues, including concept planning for the Damascus area. Metro may also provide technical support for the transportation analysis of the DEIS alternatives and findings on rural goal exceptions. Clackamas County and ODOT would lead the DEIS element of the project, coordinated with Damascus area concept planning. Other local partners could include adjacent jurisdictions with an interest in the project, advocacy groups and others with an interest in the outcome. The project may also include private contractors for transportation analysis, public outreach and the rural goal exception elements.

The project would be staged over a two-year period, with some elements of the highway and land use planning work completed concurrently. Because of the complex nature of the project, a detailed work plan is an essential first step, and will be completed once the Council has reached a final boundary decision.

OBJECTIVES/PRODUCTS

- Develop a detailed work plan for completing various components of the project;
- Initiate goal-exception process for remaining rural portion, upon adoption of amended UGB, and coordinated with the UGB master planning process;
- Complete UGB expansion concept planning for the Damascus-Boring area, including a conceptual street network that complements the Sunrise. This work would frame the DEIS for this portion of the Sunrise Corridor as a follow-up activity;
- Initiate DEIS for the portions of the corridor between Rock Creek Junction and Highway 26, as needed in subsequent years; and
- Initiate RTP amendments to incorporate recommended transportation facilities needed to serve urbanizing areas.

Requirements:			Resources:	
Personal Services	\$	226,697	FY 04 STP/Match	\$ 777,893
Materials & Services	\$	791,000	Clackamas Contract	\$ 278,294
Interfund Transfers	\$	85,784	Metro	\$ 65,813
Computer	\$	16,519		
TOTAL	\$	1,122,000	TOTAL	\$ 1,122,000
Full-Time Equivalent Staf	fing	2.463		
TOTAL		2.463	• :	

USDOT TRANSPORTATION MODEL IMPROVEMENT PROGRAM TRIP PLANNER DEVELOPMENT

PROGRAM

The Transportation Model Improvement Program is a large national program initiated for the purpose of developing a new transportation-modeling paradigm in response to policy issues in ISTEA. It is intended to accurately evaluate air-quality impacts of proposed actions. It will depict travel-demand response to transportation infrastructure changes and travel-demand management actions (i.e., road pricing, parking supply actions, fuel price changes and employer travel-reduction programs). This is a multi-year program.

As part of USDOT's TMIP Program, the Los Alamos National Laboratory is developing a new model framework known as TRANSIMS (TRANsportation SIMulationS). The first demonstration of interim operating capability was in Dallas. The dynamic ("real time") assignment algorithms were showcased in that application. The second demonstration is in the Portland metropolitan area. The trip-planning capabilities are being developed in this demonstration.

The USDOT intends to deploy the final software tools to major U.S. cities within two to three years.

RELATION TO PREVIOUS WORK

Over the last several years, The Los Alamos National Laboratory staff created a new modeling paradigm. This paradigm is embedded in the technology known as TRANSIMS. The Portland metropolitan area was chosen as the test bed for the technology. As a consequence, Metro staff have been working closely with the Lab during that time.

The Lab needed much data in the development of the tools. Metro provided information needed to create a simulation network that included every road and street in the region. Data was needed regarding capacity and speed estimates, the location of traffic-control devices and signal timing plans, turning lane locations and the their length, parking locations and transit system specifications. Population and employment data was provided at a small level of geography. Databases were built to efficiently organize and analyze traffic-count data.

The Lab used the data to create and test the new modular tools. An algorithm was developed to synthesize the population of the entire region. The algorithm preserves all relationships and cross-classifications found in the census. A trip planner module is available to estimate the number of trips, types of trips and schedule of the trips for each person in the region for the entire day. An assignment algorithm is available that encompasses micro-simulation techniques. Cars, transit vehicles and trucks can be viewed in very small time increments as they move through the network.

The TRANSIMS technology should be complete by the end of 2003. During FY 2002 and 2003, Metro received the operating software and started to test both the hardware and software for use. The hardware was installed January to March 2002, the software was installed by May, about 12 months behind the original schedule. While the work program assumed that Metro would immediately start model tests, evaluate performance, report the results, and carry out two project applications during FY 2002-03, problems arose.

It had been assumed that LANL had a working model that could be applied and that the software/hardware was in a "Beta" condition. Neither of these was true. A lengthy de-bug

USDOT TRANSPORTATION MODEL IMPROVEMENT PROGRAM TRIP PLANNER DEVELOPMENT

phase was required, involving both the core technology (LANL) and the user interface (PriceWaterhouseCoopers Consulting, now IBM). There were also computer architecture problems to overcome (LANL and PriceWaterhouseCoopers Consulting – now IBM consulting).

As a result Metro's tasks changed to working through the modeling package elements to explore functionality and uncover flaws.

Metro is also (working with LANL and consultants hired by the USDOT) developing a new generation of Portland Models – known as Gen 2). At the time of preparing this document, debugging was still underway, the new Gen 2 models were scoped out and exploratory calibration started.

By June 2003, it is expected that the software and hardware will be viable, and that the first version of Gen 2 will be partially complete. This was originally the end date for this project, but it is most probable that this will be extended 18 months to December 2004.

RESPONSIBILITIES

By the end of FY 2003, the algorithms within the technology will be fully validated and the user interfaces complete. At that point, Metro will continue model development (Gen 2). This should be complete by December 2003. (Second quarter 2004.)

The work will then be switched to application in a real study (or studies). The study will use all the TRANSIMS capabilities. The exercise will require a future year horizon, significant network edits and a full multi-modal analysis. In other words, all elements of the model will be tested in their entirety.

Papers will be written to document the application and results. Comparisons will be made to the findings obtained with traditional models. This will occur in both 2004 and the first part of 2005.

Results of the case study will be shared with others via conferences, tutorials and other media, as needed.

OBJECTIVES/PRODUCTS

- Continue to serve on TRANSIMS coordination teams:
- Complete model calibration and sensitivity testing:
- Start application of the calibrated model in a study involving a future year horizon;
- Document the model performance, including a comparison with current techniques; and
- Share the results of the case study via conferences, tutorials and other mediums.

USDOT TRANSPORTATION MODEL IMPROVEMENT PROGRAM TRIP PLANNER DEVELOPMENT

BUDGET SUMMARY	·	•			
Requirements:		•	Resources:		3 - 3 - 3 - 3 - 3 - 3 - 3 - 3 - 3 - 3 -
Personal Services	\$	295.018	TRANSims 02X00006	\$	356,160
Materials & Services	\$	47,250	Metro	\$	89,040
Interfund Transfers	\$	90,312		•	00,010
Computer	\$	4,579		•	
TOTAL	\$	445,200	TOTAL	. \$	445,200
Full-Time Equivalent Staffing:	123				
Regular Full-Time FTE		2.800	<u> </u>		
TOTAL		2.800			

The Model Development Program defines necessary work elements to keep the travel demand model responsive to issues that emerge during transportation analysis. Model maintenance activities ensure the model reflects current infrastructure assumptions and is operating in a computationally efficient manner. Research work elements lead to development of new models with enhanced capabilities.

The program is very important because results from travel demand models are used extensively in analysis of transportation policy and investment. In addition, federal and state legislation (Intermodal Surface Transportation Efficiency Act, Clean Air Act Amendment, and the Oregon Transportation Planning Guidelines) specifies data needs that require a high degree of modeling proficiency.

RELATION TO PREVIOUS WORK

The tasks identified in this program are ongoing. In FY 2003, several notable accomplishments included the porting of the travel demand model to the R programming language, the implementation of several model enhancements (new variables, logic structure), and the update to the regional freight model. Staff continued to serve on TRB Committees and the Oregon Modeling Steering Committee.

RESPONSIBILITIES

The program contains work elements in the following areas:

The program encompasses work elements in research, model application procedures and data input, data processing and display, documentation, the advancement of national practice through committee membership and conference participation, and joint projects with the Oregon Modeling Steering Committee. Each subject area is discussed in more detail below.

Research pertains to those activities that maintain the model sensitivity to policy issues. Work in this area will ensure that the model is responsive to issues of urban design, pricing, accessibility, and other evaluation criteria. As appropriate, some elements in the TRANSIMS demand model design features will be integrated into the Metro model.

The model application procedure and input data category identifies tasks that influence methodologies and assumptions. The transportation analysis zone structure and the network infrastructure assumptions will be reviewed to ensure efficiency and accuracy. The interface procedures between the population and employment allocation model (MetroScope) and the regional transport model will continue to be evaluated so areas of improvement can be implemented.

Data processing and display work elements relate to those work items that improve the computational efficiency of the model and the ability to display data. As necessary, steps will be taken to enhance the data processing function and GIS capabilities.

Routinely, user manuals are prepared describing the technical specifications of the demand model and the coding conventions of the simulation network. Updates are necessary to keep the documentation current.

Staff participates on advisory and peer review panels, performs committee work for the Transportation Research Board and attends selected conferences and workshops. This practice is useful in order to contribute to the improvement of modeling techniques.

The primary function of the Oregon Modeling Steering Committee is to coordinate the transportation modeling efforts of state and regional agencies. Member agencies work together to address common concerns and jointly work on projects. Metro staff are active participants on the Committee. The Committee will have an active role in ensuring an integrated implementation of the new statewide model with the MPO models.

All agencies and projects that require the use of travel demand forecasting services benefit from the Model Development Program. Current clients include Metro (e.g., South Corridor, the RTP, the I-5 North Transportation and Trade Partnership Study), regional agencies (the Oregon Department of Transportation, TriMet, the Port of Portland, the Department of Environmental Quality) and governments (the cities and counties in this region).

OBJECTIVES/PRODUCTS

- Conduct research in order to maintain and improve the responsiveness of the demand model to policy needs;
- Continue to improve the model application procedures and input data;
- Continue to improve the data processing and display capabilities;
- Maintain documentation with regard to the demand model and network coding user manuals;
- Contribute to the advancement of national practice through participation on advisory panels,
 TRB service committees, and conferences; and
- Participate on the Oregon Modeling Steering Committee with a particular emphasis on the coordination of research and model development activities between the MPOs within the state and various government entities.

Requirements:	•		Resources:	erio de la companya d
Personal Services	\$	256,744	PL	\$ 198,043
Interfund Transfers	\$	85,180	STP Funds/ODOT Match	\$ 92,025
Computer	\$	41,076	Section 5303	\$ 25,000
			ODOT Support	\$ 37,400
			TriMet	\$ 9,000
	• .	<u> </u>	Metro	\$ 21,532
TOTAL	\$	383,000	TOTAL	\$ 383,000
Full-Time Equivalent Staffing				
Regular Full-Time FTE	•	2.576		
TOTAL		2.576		

Established inventory of transportation related data. Data for the program is updated regularly. It also identifies work tasks necessary to benchmark characteristics of the transportation system. Factors that influence travel choices are also observed.

The Intermodal Surface Transportation Efficiency Act, the Clean Air Act Amendment and the Oregon Transportation Planning Guidelines make the program important for monitoring system performance.

RELATION TO PREVIOUS WORK

Established in 1989, this on-going program has provided for collection of a long history of data.

Each year data is gathered so that the state of the transportation system can be defined and evaluated. The data provides information necessary to monitor the transportation system. Information regarding travel costs, traffic counts (auto and truck), vehicle miles traveled (VMT), transit patronage and other data is collected and summarized. The data helps to understand current characteristics and establish a basis for estimating future conditions.

RESPONSIBILITIES

Each year, transportation data is collected, entered into multiple databases, documented, and queried to process information requests. Information is gathered regarding vehicular traffic counts, transit patronage, parking costs, auto operating costs and transit fares.

Metro maintains a data collection program. Diverse information is captured in this effort. Flow data is gathered for autos, trucks and transit patrons. Key locations have been identified where count data is needed. The regional jurisdictions assist Metro by providing this information. In addition, parking cost data and auto operating cost information is collected. National reports summarizing data from other cities (e.g., VMT) is regularly reviewed.

Traffic count data are collected yearly and summarized by ODOT for submittal to the federal Highway Performance Monitoring System. Population information is included, as well. In FY 2004, Metro will assist ODOT by serving as a source of review for the data pertaining to the Portland Metropolitan area. The review will ensure that the information is reasonable when compared to historical data and other sources of information.

Databases are maintained to keep the above data available for efficient electronic access.

Reports are written to summarize and document the information gleaned from the collection efforts.

Requests are received on a regular basis for information about VMT, parking costs and other system monitoring information. The queries are processed on demand.

The information collected in this program is useful to Metro, the jurisdictions, developers and consultants because it provides an historical perspective on travel trends for use in project planning. The program also provides essential input and validation information (i.e., cost of travel and count data) for the regional travel demand model.

OBJECTIVES/PRODUCTS

- Continue data collection efforts (regional vehicular count program, transit patronage counts, parking cost data, auto operating cost information and national performance data);
- Review HPMS data collected by ODOT for the Portland metropolitan area before submittal to federal agencies;
- Continue data processing and display function (maintain and enhance the vehicular count and transit patronage databases);
- Continue the documentation process (count reports, travel cost papers); and
- Provide response to system performance data requests.

TOTAL	\$	110,000	TOTAL	\$ 110,000
· · · · · · · · · · · · · · · · · · ·			Metro	\$ 7,861
•		•	TriMet	\$ 10,000
	•	100	ODOT Support	\$ 6,800
			Section 5303	\$ 22,200
Interfund Transfers	\$	27,439	STP/ODOT Match	\$ 52,861
Personal Services	\$	82,561	PL	\$ 10,278
Requirements:			Resources:	

Full-Time Equivalent Staffing:	•	
Regular Full-Time FTE	1.002	
TOTAL	1.002	

The Technical Assistance Program provides travel forecasting support to the Oregon Department of Transportation, TriMet, the Port of Portland and the cities and counties of this region. Assistance is provided in terms of staff support, computer usage and training. A budget allocation defines the amount of assistance to be provided to each jurisdiction.

RELATION TO PREVIOUS WORK

This is an on-going program. In FY 2003, over 100 requests for services were processed.

RESPONSIBILITIES

Three types of service are provided. Each is discussed below:

- The jurisdictions of this region perform a multitude of studies to determine the effects of development, transportation policy and changes to the infrastructure. Upon request, staff support is provided to assist in the travel forecasting aspects of those studies;
- ODOT, Multnomah County, Clackamas County, Washington County, the City of Portland
 and the City of Gresham have modem connections to the EMME/2 transportation modeling
 database. These jurisdictions are able to use the software as a remote workstation.
 Analysis can be done in this way without directly using Metro staff. Computer charges are
 assessed relative to the use of the system; and
- Metro provides training to the jurisdictional staff regarding the use of the EMME/2
 Transportation Planning Software, the theory of travel demand modeling, and computer
 simulation network analysis. The service is provided on demand.

An expense report provides each jurisdiction the opportunity to assess their use of the program and the remaining dollars in their budget. The report is found in the monthly TPAC progress report. The financial data reflects the most current information available.

OBJECTIVES/PRODUCTS

- Provide travel forecasting assistance to ODOT, TriMet, the Port of Portland and the cities and counties of this region in terms of:
 - Staff support;
 - Access to the EMME/2 Transportation Planning Software via external connections; and
 - Training on the topics of software use and demand modeling theory.

Provide technical assistance based upon the following budget allocation:

<u>Jurisdiction</u>	Budget
City of Portland	9,667
Washington County	10,533
Clackamas County	11,200
ODOT	29,900
Port of Portland	6,800
City of Gresham	5,067
Multnomah County	5,667
TriMet	8,500
Sales	11,580

Provide expense reports to each jurisdiction at least quarterly.

Requirements:	•		Resources:		
Personal Services		\$ 56,820	STP/ODOT Match		\$ 46,421
Computer	<i>:</i> .	\$ 21,473	ODOT Support	·	\$ 29,900
Interfund Transfers		\$ 20,621	TriMet		\$ 8,500
And the second second		* * * * * * * * * * * * * * * * * * * *	Sales	·	\$ 6,581
		 •	Metro		\$ 7,512
TOTAL		\$ 98,914	TOTAL		\$ 98,914

Full-Time Equivalent Staffing			F .		
Regular Full-Time FTE	.629				
TOTAL	.629	•			

Provide for overall ongoing department management, including budget, UWP, contracts, grants and personnel. It also includes staff to meet required needs of TPAC, JPACT, MTAC, WRPAC and the Metro Council.

RELATION TO PREVIOUS WORK

This is an on-going program.

RESPONSIBILITIES

Ensure compliance with all federal requirements. Maintain "certification" of the region for continued receipt of transit and highway construction funds. Provide documentation to the FHWA and Federal Transit Administration (FTA) of all such activity.

Provide support to JPACT, TPAC, MTAC, WRPAC and subcommittees to ensure coordination between state, regional and local transportation and land use plans and priorities.

Provide overall department management, including budget, personnel, materials, services and capital expenditures. Monitor grants and contracts compliance. Provide information to the public. Also, maintain active memberships and support in national/international organizations such as Cascadia, Rail~Volution and the Association of Metropolitan Planning Organizations (AMPO) as available funds allow.

OBJECTIVES/PRODUCTS

- Prepare and manage the department budget, personnel, programs and products;
- FY 2004 UWP;
- Prepare documentation to FHWA, FTA and other funding agencies such as quarterly narrative and financial reports;
- Monthly progress reports to the TPAC;
- Minutes, agendas and documentation;
- Execute, administer and monitor contracts, grants and agreements;
- Interdepartmental coordination;
- Periodic review with FHWA and FTA on UWP progress;
- Federal Certification: and
- Progress Reports for Metro Council and federal agencies.

MANAGEMENT AND COORDINATION/GRANTS MANAGEMENT

Requirements: Personal Services Materials & Services Interfund Transfers	\$ \$ \$	266,395 16,950 107,998	Resources: PL STP/ODOT Match Section 5303 ODOT Support TriMet Metro	\$ \$ \$ \$ \$ \$ \$	95,039 135,288 20,000 15,969 2,000 123,047
TOTAL	\$	391,343	TOTAL	\$	391,343
Full-Time Equivalent Staffing: Regular Full-Time FTE		3.515			
TOTAL		3.515			

In keeping with federal laws, regulations and policies recipients of federal dollars must address three fundamental environmental justice principles:

- Avoid, minimize or mitigate disproportionately high and adverse human-health and environmental effects, including social and economic effects, on minority populations and low-income populations;
- Ensure full and fair participation by all potentially-affected communities in the transportation decision-making process; and
- Prevent the denial of, reduction in or significant delay in the receipt of benefits by minority and low-income populations.

RELATION TO PREVIOUS WORK

This is an on-going program.

RESPONSIBILITIES

Under proposed new FHWA/FTA guidelines, MPOs need to:

- Enhance their analytical capabilities to ensure the long-range transportation plan and transportation improvement program (TIP) comply with Title VI;
- Identify residential, employment and transportation patterns of low-income and minority populations so their needs can be identified and addressed, and the benefits and burdens of transportation investments can be fairly distributed; and
- Evaluate and, where necessary, improve their public-involvement processes to eliminate participation barriers and engage minority and low-income populations in transportation decision making.

The majority of work to ensure compliance with the above will be done within the individual program/project work plans. However, broad community data collection, outreach and qualitative evaluation methods will be developed and employed to assist the Planning Department, as a whole, to effectively comply with the spirit and letter of the DOT guidelines.

OBJECTIVES/PRODUCTS

With the availability of Census 2000 information staff is now able to assess aspects of projects or programs that may be of interest or have potential impact or benefit to minority and/or low-income populations. This will help us to better engage appropriate communities in effective communication and transportation decision-making processes. For the 2004-07 MTIP, block analysis will be conducted on the areas surrounding each project submitted for funding consideration. A qualitative assessment of the project will be provided as part of project evaluation. If successful, a similar method will be applied to projects or project areas during future regional transportation updates.

ENVIRONMENTAL JUSTICE AND TITLE VI

Requirements:	:		Resources:	,
Personal Services	\$	5,977	FY 04 STP/ODOT Match	\$ 3,172
Interfund Transfers	\$	2,023	Metro	\$ 4,828
TOTAL	\$	8,000	TOTAL	\$ 8,000
Full-Time Equivalent Staffing:				
Regular Full-Time FTE		.050		•
TOTAL		.050		

The South Corridor Supplemental Draft Environmental Impact Statement (SDEIS) was published during FY 03. Some FTA funding from the SDEIS grant will carry over into FY 04 to fund initial tasks in the production of the South Corridor Final Environmental Impact Statement (FEIS). The work program for the FEIS is detailed in a separate budget narrative.

RELATION TO PREVIOUS WORK

The SDEIS was produced as a supplement to the South/North Light Rail DEIS written by Metro and published by the FTA in 1998. Light rail was selected in 1998 as the Locally Preferred Alternative (LPA). In November 1998, a ballot measure failed that would have provided local match for the project. Subsequent to the vote, a group of citizens and business leaders developed a new lower cost light rail project to the north which became the Interstate MAX line and which is now under construction. At the same time the Interstate MAX project was being developed, the Metro Council directed staff to develop non-light rail transit alternatives in the South Corridor. An Alternatives Analysis was begun in July 1999. The South Corridor Transportation Alternatives Study, authorized by the Metro Council in July 1999, evaluated a wide range of alternatives between July 1999 and July 2001. Due to popular support by neighborhoods and the business community, light rail was added back as an option with two alignments: (1) downtown Portland to Milwaukie, and (2) from the Gateway Transit Center to Clackamas Town Center via I-205. A Combined LRT alternative was also developed that included both LRT alignments. These alternatives, along with a no-build, busway and bus rapid-transit alternative, were evaluated in the SDEIS. The LPA was chosen by the Metro Council in March 2003 and has been advanced into the Preliminary Engineering/FEIS phase of project development with FTA's approval in April 2003.

RESPONSIBILITIES

The Project lead for the South Corridor shifted from Metro to TriMet in March 2003 with the initiation of Preliminary Engineering. Primary responsibilities for FY 2003-04 include:

- Successfully transition public-involvement functions to TriMet in a way that ensures continuity for citizen committees, neighborhoods and the general public;
- Initiate FEIS activities including design and evaluation of environmental mitigation and resolution of any outstanding alignment and station location decisions;
- Prepare FEIS scopes of work and procure consulting services for transportation analysis, environmental analysis and financial and technical assistance;
- Close out SDEIS grant and prepare all appropriate FTA documentation; and
- Prepare intergovernmental agreement with TriMet for FEIS funding.

OBJECTIVES/PRODUCTS

The primary objective of the South Corridor SDEIS and subsequently the South Corridor FEIS is to implement a major high capacity alternative transportation program in the South Corridor that:

- · Maintains livability in the metropolitan area;
- Supports local and regional land use goals;
- · Optimizes the transportation system;

SOUTH CORRIDOR SUPPLEMENTAL DRAFT ENVIRONMENTAL IMPACT STATEMENT

- Is environmentally sensitive; Reflects community values; and
- is fiscally responsive.

Requirements:		Resources:		e
Personal Services	\$ 97,583	FTA 90X083	2.1	\$ 121,135
Interfund Transfers	\$ 37,417	Local Match		\$ 13,865
TOTAL	\$ 135,000	TOTAL	•	\$ 135,000
	•			
Full-Time Equivalent Staffing				-1
Regular Full-Time FTE	1.072			
TOTAL	 1.072			

SOUTH CORRIDOR FINAL ENVIRONMENTAL IMPACT STATEMENT AND PRELIMINARY ENGINEERING

PROGRAM

The South Corridor Final Environmental Impact Statement and Preliminary Engineering (PE/FEIS) will develop environmental mitigation for the impacts of the Locally Preferred Alternative (LPA), selected earlier by the Metro Council in FY 03 and will address all public comments made regarding the SDEIS. Engineering for the project will be advanced to the 30 percent level and capital costs will be developed to a level of accuracy suitable for inclusion in a Final Design application to FTA. TriMet will become lead agency for the project, with Metro taking primary responsibility for the FEIS.

RELATION TO PREVIOUS WORK

The PE/FEIS phase of the South Corridor Project follows the completion of the SDEIS and selection of the Locally Preferred Alternative (LPA). Initial start-up tasks for the FEIS will be accomplished with the carryover of SDEIS project funds as described in the South Corridor SDEIS budget narrative, which also documents earlier stages of the project. The FEIS concludes with the Record of Decision, which signals the completion of the federal National Environmental Policy Act (NEPA) process.

RESPONSIBILITIES

Metro staff will directly manage all staff and consultants involved in the preparation of the FEIS. TriMet will be the overall project lead, with responsibility for PE and public involvement. The PE/FEIS phase is scheduled for completion in mid-FY 04. Primary responsibilities include:

- Perform technical analysis including mitigation for environmental impacts, transportation and traffic impacts:
- Management of FEIS consultants;
- Development of the financial analysis and financial plan for the locally preferred alternative being evaluated in the FEIS:
- Management of the FEIS ensuring that budget and schedule are met;
- Assist TriMet in development and evaluation of Preliminary Engineering designs for alignments and facilities;
- Assist TriMet with public involvement activities: and
- Perform necessary analyses in support of the project's FTA New Starts submittal.

OBJECTIVES/PRODUCTS

The primary objective of the South Corridor FEIS is to implement a major high capacity alternative transportation program in the South Corridor that:

- Maintains livability in the metropolitan area;
- Supports local and regional land use goals;
- Optimizes the transportation system;
- Environmentally sensitive;
- · Reflects community values; and
- Fiscally responsive.

SOUTH CORRIDOR FINAL ENVIRONMENTAL IMPACT STATEMENT AND PRELIMINARY ENGINEERING

BUDGET SUMMARY				•	
Requirements:		Resources:			
Personal Services \$	521,040	FTA 90X083		. \$	1,422,220
Materials and Services \$	865,000	Local Match		\$	162,780
Interfund Transfers \$	166,294				
Computer \$. 32,666				
TOTAL \$	1,585,000	TOTAL		\$	1,585,000
Full-Time Equivalent Staffing		•	,		
Regular Full-Time FTE	5.325	2			
TOTAL	5.290				

The Willamette Shoreline Planning Program consists of two major work areas: 1) the support of the Willamette Shoreline Consortium that oversees preservation and maintenance of the former Jefferson Branch rail alignment between Portland and Lake Oswego, and 2) the development of transportation options for long-term use of the Willamette Shoreline Right-of-Way as a regional rail transportation corridor.

RELATION TO PREVIOUS WORK

Metro has been active in the management of the Willamette Shoreline right-of-way since the Consortium purchased the Jefferson Branch Line between Portland and Lake Oswego in 1988. Metro continues to staff the Consortium of local governments (Metro, TriMet, ODOT, Portland, Lake Oswego, Clackamas and Multnomah Counties), providing administrative, technical and policy support for continued management of the corridor. In FY 03, Metro played a key role in resolving issues related to the City of Portland's Combined Sewer Overflow project within a portion of the Willamette Shoreline Right-of-way. Lake Oswego contracts with the non-profit Oregon Electric Railway Historic Society to operate the Willamette Shore Trolley, an excursion trolley that operates in the corridor.

RESPONSIBILITIES

Program objectives in FY 04 include:

- Continue to support the Willamette Shoreline Consortium by staffing meetings, providing technical analyses and facilitating agreement on related activities and agreements.
- Initiate a Metro-led planning effort to evaluate the potential for development of the Willamette Shoreline right-of-way between Portland and Lake Oswego into a regional transportation corridor eligible for federal funding. This planning effort would include:
 - Define the appropriate level of federal environmental documentation;
 - Evaluation of transit modes:
 - Development of capital, operations and maintenance costs;
 - Phasing and implementation strategies:
 - Integration with a pedestrian/bicycle path where there is extra room in the right-of-way;
 - Identification of potential capital and operating revenues; and
 - Coordination with local jurisdictions that could include intergovernmental agreements and establishment of project committees.

OBJECTIVES/PRODUCTS

Objectives for FY 04 include:

- Develop, refine and implement a scope of work and budget for the initial analysis of rail transit and pedestrian/bicycle improvements in the Willamette Shoreline right-of-way between Lake Oswego and Portland;
- Facilitate agreement among Consortium members on how to best use the Willamette Shoreline right-of-way in the future and how to fund interim maintenance of the track;
- · Prepare detailed work programs, budgets and schedules for the rail and trail study;
- Manage the studies in accordance with the defined work program, budget and schedule;

WILLAMETTE SHORELINE PLANNING PROGRAM

- Procure consultant assistance as required;
- Manage federal grant funding and execute Intergovernmental Agreements as needed; and
- Serve as liaison with the FTA.

BUDGET SUMMARY

Requirements:			Resources:		
Personal Services	\$	182,326	MTIP/STP*	.\$	300,000
Materials & Services	\$	295,000	Local Match-Consortium	\$	17,168
Interfund Transfers	\$	63,415	Other Grants**	\$	187,664
Computer (Direct)	\$	8,259	ODOT Support	\$	9,606
$\mathbf{e}_{i} = \mathbf{e}_{i} + \mathbf{e}_{i} $			STP/ODOT Match	\$	10,572
	•	· · ·	Section 5303	\$	5,000
			Metro	\$	18,990
TOTAL	\$	549,000	TOTAL	\$	549,000

Full-Time Equivalent Staffing

Regular Full-Time FTE	2.160	<u> </u>	. 9	
TOTAL	2.160			

^{*}Through FTA.

^{**}To be determined.

The Transit Planning Program supports the budget theme that Metro will identify and promote multiple transportation choices to easily access all areas of the region. Increased transit use and reduced dependency on single occupant vehicles supports the budget theme of improving air quality. This program will implement the transit policy direction established by the RTP with emphasis on coordinating with TriMet, C-TRAN (Vancouver) and SMART (Wilsonville) to ensure that short, medium and long-range transit needs of the region are addressed. Specific elements of the FY 04 work program include continued work on implementation of the Elderly and Disabled Transportation Plan and related issues.

RELATION TO PREVIOUS WORK

The Transit Planning Program in general works toward the implementation of the 2020 RTP. In FY 01, Metro staff began work in support of the Tri-County Elderly and Disabled transportation plan study, TriMet's Committee on Accessible Transportation (CAT) and the Special Transportation Fund Advisory Committee (STFAC).

The Transit Element of the RTP has been revised to support implementation of several related elements of the Tri-County Elderly and Disabled Plan. Following amendment to the RTP, staff will work to ensure that transit providers and local jurisdictions implement transit service that supports the policy direction of the RTP and the Regional Growth Management policies.

RESPONSIBILITIES

- Assist TriMet, C-TRAN and SMART in the development of their short, medium and longrange transit plans;
- Assist transit operators in meeting requirements mandated by the Americans with Disabilities Act, Title VI and other federal requirements;
- Provide guidance to transit operators and local jurisdictions regarding potential federal, state and local funding sources; and
- Coordinate activities related to elderly and disabled transportation planning such as implementation of the Tri-County Elderly and Disabled Transportation Plan and Special Transportation Fund Advisory Committee.

OBJECTIVES/PRODUCTS

Objectives for FY 2004 include:

- Continue serving on the Committee for Accessible Transportation (CAT), which advises
 TriMet on issues of transit system accessibility;
- Continue serving on the Special Transportation Fund Advisory Committee, which advises
 TriMet and the State of Oregon on use of Special Transportation Funds for the Tri-County
 area:
- Work with public and non-profit transit service providers to develop an integrated, efficient network of transit services to the elderly and disabled people in the area;
- Work on implementation of transit elements in the RTP;
- Access resources form the federal "New Freedom Initiative;
- Prepare detailed work programs, budgets and schedules for various related activities;
- Manage the studies in accordance with the defined work program, budget and schedule;

TRANSIT PLANNING

- Procure consultant assistance as required;
 Manage federal grant funding and execute Intergovernmental Agreements as needed; and
- Serve as liaison with the FTA.

Requirements:	. '		Resources:		•	
Personal Services	\$	45,938	PL	1. 1	\$	4,741
Interfund Transfers	\$	15,803	STP/ODOT Match		\$	14,476
Computer (Direct)	\$	8,259	TriMet		\$	50,000
	•		Metro		\$	783
TOTAL	\$	70,000	TOTAL		\$	70,000
Full-Time Equivalent Staffin	<u>ig</u>				•	
Regular Full-Time FTE	•	.495	to a second of the second of the second			
rtogular i ali rilito i i L						

The Portland/Vancouver Region is one economy divided by state and regional jurisdictions. Bi-State coordination is needed to make plans for the two parts of the Portland/Vancouver Region consistent and complimentary. Bi-State Coordination meets federal requirements that the two Metropolitan Planning Organizations work together. Development patterns within the region and commuting patterns across the Columbia River lead to the need for coordination between federal and state agencies on transportation and land use issues. Based on recommendations from the I-5 Partnership Governors' Task Force, Metro and the Southwest Washington Regional Transportation Council (RTC) will reconstitute the Bi-State Transportation Committee into the Bi-State Coordination Committee in early 2003. The purpose of this reconstituted joint committee is to advise the region, state and local jurisdictions on transportation and land use issues of bi-state significance.

RELATION TO PREVIOUS WORK

Metro and RTC created the Bi-State Transportation Committee in May 1999. The Committee has met regularly and forwarded recommendations to Metro and the RTC board on several important issues. For many years, Metro has participated in other bi-state coordination efforts through its Local Coordination Program.

The recommendation to expand the purview of the Bi-State Transportation Committee to include land use issues was included in the I-5 Strategic Plan adopted by the I-5 Partnership Governors' Task Force in June 2002.

RESPONSIBILITIES

- Staff the Bi-State Coordination Committee, including bringing issues of bi-state significance forward for consideration at appropriate times and forwarding actions to JPACT and Metro Council as necessary;
- Coordinate MPO planning activities with participation on RTCs Regional Technical Advisory Committee (RTAC) and other regional and local committees as required; and
- Work with bi-state partners including City of Vancouver, Washington State Department of Transportation (WSDOT), C-TRAN, Clark County and RTC to explain the bi-state issues within the Portland/Vancouver area to federal and state representatives.

OBJECTIVES/PRODUCTS

- Ensure that JPACT/Metro Council have information on transportation and land use issues of bi-state significance before decisions regarding bi-state projects are made; and
- Ensure efficient and effective use of planning and construction resources within the Portland/Vancouver Region.

BI-STATE COORDINATION

Requirements: Personal Services Interfund Transfers	\$	45,808 16,192	Resources: PL ODOT Support STP/ODOT Match	\$ \$	16,762 10,394
TOTAL	<u>\$</u>	62,000	TriMet Metro TOTAL	\$ \$	28,311 5,000 1,533 62,000
Full-Time Equivalent Staffing Regular Full-Time FTE		.47		· · ·	02,000
TOTAL		.47			

PROGRAM

The I-5 Corridor is critical to the metropolitan economy and to national and international trade. Traffic congestion on I-5 affects goods moved by air, rail, barge and truck as well as passenger travel. Within the Portland/Vancouver region, I-5 has a number of bottlenecks - the most significant of which occur between I-205 in Vancouver, Washington and I-84 in Portland. Within this corridor crossing the Columbia River, is one of the last and most active drawbridges on the interstate system. Because of the importance in the region of community livability, the environment, regional, national and international trade, plans must address a broad range of issues and include numerous stakeholders and the public.

The Transportation Equity Act for the 21st Century (TEA-21) recognized the importance of trade corridors to the national economy and designated I-5 within the Portland/Vancouver region as a Priority Corridor under the National Trade Corridors and Borders Program. ODOT and WSDOT have completed the initial phase of the I-5 Transportation and Trade Partnership Study which was funded in part by FHWA through the National Trade Corridors and Borders Program.

The initial phase of the I-5 Partnership study evaluated a wide range of multi-modal alternatives to improve travel and facilitate freight movement in the I-5 corridor between Portland and Clark County, Washington. Staff and the consulting team reported findings to a 28-member task force appointed by the governors of Oregon and Washington. Metro staff supported the I-5 Partnership by completing travel demand forecasts for the alternatives and providing transportation analysis oversight on a contract basis and participating on the Partnership's various advisory and technical committees.

Based on the recommendations from the Governors' Task Force, the study will proceed into a Draft Environmental Impact Statement (DEIS) process that will include an extensive Scoping phase. ODOT will lead the DEIS process on the Oregon side of the river. During the DEIS Scoping period, ODOT, WSDOT, C-TRAN, TriMet, Metro and RTC will evaluate freeway design alternatives in the Interstate Bridge Influence Area (BIA) and light rail alignment alternatives for crossing the Columbia River and serving Clark County. Metro staff will provide travel demand forecasting support, transportation analysis assistance and work with RTC, TriMet and C-TRAN to develop and analyze light rail alternatives. Metro staff will also continue to participate on technical and policy advisory committees.

RELATION TO PREVIOUS WORK

The I-5 Transportation and Trade Partnership builds upon work completed over previous years.

In FY 2000, a group of civic and business leaders from the bi-state area concluded that the problems within the I-5 Corridor are significant and will require a significant effort to address. They recommended that the region develop a strategic plan for the corridor.

In FY 01 and FY 02, the I-5 Partnership broadened discussion of the problems and solutions to include the corridor business and residential community and other regional interests. The two Governor's appointed a bi-partisan task force of elected officials, civic and business leaders to evaluate the range of options and develop recommendations for a strategic plan. The public participated in development of the strategic plan through comments at Task Force meetings, open houses and other forums. The strategic plan was approved by the Task Force in June

I-5 TRANSPORTATION AND TRADE PARTNERSHIPS

2002 and circulated for endorsement by the project participants in fall 2002. The initial DEIS Scoping process began in early 2003.

RESPONSIBILITIES

- Use the regional travel demand model to assist in evaluation of roadway and transit alternatives in the DEIS;
- Assist in developing institutional or legislative changes necessary to finance and manage projects and programs recommended for the I-5 Corridor;
- Participate in multi-jurisdictional forums and special committee meetings as necessary to support the program; and
- Refine plans for proposed transit and road projects as needed for implementation, if additional funding for project implementation is available.

OBJECTIVES/PRODUCTS

The objective for FY 04 will be to cooperate with ODOT, WSDOT, C-TRAN, TriMet and RTC in evaluating and documenting the impacts of I-5 Bridge Influence Area alternatives in a Draft Environmental Impact Statement. The DEIS process will require that Metro meet public participation requirements prior to taking action and that Metro continue to participate in bi-state and jurisdictional partnership to resolve issues that may develop during the evaluation.

Requirements:	•	·	Resources:		
Personal Services	. \$	67,959	ODOT Contract*	. \$	200,000
Materials & Services	\$	107,000			
Interfund Transfers	\$	25,041	•		•
TOTAL	\$	200,000	TOTAL	\$	200,000
Full-Time Equivalent Staffing					
Regular Full-Time FTE		1.00	•		
TOTAL		1.00		······································	
					

^{*}Anticipated.

PROGRAM

The Regional Freight Program will help Metro meet its responsibility to plan for goods-movement needs, document freight-project priorities and support livability in the region. The program supports Metro's ability to coordinate with FHWA, local jurisdictions and other agencies on freight-mobility research and policy development, identify freight-project priorities and lead outreach activities that support freight mobility.

The Transportation Efficiency Act for the 21st Century (TEA-21) requires Metropolitan Planning Organizations to meet seven planning factors including planning for people and freight and supporting economic vitality by enabling global competitiveness, productivity and equity. The 2040 Growth Concept identifies the importance of industrial activity to the region by establishing special industrial districts as a priority land use. The Regional Framework Plan and the RTP identify policies to ensure the efficient movement of freight to these industrial districts. The RTP further identifies project priorities to support movement of goods in the region.

The Regional Freight Program is one component of a series of transportation activities that address economic aspects of goods movement. The development of the MTIP criteria, the Regional Freight Data Collection Study and RTP Implementation are complementary to the Regional Freight Program and also address economic and freight needs.

RELATION TO PREVIOUS WORK

Over the past several years, Metro, working with the Port of Portland and the ODOT, has made a significant contribution to understanding and communicating goods movement needs by documenting regional freight-mobility issues and involving the private sector. In 2000-01, Metro produced a brochure of regional freight needs within the region.

In FY 02, the Freight Program focused on making regional freight information available to prioritize local transportation needs. The data is the result of previous research from:

- The regional truck forecasting model;
- Commodity Flow Study;
- National Highway System Intermodal Connectors Report for FHWA;
- Metro area Shipper and Carrier Interviews; and
- Freight policies for the 2000 RTP.

In FY 02, Metro also created the Regional Freight Committee was created to efficiently use regional freight data and to define local transportation needs. Participants included local and state planners involved in transportation planning and project programming. Metro also coordinated with other freight-related efforts in the region such as: Regional Industrial Lands Study; City of Portland's St. Johns Truck Study; Portland State University's Regional Connections Study, Gresham's Sandy Boulevard project and the I-5 Trade Transportation and Trade Partnership Study.

In FY 03, the Freight Program focused on addressing gaps in existing freight information. There is a good understanding of freight flows at a regional level but limited insight into flows on specific facilities. Metro worked with ODOT and other partners to establish a state Freight Data Collection methodology. Metro initiated an effort to identify a scope and funding for

implementation of a regional freight data collection project. A scope of work was developed and, in FY 04, the Port will lead the Regional Freight Data Collection Study.

RESPONSIBILITIES

- Maintain involvement of private-sector business representatives in identifying and assessing freight mobility issues;
- Identify freight mobility bottlenecks and advance project priorities to respond to freight mobility needs;
- Work with other Metro staff, local jurisdictions and agency representatives to ensure regional freight needs are reflected in plans, programs and project development;
- Coordinate with the FHWA as new freight programs and policies emerge and represent our regional freight interest;
- Coordinate freight-planning activities within Oregon to ensure consistency between state and regional planning. This includes participation in efforts such as the Statewide Freight Advisory Committee;
- Learn from experiences with freight programs and research in the U.S. about programs and policies for application in the Portland/Vancouver region; and
- Support research to improve regional freight data and truck model.

OBJECTIVES/PRODUCTS

- Coordinate Freight Advisory Committee;
- · Participate in other on-going freight studies and projects;
- (With Port) Finalize Freight Data Collection funding, scope and budget (September 2004);
- Participate in Regional Freight Data Collection project management and study advisory committees;
- As part of Regional Freight Data Collection effort, complete study interviews and data collection (January 2004); and
- Commence upgrade of Truck Model to incorporate results of Regional Freight Data Collection effort (June 2004).

Requirements: Personal Services	\$ 64,939	Resources: MTIP/STP	\$	75,000
Interfund Transfers	\$ 21,759	ODOT Support	\$	2,000
Computer	\$ 3,304	Metro	\$	13,000
TOTAL	\$ 90,000	TOTAL	. \$	90,000

Full-Time Equivalent Staffing		•	
Regular Full-Time FTE	.72		
TOTAL	.72		

PROGRAM

The 2000 RTP identified significant transportation needs in this corridor but stipulated that additional work was needed before a specific project could be developed and implemented. This work program is designed to complete the second phase of the refinement planning needed in the corridor spanning from inner southeast Portland and following Powell east to Gresham and Foster to Damascus. This work program will take the results and recommendations - including project alternatives - from Phase I and evaluate and refine them in light of recent land use decisions affecting the corridor area. It will conclude with selection of a preferred alternative(s) for adoption by JPACT and the Metro Council.

RELATION TO PREVIOUS WORK

As provided by the State TPR, the 2000 RTP calls for completion of a number of specific corridor refinement plans. Chapter 6 of the RTP identified significant needs in these areas, which require further analysis before a specific project can be developed. The TPR requires prompt completion of corridor-refinement plans in these corridors.

In FY 01, the Corridor Initiatives Program prioritized completion of the corridor studies. Foster/Powell was one of the corridors identified as requiring a major, new planning effort by 2005. In FY 02, Metro obtained a Transportation Growth Management grant to support completion of this work. Staff established the project scope and budget, coordinated with other planning efforts in the area, issued RFPs for consultants and executed an agreement with ODOT.

In FY 03, Metro completed the first phase of a multi-modal alternatives analysis. The work included an existing conditions and needs analysis and definition and, preliminary evaluation of a wide range of feasible transit and roadway improvement alternatives. The final report recommended a smaller group of multi-modal alternatives for more detailed study.

RESPONSIBILITIES

- Based on the final Phase I recommendations, develop a detailed scope of work and budget;
- Execute funding agreements for needed grant funds;
- Coordinate with related planning efforts, especially Damascus Concept Planning, Pleasant Valley Plan implementation and Gresham Powell Corridor project development;
- Create a Public Involvement Plan; and
- Issue an RFP and execute contracts with consultants.

OBJECTIVES/PRODUCTS

The work program is designed to complete the corridor-planning process. Over a two-year period, it will evaluate and refine a range of alternatives. The study will recommend short, medium and long-range transportation improvement strategies and a phasing and financial plan. Projects will be defined at an appropriate level of detail to commence review under the National Environmental Protection Act (NEPA). Projects will address the recent and anticipated growth needs and support the following objectives:

- · Enhance opportunities for use of bicycles, walking and transit;
- Preserve or enhance the through movement function of the highway;

POWELL/FOSTER CORRIDOR PLAN, PHASE 2

- Reduce reliance upon the automobile;
- Provide alternatives to major transportation improvements; and
- Increase efficient use of land.

Requirements:			Resources:		
Personal Services	\$	149,386	PL	. \$	63,640
Materials & Services	\$	277,750	STP/ODOT Match	\$	47,382
Interfund Transfers	\$	52,575	ODOT Support	. \$	4,000
Computer	\$	14,289	Section 5303	\$	25,000
			TriMet	\$	12,000
·			MTIP/STP	\$	300,000
	٠		Other Local Match	\$	34,336
		• ,	Metro	\$	7,642
TOTAL	\$	494,000	TOTAL	\$	494,000
		1			
Full-Time Equivalent Staffing					
Regular Full-Time FTE	* * .	1.625			· · · · · · · · · · · · · · · · · · ·
TOTAL		1.625			

PROGRAM

This work program will complete the corridor refinement planning needed in the Highway 217 corridor. The RTP identified a significant transportation need in this corridor but specified that additional work was needed before a specific project could be implemented. In FY 04, the focus will be on completing the bulk of a multi-modal alternatives analysis. Conclusion at the end of FY 04 will select a preferred alternative(s), including a financing and phasing plan, for adoption by JPACT and the Metro Council.

RELATION TO PREVIOUS WORK

As provided by the State TPR, the 2000 RTP calls for completion of 16 specific corridor refinements and studies. Chapter 6 of the RTP identified significant needs in these areas, which require further analysis before a specific project can be developed. The TPR requires prompt completion of corridor refinements and studies.

In FY 01, the Corridor Initiatives Program prioritized completion of corridor plans and refinements. In FY 02, Metro, in consultation with agencies and jurisdictions, developed the scope and budget and submitted a proposal to the FHWA Value Pricing Pilot Program for funds to support completion of the work. A background report was completed for the project. In FY 03, the grant was approved, intergovernmental agreements and contracts executed, completed an existing and future conditions analysis and undertook public opinion research. The Policy Committee was established, which set project goals and defined the initial range of alternatives for evaluation.

RESPONSIBILITIES

Evaluate and refine the alternatives through iterative:

- Travel forecasts;
- · Conceptual design;
- Cost estimates:
- Community workshops;
- Public-opinion research;
- Financial analysis; and
- Public participation opportunities at key study milestones.

OBJECTIVES/PRODUCTS

- Study goals are to:
 - Develop an appropriate range of improvement strategies that address corridor transportation needs to the level of detail necessary to commence the appropriate National Environmental Protection Action (NEPA) process and begin more advanced planning;
 - Consider innovative demand and system management and financing approaches, including High Occupancy Vehicle (HOV) lanes and value pricing, and make a determination as to whether they are appropriate for this corridor;
 - Establish a phasing plan that identifies projects and strategies that can be implemented in the near, short and long-term; and

- Build public understanding of, and support for, the selected transportation improvement strategies.
- Transportation strategies will achieve the following objectives:
 - Enhance the through movement function of the highway;
 - Encourage increased use of transit and carpooling;
 - Enhance opportunities for use of bicycles and walking. Particular attention will be paid to multi-modal overcrossings and increasing connectivity within the regional centers;
 - Increase efficient use of land. Particular attention will be given to supporting development plans within the regional centers; and
 - Provide alternatives to major transportation improvements.

BUDGET SUMMARY

Requirements:		•	Resources:	
Personal Services	\$	426,114	PL ·	\$ 340,035
Materials & Services	.\$	442,200	STP/ODOT Match	\$ 200,778
Interfund Transfers	\$	139,168	ODOT Support	\$ 38,999
Computer	\$	16,518	Local Partner Match	\$ 49,500
•			Section 5303	\$ 24,750
		•	TriMet	\$ 21,000
			Value Pricing	\$ 264,000
			Other Grants*	\$ 57,000
<u> </u>			Metro	\$ 27,938
TOTAL	\$	1,024,000	TOTAL	\$ 1,024,000
Full-Time Equivalent Staf	fina			
Regular Full-Time FTF	<u>iiig</u>	4 83		

4.83

TOTAL

^{*}To be determined.

PROGRAM

The program implements multi-modal RTP projects and policies for major transportation corridors. It involves ongoing involvement in local and regional transit and roadway project conception, funding and design.

RELATION TO PREVIOUS WORK

In previous years, this program encompassed a broader focus that also included a variety of RTP implementation activities related to development of projects. This year the program is being split into two more focused efforts. The Project Development Program will now focus on project development along major transportation corridors that provide connections between key 2040 land uses, including regional and town centers and industrial and employment areas. A separate Livable Streets Program has been established to address implementation of street design at the local level.

In 2001, the Corridor Initiatives Project prioritized the multi-modal corridors outlined in the 2000 RTP. The outcome of that inclusive multi-jurisdictional process was a regional commitment to a strategy for completing required planning of transportation improvements on 18 major transportation corridors. In FY 03, the RTP was amended to include that corridor planning strategy. The Project Development Program will focus now on development of major transit, freight, highway and arterial projects related to major transportation corridors. It includes work with local jurisdictions, TriMet, the Port and ODOT on both new efforts that may result in major planning efforts under Metro's lead as well as activities in support of planning efforts being led by other agencies.

RESPONSIBILITIES

Traditionally, Metro has participated in local project-development activities for regionally-funded transportation projects. During FY 04, the Program will focus on project activities that directly relate to completion of planning and project development activities in regional transportation corridors. A few of these corridors already had major planning efforts underway under separate budget lines. However, for the bulk of the corridors project development is still needed. This program will coordinate with local efforts to ensure consistency with regional projects, plans and policies. It will also support initiation of new efforts.

OBJECTIVES/PRODUCTS

- Ensure consistency with regional plans and policies related to major transportation corridors by participating in local planning and project development activities, including technical advisory committees, workshops and charrettes as well as formal comment on proposed projects; and
- Implement the Corridor Initiatives Project strategy in the RTP through monitoring on-going planning activities and working with other jurisdictions to initiate new corridor efforts.

PROJECT DEVELOPMENT

BUDGET SUMMARY

TOTAL

Requirements:			Resources:		: 4 1)
Personal Services	\$	32,741	PL	\$.	9,988
Interfund Transfers	\$	12,259	STP/ODOT Match	\$	32,688
•		_	ODOT Support	\$	554
•	•		Metro	\$	1,770
TOTAL	\$	45,000	TOTAL	\$	45,000
Full-Time Equivalent Staffing:					
Regular Full-Time FTE		.315			

.315

PROGRAM

A transit-oriented development has three fundamental characteristics that combine to generate a high modal share for transit; a mix of moderate to high-intensity land uses; a physical or functional connection to the transit system and design features that reinforce pedestrian relationships and scale. The mission of the Transit-Oriented Development (TOD) Implementation Program is to increase transit ridership and lessen risks and costs associated with the construction of TOD projects. It ensures that some regionally significant TOD demonstration projects are undertaken and that joint-development tools are in place to help the region implement growth-management plans for station areas.

RELATION TO PREVIOUS WORK

Work in FY 04 builds directly upon previous FY 03 work and toward the program's five and ten year goals. Projects in the pre-development stage will move into construction, and new projects selected for implementation.

RESPONSIBILITIES

The major responsibilities for the coming year include:

- Begin work on the third phase of Russellville;
- Disposition of the Hillsboro Central site to a selected developer;
- Move through design development and into construction of the second project in the Gresham Civic neighborhood;
- Complete pre-development activities for the second round of projects selected through the Regional RFP process; and
- Implementation of a TCSP-funded project within the Kenton Station area on Interstate MAX, subject to new federal funding.

OBJECTIVES/PRODUCTS

The program helps cause the construction by the private sector of high-density housing and mixed-use projects that encourage increased transit use. Projects are located at light rail stations on the Eastside MAX, Westside MAX and potentially within the Interstate, PDX and commuter-rail transit corridor. Public-private partnerships (coordinated through Development Agreements) are forged to develop projects with higher density, mixed uses where possible, and with a strong pedestrian environment by including street and sidewalk amenities, plazas, promenades and building massing and orientation that reinforce the street level activity. Landsale proceeds from the projects are returned to the program for use in other TOD projects. Program activities also include providing technical assistance to agencies (local, national and international) working to implement TOD programs, plans and projects; to academicians studying TOD and public/private partnerships and to members of the private real-estate development community.

TRANSIT-ORIENTED DEVELOPMENT IMPLEMENTATION PROGRAM

Requirements:		٠, .	,	Resources:	•	
Personal Services		\$	245,310	FTA		\$ 50,000
Materials & Services		\$.	65,000	Local Funds		\$ 249,000
Interfund Transfers		\$	88,690	Program Income		\$ 50,000
4	*		· · · · · · · · · · · · · · · · · · ·	Metro	× .	\$ 50,000
TOTAL		\$	399,000	TOTAL		\$ 399,000
	-					in the
Full-Time Equivalent	Staffing			•		
Regular Full-Time FTI	<u> </u>		2.720			•
TOTAL			2.720			

PROGRAM

The Data Resource Center (DRC) serves a multi-faceted role within the agency and throughout the community. Within the agency, the DRC contributes to the success of analysis and projects undertaken by Planning, Solid Waste and Regional Parks and Open Spaces. The DRC provides state-of-the-art mapping and spatial analysis, regional economic and demographic forecasting, land-use and vacant-land studies and sophisticated urban-economic analysis.

Periodically updated economic and demographic projections are required of Metropolitan Planning Organizations (MPO) by the federal government prior to allocation of transportation funds. Other forecasting requirements include the Regional Framework Plan and periodic reviews to maintain the 20-year land supply required for inside the UGB. Metro's long-range regional forecast (20 years) provides this foundation for the RTP and various other urban growth management and Solid Waste issues. The regional forecast is also used by local governments and businesses as a moderate economic growth scenario and long-term planning tool. It is the only local source of bi-state metropolitan level forecast data for this region.

RLIS is a computer mapping system providing land records (assessors' tax database), urban development patterns (zoning, 2040 land-use concepts and data, developed and vacant land studies and other tax lot data) and environmental data (floodplains, parks and open spaces, slopes and contours and natural hazard mitigation data). RLIS was created and is maintained by the DRC as a source of information for the Portland area land, population and economy.

RELATION TO PREVIOUS WORK

Metro is the data clearinghouse for collecting, maintaining and producing vital land-use analysis, economic and demographic information supporting significant regional programs. Metro is also a leader in providing desktop GIS to the regional planning community through *RLIS-Lite* and *MAGIC* on CD-ROM disk.

The DRC maintains the integrated regional economic/demographic growth simulation model of the Portland-Vancouver area. This structural economic model is an econometric representation of the regional economy. The model is used in mid-range (5-10 years) and long-range (10-30 years) forecasting and analysis to support the RTP, land use planning and revenue forecasting. Other uses include growth simulation scenarios and impact analysis.

<u>Urban Growth Modeling, Simulation and Analysis</u>: The DRC developed a state-of-the-art landuse simulation model, MetroScope. This decision support tool is linked to the Travel Forecasting Model, making it possible to produce and analyze alternative growth scenarios.

RESPONSIBILITIES

The ongoing uses for the model for purposes of futures forecasting and scenario evaluation is to provide contextual information and quantitative support for policy makers and analysts investigating long-run growth options. The application of this model improves Metro's standing and regional reputation for the quality of its analysis and quantitative expertise. Continuing model development and reliable forecasts not only satisfies Metro's programmatic needs, but also provides useful planning information to our regional planning partners.

- Maintain timely and high quality economic and demographic analysis and reports to support Metro program needs;
- Provide quality GIS products and services to Metro programs, subscribing jurisdictions, TriMet, ODOT and Storefront customers (private sector businesses and the general public);
- Strengthen community (public and private) awareness of RLIS products and services;
- · Continue to maintain the high accuracy of the RLIS database; and
- Provide timely information for meeting Performance Measurement requirements.

OBJECTIVES/PRODUCTS

- Revise the population/employment forecast to a 2000 to 2025 time span;
- Use MetroScope to develop alternate growth scenarios;
- Maintain timely and high quality economic and demographic analysis and reports to support Metro program needs;
- Seek grant funding for research using the MetroScope model;
- Use the Internet and the Electronic Storefront to market services and distribute data;
- Migrate RLIS UNIX applications to PC-Windows to empower desktop users with the data and the applications they need to work more efficiently;
- Integrate databases of the region's building permit issuing jurisdictions and county assessor's database with Metro's RLIS database;
- Enhance Metro Intranet and Internet applications to provide interactive capabilities to Metro staff, regional partners and the public; and
- Initiate an RLIS/MTIP coordinated database that streamlines production and use of MTIP materials and maintenance of the MTIP database.

Requirements:			Resources:	•	
Personal Services	\$	542,307	PL	\$	78,521
Materials & Services	. \$	147,700	Section 5303	\$	65,240
Interfund Transfers	\$	171,006	ODOT Support Funds	\$	15,000
Computer	\$	57,487	Tri-Met	.\$	37,500
		,	Other*	\$	284,536
			Metro	•	437,703
TOTAL	\$	918,500	TOTAL	\$	918,500
Et II Time Equivalent Staffings					
Full-Time Equivalent Staffing:	• •.				
Regular Full-Time FTE		6.349		-	
TOTAL	•	6.349			

^{*}Various sources, i.e., jurisdictional IGAs, sales, intra-agency transfers.

CLACKAMAS COUNTY SUNRISE CORRIDOR

This draft work program is being included as a place holder. The study details, funding and lead agency have not been determined.

This work program is designed to complete a Supplementary Draft Environmental Impact Statement (SDEIS) and final EIS as well as start preliminary engineering needed for Unit 1 of the Sunrise Corridor (I-205 to Rock Creek Junction). The RTP identified a significant transportation need in this corridor but specified that additional work was needed before a project could be implemented. JPACT and the Metro Council recently approved, as part of the MTIP funding, to continue preliminary engineering and land-use studies for the proposed improvements. In FY 2003, work will focus on completing the bulk of the Supplementary EIS. This program is intended to conclude in FY 2006 with selection of a preferred alternative and completion of the final EIS, including a financing and phasing plan.

RELATION TO PREVIOUS WORK

As provided by the State TPR, the 2000 RTP calls for completion of 16 specific corridor refinements and studies. Chapter 6 of the RTP identified significant needs in these areas that require further analysis before a specific project can be developed.

A Sunrise Corridor DEIS was prepared in 1993. However, a supplementary EIS is needed to update the design, update the environmental information and determine construction phasing of Unit 1. In addition, Metro will be completing the land-use planning elements for Unit 2. These elements would include finalizing the Sunrise Corridor exception findings and preparing the Damascus Concept Plan.

RESPONSIBILITIES

Evaluate and refine the following alternatives:

- Travel forecasts:
- Conceptual design;
- Cost estimates:
- Environmental issues and mitigation;
- Community workshops:
- Preliminary engineering;
- Financial analysis; and
- Public-participation opportunities at key milestones.

OBJECTIVES/PRODUCTS

The goal of the SEIS is to ensure the project meets the following criteria:

- Enhance the through-movement function of the highway;
- Maintain and improve freight mobility and access to the Clackamas Industrial Area one of the busiest trucking centers in the state;
- Provide regional access from the Portland area to the US-26 corridor that links the metropolitan area to central and eastern Oregon;

- Reduce congestion and improve safety within a corridor that currently experiences unacceptable congestion and delay;
- Provide access to the Damascus and Boring areas. It is expected that future UGB expansion will occur on exception land along this corridor;
- Increase efficient use of land. Particular attention will be given to supporting development plans within the Clackamas Regional Center, Clackamas Industrial Area, Sunnyside Area and Damascus;
- Provide alternatives to major transportation improvements;
- · Encourage increased use of transit;
- Enhance opportunities for use of bicycles and walking; and
- Determine any environmental concerns and determine mitigation measures (if needed).

BUDGET SUMMARY

Requirements:		Resources:			
Personal Services	\$ 300,000	STP *		\$	1,000,000
Materials & Services	\$ 814,455	Local Match *		\$	114,455
TOTAL	\$ 1,114,455	TOTAL	•	. \$	1,114,455

^{*} Placeholder. Exact funding has not been determined.

ODOT 1-5/99W CONNECTOR STUDY

The I-5/99W Connector Study is to identify feasible alignments and design concepts within the southern corridor. These alternatives must be reasonable (from a land use perspective) and feasible and prudent (from NEPA perspective). The studied alignments should represent a reasonable range (up to six) of alternatives that would be consistent with a possible future NEPA process. The detail for identifying these alignment alternatives and designs should be at a planning or concept level - enough detail to understand broad feasibility and environmental effects.

The southern corridor was carefully chosen to avoid and/or minimize impacts to agricultural and forest resource lands, natural resources such as streams, wetlands and riparian corridors, public facilities, regional trails, parks and open spaces, existing development and aggregate resource extraction activities. In addition, the corridor boundary was defined to remain close to the UGB, south of Tualatin and Sherwood, within exception lands as much as possible to allow the corridor to serve as a future "hard edge" to lands outside of the current UGB designated for future growth.

RELATION TO PREVIOUS WORK

In 1995, the ODOT completed the Western Bypass Study, which evaluated five alternatives for addressing circumferential travel in the southwest Portland metropolitan area, including the urban portion of Washington County and westernmost portions of the City of Portland and Clackamas County. The study also included portions of rural Washington County. The recommended alternative from this study was a combination of improvements to the existing transportation system in conjunction with construction of new arterial and collector road improvements, implementation of transportation system management and demand management strategies and expanded transit service in the study area.

- June 1997, the Metro Council adopted recommendations identified in the Western Bypass Study, including an amendment to add the I-5 to 99W Connector corridor to the 1995 Interim Federal Regional Transportation Plan for the Portland metropolitan area. The amendment establishes need, mode, function, and general location (transportation need, highway mode, statewide and regional function in the specified corridor) consistent with state land use statutes for the proposed I-5 to 99W Connector. A future selected alignment within the corridor would be subject to further land use review and actions.
- Senate Bill 626, codified into Oregon Revised Statute 383 (ORS 383), passed by the 1995 Oregon Legislature, authorizes the building, operation and maintenance of tollways by governments, private entities or a combination of the two. The law requires that ODOT obtain authorization of the Legislative Assembly before entering into any agreements for the construction or operation of any tollway facilities except two: the Newberg-Dundee Bypass, and the Tualatin-Sherwood Highway, linking Interstate 5 and Highway 99W. This restriction was subsequently amended to include the Lewis and Clark Bridge in Columbia County and an unnamed project in the Portland urban area.
- August 14, 1996, the Oregon Transportation Commission (OTC) approved proceeding with siting studies and land use and environmental feasibility reviews of the Tualatin-Sherwood and Newberg-Dundee tollway projects. This decision came after the OTC considered a staff report and public testimony regarding the preliminary assessment of the financial feasibility of these projects as toll roads.

OBJECTIVES/PRODUCTS

The goal of this study is to evaluate an arterial improvement/truck route between I-5 and Highway 99W. The general area of the alignment would be south of Sherwood and north of Wilsonville. The intent is to examine a complementary project that would help meet the eastwest needs of the connector.

The study will compare and contrast traffic, environmental, and engineering issues for various alignment alternatives. It will focus on utilizing existing facilities and right-of-way as much as possible. Traffic analysis will identify arterial options for consideration. An initial conceptual engineering evaluation cost estimate, and environmental screening will be completed.

The results of the study will include identification of potential issues and mitigation opportunities. Additionally, selection of alternatives to be carried forward into NEPA will be identified. The product is intended to include agreement by resource agencies and DLCD, on purpose and need as well as appropriateness of alternatives selected for NEPA.

ACTIVITIES

- <u>Decision Making Process</u>: Setting up and support a Steering Team made up of affected government officials and representatives from key agencies.
- <u>Alternatives</u>: Identify and evaluate several alternatives that have the potential to function as an arterial between I-5 and Highway 99W utilizing existing facilities and right-or-way as much as possible.

- Environmental Setting, Inventory and Comparative Evaluation: Compile a summary map of the study area showing significant environmental (physical, social and cultural) features that influence the location of transportation improvements.
- Impacts and Cost: Reconnaissance level review of environmental issues associated with each alternative. Conceptual engineering for each alternative. Develop preliminary/ planning costs for each alternative.
- <u>Significant Land Use Characteristics</u>: Compile a summary map showing significant land uses, jurisdictional boundaries, the UGB, roadways, "Exceptions" lands, wildlife refuges, floodplains, etc.
- <u>Summary Report</u>: The findings and conclusions of the above analyses will be summarized
 in a single report of a size and format suitable for distribution to public and elected officials.
 Sufficient narrative, graphs, maps, data, etc. should be included so that the reader
 understands the basis for the findings and conclusions without having to refer to more
 detailed technical papers or reports.

PRODUCTS AND TARGETS

- Technical memo documenting Steering Team process, involvement and outcome:
- Maps showing each alternative and its relationship to key environmental (physical, social and cultural) features;
- A technical paper describing the conceptual design characteristics and cost estimate of
 each alternative selected for further study. The paper should describe the process used for
 narrowing the alternatives to those selected and should document the basis for rejecting
 other alternatives that were considered;
- Environmental resource summary map;
- Technical report and appendices describing the environmental setting and documenting the comparative environmental evaluation of studied alternatives;
- Land use features summary map and technical report; and
- Transportation technical report.

TOTAL	\$ 468,750
Match	\$ 93,750
T21 Earmark	
High Priority Project (HPP)	\$ 375,000
Resources:	

CITY OF PORTLAND

RED ELECTRIC RECONNAISANCE STUDY

The study will determine how the Red Electric Line might be incorporated into a continuous regional network of safe and convenient off-street bicycle and pedestrian routes.

RELATION TO PREVIOUS WORK

In previous years, Metro and its regional partners have cooperated in planning the overall regional trail system and constructing initial bicycle and pedestrian improvements. Southwest Portland is particularly challenging for non-motorized traffic because the topography is rugged and the street system incomplete. Portland's Office of Transportation identified this route in the Southwest Urban Trails Plan. The Red Electric Line could potentially provide an east-west alternative transportation corridor for southwest Portland that connects to downtown Portland.

RESPONSIBILITIES

Portland Parks and Recreation will perform an evaluation of the Red Electric Line. Parks will determine whether a multi-use trail could be constructed along this long-abandoned rail alignment and propose conceptual design solutions to any constraints. The Red Electric is one of three routes at the east end of the Fanno Creek Greenway that will connect the Tualatin River to the Willamette River. Metro is managing a related project to study the Fanno Creek Greenway, and public involvement efforts will be coordinated.

OBJECTIVES/PRODUCTS

- Investigate topography, vegetation, development, land use/zoning and property ownership along the abandoned Red Electric rail alignment;
- Propose conceptual design solutions to any constraints revealed in site investigation;
- Present results of site investigation and design alternatives to neighbors and interested citizens for their input;
- Provide preliminary cost estimates for acquisition, design and construction of an approximately 4.5 mile long multi-modal trail between Willamette Park and Olsen Road; and
- Identify funding opportunities and propose plan for implementation.

BUDGET SUMMARY

TOTAL	- \$	150,000	TOTAL	<u></u> \$	150.000
Materials & Services (PDOT)	\$	30.000	Portland Parks Match	\$	15,000
Personal Services (PP&R)	\$	120,000	ODOT STP	\$	135,000
Requirements:			Resources:		

INTERSTATE TRAVELSMART PROJECT

The Interstate Travelsmart Project is a no-build ("soft policy") project to reduce car trips and improve the efficiency of the transportation infrastructure in the Interstate Corridor. The City of Portland seeks to implement TravelSmart around four of the new light rail stations at Kenton, Lombard, Portland Boulevard and Killingsworth. The project is designed to coincide with

startup of Interstate MAX. In addition, it will complement changes in transit service improvements to bike and pedestrian facilities that are planned for the startup.

The Travelsmart approach uses survey techniques to identify individuals who want help in using travel alternatives. The project links these people with experts in biking, walking, and transit and provides the information and training needed to get them where they want to go without driving alone in their cars. TravelSmart focuses exclusively on those who want travel assistance. TravelSmart employs an intensive personalized dialogue that rewards existing users, provides information and incentives to those who are interested and schedules home visits if desired. The program has been used successfully to reduce car travel in 13 European countries and in Australia. A large scale project in S. Perth, Australia reduced car travel by 14 percent.

RELATION TO PREVIOUS WORK

The Interstate Corridor and construction of Interstate MAX offer a unique opportunity to increase the efficiency of the region's largest recent transportation infrastructure investment. The Interstate TravelSmart Project is an effective tool to train and educate citizens about Interstate MAX, local connecting bus service, biking, walking, and smart use of the auto. This corridor is an ideal place to implement TravelSmart. It has accessible transit, walkable and bikeable streets, destinations such as places of employment, schools and commercial areas, relatively flat terrain, and connectivity between streets. In addition to containing a regional transportation corridor, the targeted area contains a Community Main/Community Corridor (Killingsworth), and regional Main Street (Interstate), and two community Corridors (Portland Boulevard and Lombard Street).

This project is consistent with TriMet's Transportation Improvement Plan, which designates the Interstate Corridor as one of five local focus areas. The Interstate Corridor is also targeted by the Portland Development Commission, the Portland Office of Transportation and TriMet in a Memorandum of Understanding entered into in May 2002. This agreement provides for the development of an Interstate Avenue Access Plan to provide a coordinated process to improve access, leverage public and private investments and promote mobility options in the Corridor.

This project provides a demand management benefit for the Interstate MAX corridor and station communities. It is distinguished from TriMet' demand management program in several ways. It is targeted to specific geographic area and a new major transportation service improvement. Travelsmart is also effective in addressing all trip purposes rather than focusing on the employee commute trip that is typical of other demand management programs. Also, Travelsmart has a specific program follow-up and identified project conclusion date.

RESPONSIBILITIES

Project will be carried out and managed by Transportation Options Division of the City of Portland Office of Transportation.

OBJECTIVE/PRODUCTS

Project Design: Establishment of Work Plan and project design.

OTHER PROJECTS OF REGIONAL SIGNIFICANCE

Project Setup: Organization of existing materials, preparation and printing of information and materials, office setup, recruitment and training of staff, database completed.

Materials, Rewards, Incentives: Design and produce materials for individualized marketing campaign, purchase of incentives and rewards.

Conduct before Survey: Random sample of the total number of households in the target area.

TravelSmart Individualized Marketing Campaign: After households are contacted, they are segmented into those who are willing to change their travel behavior, those who are already regular users, and those who are not interested or unable to use environmentally friendly modes more frequently. The interested households will receive ongoing motivation, encouragement and support, and there is no further contact with those who are not interested.

After Survey and Analysis: Travel survey and analysis completed.

One-Year Follow Up Survey: Follow up travel survey conducted one year after before survey completed.

Coding, Recording, Evaluation, Final Report.

BUDGET SUMMARY

Requirements:	•	Resources:		
		STP	\$	300,000
		Match	\$_	30,000
TOTAL		TOTAL	\$	330,000

UNION STATION MULTI-MODAL FACILITY DEVELOPMENT

This project will establish a planning program to improve multi-modal access to Union Station from regional and local transit system. Planning study would analyze and recommend improvements to the following connections: current light rail at NW 1st and NW Everett, and monitoring of South Corridor Transit Study to determine if there are future plans to run light rail on the transit mall; the Portland Streetcar at NW 10th and NW Lovejoy and the North Downtown Bus Mall extension. There would also be some preliminary planning to determine the need for updates to the station's electrical, structural and mechanical systems.

RELATION TO PREVIOUS WORK

Transportation improvements that have created the need for more direct connections to Union Station include the following:

- Eastside light rail, including new airport rail is 1,800 feet from the Station at NW 1st and Davis. The Portland Streetcar line is 1,200 feet away at NW 10th and Lovejoy.
- The transit mall extension brings many TriMet buses within one block of the station.
- The inter-city bus terminal is also adjacent to the Station, linking passengers to other towns and cities throughout the state, region and nation.

- A new street, NW 6th Avenue extension, will be completed in 2003, improving access to the Station from both the River and Pearl Districts.
- A possible new rail alignment on the 5th and 6th street transit mall will bring light rail less than two blocks away from the Station.

Constructing direct links to these other facilities will greatly enhance the Station's access to the local and regional transit system.

RESPONSIBILITIES

The City of Portland's, Bureau of General Services will have full responsibility for carrying out and managing this study.

OBJECTIVES/PRODUCTS

The objectives of the Union Station Multi-Modal Facility Development area:

- Preserve and upgrade the historic building;
- Reinforce the role of the facility as an inter-city transportation hub providing vital connections to regional and city transit services;
- Improve the pedestrian environment and orientation in the vicinity; and
- Provide a catalyst for transit supportive development in the area.

Products:

- An analysis of the station area geography;
- Recommendation of facilities and programs to improve multi-modal access to Union Station and related circulation improvements;
- Emphasis on transit access in and around the station;
- Recommend projects that would improve transit connections;
- Prepare cost estimates; and
- Determination of preliminary engineering requirements for the next stages of the overall Union Station improvement program. It would also include preliminary architectural work for structural and mechanical system improvements to the historic Union Station.

BUDGET SUMMARY

Requirements:	• •	Resources:	· · · · .		
		STP/CMAC		\$.	300,000
		Local		\$	184,000
TOTAL		TOTAL		\$	484,000

CENTRAL CITY STREETCAR - NORTH MACADAM AND EASTSIDE PROJECTS

The purpose of the planned extensions of the Portland Streetcar is to provide a physical transit connection of the current streetcar service to existing and planned high-density development in the South Waterfront, North Macadam, Lloyd District and Central Eastside districts of Portland's Central City. These extensions will result in an interconnected transit service providing access to all of the major districts of the Central City and circulation within these districts.

The Eastside extension will provide access to employment concentrations in the Lloyd District and the Central Eastside Industrial District and numerous public attractors including the Rose Quarter, the Oregon Convention Center and the Oregon Museum of Science and Industry (OMSI). This extension will also provide access to key commercial destinations such as the Lloyd Center mall and the Grand Avenue corridor.

The South Waterfront/North Macadam extension will provide access to the existing and planned mixed-use development projects of this district featuring residential, commercial and employment destinations. These include Riverplace - an existing mixed use development along the Willamette River, a new North Macadam multi-modal Transit Hub, and a new Transit and Housing Center adjacent to the transit hub.

A possible scope expansion may be developed to include a planning study/alternatives analysis for extension of streetcar facilities and services from North Macadam to Lake Oswego. This extension of approximately five miles in length would provide commuter transit access between the Lake Oswego town center and Portland's central city.

RELATION TO PREVIOUS WORK

During the late 1990s, the City constructed an initial operating segment for the Central City Streetcar. This route provides service to the NW 23rd Avenue shopping district, Good Samaritan Medical Center, the Pearl District, the City's West End, Portland State University and the South Auditorium high density housing and office district. The line permits a transfer to existing east/west/airport MAX at SW 10th Avenue and SW Morrison and SW Yamhill Streets. The line has 17 stations along it 5.7-mile length.

Portland Streetcar is a part of the City's growth management and neighborhood livability strategy. The City's goals call for 15,000 new housing units and 75,000 new jobs in the Central City along over the next 40 years. Jobs, housing and public attractors in close proximity to each other, connected by high quality transit services, supports substantial growth and activity in the Central City. Reduced vehicle-miles-traveled per capita provides associated environment benefits to air quality, energy conservation and urban land use efficiencies.

RESPONSIBILITIES

The project will be developed and managed by the City of Portland, Office of Transportation.

OBJECTIVES/PRODUCTS

Eastside Extension:

- Plan basic route and preliminary station locations;
- Determine a logical first phase extension segment;
- Determine service and vehicle requirements; and
- Conduct preliminary engineering on the initial segment.

North Macadam Extension:

- Determine final alignment and station locations;
- Conduct preliminary engineering on the Riverplace-Gibbs Street segment; and

OTHER PROJECTS OF REGIONAL SIGNIFICANCE

 Conduct planning study/alternatives analysis for extension of streetcar facilities and services from North Macadam to Lake Oswego (possible scope expansion and not included in budget estimate).

BUDGET SUMMARY

Requirements:

Resources:

Services/Materials

\$ 2,250,000

HUD*

\$ 2,250,000

TOTAL

2,250,000

TOTAL

\$ 2,250,000

*HUD = Housing and Urban Development.

WASHINGTON COUNTY ITS/ATMS

The purpose of the Washington County ITS/ATMS (Intelligent Transportation System/Advanced Traffic Management System) Plan is to develop a coordinated strategy for using technological advancements to increase the efficiency of existing transportation infrastructure. A plan for all of Washington County will be developed, including the cities and rural areas and will coordinate with work within the Portland region through the Portland Regionwide Advanced Traffic System.

The work will identify key objectives and elements, such as traffic monitoring, traffic control and traveler information systems. Implementation strategies and equipment requirements will be identified and a list of projects developed. Staffing and budget requirements for implementing and sustaining the program will also be identified.

RELATION TO PREVIOUS WORK

Washington County proposes to construct a Traffic Management Center that will serve as the operational center of the Washington County ATMS program. The County, along with the greater Portland metropolitan region, is making a conscious effort to shift from major new roadway construction to improved management of the existing system to increase capacity. Representatives from ODOT, City of Portland, TriMet, Metro, Clackamas, Multnomah and Washington Counties, WSDOT, FHWA and Portland State University have been involved in developing, implementing and coordinating ITS/ATMS projects through a program called TransPort. This program has developed traffic management and data collection, incident response and traveler information. Specifically, traffic is managed through tools such as traffic signal optimization and coordination, signal monitoring and management, vehicle and bicycle detection devices as well as signal priority for transit and emergency services, and ramp metering. Traveler information is provided through local television and radio, the Internet, transit information kiosks and message signs.

RESPONSIBILITIES

The first year of funding, FY 2001-2002, will allow Washington County to conduct a *Needs Assessment* that identifies the vision, challenges and benefits of ATMS. The issues to be addressed in this assessment will include design and planning, institutional issues, administrative relationships, implementation issues, system integration and coordination, procurement practices, operational and maintenance responsibilities, staffing and training

OTHER PROJECTS OF REGIONAL SIGNIFICANCE

requirements and funding. With the *Needs Assessment* complete, the next phase is outlined below defining the responsibilities and work elements for this phase of the project:

- Assessment of Existing Conditions: A successful Implementation plan will integrate and build upon the existing infrastructure and plans to solve the local transportation problems. The purpose of this task is to assess and inventory the existing and planned system as well as address institutional issues. A mapped inventory of the existing and planned ITS elements and infrastructure in Washington County will be developed.
- <u>Development of ITS Strategies for Washington County</u>: A list of integrated strategies for implementation of ITS elements as identified in the earlier *Needs Assessment* will be developed. Focus will be centered on solving transportation problems within Washington County and assure the needs are compatible with current approved strategies for long-term infrastructure provision in the County.
- <u>Development of Washington County's Regional Architecture</u>: Those items identified in the Needs Assessment will be used as a basis for building the ITS countywide architecture. A system architecture is the framework that describes how system components interact to achieve total system goals. This includes both physical and logical architecture.
 Washington County will include specific auxiliary components that are found to be important to us, but not necessarily included in the National ITS Architecture.
- Development of a Deployment and Implementation Plan for Washington County: An
 implementation plan for prioritized ITS improvements in Washington County will be
 developed. This plan will serve as a road map, to guide Washington County to the vision
 established early in the planning process, using this plan as a blue print for deploying ITS
 projects.
 - 1. Washington County will engage the Steering Committee established with the Needs Assessment project. Together, it will develop a list of projects and select the best implementation strategies based upon transportation system needs while focused on the benefits. All selected projects shall be ranked and sorted by priority. The rank and prioritization of projects will focus on expected benefits and be based upon the success of other projects within the Portland metropolitan area and throughout the United States. Criteria ranking will include, but not be limited to, anticipated benefits, how the project addresses current needs, how the project provides consistency with the Comprehensive Plan and how the project fits in with regional goals.
 - 2. The projects with the highest priorities will be categorized by time schedule for deployment. The County will develop a complete list of projects including descriptions of those falling within the first five years of the implementation period. Each project will include a preliminary concept definition, implementation and operating characteristics, objectives, agencies involved and initial evaluation concepts as well as possible institutional and legal issues.
 - Finally, an Operational Plan for deployment will be developed based upon regional goals and required improvements, with priority phasing for projects most likely to provide early, direct benefits.

As part of this activity, the County will prepare an Expenditures and Business Plan to document the funding and financial aspect of the individual projects. The final list of prioritized, phased-in projects will include the following:

- Project Components Description;
- Expected Benefits;
- Responsible Organizations;
- Estimated Capital Costs;
- Estimated Annual Operations and Maintenance Budget; and
- Funding Sources.

OBJECTIVES/PRODUCTS

The overall objective of the described work elements is to increase efficiency of the existing transportation infrastructure and reduce congestion. Benefits include reducing travel times and fuel consumption, improving movement of goods and services and improving air quality. Additional benefits include improving safety, faster accident response, providing more information and choices for travelers and enhancing transit service.

To best achieve these objectives, the County proposes to:

- Prepare an inventory map of existing conditions;
- Prepare a working paper on institutional issues;
- Draft ITS Strategies for Washington County;
- Develop a Washington County ITS System Architecture; and
- Develop a Washington County ITS Deployment and Implementation Plan.

BUDGET SUMMARY

Requirements:			Resources:	*	
Personal Services		\$ 84,699	STP	\$	76,000
			Match	\$	8,699
TOTAL		\$ 84,699	TOTAL	\$	84,699

TRIMET

STREAMLINE

This is the fifth year of a comprehensive program that incorporates the grant-funded signal priority treatment project that is managed by the City of Portland. In partnership with the City, TriMet has expanded that program to include other preferential street treatments and related bus stop amenities. It is designed to reduce transit running times and thereby reduce operating costs, while also making the service more attractive to riders. Twelve high ridership lines within the City of Portland were targeted for these improvements. The program focus in FY 04 will shift to addressing "hotspots" throughout the bus system and will expand priority treatments to suburban jurisdictions that were not an original part of the grant-supported program.

RELATION TO PREVIOUS WORK

As noted above, this program builds on the TEA-21 funded signal priority project. The program is also coordinated with other City pedestrian and streetscape programs. The essentially capital program will evolve to use CMAQ funds identified in the MTIP for FY 04 and FY 05.

OBJECTIVES

- Decrease transit running time on 12 targeted routes by 10 percent or enough to eliminate one bus from the weekday operating schedule.
- Increase transit ridership on those same lines by 10 percent.
- Improve the transit riding environment through enhanced rider amenities.
- Increase the visibility of transit in the community.

PRODUCTS AND TARGETS

- Assessment of principal intersections used by the targeted bus routes, prioritized for installation of signal priority treatment, including Opticom preemption, potential queue jump lanes or curb extensions.
- Detailed review of each selected bus route, including inventory or facilities and compliance to bus stop standards, ADA requirements and operating requirements.
- Identification of related bus stop improvements including improved access, respacing of stops, amenity improvements, customer information and adjacent sidewalk/crosswalk needs

 in coordination with those respective programs.
- Work program, schedule and budget for each line.
- · Construction drawings and documents.

STATUS

- Three bus routes have been substantially "Streamlined":
 - Line 4: Division/Fessenden is completed and being evaluated. Route schedule reductions have already been taken in the range of 10 percent.
 - o Line 72: 82nd Avenue/Killingsworth is completed. A significant element of this project is a northbound bus only lane on 82nd Avenue from the Clackamas Town Center.
 - o Line 12: Sandy/Barbur is completed.
- Two routes are to being "Streamlined" in the FY 03 and FY 04 budget years:
 - o Line 9 Powell/Broadway is a major route serving the urban northeast and a major State-operated arterial in the southeast. The Powell Corridor is the subject of a regional corridor study. Streamline improvements on this route can help to initiate a long-term need to build transit ridership in this congested corridor. This work is being coordinated with ODOT and related ODOT and City of Portland projects.
 - Line 14 Hawthorne is a heavily used urban route. Hawthorne Boulevard is to receive City of Portland streetscape improvements. Efforts will be combined to improve operation and ridership on this route.
- Signal priority emitters are operational on all TriMet buses. Opticom installation is nearing completion at the 225 City of Portland intersections.

The TriMet portion of the original TEA-21 four-year program was \$6,650,000. This program used \$1.5 million of the City of Portland's TEA-21 funded signal priority project for the installation of Opticom emitters on buses. Program Federal and local matching funds have been expended in the FY 03 budget year.

FY 04 CMAQ funds in the amount of \$312,665 locally matched to support a total budget of \$348,451 will continue this program. These funds were provided through the region's MTIP.

TriMet expects to continue this program as long as benefits are cost-effectively realized. High frequency, high ridership routes will receive priority consideration under this on-going program.

REGIONAL JOB ACCESS AND REVERSE COMMUTE (JARC) PROGRAM

OR-37-X001-01 of the Job Access and Reverse Commute (JARC) funds will be applied to the Portland Area-Wide Job Access Program administered by TriMet. Funds will be used to support and promote programs in the region that connect low-income people and those receiving Temporary Assistance to Needy Families (TANF) with employment and related support services.

The Portland Area-Wide Job Access Program includes over 20 programs designed to serve targeted low-income populations and employment areas (see below) in the region. Creating and improving access to work and job-training services for low-income job seekers is the focus of the programs. They include:

- U-Ride Shuttle in Tigard and rural Washington County
- Washington County Ride Connection service to the Capital Resource Center
- Swan Island Evening Shuttle
- Installation of bike racks and lockers at transit centers
- Community resource maps at transit centers identifying social service agencies, bike and bus routes and childcare information
- Non-commute taxi voucher program (Clackamas and Multnomah County)
- Tualatin employer vanpool shuttle
- Create-a-Commuter bike program
- Alternative Commute Center
- Portland Community College Joblink Program and Workforce Shuttle
- Improved bike and pedestrian access to Swan Island
- South Metro Area Region Transit (SMART) service between Wilsonville and Portland as well as between Wilsonville and Canby
- South Clackamas Transportation District Service (SCTD) service between Mollala and Canby
- Clackamas and Washington County travel training programs
- Trainings and presentations for case managers and their clients regarding transportation options
- Free transit schedules and maps
- Increased fixed route transit service in targeted areas
- Free Commuter Choices brochures, available in English and Spanish
- How to Ride brochures and videos available in seven languages
- Job Access Quarterly newsletter
- Vehicle purchases in rural and suburban communities

TARGET AREAS

The Job Access program works to increase the mobility of residents in lower income neighborhoods and improve access to areas that provide a high number of entry-level employment opportunities. In the Portland metropolitan region, such areas include:

Population Areas
Gateway Transit Center
N/NE Portland
Lents & Brentwood/Darlington
Hillsboro Central Transit Center
Oregon City Transit Center
Rural Washington County
Rockwood

Employment Areas
Clackamas Town Center
Columbia Corridor
Rivergate Industrial area
City of Tualatin (Industrial area)
City of Wilsonville
Swan Island Industrial area
Washington County (Light rail corridor)
City of Milwaukie (Industrial Way area)
Tigard (Nimbus Business area)

REGIONAL PARTNERS

Implementation of the Portland Area-Wide Job Access Program takes place through partnerships TriMet has formed in the region. Many partners provide direct services to the Job Access targeted audience as well as matching funds to the grant. Partners include:

- Oregon Department of Human Services (DHS)
- Clackamas County Employment Training and Business Services
- Housing Authority of Portland
- Washington County Housing Authority
- Metro Childcare Resource and Referral/AMA
- Multnomah County Aging and Disabilities Services
- Clackamas County Social Services
- Steps to Success (Mt Hood and Portland Community colleges)
- Worksystem Inc. (Southeast One Stop, Northeast One Stop, East County One Stop and Capital Career Center)
- City of Portland
- · City of Gresham
- Tualatin Transportation Association
- Westside Transportation Association
- Swan Island Transportation Management Association
- Ride Connection
- Goodwill Industries
- Oregon Department of Employment
- Community Cycling Center
- South Metro Rapid Transit District
- South Clackamas Transit District
- Metro
- U.S. FTA

OBJECTIVES

Compliance with JARC Program Objectives

- According to the 1990 Census, 17 percent of the 1.3 million people that live in the Portland metropolitan region live below 150 percent of the poverty level. Among this 17 percent, 15,000 are currently receiving welfare.
- 2. Access to transportation that meets their needs is among the top three challenges this target audience faces in moving out of poverty. The other two challenges identified include affordable childcare and acquiring job skills and training.
- 3. Rides provided by Job Access funded programs and services totaled over \$2,000,000 between 9/00 and 9/02.

BUDGET SUMMARY

Job Access programs are supported by grant funds provided from the FTA and regional match dollars from partners. Elements of the work program and their respective funding source are shown below.

Line Item		FTA	٦	Γotal
Project Marketing Staff	\$	126,000	\$	126,000
Customer Support and Information	\$	18,000	.\$	18,000
Regional Transportation Improvements	\$	515,100	\$	515,100
Transportation Services	\$	497,400	\$	497,400
Non-Commute Trips	\$	52,500	\$	52,500
Service to Employment Area	\$	403,800	\$	403,800
Bicycle Program	\$	75,500	\$	75,500
Other operating	\$	111,700	\$	111,700
Match Project: TriMet Operating Costs	\$	0	\$	800,000
Match Project: AFS Capital Costs (bus pass	\$	0	\$	500,000
& ticket purchases)				
Match Project: City of Portland Capital Costs	\$	0	\$	500,000
(Pedestrian Improvements)				
TOTAL	\$1	,800,000	\$3	,600,000

REGIONAL TRANSPORTATION DEMAND MANAGEMENT PROGRAM

OR-90-X087 of the Congestion Mitigation Air Quality (CMAQ) funds will be applied to the regional transportation demand management (TDM) program housed at TriMet. The funds will be used to support local jurisdictions with implementation of Region 2040 mode split goals, support regional carpooling matching, assist employers throughout the region to meet the Employee Commute Option (ECO) Rule trip reduction goals, and expand public/private partnership programs.

The regional TDM program serves over 500 employers (approximately 200,000 employees), and anyone interested in carpooling. Services include:

- Passport employer and residential demonstration programs
- Employer/employee outreach: technical assistance, training and alternative transportation promotion

OTHER PROJECTS OF REGIONAL SIGNIFICANCE

- TDM support services: carpool matching and parking programs, emergency ride home, carpool check, employer fare incentives, and vanpool subsidy
- TDM marketing materials for employers and their employees
- Public/private partnerships to increase TDM services at targeted employment centers
- Technical assistance and partnerships with Transportation Management Associations,
 Chambers of Commerce and local jurisdictions to encourage alternative transportation in a specific area
- Technical assistance to employers/jurisdictions for regulatory compliance with the Employee Commute Option (ECO) rule and Transportation Planning Rule
- Program funding and evaluation

RELATION TO PREVIOUS WORK

The TDM program is a key element of Region 2040, the regional land use and transportation plan. Under Region 2040, local jurisdictions are asked to reduce single occupant vehicle trips. In addition to the established TDM programs, such as carpool matching, TriMet will use OR-90-X087 CMAQ funds to assist local jurisdictions with innovative TDM strategies including such things as station cars, car-sharing, regional center management associations, and focused partnerships in developing areas. In addition, TriMet passes through \$75,000 in funding to Metro to maintain a planner focused on regional coordination efforts.

RESPONSIBILITIES

Employer Compliance Assistance

The regional TDM program has been key to the implementation of DEQ's ECO Rule. TriMet provides assistance to 75 percent of all ECO affected employers. OR-90-X087 CMAQ funds will help TriMet continue to assist employers with ECO plan maintenance, plan updates and worksite program improvements. Planning, marketing and educational programs will educate employees on how their mode choice decisions affect regional air quality, land use planning, and improvements to the transportation network.

Transportation Demand Management Program New Research and Development OR-90-X087 will provide additional resources to explore a variety of new innovative alternative transportation options.

TMAs & 2040 Projects

The focus of TMA & 2040 funds will be to enhance available programs/services and continue to involve the private sector in the responsibility of reducing commuter trips. The TMAs have worked effectively to maintain business involvement. New TMAs have been formed in Gresham and Clackamas County. These TMAs and the existing TMAs (WTA, Lloyd District, SIBA, Tualatin) will continue to pursue planning activities that encourage employer annual transit pass subsidies, privately funded community shuttles, and targeted marketing or educational materials.

OBJECTIVES

These TDM programs are compliant with CMAQ program objectives as follows:

- 1. Follow up ECO survey results for 99 worksites indicate an average reduction of 7 percent annually in drive alone work trips, and a 5.9 percent reduction in total auto work trips.
- 2. In pre-ECO conditions, Metro estimates that the TDM program reduced about 46,000

- weekday trips (does not include transit use), the equivalent of 23 miles of new highway lanes. With ECO requirements, TriMet estimates an additional 13,900 weekday trips are avoided.
- 3. For every \$1 of public money spent on TDM, it is estimated that another \$5-\$6 is leveraged from employers for alternative transportation subsidies for their employees. (The majority comes from the subsidy of transit passes.)

BUDGET SUMMARY

The CMAQ assistance under OR-90-X087 for transportation demand management, combined with TriMet general fund, will maintain TriMet's existing TDM program. Elements of the work program and their respective funding source are shown below.

Requirements	Resources				
Line Item	Total	CMAQ	TriMet		
Program Manager	\$ 66,000		\$ 66,000		
Rideshare Specialist	\$ 51,000	\$ 45,000	\$ 6,000		
Metro Pass-Through (Planner)	\$ 75,000	\$ 66,750	\$ 8,250		
Outreach Representatives (9)	\$ 433,000	\$ 292,000	\$141,000		
Employer Materials	\$ 10,000	\$ 8,900	\$ 1,100		
Emergency Ride Home	\$ 10,000	\$ 8,900	\$ 1,100		
Vanpool Program*	\$ 200,000	\$ 183,500	\$ 16,500		
TMA Assistance	\$ 40,000	\$ 35,000	\$ 5,000		
Staff Development	\$ 5,000		\$ 5,000		
ECO Surveys	\$ 35,000	\$ 31,000	\$ 4,000		
Evaluation Staff	\$ 104,000	\$ 93,000	\$ 11,000		
TMA/2040 Program	\$ 500,000	\$ 445,000	\$ 55,000		
TOTAL	\$1,529,000	\$1,209,050	\$319,950		

BUS STOP DEVELOPMENT

For several years TriMet has promoted the concept of the Total Transit Experience. This concept emphasizes the environmental at the bus stops and the transit rider's experience getting to and from the bus stop. Out of this effort have emerged the following capital improvement programs:

Bus Stop Sign and Pole Replacement with Schedule Displays

- Deployment of new two-sided bus stop signs and poles. The multi-part signs are a
 unique shape and the pole are dedicated and colored to make this stop identifier more
 distinguishable in the streetscape.
- Printed schedule displays are being installed on each bus stop pole, which is a significant convenience for riders.
- These signs are already being deployed and in FY 04 will be focused in the North and Northeast Portland areas.
- This program requires a \$238,000 annual investment in each of the next three years and \$75,000 in the fourth and final year to complete all bus stops.

Bus Stop Enhancements

OTHER PROJECTS OF REGIONAL SIGNIFICANCE

- This program improves bus stops by constructing wheelchair access, strategic sidewalk connections and other improvements that integrate stops with the streetscape. The cost can vary greatly, but approximately 50+ locations can be addressed annually.
- These improvements must be closely integrated with other streetscape improvements (sidewalks and crosswalks) and will be programmed in support of TIP focus areas and frequent corridors and where jurisdictions are making other improvements that can support these improvements.

Shelter Expansion .

- TriMet continues to increase the number of bus shelters from a total of 850 three years ago to approximately 1,075 by the end of FY 03.
- With the help of other grant funding additional bus stop improvements are being made in Washington County and local funds are supporting bus stop improvements in Linnton.
- TriMet expects to install up to 25 new shelters in FY 04 using CMAQ funds provided through the regional MTIP process.

Transit Tracker

- With software development and refinement complete, TriMet will begin implementation and expansion real time customer information at bus stops and MAX light rail stations.
 These electronic units are being deployed based on criteria that address the TIP focus areas and frequent corridors together with needs and benefit-based criteria.
- TriMet expects to install up to 50 Transit Tracker units in fiscal year 2004 in bus shelters already supplied with electricity (107 total sites 11 in the N/NE Focus Area).
- Installation of Transit Tracker in FY 04 will be focused on the downtown transit mall.

While this is a capital program and CMAQ and Section 5307 funds are being used for capital elements of these programs, they are presented here as each program requires detailed upfront planning using in-house general funded staff. Planning activities are performed by inhouse staff and paid with general TriMet funds.

RELATION TO PREVIOUS WORK

This program is at the core of TriMet's service development and expansion program and is a part of the five-year Transit Investment Plan. These capital improvements complement both development of Frequent Bus corridors and service development in local focus areas. It is also integrated with the on-going Streamline program which is described herein and which has been funded through federal grants.

OBJECTIVES

- Increase transit ridership by improving the total transit experience focused on on-street transit and pedestrian facilities improvements.
- Improve the utility of transit by providing better customer information identifiable signage, posted schedules and maps and real time arrival information.
- Improve access to transit with integrated sidewalk and crosswalk improvements and bus stop improvements that meet ADA requirements.
- Increase pedestrian and rider safety with appropriate lighting at bus stops and by removing pedestrians from the path of traffic.
- Support communities, town centers, regional centers and land use and transportation policies identified in the RTP and 2040 Framework Plan.

 Respond to specific user needs and community input for improved transit facilities, access and information.

PRODUCTS AND TARGETS

- Preparation of work programs, schedule and budget for each sub-program.
- Community outreach to assess needs and coordinate implementation.
- Supporting intergovernmental agreements, property transactions and permits.
- Construction drawings and documents.
- Delivery of specific and priorities on-street capital facilities investments.
- Coordination of capital improvements with related roadway improvements managed by local jurisdiction and ODOT.

STATUS

These programs build on prior work. FY 04 priorities are identified in the Transit Investment Plan. The on-street programs, including Streamline, will be coordinated to achieve the greatest combined effect that will contribute to new transit ridership. Where possible they are being combined with service improvements. The FY 04 program will largely focus on the North and Northeast Portland community in concert with the anticipated opening of the Interstate light rail line. The installation of new signs is proceeding on a route-by-route basis, again with priority given to the focus areas identified in the Transit Investment Plan.

BUDGET SUMMARY

The FY 04 budget for this composite program is as follows:

Bus Stop Development Program	CMAQ	Section 5307	TriMet	Total
Transit Tracker		\$261,000	\$52,200	\$313,200
Bus shelter expansion	\$ 99,000		\$11,331	\$110,331
Bus shelter pavement and ADA improvements	\$ 13,665		\$ 1,564	\$ 15,229
Bus stop signs and poles	\$200,000		\$22,891	\$222,891
Total: Bus Stop Development	\$312,665	\$261,000	\$87,986	\$661,651

Note that these are capital budget funds that are provided through the MTIP and do not reflect the non-grant funded work of TriMet staff who will be planning and administering these programs.

PORT OF PORTLAND REGIONAL FREIGHT DATA COLLECTION

The safe and efficient movement of freight and the role it plays in the region's economic competitiveness is increasingly important as we increase our participation in the global economy. This region lacks a comprehensive understanding of freight flows — impacting investment decisions and land supply issues.

Approximately 63 percent of all freight tonnage moves by truck into, out of, and through the region. Within 30 years, this figure is expected to increase to more than 70 percent, and total

freight volume will more than double. Regional commodity flow data describes these interregional trips, but gives little information about freight movement within the region. Better translating the commodity flow data into sub-regional trips is a primary goal of this project. This will help the region get the most return on its investments by targeting projects that best facilitate the movement of goods that are so critical to the region's economy.

RELATION TO PREVIOUS WORK

The state and region have invested time and resources to better understand freight movement. The region has developed a freight facilities database, nationally recognized truck model and commodity volume information. The truck modeling in the region is based in part on commodity flow data, updated every three to five years. The commodity flow database provides information on commodity volumes by industry sector by mode and supplies data on truck load factors. However, the database only shows whether the freight is moving in, out, within or through the region. It does not translate that commodity information into specific truck routing and movements, leaving the region with basic questions like:

- What kinds of commodities cross the Interstate Bridge (on Interstate 5) between Portland and Vancouver and where are they going?
- How much and what type of freight moves between the suburban counties and Portland International Airport and what is it? What are the origins of air freight arriving at Portland International Airport by truck for shipment out of the region by air? Conversely, what are the destinations of arriving air freight and to be delivered to its ultimate destination by truck?
- What percentage of suburban county O/D freight moves to/from either transportation facilities or transshipment/reload centers in the Columbia Corridor?
- Have we adequately identified the key chokepoints for cargo in the region?

The answers to these and other questions will improve Metro's truck model, provide the local jurisdictions with better information on key freight flows and potential bottlenecks and help the region make better, more effective infrastructure investments for multiple travel modes.

RESPONSIBILITIES

This project will obtain extensive freight mobility data to augment Metro's truck model and to answer key questions posed by jurisdictions and business associations within the region. The data collection and analysis will be accomplished in four elements:

- The collection of origin-destination for truck movements, particularly less than truckload (LTL);
- 2. The collection of information on transshipment points, including their size, commodities handled, truck trip generation rates and origin and destination patterns;
- 3. The survey of freight forwarders and other freight movers to develop decision making criteria regarding movement patterns, modes and ports of entry/exit; and
- 4. The development of a truck traffic monitoring program for the region.

OBJECTIVES/PRODUCTS

This data should provide the region with a better understanding of:

- Origin and destination of shipments;
- Freight routing on roads;

OTHER PROJECTS OF REGIONAL SIGNIFICANCE

- Truck load factors (how full are trucks based on the commodities they carry);
- Empty loads; and
- Other factors to be determined.

Ultimately, the project will help the region make more targeted, strategic freight investments, increasing the benefit for each dollar spent.

BUDGET SUMMARY

Requirements:			Resources:		
Personal Services	 \$	750,000	STP (MTIP)		\$ 500,000
_ <u></u>			Local Match	4	\$ 250,000
TOTAL	\$	750,000	TOTAL		\$ 750,000

CITY OF WILSONVILLE SOUTH METRO AREA RAPID TRANSIT (SMART)

SMART is operated by the City of Wilsonville, Oregon. SMART provides fixed-route service within the City of Wilsonville and connecting service to Portland, Canby and Salem. SMART also provides Dial-a-Ride service within the city and provides transportation to medical appointments in the Portland area for Wilsonville seniors and people with disabilities. There is no charge to the passenger for any of these services. SMART has recently added a transportation demand management program (SMART Options), which promotes transportation alternatives to driving along and assists local employers in establishing TDM worksite programs.

SMART coordinates its service with TriMet, Canby Area Transit (CAT) and Cherriotts in Salem. SMART also participates in coordinated regional planning processes for the elderly and disabled and for jobs access. The SMART Options program takes part in coordinated regional TDM planning processes through Metro's TDM Subcommittee and works closely with other area transit agencies, transportation management associations (TMAs) and jurisdictions in planning outreach and employer programs.

SMART is supported by a Wilsonville payroll tax and by grant funding from sources including FTA earmarked funds, JARC, Section 5311, ADA and STP. SMART will apply for Section 5307 funds (in lieu of the Section 5311 funds) in the future. With the exception of the SMART Options program, SMART does not currently receive any grant funding for planning; all of the grants are for capital and operations. The SMART Options program is funded at an annual rate of \$55,000 in STP funds through the FTA.

With continuing growth and development in Wilsonville, SMART will need to examine the nature, frequency and scope of its service. In particular, the advent of commuter rail in Wilsonville, and the redevelopment of the Dammasch site with the 3,000-unit Villebois development, will greatly increase the demand for transit service. At the same time, the nature of the demand will be different than what it has been in the past. SMART intends to start work on a Transit Master Plan in FY 04 to address these changes and to plan for future service.

SPR PROGRAM

RESPONSIBILITIES

In partnership with local and regional governments update, refine and implement the Portland MPO Regional Transportation Plan. Coordinate the RTP with the Metro's 2040 Growth Concept Plan and Urban Growth Management Functional Plan, and Oregon's Transportation Plan, Highway Plan and the Transportation Planning Rule.

RELATIONSHIP TO OVERALL PROGRAM

Transportation improvement projects in the Portland MPO must be included in the Metro RTP before they can receive federal funds for project development.

PREVIOUS WORK

Continuing work on updating and implementation of the RTP.

MAJOR ACTIVITIES AND TASKS

Coordination and Support of Metro Programs.

Provide staff for Metro standing and project committees and conduct analysis (as needed) to support efforts. Specifically:

- Coordinate TIP Development: ODOT staff to work with Metro to assure that the process for selecting federally funded transportation projects is balanced, fair and provides for a range of needs. ODOT staff will study the following: I-205 Hot Spots, Wilsonville Interchange, US30 through Linnton and I-84 at 181st.
- Support RTP Updates: ODOT staff works closely with Metro to update the RTP to accommodate UGB amendments and industrial lands.
- Support RTP Implementation: ODOT staff works closely with Metro to assure that the
 implementation accurately reflected ODOT projects and incorporates the State's interest
 into regional policy making. ODOT staff will continue participation in development of the
 Corridor Initiatives Program, PTP Business Partnership, Model Refinement and Local
 Plan Coordination.
- Support Metro Transportation/Land Use Integration Efforts: ODOT staff to work with Metro to implement the 2040 Growth Concept Plan. ODOT staff will participate in the Community Solution Team (CST) process to assist in selection of projects to implement the Plan. The CST will collaboratively solve transportation and community issues that affect the Portland MPO area. ODOT works closely with Metro to assure that the regional growth management policy does not adversely impact the State's transportation system.
- Support Regional High Capacity Transit (HCT) Studies: ODOT staff will work with Metro
 to assess the utility of HCT and propose regional policy response. HCT is responsible
 for analysis of alternative transportation modes and the completion of project planning
 for major fixed guideway transit facilities including commuter rail, light rail (LRT), and
 busways.

- Assist Green Corridor Implementation Strategy: ODOT staff will assist in development of a strategy for assuring that ODOT facilities on the fringe of the UGB can function as a green corridor as envisioned in the 2040 Growth Concept Plan.
- Assist in Transportation Model, Traffic Analysis and Methodology: ODOT staff to provide assistance with traffic input and analysis. ODOT staff, Metro and local governments will develop traffic analysis methodology to identify new land use patterns. Traditional methods of analysis of traffic impacts are inadequate for these new patterns.
- Assist in the Development of the Transportation Model and Traffic Analysis: Assist with analysis and input from ODOT traffic engineers.

Coordinate Transportation Planning Activities.

Link the land use and transportation planning programs with planning and operation of State highways as part of the regional transportation system. Coordinate with other state agencies concerning activities that affect regional transportation planning. Specific activities:

- Local Land Use and Development Review: ODOT staff process almost 5000 land use notices and provides comments on several hundred that potentially affect state highways. Staff response usually consists of a letter of record, however it sometimes requires extensive negotiation and traffic analysis.
- Coordinate Local Transportation System Plan (TSP): ODOT staff to participate in the
 development of TSPs for every jurisdiction in the region. The TSPs are critical in
 identifying the impact of future growth on the state highway system. ODOT staff to
 assist in development of these plans to assure consistency with the Oregon
 Transportation Plan (OTP), Oregon Highway Plan (OHP), Corridor Plans and the
 Transportation Planning Rule (TPR).
- Oregon Highway Plan (OHP) Coordination: ODOT staff to coordinate and participate
 with regional and local jurisdictions in the process of selecting Special Transportation
 Areas (STA), Urban Business Areas (UBA), and expressways in the Portland
 metropolitan area. ODOT staff will continue to negotiate the transfer of state highways
 whose function is primary local or redundant. Staff will work with Metro and local
 jurisdictions to redefine national highway system (NHS), state freight route and the
 functional classifications system in conjunction with the adoption of local TSPs and RTP.
- Regional Air Quality Planning: ODOT staff to participate with DEQ to assure that the region's transportation projects complies with federal air quality regulations.
- Regional Air Quality Planning: ODOT staff to participate with DEQ to ensure that the region's transportation projects comply with federal air-quality regulations.

Conduct Transportation Planning Studies.

Conduct various transportation planning studies within the metropolitan area to refine proposed transportation improvement alternatives and develop management strategies. Specific activities:

- Freeway Interchange Management Studies: Conduct studies of various freeway
 interchanges in the Portland metropolitan area to assess the potential to accommodate
 growth. The studies will identify any short term, relatively inexpensive improvements
 that can be made to add capacity. The studies will determine the feasibility of acquiring
 additional right-of-way for access control in the vicinity of the interchange.
- I-5 Trade Corridor: Assist and participate in Phase II of the I-5 Trade Corridor study.

- Urban Corridor Studies: Participate in studies of the Urban Corridor in the Portland
 metropolitan area. The studies will identify long-term management strategies for the
 corridor while identifying and prioritizing future improvements in the corridor. It will
 include technical analysis, policy development and ongoing public involvement. The
 study will include an evaluation of congestion pricing, HOV and HOT, and Transit capital
 improvements on selected corridors as a possible strategy to accommodate future traffic
 growth. The Urban Corridor studies will provide recommendations on future level of
 service standards as specified in the OHP and the Metro RTP.
- Innovative Improvements Studies: Assist and participate in studies to identify and examine potential freight improvements on interstate freeway corridors and participate in regional efforts to develop a freight network to better accommodate goods movement.

BUDGET SUMMARY

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SPR

\$ 1,038,500

TOTAL

\$ 1,038,500

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METRO FY 2004 UNIFIED WORK PROGRAM FUNDING SUMMARY

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												CAFFY	7 O F				•		
	04PL	04STP*		FY04	FY04	FY04 Ld	FY04	FTA	Federal		FHWA	FHWA	. DOFTA	FY00	FTA-TOD(3)				
	ODOT	Metro	ODOT	COOT	Sec5303*	TriMet*	Damascus	STP	TOD	OTHER	ValuePricing	TRANSIMS	Sec 5307*	PHWA STP*	97Sec5307	2004		Local	TOTAL
•	(1)	Q23	Mtch	Support	80X013		STP	Willamette	Program	STP/	Hwy 217	66-01*	90-x083	OPS Pilot	90-x073*	SPR*	Other	Match	
METRO		· (2)		Funds				Shoreline	Income	MTIP	VP-S000			•	90-x070*		Funds (4)		
RTP Update/Refinement	302,712	114,234	6,538	13,150	34,100	4,303												15,063	490,10
2040 Performance Indicators	39,757	60,916	3,486	9,178	23,742	1,500												9,421	148,00
Ex for Big Streets				250		334												116	70
Fransportation Impremnt Pgm	58,183	111,032	6,354	30,000	36,914	63,351												15,666	321.50
RTP Financing	51,694	10,000	572	1,800	5,000	512								·		_	•	1,822	71,40
Greenstreets	31,564	25,515	1,460		_						,							1,461	60,00
Livable Streets	7,176	. 48,296	2,764														•	2,764	61,00
Regional Travel Options	105,084	16,973	972		-												75,000	6,971	205,00
OPB Pilot Program														58,325				6,675	65,00
Sunrise/Damascus							687,772							1			250,000	37,228	975,00
rans Model Improvement Prog												356,160	•					89,040	445,20
Model Development	163,043	87,044	4,981	37,400	25,000	9,000				•								17,532	344,00
Trans System Monitoring	10,278	50,000	2,861	6,800	22,200	10,000												7,861	110,00
Fechnical Assistance Program		43,908	2,513	29,900		8,500									•			14,093	98,91
fanagement & Coordination	95,039	127,965	7,323	15,969	20,000	2,000					_							117,400	385,69
Environmental Justice		3,000	172														,	4,628	7,80
S Corridor SDEIS									. <u></u>				121,135					13,865	135,00
Corridor Trans FEIS/PE													1,422,220				-	162,780	1,585,00
Villamette Shoreline		10,000	572	9,606	5,000			300,000									170,872	52,950	549,00
Transit Planning	4,741	13,692	784			50,000												783	70,00
Bi-State	16,762	26,779	1,532	10,394		5,000												1,533	62,00
Regional Freight Plan				2,000						75,000							. •	13,000	90,00
Powell/Foster	63,640	44,817	2,565	4,000	25,000	12,000				300,000								41,978	494,00
Hwy 217	340,035	189,910	10,868	38,999	24,750	21,000					264,000						57,000	77,438	1,024,00
Project Development	9,988	30,919	1,769	554								•						1,770	45,00
-5 Trens & Trade Partnership																	200,000		200,00
Fransit Oriented Development (3)							•		50,000						50,000		249,000	50,000	399,00
Data, Growth Monitoring	78,521			15,000	65,240	37,500				•				•	•		284,536	443,703	924,50
						•											·	·	
Metro Subtotal	1,378,217	1,015,000	58,086	225,000	286,946	225,000	687,772	300,000	50,000	375,000	264,000	356,160	1,543,355	- 58,325	50,000	•	1,286,408	1,207,541	9,366,81
DOOT PLANNING ASSISTANCE									·							1,038,500			1,038,50
RAND TOTAL	1,378,217	1,015,000	58,086	225,000	286,946	225,000	687,772	300,000	50,000	775 000	264.000	274.452	4 542 5	70.000	50.000		4 000 455	4 444 44	
Federal funds only, no match included	43/0/41/	1,013,000	30,000	223,000	400,940	223,000	55/,//2	300,000	50,000	375,000	264,000	356,160	1,543,355	58,325	50,000	1,038,500	1,286,408	1,207,541	10,405,31
																4. See narrat			
(1) The full \$1,668,533 shown is based (2. FY 04 STP is a									•			3. TOD budg	et does not	anticipated	funding sources	l	10,405,31

(1) The full \$1,668,533 shown is based on assumption of 1,169,927.56 (fed) new PL plus \$133,903.44 ODOT match and \$327,247.10 carryover PL and \$37,454.90 ODOT match

2. FY 04 STP is comprised of \$705,000 federal + 40,345.20 ODOT (1/2 match) plue \$310,000 FY03 carryover '+ \$17,740.44 ODOT (1/2 match) 3. TOD budget does not Include any land acquisition activities

01/21/03 revised 2/20/03

FY 2004 UNIFIED WORK PROGRAM OTHER PROJECTS OF REGIONAL SIGNIFICANCE FUNDING SUMARY

	**								
Federal Aid				•		37-x00101	**Section	Funds/	
<u>Number</u>	<u>Project</u>	<u>Jurisdiction</u>	STP	CMAQ	<u>HPP</u>	JARC	<u>5307</u>	Match	TOTAL
	Sunrise Corridor	Clackamas	1,000,000				9	114,455	1,114,455
•	Red Electric	Portland	135,000					15,000	150,000
	Interstate TravelSmart	Portland	300,000	4.4				30,000	330,000
	Union Station Facility	Portland	300,000					184,000	484,000
	Central City Streetcar	Portland							.0 ./000
	I-5/99W Corridor	Washington Co			#####		-	93,750	468,750
XSTP-C0067-03	S. ITS	Washington Co	76,000			•		8,699	84,699
	Streamline	Tri-Met		312,665				35,786	348,451
	TDM	Tri-Met		1,209,050			e	319,950	1,529,000
	Bus Stop Development	Tri-Met	•	312,665			#####	87,986	661,651
	Job Access/JARC	Tri-Met		,		######		1,800,000	3,600,000
	Regional Freight Data	Port of Portland	500,000					250,000	750,000
• .	GRAND TOTAL		2,311,000	1,834,380	#####	######	#####	2,939,626	9,521,006
•								•	9,521,006

SOUTHWEST WASHINGTON REGIONAL TRANSPORTATION COUNCIL (RTC)

UNIFIED PLANNING WORK PROGRAM

FOR

FISCAL YEAR 2004 (July 1, 2003 to June 30, 2004)

First Draft February 21, 2003

This Unified Planning Work Program has been financed in part through grants from the Federal Highway Administration, Federal Transit Administration, and the Washington State Department of Transportation.

The views expressed in this Program do not necessarily represent the views of these agencies.

Southwest Washington Regional Transportation Council 1300 Franklin Street Vancouver, WA 98660 Telephone: (360) 397-6067 Fax: (360) 696-6132

RTC's Website: http://www.rtc.wa.gov

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FISCAL YEAR 2004 UNIFIED PLANNING WORK PROGRAM: INTRODUCTION

Purpose of UPWP

Transportation Council (RTC), as Metropolitan Planning Organization (MPO) for the Clark County region. An MPO is the legally mandated forum for cooperative transportation decision-making in a metropolitan planning area. With passage of the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991, the region became a federally-designated Transportation Management Area (TMA) because it is a larger urban area with over 200,000 population. TMA status brings with it additional transportation planning requirements that the MPO must carry out. RTC is also the designated Regional Transportation Planning Organization (RTPO) for the three-county area of Clark, Skamania and Klickitat. RTC's UPWP is developed in coordination with Washington State Department of Transportation, C-TRAN and local jurisdictions. As part of the continuing transportation planning process all regional transportation planning activities proposed by the MPO/RTPO, Washington State Department of Transportation and local agencies are documented in the UPWP. The financial year covered in the FY 2004 UPWP runs from July 1, 2003 through June 30, 2004.

The UPWP focuses on transportation work tasks that are priorities for federal and/or state transportation agencies, and those tasks considered a priority by local elected officials. The planning activities relate to multiple modes of transportation and include planning issues significant to the Regional Transportation Plans (RTPs) for the two rural counties and the Metropolitan Transportation Plan (MTP) for the Clark County region. The federal Transportation Equity Act for the 21st Century (TEA-21), passed in 1998, provides direction for regional transportation planning activities. TEA-21 is the successor to the Intermodal Surface Transportation Efficiency Act (ISTEA) passed in 1991.

RTC was established in 1992 to carry out the regional transportation planning program. Previously, the designated MPO was the Intergovernmental Resource Center (IRC) that disbanded in 1992. In FY 2004 RTC will continue to work closely with local jurisdictions on transportation plans, concurrency programs and congestion monitoring and with the Bi-State Transportation Committee to discuss recommendations on bi-state transportation issues.

UPWP Objectives

The UPWP describes the transportation planning activities and summarizes local, state and federal funding sources required to meet the key transportation policy issues of the upcoming year. The UPWP is reflective of the national focus to "encourage and promote the safe and efficient management, operation and development of surface transportation systems that will serve the mobility needs of people, freight and foster economic growth and development within and through urbanized areas". The Program reflects regional transportation problems and projects to be addressed during the next fiscal year. Throughout the year, the UPWP serves as the guide for planners, citizens, and elected officials to track transportation planning activities. It also provides local and state agencies in the Portland/Vancouver Metropolitan Area and RTPO region with a useful basis for regional coordination.

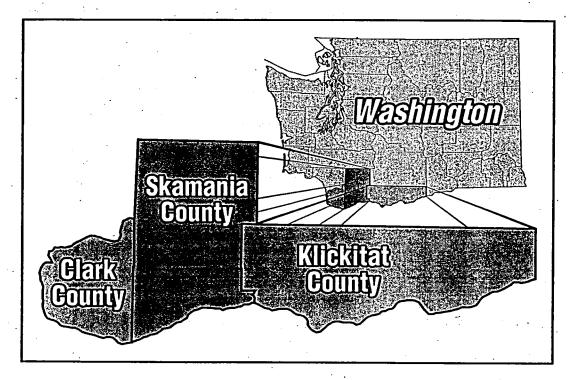
The FY 2004 UPWP provides for the continuation of baseline program activities such as the Metropolitan and Regional Transportation Plans, the Metropolitan Transportation Improvement Program, data collection and analysis, travel model forecasting, program and project coordination. The Portland-Vancouver I-5 Transportation and Trade Corridor Partnership arrived at a set of recommendations in June 2002. In FY2004 the region will again work in a bi-state partnership to evaluate and document the impacts of I-5 Bridge Influence Area alternatives in a Draft Environmental Impact Statement (DEIS). The region will also pursue extension of the light rail system into Clark County. The SR-35 Columbia River Bridge Study will conclude in FY2004 following completion of Tier III that will include a Type, Size and Location Report and Draft Exhibit A to Resolution No. 03-3288

Environmental Impact Statement (DEIS). RTC will continue the program management, coordination, outreach and education for the Intelligent Transportation System (ITS) project deployment as programmed in VAST II. By the end of 2003 an update to the Comprehensive Growth Management Plan for Clark County will be adopted and an update to the Metropolitan Transportation Plan (MTP) will follow in 2004 to ensure that the Comprehensive Plan and MTP use consistent land use assumptions. RTC will also work in partnership with local and state elected officials to bring needed transportation investments to this region.

Key Transportation Issues Facing The Region:

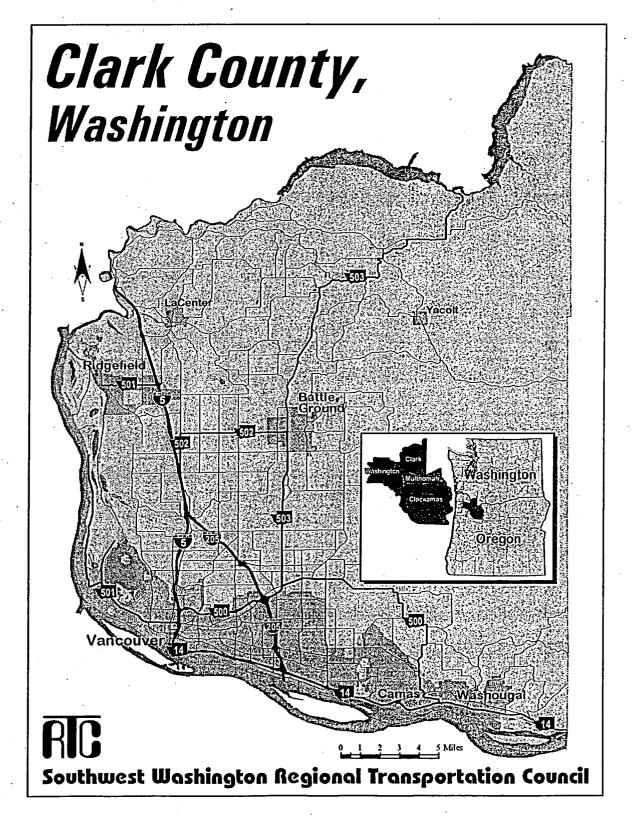
- Providing transportation system improvements to accommodate economic development and growth in Clark County. Between 1990 and 2002, Clark County's population grew by 53 percent from 238,053 to 363,400.
 Transportation system investments have not kept pace with this growth.
- Investing in transportation infrastructure to support the growth in family wage jobs in the region.
- Addressing the lack of revenue sources to fund the "high-cost" interstate and state route projects needed in Clark County.
- Addressing the funding needs for transit service to serve the growing Clark County community. Transit funding now relies heavily on fare box recovery and sales tax revenues after the Motor Vehicle Excise Tax (MVET) was repealed.
- Meeting the growing revenue needs for continued operation and maintenance of the existing transportation system.
- Maintaining Level of Service and concurrency standards given the diminished revenues available for transportation "mobility/capacity" projects. The highway system is primarily funded by the gas tax, a flat tax that does not keep pace with inflation.
- Moving projects through the necessary planning and environmental review phases to ensure that they are "ready to construct" should transportation funds become available.
- Obtaining funding to proceed with environmental review of the I-5 Partnership, I-205 and I-5 North corridors.
- Making the most efficient use of the existing transportation system through implementation of Transportation Demand Management (TDM) and Transportation System Management (TSM) measures and strategies.
- Continuing deployment of Intelligent Transportation System (ITS) projects, measures and strategies through implementation of the Vancouver Area Smart Trek program developed cooperatively in the Clark County region.
- Addressing the increasing bi-state transportation needs in cooperation with Metro, Portland, WSDOT and ODOT through the Bi-State Transportation Committee.
- Implementing the recommendations of the Portland-Vancouver I-5 Transportation and Trade Partnership.
- Addressing environmental issues relating to transportation, including seeking ways to reduce the transportation impacts on air quality and water quality and addressing environmental justice issues.
- Monitoring the growing transportation congestion in the region.
- Implementing projects to allow people to walk and bike to their destinations throughout the region.
- Involving the public in identifying transportation needs, issues and solutions in the region.

SOUTHWEST WASHINGTON REGIONAL TRANSPORTATION COUNCIL (RTC) EXTENT OF RTC REGIONAL TRANSPORTATION PLANNING ORGANIZATION REGION



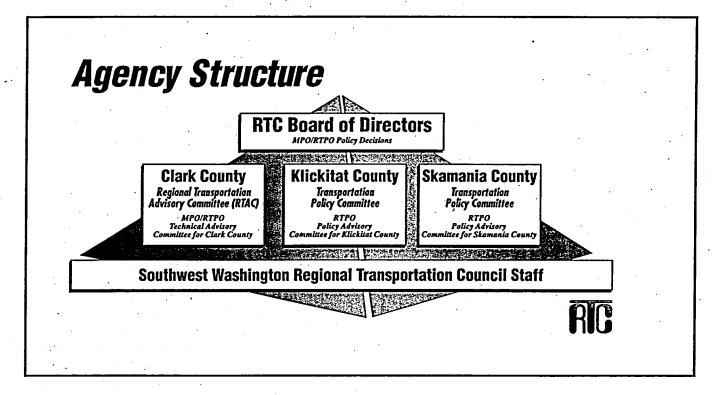
SOUTHWEST WASHINGTON REGIONAL TRANSPORTATION COUNCIL (RTC)

EXTENT OF RTC METROPOLITAN PLANNING ORGANIZATION REGION SHOWING INCORPORATED AREAS WITHIN CLARK COUNTY



SOUTHWEST WASHINGTON REGIONAL TRANSPORTATION COUNCIL (RTC)

RTC: AGENCY STRUCTURE



	RTC: TABLE OF ORGANIZATION
Position	Duties
Transportation Director	Overall MPO/RTPO Planning Activities, Coordination, and Management
Project Manager	Vancouver Area Smart Trek (VAST), Intelligent Transportation System (ITS), Congestion Management Monitoring, High Capacity Transportation (HCT)
Sr. Transportation Planner	MTP, UPWP, Corridor Studies
Sr. Transportation Planner	Metropolitan Transportation Improvement Program (MTIP), Project Programming, RTPO, Skamania and Klickitat Counties, Traffic Counts
Sr. Transportation Planner	Regional Travel Forecast Model, Data
Sr. Transportation Planner	Geographic Information System (GIS), Mapping, Data, Graphics, Webmaster
Transportation Analyst	Regional Travel Forecast Model, Air Quality
Staff Assistant	RTC Board of Directors' Meetings, Bi-State Committee Meetings, Appointment Scheduling
Office Assistant	General Administration, Reception, Regional Transportation Advisory Committee (RTAC) Meetings
Accountant	Accounts Payable, Grant Billings

Participants, Coordination and Funding Sources

Consistent with the 1990 State Growth Management Act legislation, the Regional Transportation Council (RTC) Board of Directors has been established to deal with transportation policy issues in the three-county RTPO region. Transportation Policy Committees for Skamania and Klickitat Counties are in place and a Regional Transportation Advisory Committee (RTAC) for Clark County. (Refer to Agency Structure graphic, Page v).

A. Clark County

The primary transportation planning participants in Clark County include the following: the Southwest Washington Regional Transportation Council (RTC), C-TRAN, Washington State Department of Transportation (WSDOT), Clark County, the cities of Vancouver, Camas, Washougal, Ridgefield, Battle Ground and La Center and the town of Yacolt, the ports of Vancouver, Camas-Washougal, and Ridgefield, and two federal agencies, the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA). In addition, the Department of Ecology (DOE) is involved in the transportation program as it relates to the State Implementation Plan for carbon monoxide and ozone. As the designated MPO for the Clark County Urban Area, RTC annually develops the transportation planning work program and endorses the work program for the entire metropolitan area. RTC is also responsible for the development of the Metropolitan Transportation Plan, the Metropolitan Transportation Improvement Program, the Congestion Management program and other regional transportation studies. C-TRAN regularly adopts a Transit Development Plan (TDP) that provides a comprehensive guide to C-TRAN's future development and has information regarding capital and operating improvements over the next six years. The TDP, required by RCW 35.58,2795, outlines those projects of regional significance for inclusion in the Transportation Improvement Program within the region. WSDOT is responsible for preparing Washington's Transportation Plan; the long-range transportation plan for the state of Washington. RTC cooperates and coordinates with WSDOT, at the Southwest Region and Headquarters' level, in ensuring that transportation needs identified in regional and local planning studies are incorporated into statewide plans. RTC and WSDOT also cooperate in involving the public in development of transportation policies, plans and programs. WSDOT, the Clark County Public Works Department and City of Vancouver Public Works Department conduct project planning for the highway and street systems related to their respective jurisdictions. The coordination of transportation planning activities includes local and state officials in both Oregon and Washington. Coordination occurs at the staff level through involvement on advisory committees (RTC's RTAC and Metro's TPAC). Mechanisms for local, regional and state coordination are described in a series of Memoranda of Agreement and Memoranda of Understanding (MOU). memoranda are intended to assist and complement the transportation planning process by addressing:

- 1. The organizational and procedural arrangement for coordinating activities such as procedures for joint reviews of projected activities and policies, information exchange, etc.
- 2. Cooperative arrangements for sharing planning resources (funds, personnel, facilities, and services).
- 3. Agreed upon base data, statistics, and projections (social, economic, demographic) as the basis on which planning in the area will proceed.

Memoranda of Understanding (MOUs) between RTC and Southwest Washington Air Pollution Control Authority (SWAPCA) now renamed the Southwest Clean Air Agency (SWCAA), and RTC and C-TRAN, the local public transportation provider, were adopted by the RTC Board on January 4, 1995 (Resolutions 01-95-02 and 01-95-03, respectively). A Memoranda of Understanding between RTC and Washington State Department of Transportation was adopted by the RTC Board at the August 1, 1995 Board meeting (RTC and WSDOT MOU; RTC Board Resolution 08-95-15). An MOU between RTC and Metro was adopted by the RTC Board in April 7, 1998 (RTC Board Resolution 04-98-08). The Metro/RTC MOU is reviewed triennially with adoption of the UPWP.

Issues of Interstate Significance

Both RTC and Metro have recognized that bi-state travel is an important part of the Portland-Vancouver regional transportation system and it is in the best interest of the region to keep this part of the system functioning efficiently. Currently, several locations on the I-5 and I-205 north corridors are at or near capacity during peak hours resulting in frequent traffic delays. The need to resolve increasing traffic congestion levels and to identify long-term solutions continues to be a priority issue. Also of bi-state significance is the continued implementation of air quality maintenance plans for ozone and carbon monoxide. The Bi-State Transportation Committee was established in 1999 to ensure that bi-state transportation issues are addressed.

RTC Board of Directors

City of Vancouver Mayor Royce Pollard [Vice-President]
Cities East Mayor Jeff Guard (Washougal)

Cities North City Council Member Bill Ganley (Battle Ground)
City of Vancouver Thayer Rorabaugh (Transportation Services Manager)

Clark County Commissioner Judie Stanton

Clark County Commissioner Craig Pridemore [President]

Clark County Commissioner Betty Sue Morris
C-TRAN Lynne Griffith (Executive Director)

ODOT Kay Van Sickel

Ports Commissioner Arch Miller (Vancouver)

WSDOT Donald Wagner (Southwest Regional Administrator)

Dean Lookingbill

MetroMetro Councilor Rod MonroeSkamania CountyCommissioner Bob TalentKlickitat CountyCommissioner Ray Thayer

Regional Transportation Advisory Committee Members

WSDOT Southwest Region Deb Wallace Clark County Public Works Bill Wright **Clark County Planning** Patrick Lee City of Vancouver, Public Works Matt Ransom City of Vancouver, Community Development **Bryan Snodgrass** City of Washougal Mike Conway City of Camas Jim Carothers City of Battle Ground Rob Charles City of Ridgefield City Clerk C-TRAN Dale Miller Port of Vancouver John Fratt **ODOT** Thomas Picco Metro John Cullerton

Regional Transportation Council

B. Skamania County

The Skamania County Transportation Policy Committee was established in 1990 to oversee and coordinate transportation planning activities in the RTPO Skamania region.

Skamania County Transportation Policy Committee

Skamania County
City of Stevenson
City of North Bonneville
WSDOT, Southwest Region
Port of Skamania County

Commissioner Bob Talent
Mary Ann Duncan-Cole, City Clerk
John Kirk, Mayor
Donald Wagner, SW Regional Administrator
Anita Gahimer, Port Manager

C. Klickitat County

The Klickitat County Transportation Policy Committee was established in 1990 to oversee and coordinate transportation planning activities in the RTPO Klickitat region.

Klickitat County Transportation Policy Committee

Klickitat County
City of White Salmon
City of Bingen
City of Goldendale
WSDOT, Southwest Region
Port of Klickitat

Commissioner Ray Thayer
Mayor Roger Holen
Mayor Brian Prigel
Larry Bellamy, City Administrator
Donald Wagner, SW Regional Administrator
Dianne Sherwood, Port Manager

1 REGIONAL TRANSPORTATION PLANNING PROGRAM

1A. METROPOLITAN TRANSPORTATION PLAN

The Metropolitan Transportation Plan (MTP) serves as the Regional Transportation Plan (RTP) for the Clark County metropolitan region to promote and guide development of an integrated, multimodal and intermodal transportation system that facilitates the efficient movement of people and goods, using environmentally sound principles and fiscal constraint. The Plan for Clark County covers a county-wide-area, the area encompassed by the Metropolitan Area Boundary, and covers a 20-year planning horizon. The most recent update to the Metropolitan Transportation Plan (MTP) for Clark County was adopted in December 2002 that extended the Plan's horizon year to 2023. The MTP should be consistent with the Washington Transportation Plan (WTP) and state Highway System Plan (HSP) to provide a vision for an efficient future transportation system and to provide direction for sound transportation investments. The next MTP update will be in 2004 and will follow the update to the County's comprehensive plan that is due by the end of 2003.

Work Element Objectives

- 1. Develop regular MTP updates or amendments to reflect changing comprehensive plan land uses, demographic trends, economic conditions, regulations and study results and to maintain consistency between state, local and regional plans. Regular update and amendment of the Metropolitan Transportation Plan (MTP) is a requirement of the state Growth Management Act (GMA) and federal TEA-21. The state requires that the Plan be reviewed for currency every two years and federal law requires the Plan to be updated at least every three years. Whenever possible, major update to the MTP for Clark County will be scheduled to coincide with update to the County and local jurisdictions' comprehensive growth management plans. Plan updates will also acknowledge federal transportation policy interests and reflect the latest version of the Washington Transportation Plan (WTP) and Highway System Plan (HSP). At each MTP amendment or update, the results of recent transportation planning studies are incorporated and identified and new or revised regional transportation system needs are documented. MTP development relies on analysis results from the 20-year regional travel forecasting model as well as results from a six-year highway capacity needs analysis. The Plan also reflects the transportation priorities of the region in that it contains a prioritized list of mobility projects.
- 2. Comply with state standards and incorporate the provisions of HB 1487 (the "Level of Service Bill") and revised RCW 47.80 (SHB 1928 codified) to have the MTP include the following components:
 - a. A statement of the goals and objectives of the Plan. (See WAC 468.86.160)
 - b. A statement of land use assumptions upon which the Plan is based.
 - c. A statement of the regional transportation strategy employed within the region.
 - d. A statement of the principles and guidelines used for evaluating and development of local comprehensive plans.
 - e. A statement defining the least cost planning methodology employed within the region.
 - f. Designation of the regional transportation system.
 - g. A discussion of the needs, deficiencies, data requirements, and coordinated regional transportation and land use assumptions used in developing the Plan.

- h. A description of the performance monitoring system used to evaluate the plan, including Level of Service (LOS) parameters consistent with federal management systems, where applicable, on all state highways at a minimum. (See WAC 468-86-200, (2))
- i. An assessment of regional development patterns and investments to ensure preservation and efficient operation of the regional transportation system.
- j. A financial section describing resources for Plan development and implementation.
- k. A discussion of the future transportation network and approach.
- 1. A discussion of high capacity transit and public transportation relationships, where appropriate.
- 3. Address the seven general planning elements in the regional transportation planning process to comply with TEA-21 requirements. The planning process for a metropolitan area shall provide for consideration of projects and strategies that will:
 - a. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency
 - b. Increase the safety and security of the transportation system for motorized and nonmotorized users
 - c. Increase the accessibility and mobility options available to people and for freight
 - d. Protect and enhance the environment, promote energy conservation, and improve quality of life,
 - e. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight,
 - f. Promote efficient system management and operation; and
 - g. Emphasize the preservation of the existing transportation system. These will be addressed in the MTP.
- 4. Involve the public in MTP development and review.
- 5. Reflect updated results from the Congestion Management System process. The latest update to the Clark County region's *Transportation System Monitoring and Congestion Management Report* was adopted in August 2002 (RTC Board Resolution 08-02-16) and an update is anticipated in 2003.
- 6. Address bi-state travel needs and review of major bi-state policy positions in any MTP update. Issues include High Occupancy Vehicle (HOV) policies and implementation, Light Rail Transit (LRT) expansion, Traffic Relief Options (TRO), Transportation Demand Management (TDM), congestion management policies and ongoing efforts to address transportation needs in the I-5 corridor through the Portland-Vancouver I-5 Transportation and Trade Partnership and Bi State Transportation Committee.
- 7. Address regional corridors, associated intermodal connections and statewide intercity mobility services.
- 8. Address any identified Transportation Control Measures (TCMs) to maintain federal clean air standards and the MTP should be evaluated for its conformity with the Clean Air Act Amendments of 1990.

- 9. Reflect freight transportation issues and describe the State's Freight and Goods System.
- 10. Consider concurrency management and its influence on development of the regional transportation system, system management and operations, Intelligent Transportation System (ITS) applications, as well as Transportation Demand Management (TDM) as a tool to allow for the most effective use of the existing transportation systems
- 11. Evaluation of the cumulative environmental impacts related to the developing regional transportation system as required by TEA-21, Clean Air Act and State law. This evaluation includes Clean Air Act conformity analysis.
- 12. Environmental review of the proposed MTP, prior to MTP adoption, as necessary.
- 13. Address the impacts of the Endangered Species Act as it related to transportation system development.
- 14. Coordination with environmental resource agencies.
- 15. Report on transportation system performance. System performance analysis is coordinated with WSDOT Southwest Region and Headquarters Service Center to provide input to statewide transportation plans and programs and with local jurisdictions as part of the comprehensive planning process.
- 16. Implementation of MTP through corridor planning.

Relationship To Other Work Elements

The MTP takes into account the reciprocal effects between land use, growth patterns and transportation system development. It also identifies the mix of transportation strategies needed to address future transportation system problems. The MTP for Clark County is interrelated to all other work elements. In particular, the MTP provides planning support for the Metropolitan Transportation Improvement Program and relates to management systems. TDM work would coordinate with GMA transportation elements and the TDM element of the I-5 Partnership Study recommendations.

FY 2004 Products

1. An update to the MTP will be developed and adopted after adoption of the updated Comprehensive Growth Management Plan for Clark County that is due by the end of 2003. The MTP update will likely be adopted by mid-2004 and will reflect the new County demographic projections, updated land use allocations and urban area boundaries, the transportation planning process in the region and will address the seven planning factors as required by federal law. RTC is working closely with the County in the Comprehensive Plan update process. In summary the following list of items are anticipated to be addressed in the MTP update: 1) review of MTP Vision and Goals to ensure consistency with the Comprehensive Plan update, 2) reflect updated land use plans in demographic allocation to TAZs, 3) certification of updated transportation elements of local comprehensive growth management plans, 4) MTP base year update to 2002, 5) MTP horizon year update from 2025 to comply with federal requirements, 6) comprehensive revision of functional classification of the highway/arterial system following update to the Urban Area Boundary, 7) review of the designated regional transportation system, 8) identification of transportation deficiencies in the 20-year horizon, 9) re-assessment of financial plan assumptions, 10) maintenance, preservation, safety improvements and operating costs, 11) update the Level of Service assumptions for Highways of Statewide Significance (HSS) and non-HSS, if needed, 12) incorporate Intelligent Transportation System (ITS) and Transportation Demand Management (TDM) strategies into the plan, 13) incorporate results and recommendations from recent

and ongoing transportation planning studies that affect the regional transportation system, and 14) update the list of transportation improvements to be included in the regional air quality conformity analysis.

- 2. Update to the Plan will reflect the latest state Highway System Plan (HSP) and will acknowledge federal transportation policy interests, including safety and security of the transportation system, transportation planning for rural areas, reverse commute, welfare to work, environmental justice and integration of environmental review into the planning process.
- 3. FY2004 MTP update will include further work to enhance the application and implementation of Transportation Demand Management (TDM) to make the most efficient use of the existing transportation system.
- 4. Development of a comprehensive TDM plan for the Clark County region. The comprehensive plan would broaden the definition of TDM to identify policies, programs and actions to include use of commute alternatives, spread the timing of travel to less congested periods, reduce the need to travel and shift routing of vehicles to less congested facilities or systems.
- 5. Documentation of conformity with the requirements of the Clean Air Act Amendments (CAAA) will be provided with MTP update and/or amendment. Transportation improvement projects proposed in the MTP and assumed in air quality conformity analysis will be clearly listed in the MTP update.
- 6. A fully maintained Traffic Congestion Management System serves as a tool for performance evaluation and support for transportation policy decisions, as well as identification of transportation strategies to relieve and/or manage congestion. Latest results of Congestion Management Monitoring (CMM) work will be reflected in any MTP update or amendment.

FY 2004 Expen	ses:	FY 2004 Revenu	es:
	\$		s
RTC	90,769	Fed. CPG	69,876
•	•	RTPO	8,486
		Local	12,407
Total	90,769		90,769

1B. METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAM

The Metropolitan Transportation Improvement Program (MTIP) is a three-year program of transportation projects having a federal funding component. In order for transportation projects to receive federal funds they must be included in the MTIP. Projects programmed in the MTIP should implement the Metropolitan Transportation Plan (MTP). The MTIP is developed by the MPO in a cooperative and coordinated process involving local jurisdictions, C-TRAN and the Washington State Department of Transportation (WSDOT)

Projects listed in the MTIP should have financial commitment and meet the requirements of the Clean Air Act.

Work Element Objectives

- 1. Develop and adopt the Metropolitan Transportation Improvement Program (MTIP), consistent with the requirements of TEA-21. The federal fiscal year 2004 will be the first year of the new six-year federal transportation reauthorization bill. The MTIP process may need to be modified per any new requirements in the next six-year transportation reauthorization bill.
- 2. Periodic review of the MTIP development process and project selection criteria used to evaluate, select and prioritize projects proposed for federal highway and transit funding. Project selection criteria reflect the multiple policy objectives for the regional transportation system (e.g. safety, maintenance and operation of existing system, reduction of Single Occupant Vehicles (SOVs), capacity improvements, transit expansion and air quality improvement).
- 3. Coordinate the grant application process for federal, state and regionally-competitive fund programs such as federal Surface Transportation Program (STP), state Transportation Improvement Board (TIB) programs, corridor congestion relief and school safety.
- 4. Program Congestion Mitigation/Air Quality (CM/AQ) funds with consideration given to emissions reduction benefits of such projects.
- 5. Coordinate with local jurisdictions as they develop their Transportation Improvement Programs and participate in Clark County's Transportation Improvement Program Involvement Team (TIPIT) Committee and the City of Vancouver's TIP process. The Clark County Committee is citizen-based and seeks public input on developing and funding of transportation projects.
- 6. Develop a realistic financial plan for the 2004-2006 MTIP that addresses costs for operation and maintenance of the transportation system. The MTIP is to be financially constrained by year.
- 7. Analysis of MTIP air quality impacts and documentation of MTIP Clean Air Act conformity.
- 8. Amendments to the TIP, where necessary.
- 9. Monitoring of MTIP implementation and obligation of project funding.
- 10. Ensure MTIP data is input into the State Transportation Improvement Program (STIP) program software and submitted to WSDOT for inclusion in the State Program and database.

Relationship To Other Work Elements

The MTIP provides the link between the MTP and project implementation. The process to prioritize MTIP projects uses data from the transportation database and regional travel forecasting model output. It relates to the Public Involvement element described in section 3 of the UPWP. The MTIP program requires significant coordination with local jurisdictions and implementing agencies in the Clark County region.

FY 2004 Products

- 1. An adopted 2004-2006 Transportation Improvement Program, fiscally-constrained by year, to reflect the programming of federal funds and project selection procedures. The 2004-2006 MTIP will bring in new projects for years 2005 and 2006 as 2004 projects are already programmed. The MTIP will provide analysis/documentation for Operations and Management (O&M) costs and will provide an explanation of the adequacy/inadequacy of funds for such needs. A summary of significant public comments received during the public review period will be provided.
- 2. MTIP amendments, as necessary.
- 3. Prioritization of regional transportation projects for the statewide competitive programs e.g. programs administered by the Transportation Improvement Board (TIB). The prioritized projects will be presented to RTAC for recommendation and to the RTC Board for adoption and/or endorsement.
- 4. MTIP Clean Air Act conformity analysis and documentation, as required.
- 5. Reports on tracking of MTIP implementation and on obligation of funding of MTIP projects.
- 6. Provide input to update the State Transportation Improvement Program (STIP).
- 7. Opportunity for public involvement in MTIP development.

FY 2004 Expenses	:	FY 2004 Revenue	<u>es</u> :
	\$		\$
RTC	50,427	Fed. CPG	38,820
		RTPO	4,714
•	<u>. </u>	Local	6,893
Total	50,427		50,427

1C. CONGESTION MANAGEMENT SYSTEM MONITORING

A Congestion Management System (CMS) was adopted by the RTC Board in May of 1995. ISTEA required that the Clark County region, as a Transportation Management Area (TMA), develop a Congestion Management System for the metropolitan area. The purpose of CMS was to develop a tool to provide information on the performance of the transportation system as well as identify strategies to alleviate congestion and enhance mobility. Traffic congestion negatively impacts the region's natural environment, economy, and quality of life. ISTEA required that facilities proposed for federal funding for additional general-purpose lanes should first be assessed through the CMS process. The regulations have been modified in TEA-21, but the new federal act continues to recognize the value of the CMS by directing TMAs to continue the data collection and monitoring elements of the CMS. It is also a requirement that a process be in place to assess transportation system performance and alternative strategies for addressing congestion. The CMS focuses on vehicular travel, auto occupancy, transit, and TDM performance in congested roadway corridors. Monitoring of the CMS continues with this work program element. Information produced as part of the CMS program provides valuable information to decision-makers in identifying the most cost-effective strategies to provide congestion relief.

Work Element Objectives

- 1. Provide a CMS structure to provide effective management of existing and future transportation facilities and to evaluate potential strategies for managing congestion. The CMS monitoring process should provide the region with a better understanding of how the region's transportation system operates. The CMS is intended to be a continuing, systematic process that provides information on transportation system performance.
- 2. The CMS monitoring program should continually enhance the traffic count data base and other elements, such as transit ridership and capacity, travel time and speed, auto occupancy information and vehicle classification data for the CMS corridors.
- 3. Publication of results of the Congestion Management Monitoring program through a System Performance Report that is updated periodically.
- 4. Incorporate CMS data into the regional traffic count database that, in turn, allows for refined calibration of the regional travel forecast model and provides input to the corridor congestion index update.
- 5. Initiate development of a database that would incorporate all CMS related data elements into a single transportation database that can be referenced and queried to meet user-defined criteria.
- 6. Analyze traffic count data, turn movements, vehicle classification counts and travel delay data to get an up-to-date representation of system performance, including evaluation of congestion on the Columbia River Bridges between Clark County and Oregon. Assess expansion of data collection effort to support other regional transportation analysis needs for items such as model calibration, monitoring fast growth locations, and new parallel facilities.
- 7. Coordinate with local jurisdictions and local agencies to ensure consistency of data collection, data factoring and ease of data storage/retrieval. Coordination is a key element to ensure the traffic count and turn movement data supports local and regional transportation planning studies and Concurrency Management programs
- 8. Collection, validation, factoring and incorporation of traffic count data into the existing count program.

- 9. Measure and analyze performance of the transportation corridors in the CMS network. This system performance information is used to help identify system needs and solutions. The data is also used to support Growth Management Act concurrency analysis.
- 10. Review the existing CMS report content and structure to enhance its use, access and level of analysis. This could include more explanatory text, modified or additional graphics and charts, additional analysis, or more detailed examination of the data. It will assess innovative ways to present the information already collected and look at other items that could be added.
- 11. Coordinate with Metro on development of CMS plans.
- 12. Coordinate with WSDOT on development of the Highway System Plan (HSP) update and congestion relief strategies.
- 13. Report on Congestion Monitoring efforts to the WSDOT Planning Office annually.

Relationship To Other Work

Congestion monitoring is a key component of the regional transportation planning process. The CMS for the Clark County region supports the long-term transportation goals and objectives defined in the Metropolitan Transportation Plan. It assists in identifying the most effective transportation projects to address congestion. The CMS also supports local jurisdictions in implementation of their concurrency management systems and transportation impact fee program. The Congestion Management System Monitoring element is closely related to the data management and travel forecasting model elements. The CMS also supports work by the state to update the WTP and congestion relief strategies.

FY 2004 Products

- 1. Update traffic counts, turning movements, vehicle classification counts, travel delay and other key data for numerous locations throughout Clark County. Data updates will come from new counts and the compilation of traffic count information developed by the state and local transportation agencies. New and historic data is made available on RTC's web site (http://www.wa.gov/rtc). Traffic count data is separated into 24 hour and peak one-hour (a.m. and p.m. peak) categories. In FY2004, two-hour peak period traffic counts will be collected, analyzed and stored to help future regional travel forecast model enhancement and update.
- 2. New traffic count data will be used to update the corridor congestion ratio for each of the CMS corridors. The congestion ratio is converted into a congestion index that works like the traditional level-of-service measure except that the index assesses the overall performance of a full corridor (which may include multiple intersections and parallel roads) instead of just a single intersection. The index is used to classify each corridor according its relative level of congestion, to identify the need for further evaluation, and to determine the effectiveness of alternative strategies.
- 3. Review and collect other data for CMS corridors including auto occupancy, roadway lane density, vehicle classification, transit ridership, transit capacity, travel time and speed. Any new data collected needs to support the CMS, concurrency and other regional transportation planning program should be identified.
- 4. Update of congestion ratio.
- 5. Comparison between most recent data and prior year data to support identification of system needs and solutions and monitoring of impacts of implemented improvements.

- 6. The first Transportation System Monitoring and Congestion Management Report was adopted by the RTC Board in April, 2000. The second report was published in April 2001. In FY 2004, the Report will be reviewed and updated, as necessary, including a comparison to previous reports. In addition to a comprehensive summary of transportation data, the Report includes analysis and presentation of data to provide a better understanding of regional transportation system capacity and operations and potential for its improvement. It also includes analysis of the potential for transportation demand management to limit infrastructure needs and to improve transportation efficiency. The Report provides an update of performance information for the identified regionally-significant multimodal transportation corridors critical to the mobility needs of the region. Initially, there were twenty-one transportation corridors identified and monitored through the CMS, additional corridors were added in FY99.
- 7. Assess transportation system impact of Transportation Demand Management strategies.
- 8. Provide CMS data and system performance indicators to inform the WTP update process.
- 9. Provide feedback to Metro on RTC CMS update and keep informed on Metro's CMS program.

FY 2004 Expenses	5:	FY 2004 Revenues:				
	\$	*	\$			
RTC	126,850	CM/AQ	140,000			
Consultant	35,000	Local	21,850			
Total	161,850		161.850			

Assumes use of 2003/04 CM/AQ funds, \$35,000 of which is used for data collection by contractor.

1D. VANCOUVER AREA SMART TREK (VAST)

Traditionally, our region has met demand for mobility by building more highways and bridges and/or by adding more lanes to roads. Today, the urban area's highway system can no longer support a strategy that continues lane-capacity expansion into the indefinite future. While there may be no single solution, Intelligent Transportation Systems (ITS), offers a promising technological strategy to improve the efficiency of the total transportation system. ITS uses advanced electronics, communications, information processing, computers and control technologies to help manage congestion, improve the safety and efficiency of our transportation system.

RTC will continue coordination and management of the Vancouver Area Smart Trek (VAST) program that will result in implementation of ITS technologies in our region. The planning and management of the program by RTC was initiated in FY2002. The goal of VAST is to use ITS technologies for integration of all transportation information systems, management systems and control systems for the urbanized area of Clark County. RTC will be responsible for program management, program coordination and outreach/education. Participating agencies will jointly be responsible for ITS program implementation through the VAST Steering Committee. The deployment of ITS projects includes the use of federal CMAQ funds for transit management (communications network), freeway management (fiber optics cable, variable message signs, video cameras, data stations) and arterial management (signal timing/coordination).

Work Element Objectives

- 1. Continuation of the VAST program.
- 2. Continue implementation projects currently programmed for CMAQ funding in the MTIP which include: 1) a transit management system 2) a freeway operations/incident management program, 3) an arterial traffic signal integration program, 4) a traveler information system and business plan, and 5) management of the VAST program led by RTC. The Transit Management System will allow tracking of transit vehicle operation and maintenance, passenger counting, and real-time tracking of transit vehicle location. The freeway operations and incident management will enhance freeway operations by the implementation of a traffic management center (TMC), data stations, video cameras, variable message signs, and network communications with the ODOT TMC. Traffic Signal Integration will include the installation of fiber optics on important transportation corridors with a signal interconnect system and new controllers that will allow for bus signal preemption. The traveler information system component consists of participation with ODOT to develop a web based traveler information system that can provide real-time information on traffic conditions, incidents, and other transportation information.
- 3. Provide for ongoing planning, coordination and management of the VAST program by RTC. This will include ensuring the region is meeting federal requirements for ITS deployment for integration and interoperability. It will also provide for completion of the VAST project checklist to determine project compliance for current projects and new projects.
- 4. Manage and provide support for the VAST Steering Committee for oversight in the development and deployment of projects contained in the 20-year VAST Implementation Plan. Ensure that VAST integration initiatives and consistency with the ITS architecture are addressed. The RTC Board established a Steering Committee that has executed a memorandum of understanding that defines how our region will work together to develop, fund, and deploy ITS projects contained in the 20-year plan. The Committee is comprised of Vancouver, Camas, Clark County, the Washington State Department of Transportation Southwest Region, the Southwest Washington Regional Transportation Council, C-TRAN and the Oregon Department of Transportation. The Committee's oversight role will include project review and endorsement prior to funding, and monitoring and tracking of projects during

- implementation. The Steering Committee will also act as liaison with other key ITS stakeholders and assist in regional ITS policy formulation.
- 5. Complete development of Interlocal Governmental Agreement (IGA) for the coordination on the construction, management and maintenance of communications infrastructure for VAST member agencies.
- 6. Manage and facilitate the development of strategies to secure funding for ITS projects contained in the VAST 20-year implementation plan. Assist Steering Committee members on funding applications for individual ITS project funding. Continue process of Steering Committee partnership for joint project funding applications.
- 7. Expansion of ITS stakeholders to include emergency service providers, including police and fire to participate in the VAST process and begin discussion on the development of an incident management plan for the region.
- 8. Work to "institutionalize" the regional ITS program by incorporating ITS into the planning process and the Metropolitan Transportation Plan. Areas of mutual need, institutional issues, institutional opportunities, recommendations and strategies to reduce or eliminate barriers and optimize the success of strategic deployment opportunities and the Implementation plan are to be identified and followed through.
- 9. Participate in the Oregon Transport Project and other bi-state committees and groups for bi-state coordination of ITS activities.
- 10. Technical assistance in ITS implementation.

Relationship To Other Work Elements

The Vancouver Area Smart Trek (VAST) work element relates to the MTP as one element to improve the efficiency of the existing transportation system and to the MTIP where ITS projects are programmed for funding and implementation.

FY 2004 Products

- 1. Coordination of ITS activities within Clark County and with Oregon.
- 2. Institutionalize VAST Operational Concept that identifies relationships and protocols in the exchange, sharing, and control of information between agencies that will serve as the foundation for the preparation of operation and maintenance agreements
- 3. Management of the VAST program including coordination of the preparation of the memoranda of understanding, interlocal agreements, and operational and maintenance agreements that are needed to support the implementation of the VAST program and the deployment of ITS projects.
- 4. Development and execution of an Interlocal Governmental Agreement (IGA) for communication infrastructure.
- 5. Facilitation of the activities of the Steering Committee.
- 6. Management of consultant technical support activities as needed.

- 7. Complete the Communication Operations Plan for VAST that provides the specific detail needed to fully implement ITS. It will include defining the fiber optic needs and communication hubs required for ITS and providing the map of the communications network for ITS.
- 8. Regional ITS goals and policies for the Clark County region and for bi-state ITS issues.
- 9. Complete development of the Advanced Traveler Information System (ATIS) Business Plan and next steps for deployment.
- 10. Development of improved tools to analyze costs and benefits of ITS investment.
- 11. Development and management of an ITS data warehouse and maintenance of the VAST web site.

FY 2004 Expenses:		FY 2004 Revenues:	
	\$		\$
RTC: VAST Program	73,988	CM/AQ	64,000
Coordination/Management			`
		MPO Local Match (13.5%)	9,988
Total	73,988		73,988

Assumes use of 40% of \$160,000 MTIP Year 2003 CM/AQ funds.

Any federal funds for project implementation by WSDOT, C-TRAN and local agencies are programmed in the MTIP.

1E. PORTLAND-VANCOUVER I-5 TRANSPORTATION AND TRADE PARTNERSHIP: DEIS PROCESS

The Transportation Equity Act for the 21st Century (TEA-21) recognizes the importance of trade corridors to the national economy and has designated I-5 within the Portland/Vancouver region as a Priority Corridor under the National Trade Corridors and Borders Program. The Portland-Vancouver I-5 Transportation and Trade Partnership strategic planning effort for the I-5 corridor between I-84 in Portland and I-205 in Vancouver was initiated in response to recommendations of a bi-state Leadership Committee, which met over a nine-month period in 1999. The Committee found that the I-5 corridor is a critical economic lifeline for the region and the state, serving the Ports of Portland and Vancouver, two transcontinental rail lines, providing critical access to industrial land in both states, and facilitating through movement of freight. The Committee also concluded that there would be economic and livability consequences if nothing is done in the corridor, improvements will need to be multi-modal and solutions will be costly and require innovative funding. It was noted that congestion on I-5 affects goods moved by air, rail, barge and truck as well as passenger travel and that there are significant bottlenecks in this segment of I-5. In addition, the I-5 drawbridges crossing the Columbia River are some of the last and most active drawbridges on the interstate system.

In FY 2002 ODOT and WSDOT completed the initial phase of the Portland-Vancouver I-5 Transportation and Trade Partnership funded, in part, by FHWA through the National Trade Corridors and Borders Program. In FY 2001/2002, a Task Force appointed by Governors Gary Locke of Washington and John Kitzhaber of Oregon met to guide both development of the Partnership Study. On June 18, 2002, the Bi-State Governors Task Force adopted their recommendations. The December 2002 update to the Metropolitan Transportation Plan for Clark County incorporated the Study recommendations in the Strategic MTP. The I-5 Partnership is now poised to continue efforts on an extensive Scoping phase and proceed with a Draft Environmental Impact Statement (DEIS).

Work Element Objectives

- 1. Continue Portland-Vancouver I-5 Transportation and Trade Partnership work with Scoping and advancement to DEIS phase.
- 2. Cooperate with ODOT, WSDOT and Metro in evaluating and documenting the impacts of the I-5 Bridge Influence Area alternatives conducting an in-depth analysis of the "bridge influence area" to determine the preferred Columbia River Crossing and connecting roadway segment between Lombard and SR-500.
- 3. Address environmental and social impacts of the project.
- 4. Develop a financing plan through the federal Draft Environmental Impact (DEIS) process.
- 5. Participate in Study Committee and Forums such as the Bi-State Coordination Committee, the Transportation Demand Management/Transportation System Management Forum, Land Use Forum, Rail Forum and the Bi-State Environmental Justice Work Group.
- 6. Support development of ODOT's Delta Park to Lombard project environmental and HOV analysis.
- 7. Participate in the development of an I-5 TDM/TSM Corridor Plan and to make progress on implementing the recommended TDM Current Action Items.
- 8. Participate in public involvement activities relating to the I-5 Partnership DEIS.

Relationship To Other Work

Work in FY2004 builds upon work completed in previous years. Implementing a strategic plan for transportation improvements in the I-5 corridor is critical to the long-term development of the region's transportation system. The I-5 Partnership recommendations have been incorporated into the Strategic Plan section of the MTP update for Clark County (December 2002). The Governors' Task Force recommendations included a light rail loop in Clark County that would connect to the Portland region's light rail system. RTC has submitted a funding request for federal reauthorization funds to pursue planning for the light rail recommendation. If funding is forthcoming, an LRT UPWP work element will be added.

FY 2004 Products

1. Draft Environmental Impact Statement (DEIS) process.

FY 2004 Expenses	:	FY 2004 Revenues:	
-	\$		\$
RTC	101,734	Federal STP	88,000
	•	(RTC TMA funds)	
	<u> </u>	Local Match	13,734
Total	101,734	•	101,734

Assumes use of 80% of \$110,000 2003 STP TMA funds matched by RTC.

IF. SKAMANIA COUNTY RTPO

Work by the RTPO on a transportation planning work program for Skamania County began in FY 90. The Skamania County Transportation Policy Committee meets monthly to discuss local transportation issues and concerns. The SR-14 Corridor Management Plan was completed in FY98. The Skamania County Regional Transportation Plan (initially adopted in April, 1995) was reviewed and an update adopted in April 1998 and in the spring of 2003. In 2000, a review of the adopted Regional Transportation Plan for Skamania County was carried out but no changes were made. In 2003, Skamania County completed a transit feasibility Study. In FY 2004 the recommendations of this transit study will begin to be implemented. In FY2004 development and traffic trends will be monitored and the regional transportation planning database for Skamania County will be further developed. RTC staff will continue to provide transportation planning technical assistance for Skamania County.

Work Element Objectives

- 1. Continue the regional transportation planning process.
- 2. Ensure the Skamania County Transportation Plan is regularly reviewed and provide opportunity for regular update if needed.
- 3. Gather growth and development data to reveal trends to report in the Regional Transportation Plan update.
- 4. Further develop the transportation database for Skamania County, for use in the Regional Transportation Plan update.
- 5. Ensure that components of the WTP are integrated into the regional transportation planning process and incorporated into the RTP update.
- 6. Review plans of local jurisdictions for consistency with RTP and WTP.
- 7. Continuation of transportation system performance monitoring program.
- 8. Assistance to Skamania County in implementing a new federal transportation reauthorization act. This will include continued assistance in development of federal and state-wide grant applications and, if there are regionally significant projects, development of the Regional TIP.
- 9. Work with Skamania County to ensure that TEA-21 High Priority Funding is used effectively and, where possible, is used to leverage additional funds for transportation projects in the region.
- 10. Implement HB 1487 (the Level of Service Bill), as it applies to Skamania County, based on the Guidance developed by the statewide Stakeholders Committee.
- 11. Continue assessment of public transportation needs, including specialized transportation, in Skamania County. Implement the recommendations of the 2003 Skamania County Transit Feasibility Study.
- 12. Liaison with Skamania County in conducting the SR-35 Columbia River Crossing Feasibility Study.
- 13. Consider the improvement of transportation for people with special needs as directed by the state's Agency Council on Coordinated Transportation (ACCT).
- 14. Assistance to Skamania County in conducting regional transportation planning studies.

15. Work with the Gorge Commission on updating the Management Plan for the Columbia River Gorge National Scenic Area.

Relationship To Other Work Elements

The RTPO work program activities for Skamania County will be tailored to their specific needs and issues and, where applicable, coordinated across the RTPO.

FY 2004 Products

- 1. Continued development of a coordinated, technically sound regional transportation planning process in Skamania County.
- 2. Continued development of a technical transportation planning assistance program.
- 3. Report to WSDOT Planning Office on consistency between RTP, WTP and local plans.

FY 2004 E	xpenses:	FY 2004 Reven	ues:
			+ X
	\$	•	\$
RTC	16,811	RTPO	16,811
Total	16,811		16,811

1G. KLICKITAT COUNTY RTPO

Work by the RTPO on a transportation planning work program for Klickitat County began in FY 90. The Klickitat County Transportation Policy Committee meets monthly to discuss local transportation issues and concerns. The SR-14 Corridor Management Plan was completed in FY98. The Klickitat County Regional Transportation Plan (initially adopted in April, 1995) was reviewed and an update adopted in April 1998 and in the spring of 2003. In 2000, a review of the adopted Regional Transportation Plan for Klickitat County was carried out but no changes were made. In FY2004 development and traffic trends will be monitored and the regional transportation planning database for Klickitat County will be further developed. RTC staff will continue to provide transportation planning technical assistance for Klickitat County.

Work Element Objectives

- 1. Continue regional transportation planning process.
- 2. Ensure the Klickitat County Transportation Plan is regularly reviewed and provide opportunity for regular update if needed.
- 3. Gather growth and development data to reveal trends to report in the Regional Transportation Plan update.
- 4. The transportation database for Klickitat County, developed since the inception of the RTPO, is used as input to the Regional Transportation Plan.
- 5. Ensure that components of the WTP are integrated into the regional transportation planning process and incorporated into the RTP update.
- Review plans of local jurisdictions for consistency with RTP and WTP.
- 7. Work with Klickitat County to ensure that TEA-21 High Priority Funding is used effectively and, where possible, is used to leverage additional funds for transportation projects in the region.
- 8. Continuation of transportation system performance monitoring program.
- 9. Assistance to Klickitat County in implementing the Transportation Equity Act for the 21st Century (TEA-21). This will include continued assistance in development of federal and state-wide grant applications and, if there are regionally significant projects, development of the Regional TIP.
- 10. Implement HB 1487 (the Level of Service Bill), as it applies to Klickitat County, based on the Guidance developed by the statewide Stakeholders Committee.
- 11. Consider the improvement of transportation for people with special needs as directed by the state's Agency Council on Coordinated Transportation (ACCT).
- 12. Continue assessment of public transportation needs, including specialized transportation, in Klickitat County. A November, 1998 vote failed to gather sufficient public support to establish a Public Transportation Benefit Authority for public transit in Klickitat County (vote results: 48% for, 52% against). Currently, Klickitat County is fulfilling transit service needs through grant funding.
- 13. Coordination with Klickitat County in conducting the SR-35 Columbia River Crossing Feasibility Study.
- 14. Assistance to Klickitat County in conducting regional transportation planning studies.

15. Work with the Gorge Commission on updating the Management Plan for the Columbia River Gorge National Scenic Area.

Relationship To Other Work Elements

The RTPO work program activities for Klickitat County will be tailored to their specific needs and issues and, where applicable, coordinated across the RTPO.

FY 2004 Products

- 1. Continued development of a coordinated, technically sound regional transportation planning process in Klickitat County.
- 2. Continued development of a technical transportation planning assistance program
- 3. Report to WSDOT Planning Office on consistency between RTP, WTP and local plans.

FY 2004 Expenses:		•	FY 2004 Revenues:	•
	\$			\$
RTC	18,531		RTPO	18,531
Total	18,531			18,531

1H. STATE ROUTE 35 COLUMBIA RIVER CROSSING FEASIBILITY STUDY

The SR-35 Columbia River Bridge Feasibility Study is the result of a local grass roots effort by a wide range of individuals who are interested in the near and distant future of the White Salmon/Bingen, Washington and Hood River, Oregon region. The SR-35 Columbia River Crossing Feasibility Study will examine the feasibility of a future Columbia River crossing between White Salmon/Bingen and Hood River. The existing Columbia River Bridge is referred to locally as the Hood River Bridge and was built in 1924. The bridge spans the Columbia River connecting the cities of Bingen and White Salmon in Washington to Hood River in Oregon. This bridge is the second oldest Columbia River crossing and one of only three crossings in the Columbia River Gorge National Scenic Area. It provides a vital economic link between Washington and Oregon communities and commerce. The existing structure is 4,418 feet long with two 9.5-foot wide travel lanes and no pedestrian or bicycle facilities. It has open grid steel decking, which is known to adversely affect vehicle tracking. The first phase, the Scoping Phase, of this study was initiated in FY 1999. The Scoping Phase developed a scope for conducting the full feasibility study. The full feasibility study began in the summer of 2000. The State Route 35 Columbia River Crossing Feasibility Study received \$942,000 of federal High Priority funding from the Transportation Equity Act for the 21st Century (TEA-21). The study is managed by RTC in partnership with WSDOT and ODOT and is being carried out in close coordination with the Klickitat and Skamania County Transportation Policy Committees. Parsons Brinckerhoff provides consultant assistance for the feasibility study. The study supports the regional goals contained in the Klickitat County Regional Transportation Plan.

Work Element Objectives

- 1. Provide an increased understanding of the current and future river crossing conditions and needs. Respond to local concerns about the functionality of the existing bridge.
- 2. Conduct an evaluation of the feasibility of an improved crossing, select a preferred crossing corridor and type, develop a preliminary design to a level needed to carry out NEPA environmental analysis and produce a Draft Environmental Impact Statement (DEIS). The feasibility study will be executed in a three-tier process, with the first two tiers concluding with a decision point determination. Advancement to each subsequent tier will generally involve higher levels of alternatives evaluation and refinement.
- 3. Conduct a public and agency participation program that builds a decision-making structure for selecting short term and long term solutions and builds local consensus and momentum to work toward long term crossing solutions

Relationship To Other Work Elements

The SR-35 Feasibility Study is most closely related to work under the Klickitat County RTPO work element and is also of significance to the Skamania County RTPO work element.

FY 2004 Products

- 1. Completion of Tier II Summary Report documenting the range of alternatives studied and analyzed.
- 2. Completion of a draft Type, Size, and Location report.
- 3. Completion of Project Newsletters
- 4. Completion of technical memorandums

FY 2004 Expenses:		FY 2004 Revenues:	
	\$		\$
RTC	24,758	Federal High Priority	96,000
Parsons Brinckerhoff	84,406	ODOT & WSDOT	24,000
		Match	
ODOT	5,418		
WSDOT	5,418		
Total	120,000		120,000

Assumes use of estimated balance of federal High Priority funds.

DATA MANAGEMENT, TRAVEL FORECASTING, AIR QUALITY AND TECHNICAL SERVICES

2A. REGIONAL TRANSPORTATION DATA, TRAVEL FORECASTING, AIR QUALITY AND TECHNICAL SERVICES

This element includes the development, maintenance and management of the regional transportation database to support the regional transportation planning program. Use of the data includes measuring system performance, evaluating level of service standards, calibration of the regional travel forecasting model, functional classification of roadways, routing of trucks, technical support for studies by local jurisdictions and air quality analysis. Work will continue on maintaining and developing a Geographic Information System (GIS) transportation database and technical assistance will be provided to MPO/RTPO member agencies and other local jurisdictions, as needed. RTC will continue to assist local jurisdictions in implementing and updating Growth Management Act (GMA) plans. The GMA requires that transportation infrastructure is provided concurrent with the development of land. The regional travel model serves as the forecasting tool to estimate and analyze future transportation needs. EMME/2 software is used to carry out travel demand and traffic assignment steps. RTC continues to use Metro's model with a refined zone system for Clark County and coordinates closely with Metro to ensure the model is kept up to date. An important part of this element in FY2004 will be use of the 2000 census data to enhance regional travel data and forecasting.

The element also includes air quality planning. In an effort to improve and/or maintain air quality, the federal government enacted the Clean Air Act Amendments in 1990. The Southwest Clean Air Agency (SWCAA) has developed, as supplements to the State Implementation Plan, two Maintenance Plans; 1) for Carbon Monoxide (CO), and 2) for Ozone (O3). In October 1996 the CO Maintenance Plan and in April 1997 the Ozone Maintenance Plan were approved by the Environmental Protection Agency (EPA). Mobile source strategies contained in the Maintenance Plans were endorsed for implementation by the RTC Board of Directors (Resolution 02-96-04). The Vancouver region is classified as a "maintenance" area for both carbon monoxide and ozone. Prior to this, the region was classified as a 'moderate' nonattainment area for carbon monoxide air pollutants and a 'marginal' nonattainment area for ozone. Mobile emissions are a significant source of the region's air quality problems. As a result, transportation planning and project programming cannot occur without consideration for air quality impacts; indeed, transportation conformity requirements contained in the Federal Clean Air Act Amendments and the State Clean Air Act mandate that transportation plans and programs are to be a part of air quality improvement strategies. The MPO will monitor federal and state activity on the Clean Air Act and seek to implement any necessary transportation measures to maintain national ambient air quality standards. RTC assists the region's air quality planning program in providing demographic forecasts, development of a Vehicle Miles Traveled (VMT) grid, and monitoring changes in VMT. RTC also analyzes air quality implications through the EPA Mobile Emissions model and measures project-level air quality impacts.

Work Element Objectives

- 1. Maintain an up-to-date transportation database and map file for transportation planning and regional modeling including maintenance and update of the region's highway network GIS layer, as necessary and incorporate transit ridership statistics and transit-related data developed by C-TRAN into the regional transportation database which are used for input to regional plans, travel forecasting model and for map-making. Collect, analyze and report on regional transportation data. Data sources include census data, Census Transportation Planning Package, Nationwide Personal Transportation Study (NPTS) data, travel behavior survey data, and County GIS information.
- 2. Maintain a comprehensive, continuing, and coordinated traffic count program.

- 3. Analyze growth trends and relate these to future year population and employment forecasts. RTC coordinates with Metro on their work and procedures for forecasting the region's population and employment data for future years and works with Clark County jurisdictions to allocate the region-wide growth total to Clark County's transportation analysis zones.
- 4. Continue to incorporate transportation planning data elements into the Arc/Info GIS system and use ArcView and ArcMap to enhance RTC's GIS capabilities.
- 5. Maintain designated regional transportation system, federal functional classification system of highways and freight routes GIS layers.
- 6. Assist local jurisdictions in analyzing data and information from the regional transportation data base and in implementing and updating GMA plans, including implementation of Concurrency Management programs.
- 7. Coordinate with the Count's computer division to update computer equipment and software, as needed.
- 8. Continue use of the regional travel forecast model to identify deficiencies in the regional transportation system.
- 9. Work with local agencies to provide access to regional travel forecasting model and to expand model applications for use in regional plans, local plans, transportation demand management planning and transit planning. When local agencies and jurisdictions request assistance relating to use of the regional travel forecasting model for sub-area studies, procedures outlined in the adopted Sub-Area Modeling guide (February, 1997) are used.
- 10. Organize and hold meetings of the local Transportation Model Users' Group (TMUG) providing a forum for local model developers and users to meet and discuss model development and enhancement.
- 11. Participate in the Oregon Modeling Steering Committee meetings to learn about model development in Oregon and the Portland region.
- 12. Increase the ability of the existing travel forecasting procedures to respond to information needs placed on the forecasting process. The model needs to be able to respond to emerging issues, including concurrency, peak hour spreading, latent/design demand, performance standards analysis, air quality, growth management, and life-style, as well as the more traditional transportation issues.
- 13. Develop and maintain the regional travel model to include: periodic update to provide updated base year, six year and twenty year horizons together with necessary re-calibration, network changes, speed-flow relationships, link capacity review, turn penalty review, land use changes, and interchange/intersection refinements.
- 14. Continue research into regional travel forecasting model enhancement.
- 15. Coordinate the utility, development and refinement of the Clark County regional travel forecasting model with Metro and other local agencies. RTC's model is consistent with Metro's. Metro participates in USDOT's Transportation Model Improvement Program (TMIP). As part of the program a new model framework known as TRANSIMS is being developed. RTC will work with Metro on this USDOT program and on updating the regional forecast model to include a tour-based framework.
- 16. Continue to expand RTC's travel modeling scope through development of micro-simulation model applications that are increasingly important in evaluating new planning alternatives, such as HOV operation and impact, ITS impact evaluation, and concurrency analysis.

- 17. Further develop procedures to carry out post-processing of results from travel assignments.
- 18. Continue to develop data on vehicle miles traveled (VMT) and vehicle occupancy measures for use in air quality and Transportation Demand Management (TDM) planning.
- 19. Assist local agencies by supplying regional travel model output for use in local planning studies, development reviews, Capital Facilities Planning and Transportation Impact Fee program updates.
- 20. Assist local jurisdictions in conducting their Concurrency Management Programs by modifying the travel model to apply it to defined transportation concurrency corridors in order to determine available traffic capacity, development capacity and identify six-year transportation improvement needs.
- 21. Provide technical support for implementation of the Commute Trip Reduction program including geocoding maps as requested by work-sites, site-specific survey evaluation and additional technical support as requested.

Air Quality Planning

- 22. Monitor federal guidance on the Clean Air Act and state Clean Air Act legislation. In FY2003 this may include dealing with issues concerning reverting to the one-hour from the eight-hour ozone standard and possible impact on AQMA status. The EPA has noted that the Portland-Vancouver area is affected by this change.
- 23. Develop an MTP that is responsive to mobile emissions budgets established in the Maintenance Plans. If needed, Transportation Control Measures (TCMs) will be identified in the MTP.
- 24. Program any identified TCMs in the Transportation Improvement Program (TIP), as necessary.
- 25. Cooperate and coordinate with State Department of Ecology in their research and work on air quality in Washington State.
- 26. Coordinate with Southwest Clean Air Agency (SWCAA) in carrying out the provisions established in the Memorandum of Understanding (MOU) between RTC and Southwest Clean Air Agency (SWCAA), adopted by the RTC Board in January, 1995 [RTC Board Resolutions 01-95-02]. RTC's responsibilities include conformity determination for regional plans and programs and for adoption of TCMs for inclusion in the MTP and TIP. Also, the MOU seeks to ensure that inter-agency coordination requirements in the State Conformity Rule are followed.
- 27. Coordinate and cooperate with air quality consultation agencies (Washington State Department of Ecology, EPA, FHWA, WSDOT, and SWCAA) on air quality technical analysis protocol and mobile emissions estimation procedures. This consultation process supports the review, update, and testing of new mobile emissions model to ensure accuracy and validity of mobile model inputs for the Clark County region and ensure consistency with state and federal guidance.
- 28. Tracking of mobile emission strategies required in the Maintenance Plans. Strategies equate to emissions benefits. If a strategy cannot be implemented then alternatives have to be sought and substituted.
- 29. Participate in discussions regarding RTC role and responsibility in upcoming update of the carbon monoxide and ozone maintenance plans for the air quality maintenance area.
- 30. Analyze transportation data as required by federal and state Clean Air Acts.
- 31. Prepare and provide data for DOE in relation to the vehicle exhaust and maintenance (I/M) program implemented in the designated portion of the Clark County region.

- 32. Use TCM Tools, where applicable, to assess the comparative effectiveness of potential TCMs in terms of travel and emissions reductions. In addition, TCM Tools can be used to quantify the Carbon Monoxide air quality benefits of projects proposed for TIP programming and to measure the impacts of air quality improvement strategies that cannot be assessed through the regional travel model.
- 33. Carry out project level conformity analysis for local jurisdictions to provide for consistency within the region.
- 34. Work with local agencies in the summer to implement Clean Air Action Days, as necessary.

Transportation Technical Services

35. Enhance technical transportation services provided to member agencies. The provision of technical transportation planning and analysis services to member agencies is continued in recognition that a common analysis of traffic congestion issues is a key element in the overall process of planning and building additional transportation system capacity as well as making most efficient use of the existing system. The complexity of the analytical tools and need for comprehensive data support the concept of conducting this analysis on a coordinated regional platform. Technical service activities are intended to support micro traffic simulation models, updating the population and employment forecasts, and the translation of the land use and growth forecasts into the travel demand model.

Relationship To Other Work Elements

This element is the key to interrelating all data activities. Output from the database is used by local jurisdictions and supports the development of the MTP, TIP and Transit Development Plan. Traffic counts are collected as part of the Congestion Management Monitoring program and are coordinated by RTC. This is an ongoing data activity that is valuable in understanding existing travel patterns and future travel growth. The program is also a source of county-wide historic traffic data, and is used to calibrate the regional travel forecasting model in EMME/2. Development and maintenance of the regional travel forecasting model is vital as the most significant tool for long-range transportation planning. It relates to the MTP, TIP, management systems, traffic count, transit planning, and air quality planning.

FY 2004 Products

- 1. Update of the regional transportation database with data from the 2000 US Census and its Census Transportation Planning Package (CTPP) as well as the Nationwide Personal Transportation Study (NPTS).
- 2. Report on Clark County transportation information. The main elements will include: transportation measures in the GMA update, use of highway by travel length, peak spread, transit related data and information, and work trip analysis. Trip analysis to include travel time calculations will be one of the methods used to address environmental justice issues.
- 3. Metro's 2025 population and employment forecast and Clark County comprehensive plan update to 2023 will be used to update the regional travel forecasting model. Updated land use and demographic data will be input to the regional transportation database. RTC will assist Clark County and local jurisdictions in allocation of future population and employment forecast data to Clark County transportation analysis zones as part of the Comprehensive Growth Management Plan update. The model base year will be reviewed and updated. A six-year model is also updated regularly to help growth management planning efforts and concurrency program development. The MTP's long-range

- planning horizon is currently is at 2023 (as of early 2003) but is likely to updated, along with work by Metro, to 2025 for the next MTP update.
- 4. Integration of transportation planning and GIS Arc/Info data.
- 5. Maintenance and update of the geographically correct highway network and local street system in a GIS coverage. Review and update of the federal functional classification system is anticipated in summer 2003 and will follow federal Urban Area Boundary (UAB) revision.
- 6. Integrate freight traffic data into the regional transportation database as it is collected and analyzed. Metro leads the commodity flow modeling in the region.
- 7. Update to the traffic count database.
- 8. Technical assistance to local jurisdictions.
- 9. Transportation data analysis provided to assist C-TRAN in planning for future transit service provision.
- 10. Purchase of updated computer equipment with RTPO revenues.
- 11. Continued implementation of interlocal agreement relating to use of model in the region and implementation of sub-area modeling.
- 12. Host Transportation Model Users' Group (TMUG) meetings.
- 13. Refine travel forecast methodology using the EMME/2 program and post-processing techniques.
- 14. Documentation of regional travel forecasting model procedures.
- 15. Re-calibration and validation of model as necessary.
- 16. Review and update of model transportation system networks, including highway and transit.
- 17. Research and implement a framework to estimate TDM and ITS impacts.
- 18. Continue to review the duration of peak hour auto assignments. Currently, RTC uses a one-hour peak. Future year RTC models may shift to use of a multiple hour peak.
- 19. Use regional travel forecasting model data for MTP and MTIP development as well as for the Clark County Comprehensive Plan and state WTP/HSP.

Air Quality Planning

- 20. Monitoring and implementation activities relating to the federal and State Clean Air Acts.
- 21. Implementation and tracking of Ten Year Air Quality Maintenance Plans.
- 22. Air quality conformity analysis and documentation for updates and/or amendments to the MTP and MTIP as required by the Clean Air Act Amendments of 1990.
- 23. Coordination with local agencies, Southwest Clean Air Agency (SWCAA), the Washington State Department of Ecology (DOE), Metro and Oregon Department of Environmental Quality (DEQ) relating to air quality activities.
- 24. Project level air quality conformity analysis as requested by local jurisdictions and agencies.

Transportation Technical Services

- 25. RTC will continue to serve local jurisdictions' needs in travel modeling and analysis. Coordination among all member jurisdictions is an important task.
- 26. An annual travel model update procedure for base year and six-year travel forecasts is now established to use for the concurrency programs of the City of Vancouver and Clark County. This requires update of the model base year annually.
- 27. Travel Demand Forecast Model Workshops will be held for planners and other staff, such as managers in Public Works at Cities and County, in order to improve their understanding of travel demand modeling issues and new advances to promote efficiencies in use of the model in our region, as the need arises.
- 28. Use of model results for local development review purposes and air quality hotspot analysis.
- 29. Technical assistance to support update of the Comprehensive Growth Management Plan for Clark County due by the end of 2003 and in development of the City of Vancouver's Transportation System Plan.

FY 2004 Expenses:		FY 2004 Revenues:		
	\$	•	\$	
RTC	195,708	Fed. CPG	155,280	
Computer	6,000	RTPO	18,857	
Equipment	• ,		· · · ·	
(use of RTPO revenues)		Local	27,571	
Total	201,708	-	201,708	

2B. ANNUAL CONCURRENCY UPDATE

RTC's involvement in the Concurrency Programs of local jurisdictions is in using the travel forecasting model to assist in conducting their transportation concurrency analysis. RTC's role is in technical analysis. The local jurisdictions themselves are responsible for the overall Concurrency Program.

Work Element Objectives

- 1. Assist local jurisdictions in conducting their Concurrency Management Program.
- 2. Modify the travel model and apply it to the defined transportation concurrency corridors to determine available traffic capacity, development capacity and identify six-year transportation improvements.

Relationship To Other Work Elements

The Concurrency Program work element relates directly to RTC's Regional Transportation Database and Forecasting element.

FY 2004 Products

1. Technical analysis relating to local Concurrency Management Programs.

FY 2004 Expenses:		FY 2004 Revenues:			
	\$		\$		
RTC	20,000	Clark County/ City of Vancouver	20,000		
Total	20,000		20,000		

Note: Budget not yet determined.

REGIONAL TRANSPORTATION PROGRAM COORDINATION AND MANAGEMENT

3A. REGIONAL TRANSPORTATION PROGRAM COORDINATION AND MANAGEMENT

This element provides for overall coordination and management required of the regional transportation planning program. Ongoing coordination includes holding regular RTC Board and Regional Transportation Advisory Committee (RTAC) meetings. It also provides for bi-state coordination including partnering with Metro to organize and participate in the Bi-State Coordination Committee likely to be formed in early 2003. The Bi-State Coordination Committee will replace the Bi-state Transportation Committee that was formed in 1999 through a joint resolution of RTC and Metro. The Bi-State Coordination Committee will have a broader scope to include advising the region, state and local jurisdictions on transportation and land use issues of bi-state significance. In addition, it provides for public outreach and involvement activities. The fulfillment of federal and state requirements is also included in the element.

Work Element Objectives

Program Coordination and Management

- 1. Coordinate, manage and administer the regional transportation planning program.
- 2. Organize meetings and develop meeting packets, agenda, minutes, and reports/presentations for the RTC Board, Regional Transportation Advisory Committee (RTAC), Bi-state Transportation Committee Skamania County Transportation Policy Committee and Klickitat County Transportation Policy Committee.
- 3. Promote RTC Board interests through the participation on statewide transportation committees and advisory boards. Specific opportunities for this include participation on the Statewide MPO/RTPO Coordinating Committee.
- 4. Provide leadership, coordination, and represent RTC Board positions on policy and technical committees within the Portland-Vancouver region that deal with bi-state, air quality, growth management, high capacity transit, and transportation demand management issues and programs. Specifically, the key committees include the following: C-TRAN Board, Metro's Joint Policy Advisory Committee on Transportation (JPACT), Metro's Transportation Policy Advisory Committee (TPAC) and the Bi-State Coordination Committee.
- 5. Coordinate and promote regional and bi-state transportation issues with the Washington State Legislative delegation and with the Washington State Congressional delegation. An emphasis is placed on involving our region's state or federal delegation in the RTC regional transportation process, wherever possible. Information on regional transportation issues, policies, and priorities will also be provided to the individual lobbyists that represent our region in Olympia.
- 6. Represent RTC's interest in the following organizations: Greater Vancouver Chamber of Commerce, Columbia River Economic Development Council, and the Washington State Transit Association.
- 7. Coordinate regional transportation plans with local transportation plans and projects.
- 8. Coordinate with the Growth Management Act (GMA) planning process. By the end of 2003, the local GMA plan update should be complete. The actions of the Western Washington Growth Management Hearings Board as they relate to transportation planning will be tracked. RTC will review and certify the transportation elements of local comprehensive plans to ensure they conform to the requirements of the Growth Management Act and are consistent with the MTP.

- 9. Work with environmental resource agencies to ensure a coordinated approach to environmental issues relating to transportation. The MPO should be represented at EIS scoping meetings relating to transportation projects and plans.
- 10. Monitor new legislative activities as they relate to regional transportation planning requirements.
- 11. Participate in transportation seminars and training.
- 12. Prepare RTC's annual budget and indirect cost proposal.
- 13. Ensure that the MPO/RTPO computer system is maintained and is upgraded when necessary to include new hardware and software to efficiently carry out the regional transportation planning program. Provide computer training opportunities for MPO/RTPO staff.
- 14. Continue the Bi-State Memorandum of Understanding between Metro and RTC.
- 15. Coordinate with Metro's regional growth forecasting activities and in regional travel forecasting model development and enhancement.
- 16. Develop bi-state transportation strategies and participate in bi-state transportation studies. In FY 2004 this will include taking recommendations from the I-5 Partnership's Governors' Task Force and proceeding to the next phase in implementing improvements in the I-5 north corridor between Portland and Vancouver.
- 17. Liaison with Metro and Oregon Department of Environmental Quality regarding air quality planning issues.

Bi-State Coordination Committee

The I-5 Transportation and Trade Partnership Study recommendations called for the reformation of the Bi-State Transportation Committee to become the Bi-State Coordination Committee. The new committee would be charged with not only coordinating transportation issues of bi-state significance, but also coordinating bi-state land use-transportation issues. The new committee would be advisory to JPACT/Metro, RTC, and Clark County. The Bi-State Coordination Committee would be formed through an intergovernmental agreement.

18. Hold meetings of the Bi-State Coordination Committee to serve as the communication forum to address transportation and land use issues of bi-state significance. The two interstates now serve the needs of over 56,000 daily commuters who travel from Clark County to Portland to work. In addition to the commuters, the two interstates must serve business, commercial, freight and other personal travel needs.

Public Involvement

- 19. Increase public awareness and information provision of regional and transportation issues.
- 20. Involve and inform all sectors of the public, including the traditionally under-served and under-represented, in development of regional transportation plans, programs and projects. Incorporate public involvement at every stage of the planning process and actively recruit public input and consider public comment during the development of the MTP and MTIP.
- 21. Implementation of the adopted Public Involvement Program (update adopted by RTC Board Resolution 10-01-17; October 2, 2001). Any changes to the Program require that the MPO meet the procedures outlined in federal Metropolitan Planning guidelines.

- 22. Hold public meetings, including meetings relating to the MTP and MTIP, coordinated with local jurisdictions and WSDOT Southwest Region, WSDOT Headquarters and C-TRAN.
- 23. Conduct public involvement process for any special projects and studies conducted by RTC.
- 24. Continue to update the RTC web site (http://www.rtc.wa.gov) which allows the public to gain information about planning studies being developed by RTC, allows access to RTC's traffic count database and provides links to other transportation agencies and local jurisdictions.
- 25. Participate in the public involvement programs for transportation projects of the local jurisdictions of Clark County such as the County's Transportation Improvement Program Involvement Team and the City of Vancouver's TIP Committee and the City of Vancouver's 18th Street Corridor Committee.
- 26. Communicate with local media.
- 27. Maintain a mailing list of interested citizens, agencies, and businesses.
- 28. Ensure that the general public is kept well informed of developments in transportation plans for the region. Outreach may be at venues such as the annual Clark County Fair held in August or at Westfield Shoppingtown (Van Mall) weekend events.
- 29. Respond to requests from various groups, agencies and organizations to provide information and give presentations on regional transportation topics. These requests provide an important opportunity to gain public input and discussion on a variety of transportation issues.

Federal Compliance

- 30. Comply with federal laws that require development of a Regional Transportation Plan, Transportation Improvement Program, and development of a Unified Planning Work Program.
- 31. Annually develop and adopt a UPWP that describes transportation planning activities to be carried out in the Washington portion of the Portland-Vancouver metropolitan area. The UPWP identifies the key policy decisions for the year and provides the framework for RTC planning, programming, and coordinating activities. Each year a UPWP Annual Report is also produced.
- 32. Certification of the transportation planning process as required by federal law. The Triennial certification process is anticipated in late 2004.
- 33. In 1990 the federal government enacted the Americans with Disabilities Act (ADA). The Act requires that mobility needs of persons with disabilities be comprehensively addressed. The MPO/RTPO undertakes planning activities, such as data gathering, data analysis and map-making needed to support C-TRAN and local jurisdictions' implementation of ADA's provisions. C-TRAN published the 1997 C-TRAN ADA Paratransit Service Plan in January, 1997 and in 1997 achieved full compliance with ADA requirements.
- 34. In 2002 RTC worked with WSDOT's Office of Equal Opportunity to develop a Title VI Plan. The Plan was adopted by the RTC Board of Directors in November 2002 (Resolution 11-02-21). RTC will submit an annual report outlining Title VI activities in the year to WSDOT each October.
- 35. FTA Circular 4702.1 outlines reporting requirements and procedures for transit agencies and MPOs to comply with Title VI of the Civil Rights Act of 1964. RTC and C-TRAN will work cooperatively to provide the necessary Title VI documentation, certification and updates to the information. C-TRAN Title VI documentation was is following the release of the relevant decennial Census data.

- 36. Compliance with Title VI and related regulations such as the President's 1994 Executive Order 12898 on Environmental Justice. RTC will work to ensure that Title VI and environmental justice issues are addressed throughout the transportation planning and project development phases of the regional transportation planning program. Beginning with the transportation planning process, consideration is given to identify and address where programs, policies and activities may have disproportionately high and adverse human health or environmental effects on minority and low-income populations.
- 37. Continue to review Clean Air Act Amendments conformity regulations as they relate to regional transportation planning activities and the State Implementation Plan (SIP). Participation in SIP development process led by the Washington State Department of Ecology (DOE). Implementation of strategies for maintaining clean air standards by such means as Transportation Control Measures (TCMs) to promote emissions reductions. MTP updates address the need to ensure that mobile emissions budgets established in the Ten-Year Air Quality Maintenance Plan for Carbon Monoxide and the Ten-Year Air Quality Maintenance Plan for Ozone can continue to be met.
- 38. Address environmental issues at the earliest opportunity in the transportation planning process. Participate in scoping meetings for National Environmental Policy Act (NEPA) process. RTC will endeavor to assess the distribution of benefits and adverse environmental impacts at both the plan and project level.

Relationship To Other Work Elements

Regional transportation coordination activities are vital to the success of the regional transportation planning program and interrelate with all UPWP work elements. Program management is interrelated with all the administrative aspects of the regional transportation planning program and to all the program activities. The UPWP represents a coordinated program that responds to regional transportation planning needs.

FY 2004 Products

Program Coordination and Management

- 1. Meeting minutes and meeting presentation materials for transportation meetings organized by RTC.
- 2. Year 2004 Budget and Indirect Cost Proposal.
- 3. Participation in relevant Metro's regional transportation planning activities.

Bi-State Transportation Committee

4. Continue partnership with Metro to organize and host meetings of the Bi-State Coordination Committee.

Public Involvement

- 5. Documentation of public involvement and public outreach activities carried out by RTC during FY 2004.
- 6. Ensure that the significant issues and outcomes relating to the regional transportation planning process are effectively communicated to the media, including local newspapers, radio and television stations through press releases and press conferences.

Federal Compliance

- 7. Certification of the MPO planning process. RTC usually signs annual certification documents and includes the certification statement in the MTIP.
- 8. An adopted FY2005 UPWP, annual report on the FY2003 UPWP and FY 2004 UPWP amendments, as necessary
- 9. Production of maps and data analysis, to assist C-TRAN in their efforts to implement ADA and for transportation planning Title VI and environmental justice compliance.
- 10. Title VI and Executive Order 12898 (Environmental Justice) compliance documentation, as required by federal agencies.

FY 2004 Expenses:		FY 2004 Revenues:			
•	\$		 		
RTC	161,367	Fed. CPG	124,224		
	and the second second	RTPO	15,086		
	·	Local ·	22,057		
Total	161,367	·	-161,367		

4. TRANSPORTATION PLANNING ACTIVITIES OF STATE AND LOCAL AGENCIES

Federal legislation requires that all regionally significant transportation planning studies to be undertaken in the region are included in the MPO's UPWP regardless of the funding source or agencies conducting the activities. Section 4 provides a description of identified planning studies and their relationship to the MPO's planning process. The MPO/RTPO and local jurisdictions coordinate to develop the transportation planning work programs.

4A. WASHINGTON STATE DEPARTMENT OF TRANSPORTATION, SOUTHWEST REGION

Washington State Department of Transportation, Southwest Region, publishes the Washington State Department of Transportation, Southwest Region, FY 2004 Unified Planning Work Program that provides details of each planning element outlined below.

Key issues and planning activities for the WSDOT Southwest Region within the RTC's region are:

- 1. Follow-up on the Phase Two Strategic Plan Recommendations of the Portland-Vancouver I-5 Transportation and Trade Partnership (Partnership Study), managed jointly by WSDOT and ODOT. Specific activities include:
 - a. Support development of the next Draft Environmental Impact Statement Phase of the Partnership study.
 - b. Support development of a Bi-State Environmental Justice Work Group and ODOT's Delta Park to Lombard project environmental and HOV analysis.
 - c. Provide staff support for the establishment of the Bi-State Coordination Committee and their Land Use, Rail and TDM Forums.
 - d. Work with ODOT and the I-5 Partners to develop an I-5 TDM/TSM Corridor Plan and to make progress on implementing the recommended TDM Current Action Items.
 - e. Work with Clark County, C-TRAN, RTC and the City of Vancouver on the next steps for pursuing the recommended light rail loop in Clark County that will connect to the Oregon light rail system.
- 2. Participate with bi-state partners on policies, issues, and coordination related to the bi-state regional transportation system.
- 3. Continue planning and coordination with the MPO's, transit agencies, local jurisdictions and tribes located in the region on multimodal and intermodal planning, air quality analysis, transportation system performance, congestion management, intelligent transportation systems (ITS), livable communities, and major investment studies.
- 4. Coordinate with tribes located in the region on implementing Washington Transportation Plan (WTP), Highway System Plan (HSP), Route Development Plans (RDPs), and other work plan elements.
- 5. Work with the RTPO's and MPO's on updating the HSP.
- 6. Continue to analyze mobility and safety deficiencies, and mitigation implementation on the State Highway system.
- 7. Work with the Program Management section in supporting development of the Capital Improvement and Preservation Program (CIPP).
- 8. Provide data and support model improvements for the Transportation Performance Measurement System (TPMS) being developed by WSDOT Headquarters Planning Office in coordination with regional planning offices.
- 9. Provide public information and support opportunities for public involvement and communication in elements of regional and statewide WSDOT planning, EIS, accountability, and communications activities.

- 10. Work with local agencies to review development proposals to assess and mitigate potential impacts on the transportation system.
- 11. Coordinate with Counties and their local jurisdictions on Growth Management Area planning efforts to update comprehensive land use plans, transportation plans and capital facilities plans.
- 12. Work closely with RTC and Clark County on integration of local comprehensive plans in updating the Metropolitan Transportation Plan.
- 13. Work with Clark County and the City of Vancouver to develop interim transportation solutions to concurrency issues involving the 134th Street interchange with I-5 and the Mill Plain interchange with I-205.
- 14. Research Bi-State freight issues and participate in regional data collection, analysis and planning activities with Portland Metro' Regional Freight Committee.
- 15. Coordinate SW Washington freight mobility issues with WSDOT's Office of Freight Strategy and Policy and with WSDOT's Freight Working Group.
- 16. Continue to implement elements of the local Commute Trip Reduction program.
- 17. Coordinate with RTC, C-TRAN, Clark County and cities on development of transportation demand management strategies for inclusion in the Metropolitan Transportation Plan (MTP).
- 18. Continue to support additional evaluation of the I-5 HOV lane operation.
- 19. Work with RTC, ODOT and local governments on the SR-35 Columbia River Crossing Study.
- 20. Investigate SR-14 and additional Route Development Plan (RDP) needs.

WSDOT WORK ELEMENTS:

Planning and Administration

Public Information/Communications/Community Involvement

MPO/RTPO Regional and Local Planning

MPO/RTPO Coordination and Planning

Bi-State Coordination

Tribal Coordination

Regional or Local Studies

Corridor Planning

Route Development Planning

Corridor and Special Studies

Corridor Management Planning

State Highway System Plan

Deficiency Analysis

Benefit/Cost Analysis

Data and Research

Data Collection/Analysis

Travel Demand Forecasting

Transportation Planning and Coordination

Public Transportation and Rail Planning/Coordination

Multimodal/Intermodal Planning/Coordination

Transportation Demand Management (TDM)

High Occupancy Vehicle (HOV)/High Capacity Transportation (HCT) Coordination

Non-Motorized (Bike & Pedestrian Planning/Coordination

Freight Mobility Planning/Coordination

Growth Management and Development Review

Coordinate Access Management/SEPA/NEPA reviews and mitigation

Local Comprehensive Plans/County Planning Policies and Other Policy Review

Transportation Demand Management

Congestion Relief

Commute Trip Reduction

4B. C-TRAN

In addition to coordinating work with RTC, C-TRAN has identified the following planning elements for FY2004.

Transit System Development

Service Planning: C-TRAN continuously strives to maximize efficiencies within the transit system. As a result, C-TRAN typically modifies service delivery on a semi-annual basis.

Growth Management Act (GMA) Comprehensive Plan reviews are underway in Clark County at this time. C-TRAN continues to participate in the process on several levels, coordinating with jurisdictions to advocate for comprehensive plans that support multiple modes of transportation, including transit. The GMA review process also informs C-TRAN about areas of growth and future needs in the region in the next 20 years.

C-TRAN has begun the process of developing a 20-year plan for operations and expansion. This plan will incorporate local jurisdictional standards with transit improvements. The plan will include a detailed 6-year plan and a general 20-year plan.

Park and Ride Development: Consistent with the findings of the 1999 Park and Ride Study, the development of a Park and Ride facility in the I-5 corridor is progressing. C-TRAN has purchased land, may participate in a Clark County Road Improvement District (RID), and is pursuing public and public/private partnerships to establish transit-oriented development with the ultimate goal of including pedestrian/transit-friendly housing, shopping, commercial services, and support services.

Transit-Oriented Development aims to make transit use more convenient for the passenger, thus encouraging transit ridership. Examples of such development include siting other services such as residences, daycare, banking, and/or shopping adjacent to transit facilities. C-TRAN is planning partnership activities with other public and private organizations to encourage the siting of transit-oriented development.

Funding has been approved for a Park & Ride at 99th Street and I-5. This site will be a Transit-Oriented Development. Potential partners in this project include the Vancouver Housing Authority and the Clark County Sheriff's Department. Also, there is a potential for shared parking with an adjacent retail development.

Negotiations began in late 2002 on a Park & Ride lot at the Clark County Fairgrounds (NE 179th Street and I-5). This 500+/- space facility would serve the needs of North Clark County and increase usage of the HOV lane on I-5 Southbound.

Fishers Landing Transit Center opened in the summer of 2000. This 560-space facility services transit for Eastern Clark County, and is already nearing capacity. The facility includes a community room, which is being used on a regular basis. Planning efforts will focus on the need for the second phase of development of the remaining available land, including additional parking capacity and transit-oriented development partnerships.

Funding for the redesign of the transit center at Westfield Shoppingtown Mall has been approved. Engineering of the redesigned transit center will begin early 2003. This redesign will allow for more efficient transfers and increased service.

Portland-Vancouver I-5 Transportation and Trade Partnership: Draft recommendations from the Governors' Task Force identify the desire to extend Tri-Met's MAX light rail system into and through the City of Vancouver. In addition, expanded express bus is desired as an interim measure. Finally, a supporting network of fixed route and paratransit service needs to be defined. During FY 2004, I-5 Partnership recommendations may begin to be implemented. Implementation of TDM measures will proceed immediately.

Origin-Destination Study: Identification of the origins and destinations of transit riders will enable further efficiencies within the regional transit service structure. Future data from VAST will further contribute to identifying areas where additional efficiencies can be realized.

Transportation Demand Management

Commute Trip Reduction (CTR) Program: C-TRAN continues to be the lead agency for implementing the Washington State Commute Trip Reduction Program intended to reduce single occupant vehicle trips to Clark County's largest employers. Coordination with Clark County and other jurisdictions will continue.

Job Access / Reverse Commute: A federal JARC grant was approved to provide for transportation needs of low-income workers needing to access training and/or employment. This grant will be used, in part, to provide an innovative service in the east Clark County area between identified low-income neighborhoods and the major employers in the Cascade Business Park in Camas.

Intelligent Transportation System (ITS)

VAST (Vancouver Area Smart Trek) is a cooperative program by transportation agencies in Clark County (the cities of Vancouver and Camas, Clark County, the Washington State Department of Transportation Southwest Region, the Southwest Washington Regional Transportation Council, the Port of Vancouver and C-TRAN) to develop and implement a 20-year Intelligent Transportation System (ITS) Plan. ITS uses advances in technology to improve the safety and efficiency of our transportation system. The VAST program partnership is being coordinated with similar efforts underway in the Portland metropolitan area to ensure ITS strategies throughout the region are integrated and complementary.

Transit Operations and Management: Individual C-TRAN components are as follows:

- Install Automated Vehicle Location (AVL) equipment on each bus to provide inputs into operations and traveler information systems. 2002/2003
- Provide transit traveler information on the Internet. 2003
- Provide transit traveler information at key bus stops. 2004+
- Install automated fleet maintenance management system. 2003/2004
- Integrate transit operations system with regional traffic management systems. 2003/2004
- Integrate paratransit service dispatch with fixed-route service dispatch. 2003/2004
- Install automated passenger counters on all vehicles to provide continual ridership data for planning. 2002/2003
- Provide transit traveler information to mobile devices including pagers and hand held PC's. 2004+
- Install automated fare system. 2004+
- Provide transit priority treatment to C-TRAN buses at traffic signals. 2003

4C. CLARK COUNTY AND OTHER LOCAL JURISDICTIONS

CLARK COUNTY has identified the following planning studies:

- Development of Transportation Improvement Program (TIP).
- Concurrency Management System: includes maintenance of the Concurrency Management System. The work program includes monitoring of existing capacity, capacity reserved for recently approved development and LOS in response to new development proposals. In coordination with the review and update to the comprehensive plan, Clark County will be reviewing level of service standards for county transportation concurrency management corridors.
- Update to the Comprehensive Plan for Clark County as required by the state's Growth Management laws. Adoption of a full update to the Plan, including re-consideration of Urban Growth Areas, is expected to be completed by end of 2003. The County will be working with regional partners to fully meet the requirements of HB 1487 (the LOS Bill) as part of the Plan update.
- The County's "affordable" Transportation Capital Facilities Plan and associated Transportation Impact Fee program will be updated concurrently with the Comprehensive Plan Review to match adopted changes in the land use plans of Clark County (and the partner land use jurisdictions). Since one concept emerging in the Comprehensive Plan Review is "focused public investment" (targeting public investment in locations serving regionally significant employment centers), Clark County may seek to incorporate a freight mobility strategy in the transportation element of the Comprehensive Plan and provide a higher emphasis on funding freight mobility transportation improvements.
- An Arterial System Classification Map was adopted in 1996 and relates to the GMA to guide improvements required of developments for existing and future roadway cross-sections. The classification system will be updated as necessary concurrently with the Comprehensive Plan review to ensure transportation system and land use consistency.
- Working through the Vancouver Area Smart Trek (VAST) process to implement promising ITS strategies.
- A Bicycle Advisory Committee assisted Clark County in putting together the 1995-2001 Bikeways Program. Clark County will continue to carry out multi-modal transportation planning activities during FY2004.
- In connection with the on-going I-5 Transportation and Trade Partnership, Clark County will examine how to address the recommendations of that corridor study in the Comprehensive Plan.
- To protect the classified arterials and the serve local trips on the local street system, Clark County will examine local (non-arterial) circulation planning in several unincorporated urban areas. Areas identified for work that may be accomplished within FY2004 include the State Route 500/NE 124th Avenue area, the Burnt Bridge Creek industrial area and the Olin/Eastridge Business Park area.
- In order to improve the information base for transportation investment decisions and planning-level transportation improvement cost estimation, Clark County will be developing a Transportation System Database to track arterial classification, capital facilities, cost and funding information in a geographically organized system.
- On-going management of the Commute Trip Reduction contract between the State of Washington and Clark County for the provision of employer-assistance (by C-TRAN).

CITY OF VANCOUVER has identified the following planning studies:

- City of Vancouver Transportation System Plan (TSP).
- Development and adoption of Transportation Improvement Program.
- Development of Transportation Capital Facilities Plan to support comprehensive plan review and update.
- Access Management Code development and implementation.
- Southeast Neighborhood Traffic Management Plan (SENTMP).
- Annual Concurrency Program review and development.
- Support for subarea analysis as needed for city comprehensive plan review effort.
- NE 18th Street Environmental Assessment and Design.
- Vancouver Area Smart Trek (VAST) coordination.
- Adaptive traffic signal control evaluation.
- Green Fleet Car Sharing pilot program evaluation.
- South Central Neighborhoods Traffic Management Plan.
- Grand Boulevard Safety Improvement Study.
- Transportation Finance Taskforce for Operations, Maintenance, and Capital.
- ADA Transition Planning.
- EPA Car Sharing Grant: Continued Program Implementation.
- Fourth Plain Boulevard Pedestrian Safety Enhancement and Pre-design.
- Neighborhood Traffic Safety Traffic Calming Program Project Design and Implementation.
- CDBG Transportation Program Implementation.

CITY OF CAMAS has identified the following planning studies:

- Growth Management Plan Update.
- Transportation Impact Fees Update. .

CITY OF WASHOUGAL has identified the following planning studies:

Growth Management Plan Update together with Capital Improvement Plan.

CITY OF BATTLE GROUND has identified the following planning studies:

- Transportation System Plan Update as part of the Growth Management Plan update. Work will include update to the traffic impact fees program, access management, identification of truck routes and update to the Capital Facilities Plan.
- Establish traffic calming program.
- Implement the pathways element that is a part of Battle Ground's Parks Plan Update.
- I-5 North Interchange. Battle Ground will participate in planning for a new interchange at I-5/219th Street if a funding source is secured to pursue the interchange project as well as widening of SR-502.

ABBREVIATION

DESCRIPTION

AA Alternatives Analysis

AADT Annual Average Daily Traffic

AASHTO American Association of State Highway and Transportation Officials

AAWDT Annual Average Weekday Traffic

ACCT Agency Council on Coordinated Transportation

ADA Americans with Disabilities Act

ADT Average Daily Traffic

AIP Urban Arterial Trust Account Improvement Program

APC Automatic Passenger Counter

APTA American Public Transportation Association APTS Advanced Public Transportation System

AQMA Air Quality Maintenance Area

ATIS Advanced Traveler Information System

AVL Automated Vehicle Location
AVO Average Vehicle Occupancy
AWDT Average Weekday Traffic
BEA Bureau of Economic Analysis
BMS Bridge Management System
BNSF Burlington Northern Santa Fe

BRAC Bridge Replacement Advisory Committee
BRCT Blue Ribbon Commission on Transportation
BRRP Bridge Replacement and Rehabilitation Program

CAA Clean Air Act

CAAA Clean Air Act Amendments
CAC Citizens' Advisory Committee
CAPP County Arterial Preservation Program

CBD Central Business District

CBI Coordinated Border Infrastructure Program

CCI Corridor Congestion Index

CCP City and County Congested Corridor Program

CCRI Corridor Congestion Ratio Index
CCRP Corridor Congestion Relief Program
CDBG Community Development Block Grant
CDMP Corridor Development and Management Plan
CERB Community Economic Revitalization Board

CFP Capital Facilities Plan

CFP Community Framework Plan
CFP Community Framework Plan
CHAP City Hardship Assistance Program
CIT Community Involvement Team
CM/AQ Congestion Mitigation/Air Quality
CMS Congestion Management System

CO Carbon Monoxide

CORBOR Corridors and Borders Program (federal)

CREDC Columbia River Economic Development Council

ABBREVIATION DESCRIPTION

CTPP Census Transportation Planning Package

CTR Commute Trip Reduction

C-TRAN Clark County Public Transportation Benefit Area Authority

DCTED Washington State Department of Community, Trade and Economic Development

DEIS Draft Environmental Impact Statement

DEQ Oregon State Department of Environmental Quality

DLCD Oregon Department of Land Conservation and Development

DNS Determination of Non-Significance

DOE Washington State Department of Ecology
DOL Washington State Department of Licensing

DS Determination of Significance
EA Environmental Assessment
EAC Enhancement Advisory Committee
ECO Employee Commute Options
EIS Environmental Impact Statement

EJ Environmental Justice

EMME/2 is an interactive graphic transportation planning computer software

package distributed by INRO Consultants, Montreal, Canada.

EPA Environmental Protection Agency
ETC Employer Transportation Coordinator
ETRP Employer Trip Reduction Program
FEIS Final Environmental Impact Statement

FFY Federal Fiscal Year

FHWA Federal Highways Administration FONSI Finding of No Significant Impact FTA Federal Transit Administration

FY Fiscal Year

GIS Geographic Information System
GMA Growth Management Act
GTF Governors' Task Force
HCM Highway Capacity Manual
HCT High Capacity Transportation
HOV High Occupancy Vehicle

HPMS Highway Performance Monitoring System

I/M Inspection/Maintenance

IMS Intermodal Management System IPG Intermodal Planning Group

IRC Intergovernmental Resource Center

ISTEA Intermodal Surface Transportation Efficiency Act (1991)

ITS Intelligent Transportation System
IV/HS Intelligent Vehicle/Highway System

JPACT Joint Policy Advisory Committee on Transportation

LAC Local Advisory Committee
LAS Labor Area Summary

LCDC Oregon Land Conservation and Development Commission

LCP Least Cost Planning

ABBREVIATION	DESCRIPTION
LMC	Lane Miles of Congestion
LOS	Level of Service
LPG	Long Range Planning Group
LRT	Light Rail Transit
MAB	Metropolitan Area Boundary
MIA	Major Investment Analysis
MOU	Memorandum of Understanding
MP	Maintenance Plan (air quality)
MPO	Metropolitan Planning Organization
MTIP	Metropolitan Transportation Improvement Program
MTP	Metropolitan Transportation Plan
MUTCD	Manual on Uniform Traffic Control Devices
NAAQS	National Ambient Air Quality Standards
NCPD	National Corridor Planning and Development Program
NEPA	National Environmental Policy Act
NHS	National Highway System
NOX	Nitrogen Oxides
O/D	Origin/Destination
ODOT	Oregon Department of Transportation
OFM .	Washington Office of Financial Management
OTP	Oregon Transportation Plan
PAG PCE	Project Advisory Group
PE/DEIS	Passenger Car Equivalents
PHF	Preliminary Engineering/Draft Environmental Impact Statement Peak Hour Factor
PM10	Fine Particulates
PMG	Project Management Group
PMS	Pavement Management System
PMT	Project Management Team
POD	Pedestrian Oriented Development
Pre-AA	Preliminary Alternatives Analysis
PSMP	Pedestrian, Safety & Mobility Program
PTBA	Public Transportation Benefit Area
PTMS	Public Transportation Management System
PTSP	Public Transportation Systems Program
PVMATS	Portland-Vancouver Metropolitan Area Transportation Study
RACMs	Reasonable Available Control Measures
RACT	Reasonable Available Control Technology
RID	Road Improvement District
ROD	Record of Decision
ROW	Right of Way
RPC	Regional Planning Council
RTAC	Regional Transportation Advisory Committee
RTC	Southwest Washington Regional Transportation Council
RTFM	Regional Travel Forecasting Model
RTP	Regional Transportation Plan

ABBREVIATION DESCRIPTION

RTPO Regional Transportation Planning Organization RUGGO Regional Urban Growth Goals and Objectives

SCP Small City Program

SEIS Supplemental Environmental Impact Statement

SEPA State Environmental Policy Act
SIC Standard Industrial Classification
SIP State Implementation Plan

SMS Safety Management System
SOV Single Occupant Vehicle
SPG Strategic Planning Group
SPUI Single Point Urban Interchange

SR- State Route

SSAC Special Services Advisory Committee
STIP State Transportation Improvement Program

STP Surface Transportation Program
SWCAA Southwest Clean Air Agency
TAZ Transportation Analysis Zone
TCM's Transportation Control Measures

TCSP Transportation and Community and System Preservation Pilot Program

TDM Transportation Demand Management

TDP. Transit Development Program

TEA-21 Transportation Equity Act for the 21st Century

TF Task Force

TIB Transportation Improvement Board

TIMACS Transportation Information, Management, and Control System

TIP Transportation Improvement Program

TIPIT Transportation Improvement Program Involvement Team

TMA Transportation Management Area
TMC Traffic Management Center

TMIP Transportation Model Improvement Program

TMS Transportation Management Systems
TMZ Transportation Management Zone
TMUG Transportation Model Users' Group
TOD Transit Oriented Development

TPAC Transportation Policy Advisory Committee
TPP Transportation Partnership Program
TPR Transportation Planning Rule (Oregon)

Transims Transportation Simulations

Tri-Met Tri-county Metropolitan Transportation District

TRO Traffic Relief Options

TSM Transportation System Management

TSP Transportation System Plan
UAB Urban Area Boundary
UGA Urban Growth Area
UGB Urban Growth Boundary

UPWP Unified Planning Work Program

ABBREVIATION DESCRIPTION USDOT United States Department of Transportation Volume to Capacity V/C Vancouver Area Smart Trek **VAST** VHD Vehicle Hours of Delay Traffic/Transit Simulation Software (a product of PTV AG of Karlsruhe, Germany) **VISSIM** Vehicle Miles Traveled **VMT** Volatile Organic Compounds VOC Washington Administrative Code WAC

Washington State Department of Transportation

WTP Washington Transportation Plan

WSDOT

FY 2004 SUMMARY OF EXPENDITURES AND REVENUES: RTC

SOUTHWEST WASHINGTON REGIONAL TRANSPORTATION COUNCIL										
FY 2004 UNIFIED PLANNING WORK PROGRAM - SUMMARY OF REVENUES/EXPENDITURES BY FUNDING SOURCE										
	FY 2004	TESS 2004		Tadamal		,			МРО	
runus (RTC)							D.T.C.			
Work Element	CPG	RTPO	CM/AQ		STP	State	Funds	Match	Local Match) *	RTC TOTAL
I REGIONAL TRANSPORTATION PLANNING PROGRAM		•								
A Metropolitan Transportation Plan	69,876	8,486			i		,		12,407	90,769
B Metropolitan Transportation Improvement Program	38,820	4,714							6,893	50,427
C Congestion Management System Monitoring 1			140,000						21,850	161,850
D Vancouver Area Smart Trek 2			64,000						9,988	73,988
E I-5 Transportation Partnership 3					88,000				13,734	101,734
F Skamania County RTPO		16,811								16,811
G Klickitat County RTPO		18,531								18,531
H SR-35 Study - 4				96,000		24,000				120,000
Sub-Total Sub-Total	108,696	48,542			88,000	24,000	0	0	64,872	634,110
II DATA MANAGEMENT, TRAVEL FORECASTING, AIR QUA		ECHNICA	AL SERVI	CES						- · · · ·
A Reg. Transp. Data, Forecast, Air Quality & Tech. Services	155,280	18,857							27,571	201,708
B Annual Concurrency Update							20,000			20,000
Sub-Total	155,280	18,857	Ō	0	0	0	20,000	0	27,571	221,708
III TRANSPORTATION PROGRAM COORDINATION AND MANAGEMENT										
A Reg. Transp. Program Coord. & Management	124,224	15,086							22,057	161,367
TOTALS	388,200	82,485	204,000	96,000	88,000	24,000	20,000	0	114,500	1,017,185
Feb. 21, 2003										

NOTE

- * \$104,500 annual local match + MPO local match reserve.
- 1 Assumes use of 2003/04 CMAQ funds, \$35,000 of which is used for data collection by contractor.
- 2 Assumes use of 40% of \$160,000 MTIP Year 2003 CM/AQ funds.
- 3 Assumes use of 80% of \$110,000 2003 STP TMA funds matched by RTC.
- 4 Assumes use of estimated balance of federal High Priority funds.

Resolution No. 03-3289, For the Purpose of Certifying that the Portland Metropolitan Area is in compliance with Federal Transportation Requirements.

Metro Council Meeting Thursday, March 20, 2003 Metro Council Chamber

JOINT RESOLUTION OF THE METRO COUNCIL AND OREGON STATE HIGHWAY ENGINEER

TOR THE FURIOSE OF CERTIF TING THAT	. !	RESOLUTION NO. 03-328
THE PORTLAND METROPOLITAN AREA IS IN	۷)	
COMPLIANCE WITH FEDERAL)	Introduced by Councilor Rod Parl
TRANSPORTATION PLANNING)	
REQUIREMENTS)	
WHEREAS, Substantial federal funding from Highway Administration is available to the Portland		
WHEREAS, The Federal Transit Administration that the planning process for the use of these funds of for receipt of such funds; and		
WHEREAS, Satisfaction of the various requ	uirements is docu	mented in Exhibit A; now, therefore,
BE IT RESOLVED, that the transportation (Oregon portion) is in compliance with federal required Regulations, Part 450, and Title 49 Code of Federal	irements as defin	ed in Title 23 Code of Federal
ADOPTED by the Metro Council this	day of	2003.
	·	
	David Brage	don, Council President
Approved as to form:		
Daniel B. Cooper, Metro Attorney		
		·
		·
APPROVED by the Oregon Department of	Transportation St	ate Highway Engineer this
	•	•
day of 2003.		
•		
	· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·
·	State Highw	vay Engineer

Metro Self-Certification

1. Metropolitan Planning Organization (MPO) Designation

Metro is the MPO designated by the Governor for the urbanized areas of Clackamas, Multnomah and Washington Counties.

Metro is a regional government with six directly elected district councilors and a regionally elected Council President. Local elected officials are directly involved in the transportation planning/ decision process through the Joint Policy Advisory Committee on Transportation (JPACT) (see membership roster). JPACT provides the "forum for cooperative decision-making by principal elected officials of general purpose governments" as required by USDOT and takes action on the Regional Transportation Plan (RTP), the Metropolitan Transportation Improvement Program (MTIP) and the Unified Work Program (UWP). The Metro Policy Advisory Committee (MPAC) deals with non-transportation-related matters with the exception of adoption and amendment to the Regional Transportation Plan (RTP). Specific roles and responsibilities of the committees are described on page 2.

2. Geographic Scope

Transportation planning in the Metro region includes the entire area within the Federal-Aid Urban Boundary.

2001 Review Corrective Action: 4.A.1 Metro should clarify their existing metropolitan planning area boundary and provide a map. The map should clearly show any differences between:

- 1) the overall Metro boundary,
- 2) the air quality maintenance area boundary,
- 3) the urban growth boundary,
- 4) the federal urbanized area and small-urban boundaries and,
- 5) the MPO planning area boundary.

The use of PL and Metro STP funds must be consistent with the official metropolitan area planning area, urbanized area and small-urban boundaries.

Response: A map is being provided which includes: 1) the overall Metro boundary, 2) the air quality maintenance area boundary, 3) the urban growth boundary, 4) the federal urbanized area and small-urban area boundary and 5) the MPO planning area boundary.

2001 Review Recommendation: 4.A.2 If the City of Wilsonville is not currently included in the Portland metropolitan planning area boundary, it is recommended that the MAPB be expanded to include the City.

Response: The map has been expanded to include Wilsonville.

3. Agreements

a. A basic memorandum of agreement between Metro and the Regional Transportation Council (Southwest Washington RTC) delineates areas of responsibility and coordination. A revised document was executed February 2003.

- b. An agreement between TriMet and Metro implementing the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991. Executed May 2001.
- c. An agreement between the Oregon Department of Transportation (ODOT) and Metro implementing the ISTEA of 1991. Executed May 2001.
- d. Yearly agreements are executed between Metro and ODOT defining the terms and use of FHWA planning funds.
- e. Bi-State Resolution Metro and RTC jointly adopted a resolution establishing a Bi-State Policy Advisory Committee.
- f. An agreement between Metro and the Department of Environmental Quality (DEQ) describing each agency's responsibilities and roles for air quality planning. Executed May 2001.

4. Responsibilities, Cooperation and Coordination

Metro uses a decision-making structure, which provides state, regional and local governments the opportunity to participate in the transportation and land use decisions of the organization. The two key committees are JPACT and MPAC. These committees receive recommendations from the Transportation Policy Alternatives Committee (TPAC) and the Metro Technical Advisory Committee (MTAC).

JPACT

This committee is comprised of three Metro Councilors; nine local elected officials including two from Clark County, Washington, and appointed officials from ODOT, TriMet, the Port of Portland and DEQ. All transportation-related actions (including federal MPO actions) are recommended by JPACT to the Metro Council. The Metro Council can approve the recommendations or refer them back to JPACT with a specific concern for reconsideration. Final approval of each item, therefore, requires the concurrence of both bodies.

Bi-State Coordination Committee

Based on a recommendation from the I-5 Partnership Governors Task Force the Bi-State Transportation Committee became the Bi-State Coordination Committee in early 2003. This joint committee will advise the region, state and local jurisdictions on transportation and land use issues of bi state significance. The intergovernmental agreement between RTC and Metro states that JPACT and the RTC Board "shall take no action on an issue of bi-state significance without first referring the issue to the Bi-State Coordination Committee for their consideration and recommendation."

MPAC

This committee was established by the Metro Charter to provide a vehicle for local government involvement in Metro's planning activities. It includes eleven local elected officials, three appointed officials representing special districts, TriMet, a representative of school districts, three citizens, two non-voting Metro Councilors, two Clark County, Washington representatives and a non-voting appointed official from the State of Oregon. Under the Metro Charter, this committee has responsibility for recommending to the Metro Council adoption of or amendment to any element of the Charter-required RTP.

The Regional Framework Plan was adopted on December 11, 1997, and addresses the following topics:

- Transportation
- Land use (including the Metro Urban Growth Boundary and urban reserves)
- Open space and parks
- Water supply and watershed management
- Natural hazards
- Coordination with Clark County, Washington
- Management and implementation

In accordance with this requirement, the transportation plan developed to meet Transportation Efficiency Act of the 21st Century (TEA-21) Rule 12 and Charter requirements will require a recommendation from both MPAC and JPACT. This will ensure proper integration of transportation with land use and environmental concerns.

5. Metropolitan Transportation Planning Products

a. Unified Work Program (UWP)

JPACT, the Metro Council and the Southwest Washington RTC adopt the UWP annually. It fully describes work projects planned for the Transportation Department during the fiscal year and is the basis for grant and funding applications. The UWP also includes federally funded major projects being planned by member jurisdictions.

2001 Review Recommendation: 7.A.1 It is recommended that Metro and ODOT continue the work underway to insure that:

- funds programmed for planning activities in the MTIP/STIP are clearly identified in and coordinated with the UPWP,
- 2) all parties understand that Metro remains responsible for coordinating all federally-funded planning activities included in the UPWP, and
- 3) a clear distinction is made in the UPWP between funded activities and proposed activities (e.g., pending TSCP application, TGM applications, etc.).

Response: Efforts continue to provide information in the UWP as indicated in the review recommendation. Metro is coordinating with the jurisdictions to clarify the understanding of what is a "planning project" and to make sure all MTIP/STIP planning projects are included in the UWP. We are working to more clearly identify unfunded or pending projects.

2001 Review Recommendation: 7.A.2 Federal-funded reports, that are not approved by FHWA and FTA, and prepared as a part of the UPWP, should include a statement that indicates that the views expressed and conclusions drawn do not reflect the views of the USDOT.

Response: Metro includes the federal disclaimer in its documents.

b. Regional Transportation Plan (RTP)

The 2000 RTP was adopted in August 2000, culminating a two-phase, five-year effort to reorient the plan to Metro's 2040 Growth Concept. The updated plan contains a new emphasis on implementing key aspects of the 2040 land use plan with strategic transportation infrastructure

improvements and programs. The plan is fully organized around these land use goals, with modal systems for motor vehicles, transit, freight, bicycles and pedestrians geared to serve the long-term needs called for in the 2040 plan.

The 2000 RTP also includes a new level of detail, prescribing a number of new performance measures and system design standards for the 24 cities and 3 counties in the Metro region to enact. These include: new requirements for local street connectivity; modal orientation in street design; 2040-based level-of-service policy for sizing roads; targets for combined alternative modes of travel; and, parking ratios for new developments. The plan contains nearly 900 individual projects totaling \$7.2 billion in system improvements, and a corresponding series of financing scenarios for funding these projects. It also calls for more than a dozen corridor studies to define specific projects for many of the major corridors where more analysis is needed to determine which improvements best respond to expected demand. The next periodic update to the RTP is scheduled for 2004.

2001 Review Recommendation: 12.A.1. In order to avoid a future conformity lapse and the possible interruption of USDOT funds, we remind Metro that the RTP requires an update every three years. Because Metro is a maintenance area, EPA's air quality regulations require the Plan to be updated on a three-year cycle. This is because Plans need to be more sensitive to changing environmental conditions and responsive to goals established by the Clean Air Act, and to ensure that transportation activities do not worsen air quality or interfere with the purpose of the SIP. Therefore the schedule for updating the Plan is tied to the schedule for air quality conformity determinations. An update does not require a complete revisiting of underlying RTP policies, goals and assumptions; extend the planning horizon to minimum of 20 years; and complete the USDOT air quality conformity process for the financially constrained system before January 26, 2004.

Response: Metro will initiate an RTP update in May 2003, and is scheduled to be completed in January 2004 in order to avoid a conformity lapse. At a minimum, this update will cover all federal planning requirements, but may involve updates to non-federal aspects of the RTP.

2001 Review Recommendation: 12.A..2 It is recommended that every effort be made to advance the completion of the refinement plans identified as "outstanding issues" in Metro's 2000 RTP.

Response: Metro completed the Corridor Initiatives project in late 2001, and amended the RTP in 2002 to adopt the recommended priorities for completing major corridor studies in the region. Two of the 19 corridors have already been studied, or are underway using MTIP and state TGM monies, and two additional corridor studies are proposed for funding in the current MTIP solicitation. However, it should be noted that all of the refinement corridors are centered on ODOT facilities, and will require greater funding support from ODOT than is currently available to complete this work in a timely manner.

2001 Review Recommendation: 12.A...3 It is strongly recommended that short-term operations/management plans be developed expeditiously for the corridors identified in the RTP as having unmet needs but not scheduled for full corridor studies in the near-term. The goal should be to preserve and enhance mobility, reduce congestion and prevent the foreclosure of options that may occur if no action is taken until "deficiency thresholds" are reached.

Response: ODOT has undertaken an aggressive ITS system for principal routes that are identified as refinement plan corridors in the RTP, with almost all access points metered and travel information systems installed. ODOT does not plan to employ this level of system management

to the few major arterials that are called out as refinement plans, and instead will focus on access management as a strategy to protect interim mobility in these corridors.

2001 Review Recommendation: 12.A.4 Metro is encouraged to seek consensus on new approaches that might decrease the gap between the 2000 RTP's financially constrained and priority systems.

Response: Metro convened a Transportation Investment Task Force in 2002 to identify key improvements in the region, and propose mechanisms for increasing transportation funding to construct these improvements. The recommendations of the task force were accepted by JPACT and the Metro Council in February 2003, and the Metro Council has expressed an intent to continue working with the Task Force to implement the recommendations. The Oregon Legislature has also been working to reduce the transportation funding gap, with a major bond measure approved in the last session, and a follow up measure proposed for this session.

2001 Review Recommendation: 12.A.5 We recommend that Metro's next RTP update expand the discussion of Operating and Maintenance (O&M) costs in simplified terms (possibly charts, graphs, etc.) to help educate the public on the huge cost of operating and maintaining the existing and proposed transportation infrastructure (both transit and roadway).

Response: Metro will expand the discussion of O&M costs in the next update to better explain the growing financial burden in this area.

2001 Review Recommendation: 12.A.6 Minor RTP amendments are planned in the near future to reflect changes agreed to during the plan "acknowledgement" process with the Oregon Department of Land Conservation and Development. We recommend using this opportunity to make editorial corrections needed in the current document. Examples of corrections needed include:

Clarify effective dates of federal RTP recognition Clarify required update cycle Complete missing tables and graphs Publish referenced appendices

Response: The recommended clarifications proposed by FHWA and FTA will be incorporated into the upcoming update of the RTP, to be completed in January 2004.

c. Metropolitan Transportation Improvement Program (MTIP)

The MTIP was updated in spring 2002 and incorporated into ODOT 2002-2005 State
Transportation Improvement Program (STIP). The 2002 update includes projects or project
phases with prior funding commitments and allocated \$50 million of State Transportation
Program (STP) and Congestion Mitigation Air Quality Program (CMAQ). The adopted MTIP
features a three-year approved program of projects and a fourth "out-year." The first year of
projects are considered the priority year projects. Should any of these be delayed for any reason,
projects of equivalent dollar value may be advanced from the second and third years of the
program without processing formal Transportation Improvement Program (TIP) amendments.
This flexibility was adopted in response to ISTEA (now TEA-21) planning requirements. The
flexibility reduces the need for multiple amendments throughout the year. The FY 2000-03
MTIP was completed in FY 2000.

2001 Review Corrective Action: 13.A.1 Within 90 days of this report, Metro should produce a current MTIP document that meets the requirements of 23 CFR 450. As subsequent amendments are approved, the MTIP document must be kept current and accessible to the public. Further, Metro should publish, or otherwise make available for public review, an annual listing of projects for which Federal funds have been obligated in the preceding year. The list must be consistent with the categories identified in the transportation improvement program. (23 U.S.C. 134(h)(7)(B); 49 U.S.C.5303(c)(5)(B))

Response: Metro produced a current MTIP document in 2002 for the last allocation of funds, programming the years 2002-05. Metro also completed an annual listing of projects using federal funds for the year 2002, and is scheduled to complete annual lists in upcoming years. Metro is currently developing the 2004-07 MTIP, and will publish a document for this allocation in fall of this year.

2001 Review Comment: 13.A.2 It is recommended that Metro research and document the current delegation of the Governor's MTIP approval. If current delegation cannot be documented, the Governor should either be asked to provide the required MTIP approvals or make new delegations.

Response: ODOT working on this.

2001 Review Comment: 13.A.3 It is recommended that consideration to be given to adjusting the timing of Metro's MTIP update process to allow the full identification of State-selected projects and FTA-funded transit projects while the debate on MPO-selected projects is still underway. Earlier information on the full range of projects could allow for better-informed decisions, particularly in regard to alternative mode transfers.

Response: The current 2004-07 MTIP update was scheduled to help close the timing gap between STIP and MTIP updates, and will enable the next updates of the MTIP and STIP to be completely coordinated. For this round, Metro coordinated comments from the region on the draft STIP, which will be completed roughly four months in advance of the MTIP (scheduled for completion in July).

6. Planning Factors

Metro's planning process addresses the seven TEA-21 planning factors in all projects and policies. The table below describes this relationship. The TEA-21 planning factors are:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency;
- Increase the safety and security of the transportation system for motorized and non-motorized users;
- Increase the accessibility and mobility options available to people and for freight;
- Protect and enhance the environment, promote energy conservation and improve quality of life;
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- Promote efficient management and operations; and
- Emphasize the preservation of the existing transportation system.

	System Planning	Funding Strategy	High Capacity
Factor	(RTP)	(MTIP)	Transit (HCT)
1. Support Economic Vitality	 RTP policies linked to land use strategies that promote economic development. Industrial areas and intermodal facilities identified in policies as "primary" areas of focus for planned improvements. Comprehensive, multimodal freight improvements that link intermodal facilities to industry are detailed for 20-year plan period. Highway LOS policy tailored to protect key freight corridors. RTP recognizes need for freight linkages to destinations beyond the region by all modes. 	All projects subject to consistency with RTP policies on economic development and promotion of "primary" land use element of 2040 development such as centers, industrial areas and intermodal facilities. Special category for freight improvements calls out the unique importance for these projects. All freight projects subject to funding criteria that promote industrial jobs and businesses in the "traded sector."	HCT plans designed to support continued development of regional centers and central city by increasing transit accessibility to these locations. HCT improvements in major commute corridors lessen need for major capacity improvements in these locations, allowing for freight improvements in other corridors.
2. Increase Safety	 The RTP policies call out safety as a primary focus for improvements to the system. Safety is identified as one of three implementation priorities for all modal systems (along with preservation of the system and implementation of the region's 2040-growth management strategy). 	 All projects ranked according to specific safety criteria. Road modernization and reconstruction projects are scored according to relative accident incidence. All projects must be consistent with regional street design guidelines that provide safe designs for all modes of travel. 	Station area planning for proposed HCT improvements is primarily driven by pedestrian access and safety considerations.

	System Planning	Funding Strategy	High Capacity
Factor	(RTP)	(MTIP)	Transit (HCT)
3. Increase Accessibility	 The RTP policies are organized on the principle of providing accessibility to centers and employment areas with a balanced, multimodal transportation system. The policies also identify the need for freight mobility in key freight corridors and to provide freight access to industrial areas and intermodal facilities. 	Measurable increases in accessibility to priority land use elements of the 2040-growth concept is a criterion for all projects. The MTIP program places a heavy emphasis on non-auto modes in an effort to improve multimodal accessibility in the region.	The planned HCT improvements in the region will provide increased accessibility to the most congested corridors and centers. Planned HCT improvements provide mobility options to persons traditionally underserved by the transportation system.
4. Protect Environment and Quality of Life	 The RTP is constructed as a transportation strategy for implementing the region's 2040-growth concept. The growth concept is a long-term vision for retaining the region's livability through managed growth. The RTP system has been "sized" to minimize the impact on the built and natural environment. The region has developed an environmental street design guidebook to facilitate environmentally sound transportation improvements in sensitive areas, and to coordinate transportation project development with regional strategies to protect endangered species. The RTP conforms to the Clean Air Act. 	 The MTIP conforms to the Clean Air Act. The MTIP focuses on allocating funds for clean air (CMAQ), livability (Transportation Enhancement) and multiand alternative – modes (STIP). Bridge projects in lieu of culverts have been funded through the MTIP to enhance endangered salmon and steelhead passage. "Green Street" demonstration projects funded to employ new practices for mitigating the effects of stormwater runoff. 	 Light rail improvements provide emission-free transportation alternatives to the automobile in some of the region's most congested corridors and centers. HCT transportation alternatives enhance quality of life for residents by providing an alternative to auto travel in congested corridors and centers.

	System Planning	Funding Strategy	High Capacity
Factor	(RTP)	(MTIP)	Transit (HCT)
	Many new transit,		,
	bicycle, pedestrian and		
	TDM projects have been	<u>.</u>	1
	added to the plan in		i
	recent updates to provide		İ
	a more balanced multi-	1	
	modal system that		
·	maintains livability.		
i ·	RTP transit, bicycle,		
	pedestrian and TDM		
	projects planned for the	gen de gen	
	next 20 years will	i .	<u> </u>
	complement the compact		
	urban form envisioned in		
	the 2040 growth concept	,	
· ·	by promoting an energy-	i i	·
· ·	efficient transportation		
	system.		
·	Metro coordinates its		
	system level planning	•	
·	with resource agencies		
	to identify and resolve	•	
	key issues.	•	
5. System Integration/	The RTP includes a	Projects funded through	Planned HCT
Connectivity	functional classification	the MTIP must be	improvements are
	system for all modes that	consistent with regional	closely integrated
	establishes an integrated	street design guidelines.	with other modes,
	modal hierarchy.	 Freight improvements are 	including
	The RTP policies and	evaluated according to	pedestrian and
	Functional Plan* include	potential conflicts with	bicycle access
	a street design element	other modes.	plans for station
!	that integrates		areas and park-and-
	transportation modes in	•	ride and passenger
	relation to land use for		drop-off facilities
•	all regional facilities.	•	at major stations.
•	• The RTP policies and	_	
• .	Functional Plan include		
	connectivity provisions		·
•	that will increase local		
	and major street		
	connectivity.		r
	 The RTP freight policies 		
	and projects address the		
	intermodal connectivity		
•	needs at major freight		
	terminals in the region.		
•	• The intermodal		
	management system	·	
	identifies key intermodal	•	,
	links in the region.		

Factor	System Planning (RTP)	Funding Strategy (MTIP)	High Capacity Transit (HCT)
6. Efficient Management & Operations	 The RTP policy chapter includes specific system management policies aimed at promoting efficient system management and operation. Proposed RTP projects include many system management improvements along regional corridors. The RTP financial analysis includes a comprehensive summary of current and anticipated operations and maintenance costs. 	 Projects are scored according to relative cost effectiveness (measured as a factor of total project cost compared to measurable project benefits). TDM projects are solicited in a special category to promote improvements or programs that reduce SOV pressure on congested corridors. TSM/TTS projects are funded through the MTIP. 	Proposed HCT improvements include redesigned feeder bus systems that take advantage of new HCT capacity and reduce the number of redundant transit lines.
7. System Preservation	 Proposed RTP projects include major roadway preservation projects. The RTP financial analysis includes a comprehensive summary of current and anticipated operations and maintenance costs. 	Reconstruction projects that provide long-term maintenance are identified as a funding priority.	The RTP financial plan includes the 20-year costs of HCT maintenance and operation for planned HCT systems.

^{*} Functional Plan = Urban Growth Management Functional Plan, an adopted regulation that requires local governments in Metro's jurisdiction to complete certain planning tasks.

7. Public Involvement

Metro maintains a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions and supports early and continuing involvement of the public in developing its policies, plans and programs. Public Involvement Plans are designed to both support the technical scope and objectives of Metro studies and programs while simultaneously providing for innovative, effective and inclusive opportunities for engagement. Every effort is made to employ broad and diverse methods, tools and activities to reach potentially impacted communities and other neighborhoods and to encourage the participation of low-income and minority citizens and organizations.

All Metro UWP studies and projects that have a public involvement component require a Public Involvement Plan (PIP) that meets or exceeds adopted public involvement procedures. Included in individualized PIPs are strategies and methods to best involve a diverse citizenry. Some of these may include special public opinion survey mechanisms, custom citizen working committees or advisory committee structures, special task forces, web instruments and a broad array of public information materials. For example, given the geographically and philosophically diverse make-up of the South Corridor Study, it was determined that the traditional single citizens advisory committee would not prove effective. Hence, the study incorporated area specific working committees, local advisory committees and assemblies as well as corridor-wide all-assemblies. Hearings, workshops, open houses, charrettes and other activities are also held as needed.

The MTIP relies on early program kick-off notification, inviting input on the development of criteria, project solicitation, project ranking and the recommended program. Workshops, informal and formal opportunities for input as well as a 45-day + comment period are repetitive aspects of the MTIP process. In addition, with availability of new census information, block analysis will be conducted on areas surrounding each project being considered for funding to ensure that environmental justice principles are met and to identify where additional outreach might be beneficial.

Finally, TPAC includes six citizen positions. TPAC makes recommendations to JPACT and the Metro Council.

2001 Review Recommendation: 9.A.1 Metro is encouraged to consider reaffirming its 1995 Public Involvement Process and to document the evaluation that has taken place and is planned for the coming year.

Response: Projects and programs continue to abide by the agency's adopted Transportation Planning Public Involvement Policy. While this policy has not been rewritten, it was used as the basis for establishing Metro's agency-wide 2002 adopted Public Involvement Planning Guide. A resolution to reaffirm the 95 process will be added to next year's UWP.

2001 Review Recommendation: 9.A.2 Although Metro's public involvement process appears to be very vibrant, open and responsive, it is recommended that, whenever possible, more time be provided between the closing of comments and final decisions.

Response: Every effort is made to add more time for deliberation between the closing of a public involvement period and decision-making. For example, "Listening Posts" for the 2004-2007 TIP process, seeking comments on the larger list of potentially funded projects, are now scheduled at the beginning of the 30-day comment period. Moreover, tentative action is not scheduled until three weeks from the close of the comment period.

8. <u>Title VI</u> – In September 2002 Metro submitted to the FTA the 1999-2002 Title VI Compliance report with accompanying mapped demographic information. To date there has not been a response. In addition, the Federal Highway Administration (FHWA) and FTA certified Metro's Public Involvement, Title VI and Environmental Justice processes as part of the October 2001 Metropolitan Transportation Planning and Programming USDOT Certification Review.

9. Disadvantaged Business Enterprise (DBE)

A revised DBE program was adopted by the Metro Council in June 1997 (Ordinance No. 97-692A); 49CFR 26 allows recipients to use the DBE goal of another recipient in the same market. Metro's Executive Officer approved an overall DBE annual goal in accordance with ODOT. This goal was established utilizing ODOT's methodology to determine DBE availability of "ready, willing and able" firms for federally funded professional and construction projects. The current goal is 14 percent.

Metro's DBE program was reviewed and determined to be in compliance by FTA after conducting a Triennial Review in August 1999.

10. Americans with Disabilities Act (ADA)

The Americans with Disabilities Act Joint Complementary Paratransit Plan was adopted by the TriMet Board in December 1991 and was certified as compatible with the RTP by Metro Council in January 1992. The plan was phased in over five years and TriMet has been in compliance since January 1997. Metro approved the 1997 plan as in conformance with the RTP. FTA audited and approved the plan in summer 1999.

Additional 2001 Review Recommendations

Vision and Goals

2001 Review Recommendation: 1.A.1 It is recommended that Metro pursue the development of performance measures for both highway and transit and use them to evaluate progress towards attaining their regional goals for the mobility of people and goods.

Response: The performance measures program provides a periodic and rigorous evaluation of the region's effort in providing transportation infrastructure and services to enhance local economy and livability.

Environmental Justice

2001 Review Recommendation: 10.A.1 We encourage Metro's plans to use 2000 Census and other supplemental data to identify the distribution of minority and low-income populations and to evaluate the Environmental Justice performance of the RTP and MTIP.

Response: With the availability of Census 2000 information staff is now able to access aspects of projects or programs that may be of interest or have potential impact or benefit to minority and/or low-income populations. This will help us to better engage appropriate communities in effective communication and transportation decision-making processes. For the 2004-07 MTIP, block analysis will be conducted on the areas surrounding each project submitted for funding consideration. A qualitative assessment of the project will be provided as part of project evaluation. If successful, a similar method will be applied to projects or project areas during future regional transportation updates.

Congestion Management

2001 Review Recommendation: 11.A.1 It is recommended that Metro develop a short index or "roadmap" document that describes how their current Congestion Management System is being implemented and where the specific components can be found. (This would serve as a replacement for the 1996 Interim CMS Document.) Metro should also clarify how the CMS is to be used in the overall project selection and ranking process, and how the CMS is used to develop stand-alone or integrated congestion responses.

Response: Metro will incorporate a new section in the Appendix to the RTP during the upcoming update to provided a "roadmap" to CMS features in the plan. This would serve as a replacement for the 1996 CMS document, and would allow users to easily understand how CMS has been incorporated into our regional planning.

2001 Review Recommendation: 11.A.2 Metro is strongly encouraged to work with local jurisdictions and transit operators to identify short-term strategies for managing existing transportation assets. This is particularly important in corridors identified as needing large-scale improvements, but not scheduled for detailed analysis in the near term.

Response: Metro participates in TRANSPORT, the regional technical steering committee for ITS, where most short-term strategies for managing existing highway are addressed by the operating agencies. Metro also operates a subcommittee of TPAC that monitors TDM programs in the region, including new performance measures on effectiveness of regional strategies and creation of new transportation management associations.

2001 Review Recommendation: 11.A.3 As owners and operators of the regional freeway system, it is recommended that ODOT, in cooperation with Metro, also develop management plans and project refinement plans for their facilities, including operational and system management strategies and a range of capital actions.

Response: ODOT has undertaken an aggressive ITS system for principal routes that are identified as refinement plan corridors in the RTP, with almost all access points metered and travel information systems installed. ODOT does not plan to employ this level of system management to the few major arterials that are called out as refinement plans, and instead will focus on access management as a strategy to protect interim mobility in these corridors.

2001 Review Recommendation: 11.A.4 Metro and ODOT are strongly encouraged to accelerate the corridor studies identified in Metro's RTP as outstanding issues.

Response: Metro completed the Corridor Initiatives project in late 2001, and amended the RTP in 2002 to adopt the recommended priorities for completing major corridor studies in the region. Two of the 19 corridors have already been studied, or are underway using MTIP and state TGM monies, and two additional corridor studies are proposed for funding in the current MTIP solicitation. However, it should be noted that all of the refinement corridors are centered on ODOT facilities, and will require greater funding support from ODOT than is currently available to complete this work in a timely manner.

2001 Review Recommendation: 11.A.5 It is recommended that Metro establish a goal of reduced congestion and establish performance measures to determine progress toward achieving the goal.

Response: Metro has adopted a tiered, land use-based strategy for managing congestion, but does not have general policies for reducing congestion. Instead, plan policies focus on removing congestion bottlenecks in the system, and maintaining an acceptable level-of-service during peak and off-peak periods. The plan

also uses a CMS-based approach to identify improvements that maintain desired level-of-service. Metro has also adopted policies that will ensure that value pricing and other alternatives to general purpose lanes are considered when adding future capacity to principal routes.

Air Quality Conformity

2001 Review Recommendation: 14.A.1 If Metro chooses to continue the practice of adopting RTP and MTIP actions contingent upon completion of the air quality conformity process, it is highly recommended that the public process more clearly indicate that the documents have no federal status until the USDOT air quality conformity findings have been finalized.

Response: In the fall 2002 Metro amended both the RTP/MTIP to authorize OTIA expansion projects. Project funds and accompanying conformity determination were approved in the same resolution/ordinance action.

Should future actions prove incapable of being approved in a joint action draft and final materials will clearly lay out in public terms that such actions are not approved until determination of conformity. The documents and resolutions will contain a caveat as to need for determination. The current 2004 MTIP update process schedule indicates that determination will happen at the conclusion of the timeline.

ITS

2001 Review Recommendation: 15.A.1 it is recommended that Metro work with RTC and their partners to clarify bi-state ITS architecture and operations issues. (e.g., Will a single bi-state architecture or two separate but coordinated architectures be developed? Who will be responsible for updating the architecture(s) and ensuring continued bi-state compatibility?)

Response: In February 2003, TPAC will formally consider appointing "Transport" as the ITS Subcommittee. Transport will have responsibility for bi-state coordination of the ITS architecture. This committee will be on going and include members from both sides of the river.

Bi-State Coordination

2001 Review Recommendation: 17.C.1 It is recommended that Metro and RTC continue to work together on regional ITS issues. Metro and RTC should clearly identify the roles and responsibilities of each agency with regard to the operation, maintenance and assurance of compatibility of the regional ITS infrastructure. From the motorist's perspective, the two systems should operate as a single unit, as if the state line did not exist.

2001 Review Recommendation: 17.C.2 It is recommended that Metro and RTC identify how their respective congestion management systems interact, particularly in regard to how they identify and measure congestion, and address short term needs.

Response: Metro and RTC are addressing these issues through the Bi-State process.

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STAFF REPORT

CONSIDERATION OF RESOLUTION NO. 03-3289 FOR THE PURPOSE OF CERTIFYING THAT THE PORTLAND METROPOLITAN AREA IS IN COMPLIANCE WITH FEDERAL TRANSPORTATION PLANNING REQUIREMENTS

Date: February 15, 2003

Presented by: Andrew C. Cotugno

PROPOSED ACTION

This resolution certifies that the Portland metropolitan area is in compliance with federal transportation planning requirements as defined in Title 2.3, Code of Federal Regulations, Part 450 and Title 49, Code of Federal Regulations, Part 613.

EXISTING LAW

Federal transportation agencies (Federal Transit Administration [FTA] and Federal Highway Administration [FHWA]) require a self-certification that our planning process is in compliance with certain federal requirements as a prerequisite to receiving federal funds. The self-certification documents that we have met those requirements and is considered yearly at the time of Unified Work Program approval.

FACTUAL BACKGROUND AND ANALYSIS

Required self certification areas include:

- Metropolitan Planning Organization (MPO) designation
- Geographic scope
- Agreements
- Responsibilities, cooperation and coordination
- Metropolitan Transportation Planning products
- Planning factors
- Public Involvement
- Title VI
- Disadvantaged Business Enterprise (DBE)
- Americans with Disabilities Act (ADA)

Each of these areas is discussed in Exhibit A to Resolution No. 03-3289.

BUDGET IMPACT

Approval of this resolution is a companion to the Unified Work Program. It is a prerequisite to receipt of federal planning funds and is, therefore, critical to the Metro budget. The UWP matches the projects and studies reflected in the proposed Metro budget submitted by the Metro Chief Operating Officer to the Metro Council and is subject to revision in the final adopted Metro budget.

Approval will mean that grants can be submitted and contracts executed so work can commence on July 1, 2003, in accordance established Metro priorities.

Resolution No. 03-3290, For the Purpose of Approving the Metropolitan Transportation Improvement Program (MTIP)

Allocation for Regional Funding Strategy.

Metro Council Meeting Thursday, March 20, 2003 Metro Council Chamber

BEFORE METRO COUNCIL

FOR THE PURPOSE ENDORSING A MU	LTI-YEAR)	RESOLUTION NO. 03-3290
COMMITMENT OF METROPOLITAN)	
TRANSPORTATION IMPROVEMENT)	Introduced by Councilor Rod Park
PROGRAM FUNDS FOR A REGIONAL) .	•
FUNDING PLAN)	

WHEREAS, the Metro Council adopted Resolution 96-2442 For the Purpose of Endorsing a Regional Position on Reauthorization of the Intermodal Surface Transportation Efficiency Act (ISTEA), on January 23, 1997, that committed \$55 million of Regional Surface Transportation Program (STP) funds to the South/North Light Rail Project during the period of FY 1999-2009; and

WHEREAS, the Metro Council adopted Resolution 99-2804A For the Purpose of Endorsing the Interstate Max Light Rail Transit Project and South Corridor Financing Strategy and Amending the Metropolitan Transportation Improvement Program, on June 24, 1999, that increased the commitment of STP funds by \$12.5 million during the period of FY 2005-2010 and endorsed using the multi-year commitment of funds for a "North LRT/South Corridor Financing Strategy;" and

WHEREAS, Congress is considering reauthorization of the Transportation Equity Act of the 21st Century (TEA-21) during 2003; and

WHEREAS, reliable local funding commitments for priority projects enhance the region's ability to advance its transportation agenda through the reauthorization bill; and

WHEREAS, the South Corridor Policy Advisory Group has released a two-phase locally preferred alternative recommendation for the South Corridor premised on local funding for the I-205 Light Rail (LRT) Project coming from contributions of federal, state, regional and local funds by affected local and regional governments and local funding for the Milwaukie LRT Project coming from a regional bond measure; and

WHEREAS, the South Corridor, Commuter Rail and North Macadam projects support 2040 Growth Concept objectives for the Central City and for Regional and Town Centers and have been designated as regional reauthorization priorities, among others; and

WHEREAS, funding deficiencies affecting the South Corridor, Commuter Rail and North Macadam projects can be resolved by establishing an integrated regional funding plan for these projects; and

WHEREAS, the integrated regional funding plan requires extending and expanding the existing multi-year commitment of Metropolitan Transportation Improvement Program (MTIP) funds; and

WHEREAS, Joint Policy Advisory Committee on Transportation (JPACT) recommends the attached amendment to the multi-year commitment of MTIP funds and associated *Regional Funding Strategy*; now, therefore,

BE IT RESOLVED that the Metro Council:

- 1. Endorses the Regional Funding Strategy for the South Corridor, Commuter Rail, and North Macadam Projects shown in Exhibit A.
- 2. Amends the Metropolitan Transportation Improvement Program to reflect the supplemental multi-year commitment of regional federal formula funds as described in the Regional Funding Strategy.

ADOPTED by the	e Metro Council on th	is day of <u>N</u>	March, 2003.	
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		· •		
		David	Bragdon, Council	President
Approved as to Form:		:		
Daniel B. Cooper, Metro	Attorney	•		

Exhibit "A"

Regional Funding Plan for South Corridor, Commuter Rail and North Macadam Projects

1. Metro hereby supplements the multi-year commitment of Metropolitan Transportation Improvement Program (MTIP) funds set forth in Resolution No. 99-2804A 2804A For the Purpose of Endorsing the Interstate Max Light Rail Transit Project and South Corridor Financing Strategy and Amending the Metropolitan Transportation Improvement Program, as follows:

FY '99	Allocation of MTIP Funds under Resolution No. 99- 2804A \$1,500,000	Supplemental Commitment of MTIP Funds to Regional Funding Plan	Total Multi-Year Commitment of MTIP Funds \$1,500,000
FY '00	\$6,000,000		\$6,000,000
FY '01	\$6,000,000		\$6,000,000
FY '02	\$6,000,000		\$6,000,000
FY '03	\$6,000,000		\$6,000,000
FY '04	\$6,000,000		\$6,000,000
FY '05	\$6,000,000		\$6,000,000
FY '06	\$6,000,000	\$2,000,000	\$8,000,000
FY '07	\$6,000,000	\$2,000,000	\$8,000,000
FY '08	\$6,000,000	\$2,000,000	\$8,000,000
FY '09	\$6,000,000	\$2,000,000	\$8,000,000
FY '10	\$6,000,000	\$2,000,000	\$8,000,000
FY'11		\$8,000,000	\$8,000,000
FY '12		\$8,000,000	\$8,000,000
FY '13		\$8,000,000	\$8,000,000
FY '14		\$8,000,000	\$8,000,000
FY '15		\$8,000,000	\$8,000,000
TOTAL	\$67,500,000	\$50,000,000	\$117,500,000

- 2. This funding commitment will generally be fulfilled through programming of Surface Transportation Program (STP) funds. However, on an annual basis, Metro may determine that it is more advantageous to obligate Congestion Mitigation/Air Quality (CMAQ) funds.
- 3. From the funds committed under Resolution No. 99-2804A 2804A For the Purpose of Endorsing the Interstate Max Light Rail Transit Project and South Corridor Financing Strategy and Amending the Metropolitan Transportation Improvement Program, \$1.5 million has been expended, as required by Resolution No, 99-2804A, on South Corridor environmental and engineering studies, and \$40 million, net of debt service, on Interstate MAX.

From the remaining funds under Resolution 99-2804A 2804A For the Purpose of Endorsing the Interstate Max Light Rail Transit Project and South Corridor Financing Strategy and Amending the Metropolitan Transportation Improvement Program, \$24 million, net of debt service, will be provided to construct the Phase 1 locally preferred alternative for the South Corridor Project.

- 4. The Supplemental Commitment of MTIP Funds shown in paragraph 1 is committed to meet funding needs, either directly or through a revenue bonding strategy, as follows:
 - A. Phase 1 South Corridor Project: \$15 million, net of debt service, will be provided from the supplemental commitment of MTIP funds (making a total of \$39 million available to the Project from the entire multi-year commitment) to construct Phase 1 of the South Corridor Project. These funds will be provided in accordance with the funding plan set forth in the Final Environmental Impact Statement (FEIS) for the Project, as may be revised in the Project's Full Funding Grant Agreement.

To achieve at least a 40% local share of capital cost, additional local funding will come from Clackamas County, City of Portland, TriMet, and state and regional sources in accordance with a detailed funding plan to be set forth in the FEIS. The region will seek up to a 60% federal funding share through the Federal Transit Administration's (FTA) New Starts program or other federal funding. Local funding for the Phase 2 South Corridor Project is anticipated to come from a future regional bond.

If the City of Portland does not commit sufficient funds to incorporate a Mall Light Rail (LRT) alignment in the South Corridor Project, the \$10 million of MTIP funds (or bond proceeds supported by MTIP funds) intended for the North Macadam Project will instead be provided to the South Corridor Project (making the total direct/bond contribution from MTIP funds \$49 million). If these additional funds were provided to the South Corridor Project after FY 2006, the associated debt service costs would be less than anticipated for the North Macadam Project. Under this scenario, the savings in debt service would accrue to the South Corridor Project, increasing the MTIP contribution to the Project.

Final commitment of these MTIP funds is subject to commitment of the other funding sources.

- B. <u>Commuter Rail</u>: \$10 million, net of debt service, will be provided to the Commuter Rail Project in accordance with the funding plan set forth in the *Definitive Agreement* between Washington County and TriMet, as may be revised in the project's Full Funding Grant Agreement. The County will provide sufficient County and State funds to achieve a 50% local share of total capital cost. The region will seek a 50% federal funding share through FTA's New Starts program or other federal funding.
- C. North Macadam Project: Conditioned on the City of Portland committing sufficient funds to the South Corridor Project to incorporate a mall light rail alignment, \$10 million of MTIP funds, net of debt service, will be provided in FY 2006 for infrastructure improvements serving the North Macadam District. These infrastructure improvements are identified in the Portland Transportation

System Plan and the Metro Regional Transportation Plan and include the streetcar extension, the tram to Oregon Health & Science University (OHSU), bike/pedestrian and street improvements. If this condition is not met, these MTIP funds (or bond proceeds supported by these MTIP funds) will be applied instead to the South Corridor Project as discussed in paragraph A, above.

The City will provide the remaining \$50 million needed to complete the funding package for the private/OHSU development proposal in the North Macadam District from City, Portland Development Commision (PDC), OHSU, and private sources. If the federal reauthorization act includes a "Small Starts" or "Streetcar Starts" program, the region may seek federal funds from such a program for the Streetcar connection to and through the North Macadam District.

Final commitment of these MTIP funds is subject to commitment of the other funding sources.

STAFF REPORT

IN CONSIDERATION OF RESOLUTION NO. 03-3290 FOR THE PURPOSE OF ENDORSING A MULTI-YEAR COMMITMENT OF METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAM FUNDS FOR A REGIONAL FUNDING PLAN

Date: February 24, 2003 Prepared by: Andy Cotugno

BACKGROUND

On January 23, 1997, the Metro Council adopted Resolution 96-2442 For the Purpose of Endorsing a Regional Position on Reauthorization of the Intermodal Surface Transportation Efficiency Act (ISTEA), committing \$55 million of Regional Surface Transportation Program (STP) funds to the South/North Light Rail (LRT) Project during the period of FY 1999-2009. On June 24, 1999, the Metro Council adopted Resolution 99-2804A For the Purpose of Endorsing the Interstate Max Light Rail Transit Project and South Corridor Financing Strategy and Amending the Metropolitan Transportation Improvement Program, increasing the commitment of STP funds by \$12.5 million during the period of FY 2005-2010 and endorsing the North LRT/South Corridor Financing Strategy as the blueprint for expending these funds. Based on these resolutions, \$1.5 million was spent on South Corridor environmental and engineering studies and \$40 million, net of debt service, was spent on Interstate MAX construction. From the remaining funds, \$24 million, net of debt service, is available to construct the South Corridor Project.

In February 2003, the South Corridor Policy Advisory Group recommended a two-phase locally preferred strategy. The Policy Advisory Group recommended the I-205 LRT Project as the locally preferred alternative for Phase 1, and proposed to incorporate a mall LRT alignment in the I-205 LRT Project. The Policy Advisory Group recommended the Milwaukie LRT Project for Phase 2. In addition, the Policy Group recommended implementation of the Southgate Transit Center (in Milwaukie) as part of Phase I. These recommendations were premised on local funding for the I-205 LRT Project coming from contributions of federal, state, regional and local funding sources by affected local and regional governments and local funding for the Milwaukie LRT Project coming from a regional bond measure.

Also in February 2003, the Metro Council and the Joint Policy Advisory Committee on Transportation (JPACT) endorsed a regional position regarding the federal FY 2004 Appropriations Bill and reauthorization of the Transportation Equity Act of the 21st Century (TEA-21). The region established the South Corridor Project, Commuter Rail Project, and North Macadam Project as regional priorities, among others. Experience has shown that the region's ability to advance its transportation appropriation and reauthorization agenda is enhanced by demonstrating reliable funding plans for requested projects, including local funding commitments. Currently, the South Corridor, Commuter Rail and North Macadam projects currently have local funding gaps that have been difficult to resolve because their funding plans are particularly intertwined.

Consequently, in February the Transportation Policy Alternatives Committee (TPAC) proposed and JPACT requested that Metro staff work with the affected parties to identify a plan for these projects that (a) reduces their funding gaps through an expanded multi-year commitment of Metropolitan Transportation Improvement Program (MTIP) funds and (b) coordinates the individual funding plans into an integrated funding plan. The Regional Funding Plan set forth in Resolution No. 03-3290 is the result of that effort.

The Regional Funding Plan supplements the multi-year commitment made in Resolution No. 99-2804A with a \$50 million additional commitment of MTIP funds. These supplemental MTIP funds would be used directly or in a revenue-bonding strategy to provide, net of debt service, \$15 million to the South Corridor Project, \$10 million to the Commuter Rail Project and \$10 million to the North Macadam Project, all in accordance with the finance plans for these projects. It is recommended that if the Commuter Rail project is funded with greater than 50% New Start funding, that the savings be returned to the MTIP for future allocation.

The allocation of these MTIP funds to the North Macadam Project is conditioned on the City's commitment of sufficient funds to incorporate mall light rail alignment in the South Corridor Project. It is necessary for the City of Portland to finalize the funding plans for the North Macadam area and LRT on the transit mall together because of the numerous overlapping funding sources. If this condition that the City of Portland commit funds toward LRT on the transit mall is not met, the \$10 million of MTIP funds intended for the North Macadam Project will be applied instead to the South Corridor Project. The allocation of these MTIP funds to the I-205 LRT project is subject to final local funding commitments from the other governmental entities. This funding allocation to the Commuter Rail project is subject to securing a 50% federal "New Starts" funding commitment for the project (other local sources are already committed).

ANALYSIS/INFORMATION

- 1. Known Opposition There are no known opponents.
- 2. Legal Antecedents On January 23, 1997, the Metro Council adopted Resolution 96-2442 For the Purpose of Endorsing a Regional Position on Reauthorization of the Intermodal Surface Transportation Efficiency Act (ISTEA), committing \$55 million of Regional Surface Transportation Program (STP) funds to the South/North Light Rail Project during the period of FY 1999-2009. On June 24, 1999, the Metro Council adopted Resolution 99-2804A 2442 For the Purpose of Endorsing the Interstate Max Light Rail Transit Project and South Corridor Financing Strategy and Amending the Metropolitan Transportation Improvement Program, increasing the commitment of STP funds by \$12.5 million during the period of FY 2005-2010 and endorsing the North LRT/South Corridor Financing Strategy as the blueprint for expending these funds
- 3. Anticipated Effects These added funds would be used to provide, net of debt service, \$15 million to the South Corridor Project, \$10 million to the Commuter Rail Project and \$10 million to the North Macadam Project, all in accordance with the finance plans for these projects.
- 4. Budget Impacts This resolution would commit an additional \$50 million of regional formula federal funds (i.e. STP and CMAQ funds) during the FY 2006 through FY 2015 period to an existing multi-year commitment of funds for regional transportation priorities.

The \$10 million commitment to the North Macadam is subject to the City of Portland committing sufficient local match for a Mall LRT alignment; otherwise, these funds will be allocated to the South Corridor Project (making a total contribution to the South Corridor Project of \$25 million, net of debt service, from the added funds).

RECOMMENDED ACTION

Approve Resolution No. 03-3290.

STAFF REPORT

IN CONSIDERATION OF RESOLUTION NO. 03-3290 FOR THE PURPOSE OF ENDORSING A MULTI-YEAR COMMITMENT OF METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAM FUNDS FOR A REGIONAL FUNDING PLAN

Date: February 24, 2003

Prepared by: Andy Cotugno

BACKGROUND

On January 23, 1997, the Metro Council adopted Resolution 96-2442 For the Purpose of Endorsing a Regional Position on Reauthorization of the Intermodal Surface Transportation Efficiency Act (ISTEA), committing \$55 million of Regional Surface Transportation Program (STP) funds to the South/North Light Rail (LRT) Project during the period of FY 1999-2009. On June 24, 1999, the Metro Council adopted Resolution 99-2804A For the Purpose of Endorsing the Interstate Max Light Rail Transit Project and South Corridor Financing Strategy and Amending the Metropolitan Transportation Improvement Program, increasing the commitment of STP funds by \$12.5 million during the period of FY 2005-2010 and endorsing the North LRT/South Corridor Financing Strategy as the blueprint for expending these funds. Based on these resolutions, \$1.5 million was spent on South Corridor environmental and engineering studies and \$40 million, net of debt service, was spent on Interstate MAX construction. From the remaining funds, \$24 million, net of debt service, is available to construct the South Corridor Project.

In February 2003, the South Corridor Policy Advisory Group recommended a two-phase locally preferred strategy. The Policy Advisory Group recommended the I-205 LRT Project as the locally preferred alternative for Phase 1, and proposed to incorporate a mall LRT alignment in the I-205 LRT Project. The Policy Advisory Group recommended the Milwaukie LRT Project for Phase 2. In addition, the Policy Group recommended implementation of the Southgate Transit Center (in Milwaukie) as part of Phase I. These recommendations were premised on local funding for the I-205 LRT Project coming from contributions of federal, state, regional and local funding sources by affected local and regional governments and local funding for the Milwaukie LRT Project coming from a regional bond measure.

Also in February 2003, the Metro Council and the Joint Policy Advisory Committee on Transportation (JPACT) endorsed a regional position regarding the federal FY 2004 Appropriations Bill and reauthorization of the Transportation Equity Act of the 21st Century (TEA-21). The region established the South Corridor Project, Commuter Rail Project, and North Macadam Project as regional priorities, among others. Experience has shown that the region's ability to advance its transportation appropriation and reauthorization agenda is enhanced by demonstrating reliable funding plans for requested projects, including local funding commitments. Currently, the South Corridor, Commuter Rail and North Macadam projects currently have local funding gaps that have been difficult to resolve because their funding plans are particularly intertwined.

Consequently, in February the Transportation Policy Alternatives Committee (TPAC) proposed and JPACT requested that Metro staff work with the affected parties to identify a plan for these projects that (a) reduces their funding gaps through an expanded multi-year commitment of Metropolitan Transportation Improvement Program (MTIP) funds and (b) coordinates the individual funding plans into an integrated funding plan. The Regional Funding Plan set forth in Resolution No. 03-3290 is the result of that effort.

The Regional Funding Plan supplements the multi-year commitment made in Resolution No. 99-2804A with a \$50 million additional commitment of MTIP funds. These supplemental MTIP funds would be used directly or in a revenue-bonding strategy to provide, net of debt service, \$15 million to the South Corridor Project, \$10 million to the Commuter Rail Project and \$10 million to the North Macadam Project, all in accordance with the finance plans for these projects. It is recommended that if the Commuter Rail project is funded with greater than 50% New Start funding, that the savings be returned to the MTIP for future allocation.

The allocation of these MTIP funds to the North Macadam Project is conditioned on the City's commitment of sufficient funds to incorporate mall light rail alignment in the South Corridor Project. It is necessary for the City of Portland to finalize the funding plans for the North Macadam area and LRT on the transit mall together because of the numerous overlapping funding sources. If this condition that the City of Portland commit funds toward LRT on the transit mall is not met, the \$10 million of MTIP funds intended for the North Macadam Project will be applied instead to the South Corridor Project. The allocation of these MTIP funds to the I-205 LRT project is subject to final local funding commitments from the other governmental entities. This funding allocation to the Commuter Rail project is subject to securing a 50% federal "New Starts" funding commitment for the project (other local sources are already committed).

ANALYSIS/INFORMATION

- 1. Known Opposition There are no known opponents.
- 2. Legal Antecedents On January 23, 1997, the Metro Council adopted Resolution 96-2442 For the Purpose of Endorsing a Regional Position on Reauthorization of the Intermodal Surface Transportation Efficiency Act (ISTEA), committing \$55 million of Regional Surface Transportation Program (STP) funds to the South/North Light Rail Project during the period of FY 1999-2009. On June 24, 1999, the Metro Council adopted Resolution 99-2804A 2442 For the Purpose of Endorsing the Interstate Max Light Rail Transit Project and South Corridor Financing Strategy and Amending the Metropolitan Transportation Improvement Program, increasing the commitment of STP funds by \$12.5 million during the period of FY 2005-2010 and endorsing the North LRT/South Corridor Financing Strategy as the blueprint for expending these funds
- 3. Anticipated Effects These added funds would be used to provide, net of debt service, \$15 million to the South Corridor Project, \$10 million to the Commuter Rail Project and \$10 million to the North Macadam Project, all in accordance with the finance plans for these projects.
- 4. Budget Impacts This resolution would commit an additional \$50 million of regional formula federal funds (i.e. STP and CMAQ funds) during the FY 2006 through FY 2015 period to an existing multi-year commitment of funds for regional transportation priorities.

The \$10 million commitment to the North Macadam is subject to the City of Portland committing sufficient local match for a Mall LRT alignment; otherwise, these funds will be allocated to the South Corridor Project (making a total contribution to the South Corridor Project of \$25 million, net of debt service, from the added funds).

RECOMMENDED ACTION

Approve Resolution No. 03-3290.

Agenda Item Number 9.1

Contract Review Board

Metro Council Meeting Thursday, February 14, 2002 Metro Council Chamber

BEFORE THE METRO CONTRACT REVIEW BOARD

FOR THE PURPOSE OF AUTHORIZING AN	·)	RESOLUTION NO. 03-3293
EXEMPTION TO THE REQUIREMENT OF)	•
COMPETITIVE BIDDING, AUTHORIZING)	•
ISSUANCE OF A REQUEST FOR PROPOSALS)	Introduced by: Mark Williams, Interim Chief
TO PROCURE HAZARDOUS WASTE)	Operating Officer, with the concurrence of
DISPOSAL SERVICES, AND AUTHORIZING)	David Bragdon, Council President
EXECUTION OF THE RESULTING MULTI-)	
YEAR CONTRACTS)	

WHEREAS, Metro operates a hazardous waste collection program, which includes two permanent household hazardous waste facilities, a series of roundup collections around the region, and a conditionally exempt generator (CEG) program; and,

WHEREAS, Metro's current contracts for transportation and disposal of wastes collected in the hazardous waste program expire on June 30, 2003; and,

WHEREAS, the proposed FY 2003-04 budget of the Solid Waste and Recycling Department authorizes expenditures of a total of \$1,004,700 for hazardous waste disposal; and,

WHEREAS, ORS 279.015 requires that public contracts shall be based upon competitive bids except when exempted upon approval of certain findings; and,

WHEREAS, Metro Code Section 2.04.054 provides that all Metro public contracts shall be based upon competitive bid with the exception that specific contracts may be exempted by resolution of the Metro Contract Review Board, subject to the requirements of ORS 279.015, including certain findings; and,

WHEREAS, for the justifications set forth in the attached Exhibit B, the Metro Contract Review Board finds that exempting the award of a contract resulting from the RFP for procurement of hazardous waste disposal services from the competitive bidding requirements of ORS 279.015 and Metro Code Section 2.04.052 is unlikely to encourage favoritism in the award of such contract or substantially diminish competition for such contract, and result in substantial cost savings to Metro; and,

WHEREAS, pursuant to Metro Code Section 2.04.026(c) Council approval of contracts awarded as a result of the RFP is required; and,

WHEREAS, pursuant to Section 2.04.026(c) of the Metro Code, the Council may at the time it approves a request for proposals waive the requirement for Council approval of a contract prior to execution of the contract; and,

WHEREAS, this resolution was submitted to the Acting Chief Operating Officer for consideration and was forwarded to the Council for approval; now therefore,

BE IT RESOLVED

- 1. that the Metro Contract Review Board adopts as its findings the justifications, information and reasoning set forth in Exhibit B and incorporated by reference into this resolution as if set forth in full; and,
- 2. that based upon such findings, the Metro Contract Review Board exempts from competitive bidding requirements the contract to be solicited through the attached request for proposals; and.
- 3. that the Metro Council authorizes the release of a request for proposals substantially similar to RFP #03-1058-SWR for Transportation and Disposal of Wastes Collected in Metro's Hazardous Waste Programs attached as Exhibit A; and,
- 4. that the Metro Council authorizes the Chief Operating Officer to execute multi-year contracts for Transportation and Disposal of Hazardous Wastes Collected in Metro's Hazardous Waste Collection Program with the most qualified proposers.

ADOPTED by the Metro Council this	day of, 2003.		
			•
	David Bragdon, Council Presider	nt	
Approved as to Form:		÷	,
Daniel B. Cooper, Metro Attorney		e de la companya de l	

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Exhibit A Resolution No. 03-3293

REQUEST FOR PROPOSALS

for

TRANSPORTATION AND DISPOSAL OF WASTES COLLECTED IN METRO'S HAZARDOUS WASTE PROGRAM

(RFP #03-1058-SWR)

April 2003

Metro
Solid Waste & Recycling
600 NE Grand Avenue
Portland, OR 97232

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REQUEST FOR PROPOSALS FOR TRANSPORTATION AND DISPOSAL OF WASTES COLLECTED IN METRO'S HAZARDOUS WASTE PROGRAM

I. INTRODUCTION

The Solid Waste and Recycling Department of Metro, a metropolitan service district organized under the laws of the State of Oregon and the Metro Charter, is requesting proposals for the transport, recycling, treatment, storage, and disposal of materials collected in Metro's Household Hazardous Waste and Conditionally Exempt Generator Waste Collection Programs (RFP #03-1058-SWR). Proposals will be due no later than 3:00 p.m., Friday April 25, 2003, in Metro's business offices at 600 NE Grand Avenue, Portland, Oregon, 97232-2736, Attention: Jim Quinn, Solid Waste and Recycling Department.

Metro has divided wastes into 36 categories. Twelve of these categories are grouped together as Primary Categories. Metro intends to award a single contract for transportation and disposal of all wastes in these Primary Categories. In order to be considered for award as Primary Contractor, proposers must provide proposals for all 12 Primary Categories.

The remaining 24 categories are Secondary Categories. Proposers need not provide proposals for the Primary Categories in order to provide a proposal for one or more Secondary Category. Proposers may submit proposals for one, several, or all of the Secondary Categories. Each Secondary Category will be scored and awarded separately.

Further details concerning the project and proposal are contained in this document.

II. BACKGROUND

Metro is the agency responsible for household hazardous waste management in the Portland metropolitan area. In order to provide for convenient disposal of household hazardous waste for residents of the region, Metro has established permanent collection facilities at each of the two Metro-operated solid waste transfer stations. The first facility opened to the public in February of 1992, and is located at the Metro South Transfer Station, 2001 Washington Street in Oregon City, Oregon. The second facility, located at the Metro Central Transfer Station, at 6161 NW 61st Street in Portland, Oregon, opened in November of 1993.

Metro also conducts a program of one to two-day satellite collections of household hazardous waste in various locations in the Metro region, a conditionally exempt small quantity generator (CEG) collection program, a load check program in which hazardous waste is isolated from incoming solid waste, and a paint retailer takeback program at two paint stores.

During 2002 a total of about 4 million pounds of wastes were collected in Metro's program.

Waste types received in 2002:

Flammables	32%
Latex Paint and related	41%
Motor Oil, Car Batteries, Antifreeze	8%
Pesticides	5%
Aerosols	3%
Acids, bases and oxidizers	3%
Cleaners & water-based wastes	3%
Miscellaneous *	5%

^{*}The miscellaneous category includes household batteries, asbestos, fire extinguishers, propane and other compressed gas cylinders, organic peroxides, reactives, explosives, radioactives, sharps, non-ferrous scrap metals, and PCB-containing fluorescent ballasts.

Permanent Collection Facilities

Metro's Household Hazardous Waste (HHW) Facilities are housed in state-of-the-art hazardous materials handling and storage buildings. Because household hazardous waste is exempt from RCRA regulation throughout collection and disposal [per 40CFR261.4 (b) (1)], the facilities are not regulated as TSD facilities, although they meet many of the physical and operational requirements for TSD's.

All receiving, sorting and packaging of wastes at the Metro's HHW Facilities are performed by Metro personnel. Materials are packaged in DOT approved drums, to the specifications of the transportation contractor and disposal facility. In addition, the facilities have rooms equipped for bulking of flammable paints and other materials into 55 gallon quantities. Metro obtains drums and other packaging materials under separate contract.

Within each facility, segregated storage areas are utilized to store full drums prior to shipment. Storage areas dedicated to flammables, poison/pesticides, alkalis, acids and oxidizers can store approximately one week's worth of drummed waste.

All latex paint processing is done in a dedicated latex paint recycling facility at Metro South. Latex paint is carefully sorted, and good quality paint is screened, bulked, and packaged in 5 gallon buckets for sale.

In addition to the physical storage limitations, the facilities have a one year limit on storage of wastes collected.

The facilities have laboratories for identifying unknown materials, and use a customized system for identification of unlabeled materials.

The facilities are open to the public Monday through Saturday, from 9:00 a.m. to 4:00 p.m. Pickup of drummed waste for disposal is generally conducted early in the morning prior to the facilities opening to the public.

"Roundup" Program

During the contract period, Metro plans to conduct short-duration collections of household hazardous wastes at various sites within the Metro region, known as roundups. This may require pickup of drummed wastes at sites other than Metro's household hazardous waste facilities.

Conditionally Exempt Generator Waste

Hazardous wastes generated by conditionally exempt small quantity generators (generally referred to as CEG's in Oregon) are exempt from RCRA per 40CFR261.5. In July of 1992 the EPA clarified that CEG waste could be commingled with household hazardous waste at approved household hazardous waste facilities, and that the resulting mixture would retain its RCRA-exempt status.

Waste from CEG's may be received at Metro's Hazardous Waste Facilities from one of three sources:

- 1. Waste generated at one of Metro's facilities that are classified as CEG's. This includes Metro Regional Center, where the map center and the print shop generate small amounts of waste, Metro Washington Park Zoo, where small amounts of a variety of waste are generated, and Blue Lake and Oxbow Parks, which are operated by Metro. In addition, waste generated in the course of identifying unknowns in Metro's hazardous waste facilities are, in fact, CEG waste.
- 2. Abandoned waste from the transfer station tipping floor and illegal dump site cleanups. Hazardous and otherwise unacceptable waste are routinely found mixed with solid waste in Metro transfer stations, and occasionally found at cleanups of illegal trash dumping sites. When the generator cannot be identified, the waste may be managed in Metro's hazardous waste facilities.
- 3. Collected by appointment from generators in Metro's CEG collection program. This program was started because of the limited options available for CEG's wanting to safely and legally dispose of their waste.

This RFP addresses combined HHW/CEG wastes.

Load Check Program

Metro conducts a load check program at Metro's transfer stations. Under this program the mixed solid waste received at the transfer stations is monitored in order to minimize the quantity of hazardous and other unacceptable waste received. When unacceptable waste is discovered, the generator is identified if possible, and the waste is returned to the generator. However in some cases the generator is unable or unwilling to pick up the waste, and in some cases the generator cannot be identified. In either of these situations, Metro is left to properly package, store and dispose of the waste. Metro has developed a screening process, approved by DEQ, to insure that these wastes are not generated by RCRA-regulated small quantity generators (SQG's) or large quantity generators (LQG's). All screened wastes that are not returned to the generator are brought to the hazardous waste facilities and commingled with HHW/CEG waste for disposal.

Disposition of Wastes

Metro's use of in-house hazardous waste staff and utilization of the bulking room and other features of the permanent facilities allow considerable flexibility in the packaging of wastes collected. This in turn facilitates the development of new transportation, recycling and disposal opportunities. Metro's hazardous waste staff are committed to continuously seeking out new waste management opportunities, considering cost as a primary factor, but also putting considerable emphasis on environmental criteria, such as the degree of beneficial reuse/recycling, the environmental impact of disposal options, and the environmental record of proposed disposal facilities.

III. PROPOSED SCOPE OF WORK

The scope of work for each contract developed pursuant to this RFP may include the following provisions, and any other provisions agreed to during the contract negotiation process. Some of these elements may not apply depending on the dollar amount of the contract and the types of waste managed under the contract. Such exclusions will be addressed in final contract documents.

- 1. This contract shall be effective July 1, 2003 through June 30, 2005.
- 2. Contractor shall pick up wastes of selected categories and remove them from Metro HHW facilities or collection sites as needed. Contractor shall pick up all properly packaged and labeled wastes that are included in a current approved profile when requested by Metro.
- 3. For primary categories Metro will provide at least one week notice for establishing a pickup date. Metro will provide details of waste types and quantities to be picked up at least two days prior to pickup date. Contractor shall bring a vehicle suitable to pick up the quantity of waste specified at the prescribed date and time. Metro may require waste pickups on weekends or evenings for special events.

- 4. Contractor shall provide a filled out Uniform Hazardous Waste Manifests for Metro signature for each waste shipment. Metro will provide proper shipping names including constituents one day prior to pickup date.
- 5. Contractor shall arrange for delivery to recycling, treatment, storage, and disposal facilities that are approved by Metro. A list of facilities that are approved by both Metro and Contractor will be developed.
- 6. For all wastes that would be fully-regulated hazardous wastes if it were not for the household waste or CEG waste exemption, all final disposal facilities shall be DEQ or EPA registered hazardous waste recycling facilities, or fully permitted hazardous waste treatment storage and disposal facilities (TSDF's). All wastes that are sent from Metro directly to permitted TSDF's shall be transported using a hazardous waste manifest. Metro shall be considered the generator for manifesting purposes. Contractor shall ensure that TSDF's send signed manifest copies to Metro within standard processing times.
- 7. All final disposal facilities that are permitted TSDF's shall have Environmental Impairment Liability in the amount, per site, of \$1,000,000 per occurrence, \$2,000,000 aggregate, covering emissions, discharges, dispersals, disposal, releases, escapes or seepages of smoke, vapors, soot, fumes, acids, alkalis, toxic chemicals, liquids, gases, waste materials, irritants, and contaminants that spoil the land, atmosphere, or water.
- 8. Metro reserves the right to remove any facility from the list of approved facilities. Categories of waste that were designated to go to a facility that has been removed from the approved list may be sent to any other currently approved facility. When this occurs Contractor may negotiate new pricing for these categories. If Contractor is unable to dispose of any category of waste due to Metro's objection, contractor may return that waste to Metro.
- 9. If Contractor wishes to ship wastes to a facility not currently approved by Metro, Contractor shall notify Metro thirty days in advance of Contractor's intention to ship to the unlisted facility. Metro shall inform Contractor of non-approval within thirty days of notification. If Metro does not object, the facility shall be added to the approved facilities list.
- 10. By mutual agreement additional categories of waste, along with agreed upon pricing and approved disposal facilities, may be added to the schedule of disposal categories.
- 11. Contractor shall assist Metro with obtaining approved waste profiles when required.
- 12. Contractor shall supply a 24-hour response number on manifests in accordance with 49CFR173.600-606
- 13. For every manifest of waste picked up from Metro by Contractor, Contractor shall provide a written report certifying disposition of the waste. This report shall include the manifest number, the date picked up from Metro, the Metro facility or event site it was shipped from, the name and location of the recycling, treatment, storage or disposal

facility that the waste was transported to, and the disposal method. Each report shall be signed by a responsible company representative.

If the waste is transported to its final recycling, treatment or disposal facility under the Metro-generated manifest, the report shall include the final waste management date for each line item on the manifest. The report shall be submitted to Metro no more than 270 days from the date the waste was picked up from Metro.

If the waste is transported to an intermediate treatment or storage facility, and later shipped to a final recycling, treatment or disposal facility under a new manifest, the report shall include for each line item the name and location of the final waste management facility that the waste was shipped to, the date it was shipped to that facility, and the manifest number or a unique identifying number that can be referred to. This intermediate report shall be submitted to Metro no more than 270 days from the date the waste was picked up from Metro. In addition, a certificate of final waste management shall be submitted to Metro, signed by a responsible official at the final waste management facility, referring to the manifest number or identifying number in the intermediate report. The final waste management certificate shall be submitted to Metro no more than 360 days from the date the waste was picked up from Metro.

If a report for any manifest is not received within the timelines specified above, then all payment invoices received by Metro after the report deadline shall be deemed not acceptable to Metro, and shall not be paid unless and until the late report is received.

Metro will withhold \$5,000 of the final payment due to the contractor (as determined by Metro), until all reports are received. If the final payment is less than \$5,000, the entire payment will be retained.

- 14. For all TSCA-regulated PCB-containing wastes, Contractor shall comply with all reporting requirements in state and federal regulations addressing PCB materials.
- 15. Metro shall identify all unknown wastes using Metro's identification system, based on "HazCat" and other qualitative identification systems. Contractor shall handle wastes so identified in the same manner as other wastes are handled, or shall inform Metro of the reasons for the unacceptability of the identification, and of the nature of further testing requirements.
- 16. Contractor shall purchase and maintain at contractor's expense, the following types of insurance covering the contractor, its employees and agents:

Broad form comprehensive general liability covering bodily injury, property damage, and personal injury with automatic coverage for premises/completed operations and product liability. The policy must be endorsed with contractual liability coverage.

Automobile bodily injury and property damage liability, insurance including MCS-90 and CA9948 endorsement for all autos.

Insurance coverage for general liability shall be a minimum of \$1,000,000. The aggregate amount for automobile liability insurance coverage shall be in the amount of \$5,000,000.

METRO, its elected officials, departments, employees and agents shall be named as an ADDITIONAL INSURED. Notice of any material change or policy cancellation shall be provided 30 days prior to the change. Contractor shall provide Metro with a certificate or certificates of insurance prior to execution of the contract, showing that all contract requirements have been satisfied.

This insurance as well as all workers' compensation coverage for compliance with ORS 656.017 must cover CONTRACTOR'S operations under this Contract, whether such operations be by CONTRACTOR or by any subcontractor or anyone directly or indirectly employed by either of them.

- 17. Contractor shall perform all services in accordance with all applicable federal, state and local laws, rules, regulations and orders, including, but not limited to: the Resource Conservation and Recovery Act (RCRA), and regulations, rules and orders of the United States Environmental Protection Agency, the U. S. Department of Transportation, Oregon's Department of Environmental Quality, state and federal Occupational Health and Safety authorities, and the Oregon Public Utility Commission.
- 18. Contractor shall designate one individual as Metro's primary contact for all matters relating to this contract. Metro will designate specific Metro staff persons as approved contacts for Contractor to communicate with on matters relating to this contract.
- 19. Contractor shall allow Metro representatives to visit any facility owned or operated by Contractor that receives waste pursuant to this contract, up to two visits per year per facility. Contractor shall provide access to all areas where Metro wastes are stored or processed, and all paperwork files relating to Metro waste.

IV. PROPOSAL INSTRUCTIONS

Submission of Proposal

Please submit 5 copies of the proposal to Metro, addressed to:

Jim Quinn
Hazardous Waste Project Manager
Solid Waste and Recycling Department
Metro
600 NE Grand Avenue
Portland, Oregon, 97232-2736,

Deadline

Proposals will not be considered if received at Metro's business office, 600 NE Grand Avenue, Portland, Oregon, 97232-2736, Attention Jim Quinn, Solid Waste and Recycling Department, after 3:00 p.m. on Friday April 25, 2003.

RFP as Basis for Proposals

This RFP represents the most definitive statement Metro will make concerning information upon which proposals are to be based. Any verbal information which is not contained in this RFP, or in addenda to this RFP, will not be considered by Metro in evaluating proposals.

If any Proposer has a question about this RFP or needs any clarification with regard to any portion of the RFP, inquiries must be made in writing to Jim Quinn, and received no later than April 10, 2003. If Metro determines that a question asked is important and merits a response, the question and Metro's answer will be sent to all parties on the list of proposers (those parties who have received a copy of the RFP) on or before April 16, 2003. Any Proposer who has submitted a proposal and who subsequently receives an addendum, may supplement their proposal as they consider appropriate, provided that the supplementary material is provided on or before the due date for proposals.

In addition to the above, Metro may issue addenda to clarify or add to the RFP. In such an event, additional time to respond to the RFP or to provide supplementary material will be provided as appropriate.

Proposal Security

Each proposal must be accompanied by a certified or cashier's check or proposal bond executed on the prescribed form (see Attachment 2), payable to Metro, in the amount of one thousand dollars (\$1,000.00). This shall serve as a guarantee that the proposer will not withdraw the proposal for a period of ninety (90) days after the submittal date, and if awarded a contract will execute the Metro contract and furnish all bond(s) as required and within the time frame specified herein. Proposal bonds shall be returned to proposers subsequent to final contract selections by Metro.

If a proposal addresses only Secondary Categories, and proposer anticipates that the value of any contract awarded would be less than \$15,000, then proposer need not provide proposal security as described above.

Performance/Labor and Materials Bond

Within ten (10) days of Notice of Conditional Award, successful proposers may be required to execute and deliver to Metro a Performance and Labor and Materials Bond or a Letter of Credit conditioned upon the faithful performance of the Contract and the payment of all persons

supplying labor and materials as prescribed under the terms of the contract. The Initial Bond or Letter of Credit shall be for the term of the Contract. The Performance and Labor and Materials Bond or the Letter of Credit shall be for the full amount of the contract and be in a form specified by Metro.

The Surety or Banking Institution furnishing this Bond or Letter of Credit, as provided on the attached Surety Form (Attachment 3), shall have a rating of at least A and be of the appropriate class for the relevant bond amount according to Best's Key Rating System and shall otherwise have a sound financial standing and a record of service satisfactory to Metro and shall be authorized to do business in the state of Oregon. The Attorney-in-Fact (Resident Agent) who executes this Bond or Letter of Credit on behalf of the Surety or Banking Institution must attach a notarized copy of his/her Power of Attorney as evidence of his/her authority to bind the Surety or Banking Institution on the date of execution of each Bond or Letter of Credit.

Contract Type

Metro intends to enter into a Public Contract with all selected Contractors. A copy of the standard contract form approved by Metro General Counsel is attached for review prior to submitting a proposal.

Information Release

All proposers are hereby advised that Metro may solicit and secure background information based upon the information, including references, provided in response to this RFP. By submission of a proposal all proposers agree to such activity and release Metro from all claims arising from such activity.

Minority and Women-Owned Business Program

In the event that any subcontracts are to be utilized in the performance of this agreement, the proposer's attention is directed to Metro Code provisions 2.04.100 & 200.

Copies of that document are available from the Procurement and Contracts Division of General Services, Metro, Metro Center, 600 NE Grand Avenue, Portland, OR 97232 or call (503) 797-1714.

V. PROPOSAL CONTENTS

- 1. A transmittal letter which indicates who will be the project manager, and states that the proposal will be valid for ninety (90) days after the submittal date; include the name, title, address, and telephone number of an individual or individuals with authority to contractually bind the company during the period in which Metro is considering proposals.
- 2. Proposal Price Forms (Attachment 1) with appropriate sections filled for each category for which the Proposer wishes to be considered. Additional instructions on filling out the Proposal Price Forms can be found at the beginning of the Proposal Price Forms section, (Attachment 1).

- 3. Describe <u>all</u> other fees or costs that would be incurred in the course of performing duties described in the scope of work, including but not limited to: transportation charges, profiling fees, surcharges for unusually small or large shipments, etc.
- 6. Describe your firm's experience with transportation and disposal of hazardous wastes in general, and with household hazardous wastes and CEG wastes specifically. Describe your experience also with managing commingled household and CEG wastes, if any.
- 7. Include a list of at least two (2) present or former customers of your firm who can attest to your firm's performance in hazardous waste transportation and disposal. Include contact person and phone number. If possible, these customers should be household hazardous waste or CEG waste generating customers.
- 8. List all regulatory permits currently held by your firm that apply to transportation, handling, or disposal of hazardous materials and hazardous waste. Provide the name, address, telephone number, and if possible a contact person for all regulatory agencies that oversee compliance for these permits.
- 9. Proposal Security in the form of a certified or cashier's check or completed Proposal Bond Form (Attachment 2). See Proposal Instructions for more information.
- 10. Surety Form for Performance/ Labor and Materials Bond (Attachment 3). See Proposal Instructions for more information
- 11. Optional exceptions and comments section. To facilitate evaluation of proposals, Metro requires that all responding firms adhere to the format outlined within this RFP. Firms wishing to take exception to, or comment on, any specified criteria within this RFP are encouraged to document their concerns in a distinct section of their proposal. Exceptions or comment should be succinct, thorough and organized.

VI. GENERAL CONDITIONS

- 1. <u>Limitation and Award</u>: This RFP does not commit Metro to the award of a contract, nor to pay any costs incurred in the preparation and submission of proposals in anticipation of a contract. Metro reserves the right to waive minor irregularities, accept or reject any or all proposals received as the result of this request, negotiate with all qualified sources, or to cancel all or part of this RFP.
- 2. <u>Billing Procedures</u>: Proposers are informed that the billing procedures of the selected firm are subject to the review and prior approval of Metro before reimbursement of services can occur. Contractor's invoices shall include an itemized statement of the work done during the billing period, and will not be submitted more frequently than once a month. Metro shall pay Contractor within 30 days of receipt of an approved invoice.

- 3. Validity Period and Authority: The proposal shall be considered valid for a period of at least ninety (90) days and shall contain a statement to that effect. The proposal shall contain the name, title, address, and telephone number of an individual or individuals with authority to bind any company contacted during the period in which Metro is evaluating the proposal.
- 4. Conflict of Interest. A Proposer filing a proposal thereby certifies that no officer, agent, or employee of Metro or Metro has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of Metro; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Proposer for the same call for proposals; the Proposer is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

VII. EVALUATION

Evaluation Procedure

Proposals received that conform to the proposal instructions and respond to the scope of work will be evaluated. Proposals will be reviewed by a selection committee. The basis for evaluation will follow the criteria identified below.

Wastes have been divided into 36 categories- a list of the categories is included in Attachment 1, Proposal Price Forms. Twelve of these categories are grouped together as Primary Categories. The evaluation committee will select a single contractor for transportation and disposal of all wastes in the Primary Categories, referred to as the Primary Contractor. In order to be considered for award as Primary Contractor, proposers must provide proposals for all 12 Primary Categories. The evaluation criteria listed below will be used to score proposals for disposal of Primary Categories.

The remaining 24 categories are Secondary Categories. Proposers need not provide proposals for the Primary Categories in order to provide a proposal for one or more Secondary Category. Proposers may submit proposals for one, several, or all of the Secondary Categories. Each Secondary Category will be scored and awarded separately. The scoring criteria shown below will also be applied to all proposals received for each Secondary category.

The Primary Contractor and Secondary Contractors selected will be sent a Notice of Conditional Award identifying the waste categories for which the proposer has been selected for contract negotiations. The selection committee may request interviews with some proposers before a final evaluation is made.

Evaluation Criteria

The criteria used in evaluating proposals shall be as follows:

- General compliance with the RFP (10 points).
- Costs for transportation and disposal of waste category, including labor and material costs
 which would be incurred by Metro in preparing wastes to meet proposer's specifications
 (50 points).
- Environmental soundness of disposal method (see note below) (25 points).
- Proposer's experience, qualifications and compliance record (15 points).

Environmental soundness of disposal methods will be rated based on the waste reduction hierarchy shown on the instruction page of the Proposal Price Forms, Attachinent 1, and on the environmental record of final disposal sites.

VIII. ATTACHMENTS

- 1. Proposal Price Forms
- 2. Proposal Bond Form
- 3. Surety Form
- 4. Metro Standard Contract

Attachment 1-

PROPOSAL PRICE FORMS

Instructions:

All waste categories described in the following pages contain waste from household sources and/or from conditionally exempt generators (CEG's). In the <u>Notes. changes:</u> section Proposer should indicate any changes to the category description or to packaging requirements, including types of wastes acceptable, contaminant limits, drum type, liquid quantity restrictions, container type and size limitations, drum list requirements, etc. Any other comments on disposal of a particular category should also be noted in the Notes/Changes section.

<u>Proposer's price</u> information must be filled out for each category that proposer wishes to be considered for. In order to be considered for award of Primary Contractor, proposer must provide pricing and information for all Primary Categories. If proposer intends to charge any costs beyond those shown in the Proposal Price forms, proposer must indicate them as described in the Proposal Contents section, item #3.

Indicated <u>quantity generated per year</u> are estimates only; Metro guarantees no minimum quantities in any category.

Disposal methods. In each category that a proposer wishes to be considered for, proposer must specify at least one disposal method, along with pricing. Proposer need not use the disposal method identified as the current method used by Metro. At proposers option additional disposal methods and pricing for a category may be proposed. Each disposal method provided by each proposer will be evaluated separately. Proposers should either use one of the disposal methods from the waste reduction hierarchy, shown below, or if proposer indicates a disposal method not on this list, proposer should provide a detailed explanation of the disposal method. In all cases the indicated disposal facility must be allowed under federal and state law to dispose the indicated waste category using the proposed disposal method.

Waste reduction hierarchy, (ordered from most desirable to least desirable):

Reuse- beneficial use of the waste, generally in a manner similar to that which the product was originally intended for, with minimal processing before use.

<u>Recycle</u>- processing of the waste to extract or reclaim components that may be beneficially used.

Energy Recovery- use of a high-BTU material as a fuel in an industrial facility. Does not include use to fuel combustion in a destructive incineration facility.

<u>Treatment</u>- a process that alters the characteristics of a hazardous waste in order to render it less hazardous or non-hazardous prior to final disposal through municipal waste landfilling, discharge to POTW, or other methods.

<u>Incineration</u>- destructive incineration in which energy is not recovered. Includes use to fuel combustion in destructive incineration.

Landfill- land disposal in a permitted hazardous waste landfill.

Primary Categories:

AF1	A-Fuel Liquids
AF2	A-Fuel Solids
AFM	A-Fuel, mixed liquids/solids
AFP	A-Fuels, high PCB's
AFL	A-Fuel loosepacks
K .	Acids
L	Alkalis
M	Oxidizers
N	Pesticides & poisons
Q1	Aerosols- flammable
Q2	Aerosols- corrosive
Q3	Aerosols- poison

Secondary Categories:

Chlorinated solvents
Solvents, recyclable
Empty steel cans
Fertilizer, dry
Latex/water-based waste
Cleaners
Batteries-mixed button cell
Batteries- Ni/Cd & NiMH
Batteries- dry cell
Batteries-Mercury
Batteries-Lithium
Batteries-Silver oxide
Acids, bulk
Bases, bulk
Oxidizers, bulk
Pesticides, bulk
Non-TSCA ballasts
TSCA ballasts
Organic peroxides
Reactives
Packing group I pesticides
Contaminated debris
Mercury Products
Compressed gas cylinders

Primary categories:

Category AF1 A-Fuel Liquids

Quantity generated per year: 500 drums

Description: Pumpable flammable liquids, BTU value greater than 6000 BTU/pound. Includes oil-based paints and paint related materials, paint thinners, gasoline, halogenated and nonhalogenated solvents, etc. No isocyanates.

Current packaging specifications: UN 1A1 drum, bulk. Outside of drum should be clean. Current disposal method: Energy Recovery

Proposer's price for this method:Additional charge per gallon of non-pun		and the second s		
	npaole material:/ga	allon		
Proposed disposal facility:				•
	•	•	.	7
Proposer's price for alternate method	/55-gallon drum			
Disposal method:	•		• • •	
Disposal facility:	•			
,		• ,		
•				
Notes, changes:				
		• .		
	•			
Category AF2 A-Fuel Solids	Oventity	onstad man	year: 50 drum	
Description, 14on-pumpaore matimiaore	materials. Includes all ite	ms under ca	ategory AF1,	as we
as semi-solid solvent-based adhesives ar	materials. Includes all iten nd caulks, tars and other r	ms under ca coofing com	ategory AF1, apounds. Asbe	as we estos-
as semi-solid solvent-based adhesives ar	materials. Includes all iten ad caulks, tars and other r	ms under ca oofing com	ategory AF1, apounds. Asbo	as we estos-
as semi-solid solvent-based adhesives ar containing materials acceptable. Current packaging specifications: UN 14	nd caulks, tars and other r . A2 drum, new drums only	oofing com	pounds. Asbe	estos-
as semi-solid solvent-based adhesives ar containing materials acceptable. Current packaging specifications: UN 14	nd caulks, tars and other r . A2 drum, new drums only	oofing com	pounds. Asbe	estos-
as semi-solid solvent-based adhesives ar containing materials acceptable. Current packaging specifications: UN 12 Current disposal method: Energy Recovery	nd caulks, tars and other r A2 drum, new drums only ery	oofing com	pounds. Asbe	estos-
as semi-solid solvent-based adhesives ar containing materials acceptable. Current packaging specifications: UN 12 Current disposal method: Energy Recovery Proposer's price for this method:	nd caulks, tars and other r A2 drum, new drums only ery	oofing com	pounds. Asbe	estos-
as semi-solid solvent-based adhesives ar containing materials acceptable. Current packaging specifications: UN 12 Current disposal method: Energy Recovery Proposer's price for this method: Proposed disposal facility:	nd caulks, tars and other r A2 drum, new drums only ery /55-gallon drum	oofing com	pounds. Asbe	estos-
as semi-solid solvent-based adhesives ar containing materials acceptable. Current packaging specifications: UN 12 Current disposal method: Energy Recovery Proposer's price for this method: Proposed disposal facility: Proposer's price for alternate method	nd caulks, tars and other r A2 drum, new drums only ery /55-gallon drum	oofing com	pounds. Asbe	estos-
as semi-solid solvent-based adhesives ar containing materials acceptable. Current packaging specifications: UN 12 Current disposal method: Energy Recovery Proposer's price for this method: Proposed disposal facility: Proposer's price for alternate method Disposal method: Disposal facility:	nd caulks, tars and other r A2 drum, new drums only ery /55-gallon drum	oofing com	pounds. Asbe	estos-

Category AFM A-Fuel Mixed Solids/Liquids Quantity generated per year: 2000 drums
Description: Metro is in the process of reconfiguring our A-Fuel bulking operation to generate combined liquids and solids, a combination of categories AF1 and AF2 above, in a proportion of approximately 2:1 AF1 to AF2, although this will vary from drum to drum.
Proposer's price:/55-gallon drum Additional charge per gallon of non-pumpable material, if any:/gallon Disposal method: Disposal facility:
Proposer's price for alternate method/55-gallon drum Disposal method: Disposal facility:
Notes:
Category AFP Flammables- high PCB's Quantity generated per year: 10 drums
Description: Currently this category covers drums shipped as AF1 or AF2 that are determined to be high in PCB's after being received by our contractor.
Current packaging specifications: UN 1A1 or 1A2. Current disposal method: Incineration
Proposer's price for this method: 55-gallon drum Proposed disposal facility:
Proposer's price for alternate method/55-gallon drum Disposal method: Disposal facility:
Notes, changes:

Category AFL Flammables, loosepack

Quantity generated per year: 1000 drums

Description: Containers 1 gallon or smaller of solvent-based materials that are too labor-intensive to bulk, including metal, plastic and glass containers, as well as squeeze tubes and other oddly shaped-containers. All materials in categories AF1 and AF2 are acceptable.

Current packaging specifications: UN 1A2 Current disposal method: Energy Recover		OK, loose pack.
Proposer's price for this method:/5 Proposed disposal facility:	55-gallon drum	
Proposer's price for alternate method	/55-gallon drum	
Disposal method:		•
Disposal facility:	•	
In addition, Metro may from time to time DOT-approved cubic yard boxes or equiva-	-	a solvent-based materials in
Proposer's price for Energy Recovery:	/box	
Dimensions of boxes:		
Can contractor provide boxes?:		
Box included in price?:		
If not, price for box:		•
Proposed disposal facility:	•	
Notes, changes:		

Category K Acids

Quantity generated per year: 400 drums

Description: This category is currently separated into four categories for shipping purposes. K1 includes acids that are also flammable; K2 includes organic acids, such as: acetic acid, citric acid, formic acid, gallic acid, lactic acid, oxalic acid, potassium biphthalate, potassium bitartrate, stannous oxalate, tartaric acid, toluene sulfonic acid compounds, trichloroacetic acid, etc.; K3 includes inorganic acids, such as: hydrochloric acid, sulfuric acid, phosphoric acid, etc; K4 is dedicated to nitric acid.

Current packaging specifications: UN 1A2 drum, reconditioned OK, liner required, lab pack (Maximum 20 gallons of liquid total, inside glass containers maximum of one gallon of liquid, other containers maximum five gallons liquid, 50 pounds maximum solid).

Proposer's price for altern	ate method	/55-gallon drum				
Disposal method:					•	
Disposal facility:						
•	e di ¹					
Notes, changes:	•	•				
						•
	· ·					
Category L Alkalis		·Ona	ntity generate	d per ve	ar: 400 d	2mr
Description: Cleaners and Current packaging specific					lab pack	
	cations: UN 1A2 iquid total, insid	drum, reconditione e glass containers r	ed OK, liner maximum of	required, one gallo		
Current packaging specific (Maximum 20 gallons of I	cations: UN 1A2 iquid total, insid n five gallons liqu	drum, reconditione e glass containers r	ed OK, liner maximum of	required, one gallo		
Current packaging specific (Maximum 20 gallons of lother containers maximum	cations: UN 1A2 iquid total, insidentions liquentiques references to the total total candfill	drum, reconditione e glass containers r	ed OK, liner maximum of	required, one gallo		
Current packaging specific (Maximum 20 gallons of lother containers maximum Current disposal method: Proposer's price for this m	cations: UN 1A2 iquid total, inside ifive gallons lique Landfill ethod:/5	drum, recondition e glass containers r uid, 50 pounds man	ed OK, liner maximum of	required, one gallo		
Current packaging specific (Maximum 20 gallons of I other containers maximum Current disposal method: I Proposer's price for this m Proposed disposal facility:	cations: UN 1A2 iquid total, inside if five gallons lique Landfill ethod:/5	drum, recondition e glass containers r uid, 50 pounds man	ed OK, liner maximum of	required, one gallo		
Current packaging specific (Maximum 20 gallons of l other containers maximum Current disposal method:	cations: UN 1A2 iquid total, inside if five gallons lique Landfill ethod:/5	drum, reconditione glass containers ruid, 50 pounds man	ed OK, liner maximum of	required, one gallo		
Current packaging specific (Maximum 20 gallons of I other containers maximum Current disposal method: I Proposer's price for this m Proposed disposal facility: Proposer's price for alterna	cations: UN 1A2 iquid total, inside if five gallons lique Landfill ethod:/5	drum, reconditione glass containers ruid, 50 pounds man	ed OK, liner maximum of	required, one gallo		

Category M Oxidizers

Quantity generated per year: 90 drums

Description: Nitrates, chlorates, chromates, hydrogen peroxide solution, etc. Current packaging specifications: UN 1A2 drum, reconditioned OK, liner required, lab pack (Maximum 20 gallons of liquid total, inside glass containers maximum of one gallon of liquid, other containers maximum five gallons liquid, 50 pounds maximum solid).

Current disposal method: Landfill Proposer's price for this method: Proposed disposal facility:	/55-gallon drum		•	
Proposer's price for alternate metho Disposal method: Disposal facility:	d/55-gallon drum			
Disposai facility.		•	P3	
Notes, changes:			•	٠
	•	•		
		• • •		
	•		* 2	

Category N Pesticides & poisons

Quantity generated per year: 1400 drums

Description: A wide variety of pesticide products, as well as various poisons including cyanides, heavy metal compounds, etc. These are divided into three categories for shipping purposes, including one for flammable pesticides and liquid isocyanates, one for acidic pesticides, and one for all other non-acidic, non-flammable pesticides and poisons. In addition we may establish a separate a category of pesticides that are PBT's- persistent bioaccumulative toxins, which may be disposed of in a different manner than other pesticides.

Current packaging specifications: UN 1A2 drum, reconditioned OK, liner required, lab pack (Maximum 20 gallons of liquid total, inside glass containers maximum of one gallon of liquid, other containers maximum five gallons liquid, 50 pounds maximum solid).

Proposed disposal facility:	/55-gallon drum
Proposer's price for alternate method _ Disposal method: Disposal facility:	/55-gallon drum
Notes, changes:	

Category Q1 Aerosols- flammable

Quantity generated per year: 200 drums

Description: All aerosols that are not pesticides, alkaline cleaners, or isocyanates. We process many of the flammable aerosols that we receive on site, but send out some that do not fit in our puncturing apparatus, or that contain materials unsuitable for our compost-based treatment unit.

Current packaging specifications: UN Current disposal method: Depressuriza		loose pack.		• • .
Proposer's price for this method: Proposed disposal facility:	/55-gallon drum	•		:
Proposer's price for alternate method Disposal method: Disposal facility:	/55-gallon drum		8	. • • • • • • • • • • • • • • • • • • •
Notes, changes:				•
·		· .		
Category Q2 Aerosols- corrosive Q Description: Aerosols containing alkali Current packaging specifications: UN 1 Current disposal method: Depressurizations	ne cleaning products. 1A2, reconditioned OK, v		,	
Proposer's price for this method: Proposed disposal facility:	_/55-gallon drum	·		
Proposer's price for alternate method Disposal method: Disposal facility:	/55-gallon drum	·		
Notes, changes:		•		

Category Q3 Aerosols-poisons

Quantity generated per year: 100 drums

Description: Pesticide-containing aerosols, including methyl bromide canisters less than 1 pint in size, as well as aerosol-type isocyanate foams.

Current packaging specifications: UN 1A2, reconditioned OK, loose pack. Current disposal method: Incineration

·

Proposer's price for this method: _____/55-gallon drum Proposed disposal facility:

Proposer's price for alternate method ______/55-gallon drum Disposal method:
Disposal facility:

Notes, changes:

[END OF PRIMARY CATEGORIES]

Secondary categories:

Category C Chlorinated Solvents- bulk	Quantity generated per year: 25 drums
Description: Bulk halogenated solvents, suc Freon TF, etc.	ch as methylene chloride, 1,1,1-trichlororethane,
Current packaging specifications: UN 1A1 of Current disposal method: Energy recovery	irum, bulk
Proposer's price for this method:/55 Disposal facility:	-gallon drum
Proposer's price for alternate method Disposal method: Disposal facility:	_/55-gallon drum
Notes, changes:	
Category S Solvents, recyclable	Quantity generated per year: unknown
the public, e.g. mineral spirits, acetone, etc. unused solvents, though in some cases they n	te and bulk certain solvents that are received from Generally these are partially full containers of nay be spent solvents. If a suitable recycling option icular solvents, to be filled as containers of that
Proposers price:/55-gallon drum Proposed recycling facility: List solvents that can be recycled:	
Minimum quantity of a single solvent require	ed per pickup:
Notes:	

Description: currently all steel cans that are emptied in the course of our A-Fuel bulking and latex recycling operations are landfilled. These cans have some residue of the products that they contained, and thus are unsuitable for recycling through conventional steel can recycling channels. Metro would consider paying a modest price for a method of recycling the steel in these cans. Proposed packaging method: Price: Proposed recycling facility: Notes: Category F Dry fertilizers Quantity generated per year: 50 drums Description: dry fertilizer products, including "Weed 'n Feed" type fertilizers. Packaging specifications: UN 1A2 drum, reconditioned OK, must be lined, loose bags in drum. Proposers price: /55-gallon drum Proposed disposal method:

Quantity generated per year: 100 tons

Proposer's price for alternate method /55-gallon drum

Category D Empty steel cans

Proposed disposal facility:

Disposal method: Disposal facility:

Notes:

Category G Water-based waste

Quantity generated per year: 20 drums

Description: water-based low-hazard materials such as glues, polishes, inks, dyes, sheetrock mud, etc., as well as inert inorganic materials such as calcium carbonate and titanium dioxide. Current packaging specifications: UN 1A2 drum, new drums only, bulk. Outside of drum clean. Current disposal method: Solidification/Landfill Proposer's price for this method: /55-gallon drum Disposal facility: Proposer's price for alternate method /55-gallon drum Disposal method: Disposal facility: Notes, changes: Category J Cleaners & disinfectants Quantity generated per year: 10 drums Description: pH 3-11 water-based cleaners, disinfectants, and surfactants. Current packaging specifications: Plastic tight-head drum, bulk. Current disposal method: Solidification/landfill Proposer's price for this method: /55-gallon drum Disposal facility: Proposer's price for alternate method ______/55-gallon drum Disposal method:

Disposal facility:

Notes, changes: .

Category I1 Batteries-Mixed button cell Quantity p	er year: 5 5-gallon buckets
Description: Household batteries, a mixture of various "button"	cell type batteries.
Current packaging specifications: UN 1H2 plastic bucket Current disposal method: Recycling	
Proposer's price for this method:/5-gallon bucket Disposal facility:	
Proposer's price for alternate method/5-gallon bucket Disposal method: Disposal facility:	Vo.
Notes, changes:	
Category I2 Batteries- Ni/CD & NiMH Quantity p	er year: 10 drums
Description: Nickel Cadmium and Nickel Metal Hydride batter RBRC recycling program due to size (greater than 5"x5"), or lie rechargeable. Current packaging specifications: UN 1A2 drum, reconditioned Current disposal method: Recycling	quid-containing, or non-
Current disposal method: Recycling Proposer's price for this method:/55-gallon drum Disposal facility:	
Proposer's price for alternate method/55-gallon drum Disposal method: Disposal facility:	
Notes changes	

Category I3 Batteries- dry cell	Quantity generated per year: 50 drums
Description: Household batteries, inclu	uding carbon-zinc and alkaline.
Current packaging specifications: UN Current disposal method: Landfill	1A2 drum, reconditioned OK, must be lined, loose pack.
Proposer's price for this method: Disposal facility:	/55-gallon drum
Proposer's price for alternate method _ Disposal method: Disposal facility:	/55-gallon drum
Notes, changes:	
Category I4 Batteries-Mercury	Quantity per year: 5 5-gallon buckets
Description: Household batteries conta	ining mercury
Current packaging specifications: UN Current disposal method: Recycling	1H2 plastic bucket
Proposer's price for this method: Disposal facility:	_/5-gallon bucket
Proposer's price for alternate method	/5-gallon bucket

Disposal facility:

Notes, changes:

Category I5 Batteries-Lithium

Quantity per year: 5 5-gallon buckets

Description: Household batteries conta	aining lithium metal	
Current packaging specifications: UN Current disposal method: Recycling	1H2 plastic bucket	
Proposer's price for this method: Disposal facility:	/5-gallon bucket	
Proposer's price for alternate method _ Disposal method: Disposal facility:	/5-gallon bucket	bo g.
Notes, changes:		
Category I6 Batteries-Silver Oxide	Quantity per	year: 5 5-gallon buckets
Description: Household batteries, silve	er oxide type	
Current packaging specifications: UN1 Current disposal method: Recycling	IH2 plastic bucket	
Proposer's price for this method: Disposal facility:	/5-gallon bucket	
Proposer's price for alternate method _ Disposal method: Disposal facility:	/5-gallon bucket	
Notes, changes:		

Category KB Acids- bulk

Quantity generated per year: 10 drums

Description: Drums of various sizes, greater than 5-gallons up to 55-gallons, containing bulk acid liquids.					
Proposed disposal method: Proposer's price for this method: Prices for smaller drums, if available: Proposed disposal facility: Wastes acceptable for this method:					
Alternate disposal method: Proposer's price for alternate method/55-gallon drum Prices for smaller drums, if available: Proposed disposal facility: Wastes acceptable for this method:					
2 nd alternate disposal method: Proposer's price for 2 nd alternate method/55-gallon drum Prices for smaller drums, if available: Proposed disposal facility: Wastes acceptable for this method:					
Notes changes					

Category LB Bases- bulk	Qı	uantity generated per year: 10 drums
Description: Drums of various sizes, gralkaline liquids.	eater than 5-gallons u	p to 55-gallons, containing bulk
Proposed disposal method:	·	
Proposer's price for this method:	/55-gallon drum	
Prices for smaller drums, if available:	_ 0	
Proposed disposal facility:		•
Wastes acceptable for this method:		
• 1		
Altamata diamagal mathada	•	
Alternate disposal method:	155 million discoun	6 2
Proposer's price for alternate method	/55-gallon drum	
Prices for smaller drums, if available:		
Proposed disposal facility:	· •	
Wastes acceptable for this method:	•	
2 nd alternate disposal method:		
Proposer's price for 2 nd alternate method	d /55-gallon d	nım
Prices for smaller drams if available		· ·

Proposed disposal facility:

Notes, changes:

Wastes acceptable for this method:

Category MB Oxidizers- bulk		Quantity genera	ted per year:	10 drums
Description: Drums of various sizes, grooxidizing liquids.	eater than 5-gallons	up to 55-gallon	ns, containing	bulk
Proposed disposal method:	·	• •		
Proposer's price for this method:	/55-gallon drum	•		
Prices for smaller drums, if available:	700 Bullon drum			
Proposed disposal facility:		:		•
Wastes acceptable for this method:		• •		•
				•
Alternate disposal method:		•		
Proposer's price for alternate method	/55-gallon drur	n -		
Prices for smaller drums, if available:	-	•		
Proposed disposal facility:				
Wastes acceptable for this method:				
	•	•		
			•	
2 nd alternate disposal method:		-	•	
Proposer's price for 2 nd alternate method	/55-gallon d	irum		
Prices for smaller drums, if available:				

Proposed disposal facility:

Notes, changes:

Wastes acceptable for this method:

Category NB Pesticides- bulk Quantity generated per year: 10 drums Description: Drums of various sizes, greater than 5-gallons up to 55-gallons, containing bulk pesticide liquids. Proposed disposal method: Proposer's price for this method: /55-gallon drum Prices for smaller drums, if available: Proposed disposal facility: Wastes acceptable for this method: Alternate disposal method: Proposer's price for alternate method /55-gallon drum Prices for smaller drums, if available: Proposed disposal facility: Wastes acceptable for this method: 2nd alternate disposal method: Proposer's price for 2nd alternate method /55-gallon drum

ATTACHMENT 1, PROPOSAL PRICE FORMS
REQUEST FOR PROPOSALS FOR TRANSPORTATION
AND DISPOSAL OF HAZARDOUS WASTE PAGE 20

Prices for smaller drums, if available:

Wastes acceptable for this method:

Proposed disposal facility:

Notes, changes:

Category P1 PCB's- non-TSCA regulated

Ouantity generated per year: 15 drums

Description: Pre-1979 fluorescent ballasts and electronic capacitors that are non-leaking, with total volume less than 100 cubic inches, or with total volume up to 200 cubic inches and total weight less than 9 lbs.

Current packaging specifications: UN 1A2, reconditioned OK, loose-packed. Current disposal method: Landfill Proposer's price for this method: /55-gallon drum Disposal facility: Proposer's price for alternate method /55-gallon drum Disposal method: Disposal facility: Notes, changes:

Category P2 PCB's - TSCA-regulated

Quantity generated per year: 10 drums

Description: pre-1979 fluorescent ballasts, capacitors or transormers that are leaking or larger than dimensions specified in TSCA regulations, as well as containers of PCB-contaminated liquids. Note: Contractor must comply with all relevant provisions of 40CFR761.

Current packaging specifications: UN 1A2 drum

Current disposal method: Incineration

Proposer's price for this method: /55-gallon drum

Disposal facility:

Proposer's price for alternate method _____/55-gallon drum

Disposal method:

Disposal facility:

Notes, changes:

Category R1 Organic peroxides

Quantity generated per year: 1500 pounds

Description: Organic peroxides fitting the description of DOT Organic Peroxides Type C, D, E, and F, including methyl ethyl ketone, benzoyl peroxide, cumene hydroperoxide, and others. Metro staff will package these materials to DOT and contractor's specifications in containers 1 gallon to 55 gallons in size.

Current disposal method: Incineration			• •
Disposal price per pound:			
Pricing is per net pound or gross including all packa	iging?		•
Disposal facility:	· · ·	•	
Are Type B peroxides acceptable as well?:			
Notes, changes:			,
		- es	
	. .	. •	•
Category R2 Reactives	Quantity ger	erated per yea	r: 1000 pound
tetrachloride, sodium hydrosulfite, sodium azide, so inhalation hazards (PIH) materials, and others. Metro staff will package these materials to DOT and gallon to 55 gallons in size.			
Current disposal methods: Incineration, Treatment			
Disposal price per pound Incineration: Pricing is per net pound or gross including all packa Any minimum charge per container? Disposal facility:	_ ging?		
Proposer's price per pound for Treatment	ging?		
Notes changes	. •		

Category N4, Packing group I pesticides Quantity generated per year: 30 drums

Description: Pesticides and poisons that meet the definition of packing group I per DOT. Includes, depending on concentration, strychnine, warfarin, disulfoton, bromdifacoum, cyanide compounds, selenium dioxide, etc.

Current packaging specifications: packaged according to DOT packing group I requirements, in containers 5 gallons to 55 gallons in size.

Current disposal method: Landfill			•
Proposer's price for this method:	/5-gallon drum /25-gallon drum		
Disposal facility:	/55-gallon drum	· .	• • • • • • • • • • • • • • • • • • •
Proposer's price for alternate method	/25-gallon drum		
Disposal method: Disposal facility:	/55-gallon drum		
Notes, changes:			
Category V Contaminated debris	Quantity generated per year:	25 drums	
Description: Used test tubes, droppers debris, contaminated PPE, no free liqu		ty labs, contamina	ated soil and
Current packaging specifications: UN Current disposal method: Landfill	1A2 drum, reconditioned O	K. ·	
Proposer's price for this method: Disposal facility:	/55-gallon drum		
Proposer's price for alternate method _ Disposal method: Disposal facility:	/55-gallon drum		
Notes, changes:			

Category W Mercury Products

Quantity per year: 25 5-gallon buckets

Description: Metallic mercury, contaminated metallic mercury, inorganic mercury contained in glass such as thermometers and barometers, inorganic mercury contained in metal and glass such as switches and flow meters.

Current packaging specifications: UN 1H2 5-gallon bucket, or UN 1A2 10 gallon drum.

Current disposal method: Recycle

Proposer's price for this method: ______/5-gallon bucket, ______/10 gallon drum

Disposal facility:

Proposer's price for alternate method _______/5-gallon bucket, ______/10 gallon drum

Disposal method:

Disposal facility:

Notes, changes:

Description: Metro staff handles the majority of compressed gas cylinders received, sending them to local gas cylinder vendors, or in some cases releasing contents and puncturing the cylinder. However, in some cases they cannot be handled by these methods. A list of common cylinders requiring hazardous waste disposal follows. Please list all costs associated with disposal of compressed gas cylinders on this list, including assistance with preparation, packaging and manifesting. Also indicate the proposed disposal method & facility.

Note that Metro may identify cylinder contents in several ways: some are identified by an intact or partially intact label that lists the contents. Carbon dioxide cylinders are identified by a stamp on the cylinder neck. Acetylene cylinders may be identified by the DOT specification on the collar of the cylinder: 8, 8AL and 8WC. When no identification can be made by these methods an outside contractor is used to sample and identify the contents.

Item	Typical Size	Typical Weight	Product Name	Contents	Notes	Cost	Disposal method & facility
1	9"x4"	11b	Aerosect	 pyrethrin 0.4% sesame oil 8.0% mineral oil 1.6% Freon 12: 90% 			
2	7"x3"	1 lb	Bridgeport Brass	 DDT 3% methoxychlor 1% pyrethrin 0.2% piperonyl butoxide 1.6% petroleum distillates 0.8% aromatic petroleum derivative solvent 	"aer*a*sol insecticide"		
3	7"x3"	116	Bridgeport Brass	13.4% - DDT 3% - pyrethrin 0.4% - hydrocarbon oil 1.6% - polymerized alkylated napthalene 15% - freon 12: 80%			•
4	8"x3"	1lb	Pennsylvannia Engr. Co.	"DDT - pyrethrum aerosol type spray"	contract # N140s-229- 41961B		
5	7"x3"	11b	Bridgeport Brass	"contains 11b of noninflammable, nontoxic insecticide spray"	"mosquito killer"		

Item	Typical Size	Typical Weight	Product Name	Contents	Notes	Cost	Disposal method & facility
6	3.5"x.75"	10 grm	Walter Kidde Co.	pyrethrum extract 0.5% DDT 1%	"cartridges"		
				sesame oil 5%	are in a small		
				mineral oil 10%	cardboard box		
				inert ingredients 83.5%			
7	19"x5"	10lbs	Whitmire Perscription	synthetic pyrethroid sbp 1382 resmethrin:	EPA reg 499-166-		
	· 		treatment140	(5-benzyl-3- furyl)methyl 2,2-	AA	6 59	
•				dimethyl-3-(2- methylpropenyl)	. :		
				cyclopropanecarboxyla te) 0.5%			
				related compounds 0.068%			
				inert compounds 99.432%			
8	15.5"x4.	5lbs	Lethalaire V-23	pyrethrins 0.50%		,	
	5"			tech piperonyl butoxide 1%			
·				n-octyl bicycloheptene dicarboximide 1%		·	
				petroleum distillate 12.5%			
9	16"x4.5"	5 <u>l</u> b	Lethalaire V26	resmethrin .5%		,	
				related compunds .068%			•
				aromatic pertoleum hydrocarbons .662%			
			•	petroleum distillates 18.75%			7
				inert ingredients 80.02%			

Item	Typical Size	Typical Weight	Product Name	Contents	Notes	Cost	Disposal method & facility
10	16"x4.5"	~5 lb	Lethalaire V21	pyrethrin 0.5%			
	·			technical piperonyl butoxide 4.0%	. :		
	·			petroleum hydrocarbon oil base 12.5%	•		
	·			propellants 83%		·	
11	11.5"x3"	~2.5 lb	Lethalaire JR4	pyrethrin 0.5%	<u> </u>		·
				technical piperonyl butoxide 1.0%		80.	
				N-octyl bicycloheptane dicarboximide 1.0%			
				petroleum distillate 12.5%			: .
	•			inert ingredients 85%		<u>.</u>	
12	26"x4.5"	~10 lb	Virginia Smelting Co.	sulfur dioxide			
13	33"x8"	~50 lb	Great Lakes Chem. Co. Meth-O-Gas, various	methyl bromide 100%, or methyl bromide 98%, chloropicrin 2%			
	Pint aerosol can	12 oz.	Great Lakes Chem. Co., various	methyl bromide 100%, or methyl bromide 98%, chloropicrin 2%			
15	7" x 3"	1 lb	Dow	methyl bromide			
16	7" x 3"	11b	Varies	freon 12			
				pyrethrins			
17	41" x 10"	Varies	Varies	Chloromethane			
18	14" x 4"	Varies	Varies	Chloromethane and pyrethrum			
19	15" x 2"	Varies	Varies	chlorine			
20	24" x 4"	Varies	Varies	Sulfur Dioxide			

Item	Typical Size	Typical Weight	Product Name	Contents	Notes	Cost	Disposal method & facility
21	22" x 3.5"	Varies	Varies	Sulfur Dioxide			
22	12.5" x 4"	Varies	Varies	Chloromethane and pyrethrum			
23	31" x 7"	Varies	Varies	Dichlorodifluorometha ne, CFC-12, and pyrethrum			
24	16" x 4"	Varies	Varies	Dichlorodifluorometha ne, CFC-12, pyrethrum, piperonyl butoxide		82.	
25	12" x 5"	Varies	Varies	Dichlorodifluorometha ne, CFC-12, pyrethrum, 2,4-D			
26	3" x 1"	3-6 oz.	Varies	Carbon dioxide cartridges			
27	3" x 1"	3-6 oz.	Varies	Nitrous oxide	cartridges		
28	3" x 1"	3-6 oz.	Varies	Nitrous oxide and carbon dioxide mixtures	cartridges		
29	4" x 1.5"	3-8 oz.	Varies	Ethylene oxide or Ethylene oxide with nitrogen	canister		
30	4" x 1.5"	3-8 oz.	Varies	Ethylene oxide and carbon dioxide mixture	canister		
31	11" x 3"	2 lbs	BernzOMatic Lif-O-Gen, various	Oxygen	typically used for welding		
32	Round (Dia=6")	2 lbs	Varies	Breathing air	Escape breating apparatus		

Item	Typical Size	Typical Weight	Product Name	Contents	Notes	Cost	Disposal method & facility
33	5 gallon dispenser	30 lb	Varies	Adhesives (commonly used in construction)	Similar in size and shape to household propane cylinders		
34	Varies	16 oz.	Tetco Fire Extinguisher, various	90% Carbon tetrachloride, 10%carbon dioxide		85. m.	
35	Varies	12 oz.	Dieselmatic Kompac, various	Ethyl Ether	Engine starting fuel		
36	9" to 4 ft.	Varies	Varies	Carbon dioxide			
37	Height varies 12" to 4'	Varies	Varies	Acetylene and acetone as stabilizer			
38	Aerosol type can	12 oz 1 lb.	various	Isocyanate foam	·		
39	~ 5 gallon dispenser	30 ІЬ.	various	Isocyanate foam	Similar in size and shape to household propane cylinders		·

Additional cylinder cost information, notes:

Attachment 2

PROPOSAL BOND

(NOTE: PROPOSERS MUST USE THIS FORM, NOT A SURETY COMPANY FORM)

KNOW ALL MEN BY THESE PRESENTS:

We the undersigned,	as PRINCIPAL,
and duly authorized to do surety approved surety companies acceptable on federal published in the <u>Federal Register</u> by the audit start and is of the appropriate class for the bond amount hold and firmly bind ourselves, our heirs, execut	rganized and existing under and by virtue of the laws of the state y business in the state of Oregon and name on the current list of all bonds and conforming with the underwriting limitations as aff of the Bureau of Accounts and the U.S. Treasury Department ant as determined by Best's Rating System, as SURETY, hereby tors, administrators, successors and assigns, jointly and severally, in lawful money of the United States of America, for nade as agreed and as liquidated damages.
METRO a certain Proposal for work required for	IS SUCH THAT whereas the PRINCIPAL has submitted to r the Transportation of Wastes Collected in Metro's Household nerator Waste Collection Programs, which work is specifically
Instructions to Proposers for the work described accepted and the PRINCIPAL, within the time are into a written contract in accordance with the Proof the work to be done and the other guaranteein the required certified copies of insurance policies and void; otherwise, the same shall remain in ful The SURETY, for value received, hereby sti	pulates and agrees that the obligation of said SURETY and this
Proposal; and said SURETY does hereby waive	
obligations on this bond.	surety hereby agrees that it is jointly and severally liable for all
IN WITNESS WHEREOF, we have hereunto	o set our hands and seals day of, 19
SURETY	PRINCIPAL
Ву:	By:
Title:	Title:
ATTACHMENT 2, PROPOSAL BOND FORM	•

ATTACHMENT 2, PROPOSAL BOND FORM REQUEST FOR PROPOSALS FOR TRANSPORTATION AND DISPOSAL OF HAZARDOUS WASTE

Attachment 3 SURETY

If the Proposer is awarded a Contract on this Proposal, the surety or sureties who provide(s) the Performance Bond and Labor and Materials Bond will be:

SURETY			<u>ADDRESS</u>		•
1					•
		-	• •	.	
2	_				•

Attachment 4

SAMPLE - STANDARD PUBLIC CONTRACT

under the laws of the State of Oregon and the Metro Charter, who Avenue, Portland, Oregon 97232-2736, and	whose
Avenue, Portland, Oregon 97232-2736, andaddress is	, hereinafter referred to as
the "CONTRACTOR."	, heremaner referred to as
	•
	4_
THE PARTIES AGREE AS FOLLOWS:	
	*
ARTICLE I	
SCOPE OF WORK	
	· .
the Scope of Work attached hereto as Attachment A. All services quality and, otherwise, in accordance with the Scope of Work.	and goods shall be of good
ARTICLE II	·
TED14 OF COUTD 4 OT	
TERM OF CONTRACT	
The term of this Contract shall be for the period commencing, through and including, 20	ng, 20

METRO shall compensate the CONTRACTOR for work performed and/or goods supplied as described in the Scope of Work. METRO shall not be responsible for payment of any materials, expenses or costs other than those that are specifically included in the Scope of Work.

CONTRACT SUM AND TERMS OF PAYMENT

ARTICLE IV

LIABILITY AND INDEMNITY

CONTRACTOR is an independent contractor and assumes full responsibility for the content of its work and performance of CONTRACTOR's labor, and assumes full responsibility for all liability for bodily injury or physical damage to person or property arising out of or related to this Contract, and shall indemnify, defend and hold harmless METRO, its agents and employees, from any and all claims, demands, damages, actions, losses, and expenses, including attorney's fees, arising out of or in any way connected with its performance of this Contract. CONTRACTOR is solely responsible for paying CONTRACTOR's subcontractors and nothing contained herein shall create or be construed to create any contractual relationship between any subcontractor(s) and METRO.

ARTICLE V

TERMINATION

METRO may terminate this Contract upon giving CONTRACTOR seven (7) days written notice. In the event of termination, CONTRACTOR shall be entitled to payment for work performed to the date of termination. METRO shall not be liable for indirect or consequential damages. Termination by METRO will not waive any claim or remedies it may have against CONTRACTOR.

ARTICLE VI

INSURANCE

CONTRACTOR shall purchase and maintain at CONTRACTOR'S expense, the following types of insurance covering the CONTRACTOR, its employees and agents.

- A. Broad form comprehensive general liability insurance covering personal injury, property damage, and bodily injury with automatic coverage for premises and operation and product liability shall be a minimum of \$1,000,000 per occurrence.. The policy must be endorsed with contractual liability coverage. Metro, its elected officials, departments, employees and agents shall be named as an ADDITIONAL INSURED.
- B. Automobile bodily injury and property damage liability insurance. Insurance coverage shall be a minimum of \$1,000,000 per occurrence. METRO, its elected officials, departments, employees, and agents shall be named as an

<u>ADDITIONAL INSURED.</u> Notice of any material change or policy cancellation shall be provided to METRO thirty (30) days prior to the change.

This insurance as well as all workers' compensation coverage for compliance with ORS 656.017 must cover CONTRACTOR'S operations under this Contract, whether such operations be by CONTRACTOR or by any subcontractor or anyone directly or indirectly employed by either of them.

CONTRACTOR shall provide METRO with a certificate of insurance complying with this article and naming METRO as an additional insured within fifteen (15) days of execution of this Contract or twenty-four (24) hours before services under this Contract commence, whichever date is earlier.

CONTRACTOR shall not be required to provide the liability insurance described in this Article only if an express exclusion relieving CONTRACTOR of this requirement is contained in the Scope of Work.

ARTICLE VII

PUBLIC CONTRACTS

All applicable provisions of ORS chapters 187 and 279, and all other terms and conditions necessary to be inserted into public contracts in the State of Oregon, are hereby incorporated as if such provision were a part of this Agreement, including, but not limited to, ORS 279.310 to 279.320. Specifically, it is a condition of this contract that Contractor and all employers working under this Agreement are subject employers that will comply with ORS 656.017 as required by 1989 Oregon Laws, Chapter 684.

For public work subject to ORS 279.348 to 279.365, the Contractor shall pay prevailing wages and shall pay an administrative fee to the Bureau of Labor and Industries pursuant to the administrative rules established by the Commissioner of Labor and Industries. Contractors must promptly pay, as due, all persons supplying to such contractor labor or material used in this contract. If the contractor or first-tier subcontractor fails, neglects, or refuses to make payment to a person furnishing labor or materials in connection with the public contract for a public improvement within 30 days after receipt of payment from the public contracting agency or a contractor, the contractor or first-tier subcontractor shall owe the person the amount due plus shall pay interest in accordance with ORS 279.314. If the contractor or first-tier subcontractor fails, neglects, or refuses to make payment the person may file a complaint with the Construction Contractors Board unless to a good faith dispute as defined by ORS 297.445. Contractor must pay any and all contributions and amounts due to the Industrial Accident Fund from contractor or subcontractor and incurred in the performance of the contract. No liens or claims are permitted to be filed against Metro on account of any labor or material furnished. Contractors are required to pay the Department of Revenue all sums withheld from employees pursuant to OR 316.167.

For public improvement work, all contractors must demonstrate that an employee drug-testing program is in place.

ARTICLE VIII ATTORNEY'S FEES

In the event of any litigation concerning this Contract, the prevailing party shall be entitled to reasonable attorney's fees and court costs, including fees and costs on appeal to any appellate courts.

ARTICLE IX

QUALITY OF GOODS AND SERVICES

Unless otherwise specified, all materials shall be new and both workmanship and materials shall be of the highest quality. All workers and subcontractors shall be skilled in their trades. CONTRACTOR guarantees all work against defects in material or workmanship for a period of one (1) year from the date of acceptance or final payment by METRO, whichever is later. All guarantees and warranties of goods furnished to CONTRACTOR or subcontractors by any manufacturer or supplier shall be deemed to run to the benefit of METRO.

ARTICLE X

OWNERSHIP OF DOCUMENTS

All documents of any nature including, but not limited to, reports, drawings, works of art and photographs, produced by CONTRACTOR pursuant to this agreement are the property of METRO and it is agreed by the parties hereto that such documents are works made for hire. CONTRACTOR does hereby convey, transfer and grant to METRO all rights of reproduction and the copyright to all such documents.

ARTICLE XI

SUBCONTRACTORS

CONTRACTOR shall contact METRO prior to negotiating any subcontracts and CONTRACTOR shall obtain approval from METRO before entering into any subcontracts for the performance of any of the services and/or supply of any of the goods covered by this Contract.

METRO reserves the right to reasonably reject any subcontractor or supplier and no increase in the CONTRACTOR's compensation shall result thereby. All subcontracts related to this Contract shall include the terms and conditions of this agreement. CONTRACTOR shall be fully responsible for all of its subcontractors as provided in Article IV.

ARTICLE XII

RIGHT TO WITHHOLD PAYMENTS

METRO shall have the right to withhold from payments due CONTRACTOR such sums as necessary, in METRO's sole opinion, to protect METRO against any loss, damage or claim which may result from CONTRACTOR's performance or failure to perform under this agreement or the failure of CONTRACTOR to make proper payment to any suppliers or subcontractors.

If a liquidated damages provision is contained in the Scope of Work and if CONTRACTOR has, in METRO's opinion, violated that provision, METRO shall have the right to withhold from payments due CONTRACTOR such sums as shall satisfy that provision. All sums withheld by METRO under this Article shall become the property of METRO and CONTRACTOR shall have no right to such sums to the extent that CONTRACTOR has breached this Contract.

ARTICLE XIII

SAFETY

If services of any nature are to be performed pursuant to this agreement, CONTRACTOR shall take all necessary precautions for the safety of employees and others in the vicinity of the services being performed and shall comply with all applicable provisions of federal, state and local safety laws and building codes, including the acquisition of any required permits.

ARTICLE XIV

INTEGRATION OF CONTRACT DOCUMENTS

All of the provisions of any bidding documents including, but not limited to, the Advertisement for Bids, General and Special Instructions to Bidders, Proposal, Scope of Work, and Specifications which were utilized in conjunction with the bidding of this Contract are hereby

expressly incorporated by reference. Otherwise, this Contract represents the entire and integrated agreement between METRO and CONTRACTOR and supersedes all prior negotiations, representations or agreements, either written or oral. This Contract may be amended only by written instrument signed by both METRO and CONTRACTOR. The law of the state of Oregon shall govern the construction and interpretation of this Contract.

ARTICLE XV

COMPLIANCE

CONTRACTOR shall comply with federal, state, and local laws, statutes, and ordinances relative to the execution of the work. This requirement includes, but is not limited to, non-discrimination, safety and health, environmental protection, waste reduction and recycling, fire protection, permits, fees and similar subjects.

ARTICLE XVI

ASSIGNMENT

CONTRACTOR shall not assign any rights or obligations under or arising from this Contract without prior written consent from METRO.

CONTRACTOR NAME	METRO			
Ву:	Ву:			
Title:	Title:			
Date:	Date:			

Co	nfr	20	f I	Nz	`
w	1 6 6 6 1	au	LI	w)

Exhibit A

Scope of Work

1. Statement of Work.

2. Payment, Billing and Term.

Contractor shall provide services for a maximum price not to exceed ______AND NO/100 DOLLARS (\$0,000.00). The maximum price includes all fees, costs and expenses of whatever nature. Each of Metro's payments to Contractor shall equal the percentage of the work Contractor accomplished during the billing period. Contractor's billing statements will include an itemized statement of unit prices for labor, materials, and equipment, will include an itemized statement of work done and expenses incurred during the billing period, will not be submitted more frequently than once a month, and will be sent to Metro, Attention Regional Environmental Management Department. Metro will pay Contractor within 30 days of receipt of an approved billing statement.

In the event Metro wishes for Contractor to provide services or materials after the maximum contract price has been reached, Contractor shall provide such services or materials pursuant to amendment at the same unit prices that Contractor utilized as of the date of this Agreement, and which Contractor utilizes to submit requests for payment pursuant to this Scope of Work. Metro may, in its sole discretion and upon written notice to Contractor, extend the term of this contract for a period not to exceed 12 months. During such extended term all terms and conditions of this contract shall continue in full force and effect.

JQ:clk

EXHIBIT "B" Resolution No. 03-3293

FINDINGS SUPPORTING AN EXEMPTION FROM THE COMPETITIVE BIDDING PROCESS FOR A REQUEST FOR PROPOSALS TO PROCURE HAZARDOUS WASTE DISPOSAL SERVICES

1. BACKGROUND

Metro operates a hazardous waste program which includes two permanent household hazardous waste collection facilities, roundup collection events, and a conditionally exempt generator (CEG) program. The transportation and disposal of the wastes collected in this program is currently performed by four contractors. The current hazardous waste disposal contracts expire at the end of June 2003.

Metro's hazardous waste program strives to manage all wastes in a manner that maximizes both costeffectiveness and environmental considerations. An RFP process has been used each time hazardous waste disposal services have been procured for the program. The RFP process allows Metro to take advantage of the varying capabilities and strengths of the various hazardous waste disposal firms serving the Pacific Northwest, and to base contracting on factors such as environmental soundness of disposal methods and other non-monetary considerations.

2. FINDINGS

2.1. Findings supporting exemption from competitive bid process regarding favoritism and competition

The Metro Contract Review Board finds that exempting the procurement of hazardous waste disposal services from competitive bidding requirements is unlikely to encourage favoritism in the award of a contract or to substantially diminish competition for such a contract. This finding is supported by the following:

- 2.1.1. Solicitation Advertisement: Pursuant to ORS 279.025, the solicitation will be advertised as appropriate in regional publications. In addition, solicitation documents will be available both through Metro's website page that highlights contracting opportunities, as well as at regional plan and procurement centers. Additionally, solicitation documents will be sent to an extensive mailing list of all known companies providing hazardous waste disposal services in the Pacific Northwest. Accordingly, this solicitation process is designed to encourage competition and to discourage favoritism.
- 2.1.2. <u>Full Disclosure</u>: To avoid favoritism and ensure full disclosure of all project requirements, the RFP solicitation package will include:
 - A detailed description of Metro's hazardous waste program
 - Technical specifications of disposal categories
 - Proposed contractual terms and conditions
 - Selection process description
 - Evaluation criteria
- 2.1.3. <u>Selection Process</u>: To avoid favoritism the evaluation process will include the following steps:
 - Proposals will be evaluated for completeness and compliance with the requirements listed in the RFP

- · References regarding experience and qualifications will be evaluated
- A detailed analysis of disposal category specifications and comparative costs will be completed
- Category groupings or individual categories will then be independently scored by the selection committee
- 2.1.3.3. Metro will then enter into negotiations with the highest ranked firm for each category or grouping to attempt to negotiate a contract or contracts. If negotiations are unsuccessful, negotiations will be conducted with the next ranked firm.
- 2.1.3.4. Once a contract has been negotiated, competing firms will be notified and given an opportunity to appeal award in accordance with the provisions of the Metro Code.
- 2.1.4. <u>Competition</u>: There are several firms that provide hazardous waste disposal services in this region. The exemption from competitive bidding will not diminish competition because all known firms will be sent a copy of the solicitation. A mailing list of about 18 companies has been developed.

2.2. Findings supporting exemption from the competitive bid process regarding cost savings

The Metro Contract Review Board finds that awarding the contracts for hazardous waste disposal services pursuant to an exemption from competitive bidding requirements will result in substantial cost savings to Metro. The finding is supported by the following:

- 2.2.1 Cost a primary factor in evaluation: The evaluation criteria to be used by the selection committee, as detailed in the RFP, will include cost as 50% of the evaluation points awarded.
- 2.2.2. <u>Flexibility in category specifications:</u> Using the RFP process allows proposers to propose creative category sorting and packaging specifications, and thus allows for specifications that best fit with a firm's operations or that are less costly for Metro staff to prepare. This results in lower costs for disposal and lower costs to Metro in preparing wastes for disposal.
- 2.2.3 <u>Awarding by categories:</u> Several individual waste categories as well as one grouping of categories are specified in the RFP, and each category or group will be evaluated and awarded separately. This ensures that proposers will provide the lowest pricing for each category.

2.3. Additional information justifying exemption from competitive bidding requirements

2.3.1. Environmental soundness: Use of the RFP process allows for consideration of environmental factors in evaluating proposals. Proposers are encouraged to offer disposal methods high on the waste reduction hierarchy, and proposers' environmental records are considered in evaluating proposers' qualifications. This ensures that wastes are disposed of in a manner that is environmentally sound and that minimizes Metro's future liability.

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STAFF REPORT

IN CONSIDERATION OF RESOLUTION NO. 03-3293, FOR THE PURPOSE OF AUTHORIZING AN EXEMPTION TO THE REQUIREMENT OF COMPETITIVE BIDDING, AUTHORIZING ISSUANCE OF A REQUEST FOR PROPOSALS TO PROCURE HAZARDOUS WASTE DISPOSAL SERVICES, AND AUTHORIZING THE CHIEF OPERATING OFFICER TO EXECUTE THE RESULTING MULTI-YEAR CONTRACTS

Date: February 20, 2003

Prepared by: Jim Quinn

BACKGROUND

Metro operates a hazardous waste program which includes two permanent household hazardous waste collection facilities, roundup collection events held at various locations around the region, and a conditionally exempt generator (CEG) program. The transportation and disposal of the wastes collected in this program is currently performed by four contractors. The current hazardous waste disposal contracts expire at the end of June 2003.

Metro's hazardous waste program strives to manage all wastes in a manner that maximizes both cost-effectiveness and environmental considerations. The use of an request for proposals (RFP) process to procure hazardous waste transportation and disposal services provides a degree of flexibility that greatly facilitates the attainment of these two goals.

The hazardous waste transportation and disposal firms that service the Pacific Northwest have varying capabilities, and generally varying relationships with final recycling and disposal facilities. Some regional contractors may have developed in-house treatment and recycling methods, while others may ship wastes around the country to facilities under their control. A wide variety of hazardous wastes are received at Metro's facilities, and each potential disposal contractor will have certain types of wastes for which they offer particularly attractive pricing or otherwise unavailable processing or disposal technologies. The details of categorization and packaging that each contractor requires can vary significantly, and it is necessary to leave open these specific details in order to capitalize on strengths of the various hazardous waste management firms.

The RFP details several different categories of waste, based on the sorting procedures currently employed at Metro's Hazardous Waste Facilities. Some of these categories are then grouped together. Proposers are asked to provide separate pricing information for each waste category, and are informed that categories will be evaluated separately. The most highly rated proposer for each category and the grouped categories will be contacted for contract negotiations. It is possible that more than one contract will be awarded.

Proposals solicited will include information on the types of waste that may be included in each of the proposer's waste categories, the packaging requirements for each category, and the proposed disposal methods. The proposals will be evaluated by a committee, category by category, based on the following criteria:

• General compliance with the RFP. (10 points)

- Costs for transportation and disposal of individual waste category, including labor and material costs which would be incurred by Metro in preparing wastes to meet proposer's specifications. (50 points)
- Environmental soundness of disposal method. (25 points)
- Proposer's experience, qualifications and compliance record. (15 points)

The RFP includes a detailed Proposed Scope of Work, and all contracts negotiated will adhere to the provisions outlined therein.

The Council has authorized use of the RFP process for procuring hazardous waste disposal services for each of the five previous procurement processes between 1991 and 2000. Because of the complex nature of hazardous waste transportation and disposal, and the cost savings and environmental benefits that will result, a RFP process remains the most desirable approach to selecting transportation and disposal contractors for Metro's hazardous waste program.

ANALYSIS/INFORMATION

1. Known Opposition

There is no known opposition to this authorization request.

2. Legal Antecedents

Metro Code section 2.04.054(c) authorizes the contract review board to exempt contracts from competitive bidding, subject to certain requirements. Metro code section 2.04.026(c) requires council authorization of RFP's such as this prior to their release, and allows Council to waive the requirement of Council authorization of the resulting contracts.

3. Anticipated Effects

The anticipated effect of this authorization is one or more 2-year contracts for transportation and disposal of hazardous waste collected in Metro's hazardous waste program.

4. Budget Impacts

The amount budgeted for hazardous waste disposal for Fiscal Year 2003-04 is \$1,004,700.

RECOMMENDED ACTION

The Chief Operating Officer recommends approval of Resolution No. 03-3293.

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Metro Council Presentation 2003



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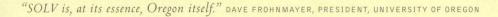
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JACK McGOWAN

Executive Director jack@solv.org







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Get involved. Visit our website for details about upcoming volunteer events at www.solv.org.

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This brochure was made possible thanks to a generous contribution from Portland General Electric.

Thanks also to Rick Schafer Photography, LLC and Lift Communications.

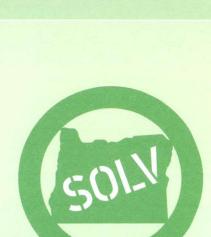
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501(c)(3) Organization, Federal Tax ID Number 93-0579286



Building community through volunteer action to preserve this treasure called Oregon





"I'm proud to be associated with SOLV and to join the tens of thousands of volunteers who share in enhancing the livability of communities throughout Oregon."

PETER STOTT, PRESIDENT AND CEO, CROWN PACIFIC

"We really enjoy looking after the river. It is a treasured resource!"
THE RONALD S. GROSSMAN FAMILY, SOLV VOLUNTEERS ON THE UPPER SALMON RIVER

"We cannot take the state's natural beauty for granted...we can't take a 32-year-old volunteer-based organization like SOLV for granted, either."

EDITORIAL, THE OREGONIAN, AUGUST 9, 2001

A PLACE TO TREASURE

Oregon is rich with diverse landscapes—from its magnificent coastline, majestic Cascade range, towering forests, and lush wetlands to its vast high desert. It's no wonder that those who choose



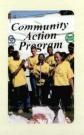
to live here—whether descendants of the earliest native peoples or the latest immigrants—find a deep sense of pride in this place called Oregon.

In 1969, a group of state leaders, including the legendary Governor Tom McCall, had a unique vision for keeping Oregon a treasure for all: They created SOLV.

A non-profit organization, SOLV's mission is to build community through volunteer action to preserve this treasure called Oregon.

A VOLUNTEER ORGANIZATION TO SERVE ALL OREGONIANS

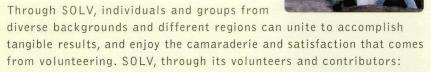
SOLV formerly stood for "Stop Oregon Litter and Vandalism." As Oregon has changed, so has SOLV, meeting the expanding needs of Oregonians who, in addition to litter cleanup, wish to enhance their communities through a range of



"We need to engage the public in a much greater way. This is why I was so pleased when you sponsored the (SOLV) Volunteer Action Training last April... This is exactly the kind of thing we need to get the public's engine revved again."

Dennis D. Doherty, UMATILLA COUNTY COMMISSIONER

volunteer projects. With more than a dozen programs to support and organize volunteers, SOLV helps Oregonians connect in a spirit of community and caring.



- > Cleans up Oregon's beloved beaches
- > Restores wetlands, streams and rivers
- > Educates youth in grades K through 12 about volunteerism and citizenship, engaging them in hands-on projects and helping them become future leaders



- > Trains groups and individuals to lead volunteer projects in their own communities
- > Brings business, government and citizens together in programs that help Oregon's livability and economic health

"On behalf of Banks Junior High School and the Banks Community, I would like to express our sincere appreciation for SOLV's involvement in the work project. In a couple of weeks we will be planting our courtyard. This would not be possible if not for the work of your volunteers." TED FARO, PRINCIPAL, BANKS JUNIOR HIGH

HOW SOLV CAN HELP

We are experts at providing project planning, technical assistance, and ongoing support to tens of thousands of volunteers across the state. Annually, SOLV organizes 90,000 volunteer



opportunities resulting in more than 500,000 hours of donated service valued at over \$10 million—all to benefit Oregon and keep it a treasure.

- > Want to recruit and train volunteers for community projects?
- - > Want to enhance your company's visibility?
 - > Want to teach your kids the value of volunteering?
 - > Want to increase your organization's effectiveness in your local community?
 - > Want a creative way to engage your employees while

doing something good for your community?

> Want to enjoy a day outdoors and experience the rewards that come from making Oregon a better place?



SOLV can help. Call us today to find out how.

"Some of the most significant benefits of volunteering often go to the volunteers themselves. Volunteering brings people together for a common purpose and provides a way to focus positive energy on helping others."

TERRY CLELEN, VOLUNTEER COORDINATOR, PORTLAND GENERAL ELECTRIC

OUR STRATEGIC INITIATIVES

In addition to our goals and program strategies, six key issues to be addressed through this strategic plan have been identified. As with our goals, indicators for measuring our progress have been established for each.

- Increase individual donors to SOLV
- Complete and implement a comprehensive marketing plan
- Implement Executive Director succession skill development for existing staff
- Adjust service for greater geographic diversity statewide
- Maintain focus on outreach to diverse groups and individuals
- Implement new database system and complete long-term technology plan

SUPPORT COMMUNITY VOLUNTEERS IN OREGON!

For more information on how you can help, please visit our website at www.solv.org or email us at info@solv.org.



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Working to preserve this treasure called Oregon.

Long Range Strategic Plan 2003-05





HISTORY

SOLV was created in 1969 by Governor Tom McCall and other community leaders. They saw the need for community action to address growing litter and vandalism problems across the state. SOLV was registered as a non-profit organization in Oregon on November 19, 1969.

In 1990 the SOLV Board of Directors hired its first employee. Since then the organization has grown to over 20 full-time employees, based in Hillsboro. SOLV is now the largest non-profit volunteer organization in the state, creating and filling over 80,000 statewide volunteer opportunities in 2002.

SOLV has 12 programs focused in 3 areas.

- ▶ Signature Events
- ▶ Watershed Programs
- ▶ Community Resources

The scope of services delivered through SOLV's programs has changed significantly in the past 33 years. SOLV's focus has expanded beyond litter and cleanup activities to include community-building, community revitalization, river and wetland restoration and enhancement activities. To reflect this change the use of the name 'Stop Oregon Litter & Vandalism' has been dropped. Instead, SOLV is now the official name of the organization.

EXECUTIVE SUMMARY

After 33 years serving Oregon, and 12 years of rapid growth including the establishment of a professional staff and office, the SOLV Board of Directors sees the next three years as a time to stabilize programs while gradually and strategically increasing service around the state. At the same time, the organization will focus on increasing support from individuals, increasing SOLV's visibility, involving a more diverse constituency and improving the organization's use of technology.

Looking forward to SOLV's 40th anniversary in 2009, the Board has begun planning for that time now, with a preliminary look at services over the next 7 years. The plan is for modest but sustained growth of 8-10% per year. 2009 will also be the 150th anniversary of Oregon's admission to statehood. The Board of Directors will focus on these two significant anniversaries as a vehicle for increasing the visibility of SOLV's mission.

SOLV's strategic planning integrates the work of the Board and staff to meet the organization's goals and strategic initiatives. Together, we are confident that SOLV will continue to be successful and meet its mission for years to come.

Facilitate 70 Earth Day projects in 6 counties in NW Oregon (SOLV IT). Provide volunteer leadership training to 110 Oregonians from 27 communities (Volunteer Action Training) Provide assistance to 150 community livability projects throughout Oregon (Project Oregon) Support volunteer efforts to clean 1,200 Tri-Met transit sites (Adopt-A-Stop)	2004 Strategy pastal cleanup events annually (Great Oregonal Solvaire) Expand Solvaire in 3 additional Best of Oregon communities. Provide volunteer leadership training to 125 Oregonians from 30 communities (Volunteer Action Training) Provide assistance to 160 community livability projects throughout Oregon (Project Oregon) Support volunteer efforts to clean 1,500 Tri-Met transit	2005 Strategy on Beach Cleanups) Expand SOLV IT to 3 additional Best of Oregon communities. Provide volunteer leadership training to 125 Oregonians from 25 communities (Volunteer Action Training) Provide assistance to 190 community livability projects throughout Oregon (Project Oregon) Support volunteer efforts to
Facilitate 70 Earth Day projects in 6 counties in NW Oregon (SOLV IT). Provide volunteer leadership training to 110 Oregonians from 27 communities (Volunteer Action Training) Provide assistance to 150 community livability projects throughout Oregon (Project Oregon) Support volunteer efforts to clean 1,200 Tri-Met transit sites (Adopt-A-Stop)	Expand SOLV IT to 3 additional Best of Oregon communities. Provide volunteer leadership training to 125 Oregonians from 30 communities (Volunteer Action Training) Provide assistance to 160 community livability projects throughout Oregon (Project Oregon) Support volunteer efforts to	Expand SOLV IT to 3 additional Best of Oregon communities. Provide volunteer leadership training to 125 Oregonians from 25 communities (Volunteer Action Training) Provide assistance to 190 community livability projects throughout Oregon (Project Oregon)
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clean 1,200 Tri-Met transit sites (Adopt-A-Stop)		Support volunteer efforts to
	sites (Adopt-A-Stop)	clean 1,550 Tri-Met transit sites (Adopt-A-Stop)
Provide resources to support the adoption of 1,100 river miles (Oregon Adopt-A-River)	Provide resources to support the adoption of 1,200 river miles (Oregon Adopt-A-River)	Provide resources to support the adoption of 1,200 river miles (Oregon Adopt-A-River)
Facilitate 200 community livability projects adjacent to public waterways (Down By the Riverside)	Facilitate 220 community livability projects adjacent to public waterways (Down By the Riverside)	Facilitate 230 community livability projects adjacent to public waterways (Down By the Riverside)
Support 35 watershed restoration sites (Team Up for Watershed Health)	Support 35 watershed restoration sites (Team Up for Watershed Health)	Support 35 watershed restoration sites (Team Up for Watershed Health)
Facilitate 50 community projects in head	dquarters community (INTEL-SOLV Wash	ington County Clean & Green Project)
Conduct N/NE Community Action Program in North and NE Portland	Conduct N/NE Community Action Program in North and NE Portland	Conduct N/NE Community Action Program in North and NE Portland
Conduct Best of Oregon Program in 3 economically distressed communities	Conduct Best of Oregon Program in 3 economically distressed communities	Expand Best of Oregon Program to Central Oregon communities.
Involve 35 schools with SOLV's elementary curriculum (K-12 Education)	Involve 35 schools with SOLV's elementary curriculum (K-12 Education)	Involve 40 schools with SOLV's elementary curriculum (K-12 Education)
Provide resources for 65 service- learning projects (grades 4-12) statewide (K-12 Education)	Provide resources for 65 service- learning projects (grades 4-12) statewide (K-12 Education)	Provide resources for 90 service- learning projects (grades 4-12) statewide (K-12 Education)
Present a minimum of 20 service- learning trainings or workshops around the state (K-12 Education)	Present a minimum of 25 service- learning trainings or workshops around the state (K-12 Education)	Present a minimum of 25 service- learning trainings or workshops around the state (K-12 Education)
Recognize an Oregon leader (Tom McCall Leadership Award) and groups or individuals (SOLV Citizenship Awards) fulfilling SOLV's mission		
CP C3	Provide resources to support the adoption of 1,100 river miles (Oregon Adopt-A-River) Facilitate 200 community livability projects adjacent to public waterways Down By the Riverside) Support 35 watershed restoration sites Team Up for Watershed Health) Facilitate 50 community projects in head conduct N/NE Community Action Program in North and NE Portland Conduct Best of Oregon Program in Seconomically distressed communities Provide resources for 65 service-tearning projects (grades 4-12) tatewide (K-12 Education) Present a minimum of 20 service-tearning trainings or workshops round the state (K-12 Education) Recognize an Oregon lea (SOLV)	Provide resources to support the adoption of 1,100 river miles (Oregon Adopt-A-River) Facilitate 200 community livability projects adjacent to public waterways (Down By the Riverside) Facilitate 50 community projects in headquarters community (INTEL-SOLV Washing Conduct N/NE Community Action Program in North and NE Portland Conduct Best of Oregon Program in Seconomically distressed communities Facilitate 50 community Action Program in Seconomically distressed communities Facilitate 50 community Projects in headquarters community (INTEL-SOLV Washing Conduct N/NE Community Action Program in North and NE Portland Conduct Best of Oregon Program in Seconomically distressed communities Facilitate 50 community projects in headquarters community (INTEL-SOLV Washing Conduct N/NE Community Action Program in North and NE Portland Conduct Best of Oregon Program in Seconomically distressed communities Facilitate 220 community livability projects adjacent to public waterways (Down By the Riverside) Support 35 watershed restoration sites (Team Up for Watershed Health) Conduct N/NE Community Action Program in North and NE Portland Conduct Best of Oregon Program in 3 economically distressed communities Facilitate 220 community livability projects adjacent to public waterways (Down By the Riverside) Conduct N/NE Community (INTEL-SOLV Washing Conduct N/NE Community Action Program in North and NE Portland Conduct Best of Oregon Program in 3 economically distressed communities Facilitate 220 community livability projects adjacent to public waterways (Down By the Riverside) Conduct N/NE Community (INTEL-SOLV Washing Interpolated Program in North and NE Portland Conduct N/NE Community Action Program in North and NE Portland Conduct Rest of Oregon Program in 3 economically distressed communities Facilitate 220 community (INTEL-Solv Washing Interpolated Program in North and NE Portland Conduct N/NE Community (Interpolated Program in North and NE Portland Program in North and NE Portland Program in North and NE Portlan

Our Mission:

SOLV builds community through volunteer action to preserve this treasure called Oregon.

Our Vision:

To unite all Oregonians in volunteer activities, helping to build stronger communities and a healthier environment.

Our Standards:

- Foster an inclusive culture that respects the individual.
- Emphasize quality in programs and services.
- Leverage resources to maximize the value of the organization.
- Build community through proactive outreach to diverse participants.



Spring 2003
Volume XII, No. 1

Working to preserve this treasure called Oregon.

Spring Events Preview

Rural Oregon Programs get boost from Jeld-Wen Foundation By Jan McGowan

SOLV is pleased to announce that the Jeld-Wen Foundation, headquartered in Klamath Falls, has funded four programs to benefit rural Oregon. The grant, which will be made over the next three years, will expand SOLV's services, training, technical assistance and resources to more communities in rural Oregon.

Expanding SOLV's programs geographically with a special emphasis on rural, economically distressed communities, is part of SOLV's 7-year strategic plan that was adopted by the Board of Directors in December.

The four programs to be supported by the Jeld-Wen Foundation grant are Volunteer Action Training, K-12 Education, SOLV's Project Oregon, and Down By The Riverside.

Volunteer Action Training provides a full day of training to participants in the areas of project planning, volunteer recruitment and management, funding and much more. In early 2003 training sessions are planned in Coos Bay, John Day and Pendleton. Other sessions are planned later in the year in Washington County, the Columbia Gorge and SE Oregon. Outreach to rural communities in each of these areas will be a priority.

SOLV's education program focuses on service-learning: service in the community tied to classroom learning. SOLV's programs are aligned to state educational standards to help teachers meet state benchmarks. Training sessions for teachers are currently being planned for Ontario, Grants Pass, Huntington, Roseburg, Mosier, Hammond, and Joseph, as well as other sites around the state.

SOLV's Project Oregon is a statewide program to support volunteers any time, any place. Participants in Volunteer Action Training often use Project Oregon to organize their own projects. Fifty percent of the 165 projects completed in 2002 were coordinated by volunteer leaders in economically distressed communities.



Rural communities such as Aurora, a 2002 SOLV Best of Oregon program community, will receive continued assistance from SOLV thanks to a new grant from the Jeld-Wen Foundation.

Similarly, 45% of projects coordinated through the Down By The Riverside program in 2002 were in economically distressed communities. Seventy-nine percent of the projects were outside of the Portland metropolitan area. This one-day enhancement program targeted to public waterside parks and greenspaces is scheduled for Saturday, May 17, 2003. In addition, several areas in the state will offer a Friday component targeted to classrooms designed to bring service-learning opportunities to more students.

SOLV thanks the Jeld-Wen Foundation for helping to ensure the expansion of these programs to rural Oregon. Please see articles inside for more details about these and other programs that are helping maintain the livability of our state.

Save the Date! Inspiring Breakfast to Support SOLV

Join us on Wednesday, May 7th for SOLV's second annual Sustaining SOLV Free Fundraising Breakfast. Scheduled for 7:30 am in the Cascade Grill at the Oregon Zoo, this one-hour event is a great opportunity to hear the latest SOLV news. Call Sherry at (503) 844-9571 for information about being a Table Captain or to RSVP.

Inside

- 3 Executive Director's Column
- 5 19th Annual Spring
 Beach Cleanup slated
- 9 Service-learning at Down By The Riverside

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ABOUT SOLV

New Project Oregon Coordinator **Bill Hastie**

SOLV is happy to welcome back one of its own. Bill Hastie was a board member for SOLV from 1984-1996 and will be taking over as coordinator of the Project Oregon program. Bill comes to SOLV with a background in science, environmental, and natural resources education. Since 1972 he has been working as a teacher, program leader, curriculum developer, teacher trainer, volunteer trainer, publication and news writer, and event coordinator.

He has held positions at Oregon Department of Education, Oregon Sea Grant, Oregon Department of Fish and Wildlife, Washington State University Extension, U.S. Fish and Wildlife Service Federal Aid, Oregon Governor's Natural Resource Office, and Oregon Watershed Enhancement Board. He has been an active member of many organizations, including the Aquatic Resources Education Association (AREA), National Marine Educators Association, Oregon Science Teachers Association, SOLV, Northwest Aquatic and Marine Educators (NAME), and Environmental Education Association of Oregon. Bill has also been the coordinator of the Great Oregon Beach Cleanup.

Bill developed Oregon's first marine education curricula effort, led Oregon's first aquatic education program, and was active in AREA's and NAME's formation. Along the way, he has won a few national and regional awards.

Bill and his wife, Theda, live in Salem in the Pringle Creek Watershed, and unfortunately he doesn't fish as much as he'd like. "I've wanted to work for SOLV again for some time now," he says. "I'm thrilled to have an opportunity to come back and work for this great organization." We are happy to have him on board as well!

Thank You In-Office Volunteers

More than 20 wonderful in-office volunteers and their families joined us in the SOLV office for an open house on January 10th, 2003. They viewed the new volunteer space, met fellow volunteers and gave the SOLV staff a chance to say THANK YOU!

In 2002, in-office volunteers contributed over 2,300 hours of their valuable time in the SOIV office. These volunteers worked on projects ranging from helping secure auction items for the annual Citizenship Awards Banquet, and answering in-coming calls at SOLV, to posting SOLV events on web sites.

One of the great volunteers who came to the open house was Lee Hugill, who volunteered her many talents helping with the development of the new SOLV database. Thanks once again volunteers!

STAFF

Jack McGowan, Executive Director Jan McGowan, Associate Director Linda Klein, Financial Manager Michelle A. Meyer, Development Director Susan Abravanel, Education Director Bev Ardueser, Signature Events Program Coordinator Sherry Britz, Executive Assistant Claire Deremer, Office Assistant Cindy Dimock, Waterway Programs Specialist Daniel R. Enbysk, Design Coordinator Debra Fife, Volunteer Coordinator Bonnie Gretz, Development & Data Specialist Bill Hastie, Project Oregon Coordinator Steve Kennett, Team Up Program Coordinator Andrea Marafino, NW Service Academy AmeriCorps Member Jason McKain, Signature Events Program Coordinator Pam Moreland, Office Coordinator Jenny Peaslee, Accounting Clerk Erin Peters, Waterway Programs Director Neil Schulman, Outreach Coordinator Denise A. Smith, Business Development Manager Nancy Spieler, Rural Communities Program Coordinator Patricia Terzian, N/NE CAP Program Coordinator

DIRECTING SOLV

Executive Director's Column: Planning for Success

Dear Friends,

We enter 2003 in an enthusiastic mood, ready to help tackle the challenges to Oregon that lie ahead. In that spirit, SOLV was pleased to partner with the Oregon Community Foundation on January 13, to welcome members of the new Oregon legislature with copies of the SOLV Oregon Owner's Manual. Governor Kulongoski referenced the Manual in his inaugural speech, citing citizens' commitment to their communities through volunteerism.

To ensure that successful volunteer opportunities are in place, program planning for the year is well underway. Please take a look in this issue for upcoming event dates. With more than 2,000 project sites being tackled by SOLV volunteers each year, there are hundreds more opportunities. They are listed on our web site at www.solv.org. You're sure to find something there that will fit your schedule and make a difference in your community. Or contact us for information and help organizing your own SOLV project.

Looking beyond this year, a new seven-year strategic plan was completed under the leadership of our Board of Directors in December. This plan takes us to 2009, SOLV's 40th anniversary and the 150th birthday of Oregon. We're planning for continued growth that will broaden our commitment to carry our programs into every corner of Oregon.

I believe that Oregon is only as strong as its most at-risk community. Please pledge this year to join us in finding hands-on solutions to the issues that confront us all.

Sincerely,

Jack McGowan
Executive Director

P.S. We're into the second printing of the Oregon Owner's Manual - more than 8,000 copies have been sold since its publication in October. You can pick up your copy at any Oregon Fred Meyer store or get more information at www.solv.org.



Jack McGowan, (left) spent a day planting native plants with members of the Young President's Organization and their families on a recent Sunday.

"And what do they (Oregonians) want from us – their Governor and Legislators? They want to know that we put them first. They want to know that we can rise above parochial interests and make the economic future of rural Oregon as important as urban Oregon. They want to know that we understand their daily struggles... And they want to know that we recognize their commitment to their communities and their willingness to volunteer to make their communities better places for them and their families. That's why on each of your desks, you will find a copy of the Oregon Owner's Manual from the Oregon Community Foundation and SOLV, which is filled with great ideas for people who want to volunteer."

Governor Ted Kulongoski
 Inaugural Address

DEVELOPING SOLV



Photo by Andy Daddic

Jack McGowan, center, poses with last years' volunteer award winners at the SOLV Citizenship Awards Banquet.

Nominate an Outstanding Volunteer! By Denise A. Smith

Each year community leaders from Oregon gather at SOLV's Citizenship Awards Banquet to celebrate excellence in citizenship and volunteerism. Nominations will be accepted until May 1, 2003 for outstanding Oregon volunteers in the following categories:

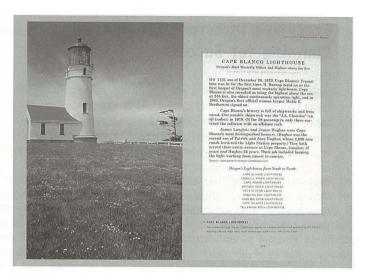
- 1. Individual
- 2. School/Educator
- 3. Business
- 4. Community Group

Submit your nomination online at **www.solv.org.** The award winners will be recognized at the 10th Annual SOLV Citizenship Awards Banquet in the fall.

SOLV gratefully acknowledges **Bank of America** for its significant partnership with SOLV. The 2003 SOLV Citizenship Awards Banquet and 2003 Tom McCall Leadership Award will be presented by Bank of America in fall of 2003. To become a 2003 banquet sponsor, please contact denise@solv.org.

Welcome to the Founders' Circle

SOLV is pleased to welcome the following new members to the Founders' Circle: Kathleen Baker, CEO/Pacific Northwest, Union Bank of California; Jon Carder, President, Melvin Mark Brokerage Company; Jeffrey T. Grubb, Managing Director, U.S. Trust Company; Joseph Otting, President, U.S. Bank of Oregon; and John D. Porter, President & CEO, AAA of Oregon/Idaho. Founders' Circle members provide financial support for SOLV's statewide volunteer programs, and also serve as advisors to SOLV's leadership.



The SOLV Oregon Owner's Manual is now in its' second printing and is available for purchase at Fred Meyer stores all around Oregon.

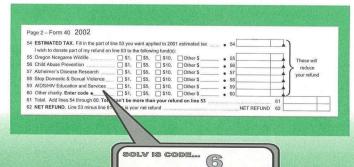
SOLV Elects 2003 Officers

By Denise A. Smith

The SOLV Board of Directors announces its new slate of officers for 2003. They are: President, Kent (Bernie) Thurber, Attorney, Davis Wright Tremaine; Vice President, Carol Dillin, Public Relations Director, Portland General Electric; Secretary, Darcy Winslow, Women's Footwear Director, NIKE, Inc.; Treasurer, John Hancock, Partner, Moss Adams LLP; Immediate Past President, Bruce Warner, Director, Oregon Department of Transportation. In addition Tom Lindley, Attorney, Perkins Coie; and John Miller, Wildwood/Mahonia, were elected to the Executive Committee as members-at-large. The Board and its officers are volunteers and SOLV deeply appreciates their leadership and support.

Support SOLV through the Charitable Checkoff

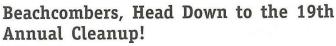
Once again SOLV is listed as one of only a handful of Oregon non-profits approved by the state to receive charitable check-off donations from Oregonians who wish to direct a portion of their tax refund dollars to their favorite charity. You can donate all or a part of your refund to SOLV by writing in our designated code on your tax form. SOLV's code remains the same as last year - "Code 6."



SIGNATURE EVENTS



Volunteers with Intel enjoyed the scenery in Bandon at last years' Great Oregon Fall Beach Cleanup.



By Bev Ardueser

Saturday, April 5th is the date for the 19th annual Great Oregon Spring Beach Cleanup. The event will take place from 10am to 1pm along the entire Oregon coast, from the Washington to the California borders. During last years' event, 4,300 volunteers removed 22 tons of trash from Oregon beaches!

Volunteers may check in at one of 42 registration sites, pick up a litter bag, and head down to the beach to help improve the coast for wildlife and visitors. Bring gloves, wear sturdy shoes, dress for the weather, and be safe while having a good time! Groups of 20 or more are asked to register in advance by calling the appropriate Zone Captain. Call SOLV at 503-844-9571 for a brochure or check the web site at www.solv.org for a list of registration sites and Zone Captains.

Major Sponsors: Henry Weinhard's, Jantzen, a subsidiary of Perry Ellis International, Inc., LP, Made in Oregon/H. Naito Properties, Tektronix, and Wells Fargo.

Along with SOLV, the cleanup is coordinated by the Oregon Parks and Recreation Department and the Oregon Refuse and Recycling Department. Materials support is provided by funds from the sale of Oregon Personalized Plates, administered by the Oregon Department of Transportation.



Volunteers plant native wetland trees at one of the many restoration projects that took place during SOLV IT last year.

SOLV IT - Celebrate Earth Day by Volunteering in your Community By Bev Ardueser

SOLV IT, presented by Portland General Electric, takes place Saturday, April 26th from 9am until 1pm. Now in its 14th year, this event is one of the nation's largest Earth Day celebrations.

This year volunteers may choose to participate at one of 90 sites in five counties around the greater Portland metropolitan area. Activities include wetlands restoration, waterway enhancement, neighborhood improvements, community center development, and illegal dumpsite cleanup.

In 2002, 3,200 volunteers participated in SOLV IT and planted 3,330 trees, shrubs, and bulbs, and filled drop boxes with 265 tons of garbage, invasive plants, and yard debris.

On-line registration will be available beginning March 12th. To register, visit http://www.solv.org/volSolvIt.shtml or call SOLV at 503-844-9571.

Presenting Sponsor: **Portland General Electric.** Major Sponsors: **Clean Water Services, Metro, Warn Industries,** and **Waste Management.**

COMMUNITY RESOURCES



Students from Fernwood Middle School's Life Skills Class are among the many students who learn work skills by cleaning up bus stops around the area. Photo by Becky Wright.



By Patty Terzian

Each year many local businesses sign up to participate in the SOLV/**TriMet** Adopt-A-Stop Program. These dedicated businesses are taking the lead in keeping our neighborhood bus stops clean and safe by picking up litter, emptying trashcans, cleaning graffiti and reporting vandalism.

One of these businesses is the Alberta Co-Op Grocery. The Alberta Co-Op Grocery has been an Adopt-A-Stop Program participant since July 2001. Bob New, manager of the Co-op explained the groups involvement in the program:

"We feel it's important to participate in the Adopt-A-Stop Program because we are part of the community and want to be a resource for people in the community. The stops can get pretty messy and since our business is so close it's important to help keep them clean."

This year they have recruited the help of Co-Op volunteers Noah and Vanessa to regularly clean and report vandalism at the four bus stops at the intersection of Alberta and 15th, where the Co-op is located. Their customers aren't the only ones who appreciate the hard work. "Our volunteers have also gotten praise and thanks from people on the street," said New. Alberta Co-Op Grocery's participation in the Adopt-A-Stop Program shows their continuing commitment to the neighborhood. Thank you Alberta Co-Op staff and volunteers for helping keep our transit stops looking good!



Members of the Upper Rogue Watershed Council participated in Volunteer Action Training last year and used what they learned on a park enhancment and restoration project.

Volunteer Action Training Reaches Across Oregon

By Neil Schulman

The Geiser-Pollman Park and the Leo Adler Pathway in Baker City were cleaned up. So were some illegal dumpsites Southeast of Bend, the Alberta neighborhood in North Portland, and at Dibblee Point on the Columbia River near Rainier. Habitat was enhanced along Drift Creek on the coast, the North Powder River in Baker County, at Big Marsh high in the Central Oregon Cascades. Burns and Baker City received new landscaping.

The common thread? These projects were the result of Volunteer Action Training, SOLV's leadership-building program that reaches every corner of Oregon. In 2002, SOLV trained 274 Oregonians to design and lead volunteer projects in their own communities.

Thanks to all the Oregonians who took part in Volunteer Action Training, and then leapt headlong with SOLV into making their watersheds and communities better for all of us.

Many community organizations opened their doors this year to Volunteer Action Training. Thanks to the Baker County Library, Deschutes National Forest, the Douglas County Board of Commissioners, the Eugene Area Chamber of Commerce, Friends of the Children, Harney County Historical Society, Intel, Mahonia Vineyards and Nursery, and the St. Phillip Neri Paulist Center.

For upcoming training dates contact Neil Schulman at 503-844-9571 or toll free in Oregon at 800-333-SOLV, or at neil@solv.org.

Sponsored by: The Collins Foundation, The PGE Foundation, U.S. Bank, the Jeld-Wen Foundation and the Leo Adler Community Fund.



Students pitch in through SOLV's Project Oregon to support community members in need of social services such as yard maintenance and home repairs.



By Neil Schulman

We all have dreams for our communities, and for our streams, forests, parks, and wetlands. Maybe the wetland near you needs revegetation, or birds need nesting boxes? Or perhaps your neighborhood could benefit from some beautification or your local park needs repairs?

All over Oregon, on any given day, SOLV's Project Oregon helps support projects like these and many more. We helped Christmas Valley organize a town-wide cleanup; assisted North Portland's Kenton neighborhood with a tree-planting project; and provided support to an illegal dumpsite cleanup near Bend that yielded over 10 tons of material.

If you can think of something you would like to see done to improve your neighborhood or natural area, chances are Project Oregon can help you too. For a program overview and application, call 503-844-9571, 800-333-SOLV or go to http://www.solv.org/volSolvCup.shtml.

All of us at SOLV would like to extend our best wishes to Andrea Friedrichsen past coordinator of SOLV's Project Oregon, as she heads off to new adventures. Please welcome Bill Hastie, a familiar face at SOLV, who is the new coordinator for the program.

Presented by Waste Management. Sponsored by: AAA of Oregon/Idaho, CH2M Hill, Crown Pacific, Fred Meyer, the Jeld-Wen Foundation and Warn Industries.



Volunteers in Clatskanie held numerous community meetings to identify area needs then planned ten projects to improve their community.

Columbia County Towns Chart the Course for Community Improvement

By Nancy Spieler

Thanks to program support from **U.S. Bank**, **Rose E. Tucker Charitable Trust**, and **Trust Management Services**, **LLC**, the
Best of Oregon Program is underway in the community of
Clatskanie! SOLV held community meetings involving forty-three
participants representing diverse ages, interests and perspectives. Attendees identified community needs and resources,
brainstormed project ideas, and then made some tough choices
about which ten projects to undertake.

The ten selected projects include: a community cleanup week; welcome sign lighting and landscaping; Beaver Falls illegal dumpsite cleanup; downtown pocket park with information kiosk and rest area; new roofs for two picnic shelters in the park; Clatskanie River and Slough cleanup; walking trail and sports field improvements at the elementary school; downtown cleanup and beautification; museum facility improvements; and recreation center painting and landscaping.

In January, twenty-seven community members participated in Volunteer Action Training. Project volunteers will plan and implement the projects throughout the spring and summer months with project completion slated for October 1st.

Rainier followed Clatskanie's footsteps with community meetings in early spring. Pending additional program funding, Scappoose will be the next Best of Oregon community. Thanks to our sponsors and dedicated volunteers, these rural communities will enjoy a new level of community spirit and stewardship!

For more information contact Nancy Spieler at 503-844-9571 or toll free in Oregon at 800-333-SOLV, or at nancy@solv.org.

WATERWAY PROGRAMS





Volunteers plant native trees and shrubs at a recent restoration project. January and February are traditionally planting months for the Team Up for Watershed Health program.

Mt. Scott Creek Restoration and Enhancement

By Steve Kennett

Traveling 45 to 50 mph down 122nd off Sunnyside Road on the way to Happy Valley you hardly notice that just a stone's throw away ripples Mt. Scott Creek, a beautiful stream surrounded by large Western Red Cedars and home to native cutthroat trout. Mt. Scott also possesses what is fundamental to habitat for native migrating steelhead, good gravel and shade, and is ranked very high by a number of agencies for stream restoration potential. Last year, Clackamas County removed a dam on Mt. Scott Creek near Spring Mountain Elementary School.

Just upstream from the dam removal project, the Team Up program and the Oregon Department of Fish and Wildlife (ODFW) are working with private property owner, Charmayne Bischel to remove old culverts, install a small bridge, and plant native vegetation along the stream. The undersized culverts are a barrier to fish, preventing native steelhead from migrating and rearing upstream. Donated consulting services from CH2M Hill's Mark Bransom were integral in the design of the bridge and helped SOLV and ODFW secure a grant from the Oregon Watershed Enhancement Board. Work on the bridge will begin this summer.

While the creek has mature cedars and native vegetation, Himalayan blackberry, English ivy, and Japanese knotweed have invaded the area. Volunteers and members of SOLV's Green Team (high school students) are removing the invasives and planting natives in their place. On February 1st, more than 25 volunteers planted over 120 trees and shrubs and removed a 1/2 ton of blackberry and ivy.

Sponsored by: Clean Water Services, The Confederated Tribes of Grand Ronde, and City of Portland Bureau of Environmental Services. Supported by: Weyerhaeuser Company Foundation, Metro, Clackamas County Water Environment Services, Port of Portland, and City of Gresham Department of Environmental Services.

Oregon Adopt-A-River Supports Hard-working Volunteers

By Daniel R. Enbysk

Being an Oregon Adopt-A-River volunteer can seem like a thankless job — picking up cigarette butts, fishing for fishing line and left over bait containers instead of fish, and hauling appliances out of streambeds is hard, dirty work.

The Oregon Adopt-A-River program exists to provide suppport, recognition and thanks to these deserving volunteers who selflessly clean up that which others selfishly leave behind. These are special volunteers and we are always looking for more of them to lend a hand. Those of you who have ever participated in a volunteer event know - it makes you feel good!

Our goal for the upcoming year is to reach out and find even more Oregonians who value the state's outdoors and waterways and who want to contribute in our efforts to keep these places healthy and free of litter and debris so that all can enjoy them.

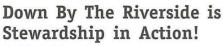
To do that, Oregon Adopt-A-River will be working with local and state agencies, chambers of commerce, as well as retail and business outlets to help spread the word. If you own a business or know of one where it makes sense to display Oregon Adopt-A-River brochures and materials, gives us a call and we'll get some in the mail to you.

Finally, Oregon Adopt-A-River is happy to now provide online reporting and ordering for our volunteers at http://www.solv.org/volAdoptARiver.shtml. Just click on the link at the top of the page. You can use the forms to report on your project, order materials, or update your contact information.

Coordinated in partnership with the Oregon State Marine Board. Sponsored by: Bureau of Land Management, U.S. Fish & Wildlife Service, and the US Army Corp of Engineers.



One unique aspect of Down By The Riverside is the improvement of public areas near waterways. Here, volunteers install steps to one of the buildings at Bonneville Dam.



By Cindy Dimock

Volunteers are needed for the eighth annual Down By The Riverside event on May 16th and 17th, 2003! Last year over 7,800 volunteers from all across the state worked together on enhancement and beautification projects at 205 riverside sites in 102 communities. The projects encompassed a broad variety of activities: planting native plants, picking up litter, painting park buildings, building and hanging bird houses, building trails, removing graffiti, stenciling storm drains, creating salmon spawning beds, building fences, painting curbs and more.

Overall, participants last year removed 309 tons of natural debris such as Himalayan blackberry, English ivy and Scotch broom, and 406 tons of man-made debris.

We want you to be part of the next Down By The Riverside! We want to engage even more volunteers this year to make 2003 the best Down By The Riverside ever. School groups, businesses, organizations, and individuals are all invited. "There's a place for everyone to join in the effort," says Erin Peters, Program Director. "We have all these spectacular parks and rivers, and thousands of people willing to come out and make them even better. Oregon is the best place in the world and we're gonna prove it on May 16th and 17th!"

To get involved in this years' event contact Cindy Dimock or Erin Peters at 503-844-9571 or toll free in Oregon at 800-333-SOLV.

Presented by: Oregon Lottery. Sponsored by: Boyd Coffee Co. Chevron, the Jeld-Wen Foundation, and Portland Marine Dealers Association.



To get more students involved in service-learning projects, Down by the Riverside added a number of Friday sites to complement their traditional Saturday projects.

Service-Learning Down By The Riverside

By Susan Abravanel

This spring, SOLV will once again provide student groups throughout Oregon with an opportunity to connect activities designed to beautify and enhance their communities, with academic goals.

SOLV piloted this service-learning initiative with last spring's Down By the Riverside event. The program links the planning and implementation of a Down By the Riverside service activity directly to grade-level appropriate Department of Education benchmarks. Students first identify a problem in their community; then through their research and the application of class-room learning, they design and plan a project as a solution.

"The pilot project was a huge success, involving more than 1700 students," explained Diane Millemann, an Education Consultant to SOLV. "There was so much excitement that this year we will be expanding our outreach to include schools along the Oregon Coast, in Eastern Oregon, the Gorge, Southern Oregon, and the Willamette Valley."

The result is a winning combination: students complete curricular requirements while enhancing their community and in the process learn civic responsibility.

SOLV Education Programs Presented by: State Farm Insurance.
Major Sponsors: Nike, Inc., the Jeld-Wen Foundation, Materials support provided with funds from the sale of Oregon Personalized Plates administered by the Oregon Department of Transportation.

SUPPORTING SOLV

We extend our sincere appreciation to the individuals, corporations, foundations and government partners who work with, and generously support, SOLV. These contributions and partnerships enable SOLV volunteers to provide over 500,000 hours of service throughout Oregon each year.

The contributions below were received between December 1, 2001 and January 31, 2003 unless otherwise noted. We regret any errors or omissions - please contact the SOLV Development office to report any corrections.

CORPORATE SPONSORS & BUSINESS SUPPORT

\$40,000+

Intel Corporation

\$30,000+

Bank of America Portland General Electric State Farm Insurance Companies Tektronix

\$20,000+

Boyd Coffee Company IBM Nike, Inc. Warn Industries, Inc. Waste Management of Oregon Wells Fargo Willamette Industries

\$10,000+

AAA of Oregon/Idaho
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Portland Marine Dealers Assoc.
Spirit Mountain Casino
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Company
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Verizon

\$2,500+

The Boeing Company CH2M HILL Household Credit Services Shilo Inns & Resorts Thriftway

\$1,000+

Applied Materials
Baker Rock Resources
Blue Parrot
Foss Maritime
Hoffman Corporation
Intel Corporation
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Ochoco Lumber Co.
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Whole Foods Market, Inc.

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\$100,000+

Meyer Memorial Trust

\$50,000+

Spirit Mountain Community Fund

\$25,000+

The Collins Foundation
The Ford Family Foundation

\$10,000+

John and Betty Gray Charitable Fund of the Oregon Community Foundation Frederick D. & Gail Y. Jubitz Foundation Jeld-Wen Foundation

\$5,000+

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Foundation

\$2,500+

The Rosebraugh Charitable Trust Wheeler Foundation

\$1,000+

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The Swigert Foundation
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Due to space constraints, corporate and foundation gifts under \$1,000 will be listed in the Annual Report.

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In-kind donations received October 1, 2002 through January 31, 2003

The Adaptive Riding Institute,

Amity Vineyards, Amity

Andy Daddio Photography,

Scotts Mills

Portland

Assaggio, Portland Azumano Travel Service, Portland Monique Baillargeon, Lake Oswego Benton Lane Winery, Monroe Bethel Heights Vineyard, Salem Bijou Cafe, Portland Boyd Coffee Company, Portland Bugatti's Ristorante, Portland Cafe Azul, Portland Cascade Phillips, Oregon City Children's Museum 2nd Generation, Portland Cooper Mountain Vineyards, Beaverton Elizabeth Dall, Portland Design One One, Portland The Drift Inn, Yachats Elk Cove Vineyards, Gaston Eola Hills Winery, Rickreall Ford Graphics, Portland Fred Meyer, Woodvillage Gateway Body Shop, Inc., Portland Gino's Restaurant & Bar, Portland Grand Central Baking Company, Portland Graphic Arts Center Publishing Co., Portland Henry Estate Winery, Umpqua Henry Weinhard Brewing Company, River Forest, IL Higgins, Portland Hillcrest Video Productions, Inc., West Linn Hot Lips Pizza, Portland Huber's Cafe, Portland IBM, Beaverton Interfacial Dynamics Corporation, Tualatin King Estate Winery, Eugene La Serre Restaurant, Yachats Metro Regional Services, Portland John & Susan Miller, Salem Nature's Spa and Salon, Lake Oswego Nike Tiger Woods Center, Beaverton Norm Thompson, Inc., Hillsboro

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FRIENDS OF SOLV

* SOLV wishes to acknowledge and give special thanks to all founding members of the Sustaining SOLV Society. The Sustaining SOLV Society recognizes contributors who have pledged \$1,000 and above for five or more years.

Witness Tree Vineyard, Salem

Heroes' Circle (\$10,000+) Ken and Ginger Harrison, Portland

Director's Circle (\$5,000-\$9,999) James and Nancy Johnson, Portland

Summit Circle (\$1,000-\$4,999)

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Monique Baillargeon and
Jon Carder, Lake Oswego
Liz and Neil Cawood, Eugene
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The following gifts were received between October 1, 2002 and January 31, 2003:

Eden, Milton-Freewater

Darcy and Mike Winslow,

Portland

Community Leader (\$500-\$999) Michael E. Anderson, Aloha Robert DeGraff and Mary Sampson, Portland David and Terry Taylor, Beaverton

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Champion (\$100-\$249) Jon and Bridget Angin, Tualatin George & Nobuko Azumano, Portland Robert & Phyllis Barker, West Linn Arleen Barnett, Tigard Richard Bastasch, Salem Dulcy Berri, Hillsboro C. M. Bishop, Jr., Portland Sherry and Peter Britz, ' Hillsboro Sam and Clara Chandler, Tucson Jack and Julie Costello, Portand Andrew & Peggy Dall, Portland Rick Denker, Portland Steve and Claire Deremer, Hillsboro Dr. Tim Dooley, Portland James and Margaret Eickmann, Beaverton Andy Ekman, Portland Larry Fox, Aloha Barbara Halle, Portland James & Gail Harper, Dallas Seth & Elaine Heasley, Cornelius Donna & Jerry Heppell, Tigard Louise A. Hoppes, Portland Dan W. Johnson, Beaverton Ronald and Gayl Johnson, Portland Peter H. Koehler Jr., Aurora Allen and Joanne Kraska, Old Lyme Wayne and Mary Lei, Portland James Long, Albany Laura Mehren, Portland Clark & Georgia Morgan, Hillsboro Diana Morley, Ashland Peter & Helle Nathan, Portland Tom and Chris Neilsen, Salem Jack Peterson, Portland Dianna Ponder, Portland Edward Schultheiss, Salem Denise Smith and Steve Kaiser, Portland Patrick Stupek, Portland David Thompson, Beaverton John & Nancy Todd, Beaverton Brian & Gloria Vandehev, Hillsboro Jack & Meredith Wilson, North

Due to space constraints, gifts under \$100 will be listed in the Annual Report. Our thanks to individuals who gave to SOLV through the Charitable Checkoff on their Oregon State tax returns, the Combined Federal Campaign, United Way and Earthshare.

Our thanks to the following companies who provided matching gifts for their employees between October 1, 2002 and January 31, 2003.

Microsoft Matching Gift Program Moss Adams, LLP Nike, Inc. Pfizer Foundation Matching Gifts Program Portland General Electric Tektronix US Bancorp Foundation

HONORARY/MEMORIAL GIFTS

In honor of Nancy Bridgeford, Nancy K. Anderson, Portland

In honor of Sho Dozono, Harold & Arlene Schnitzer CARE Foundation, Portland

In honor of Dorothy Sheahan, Ruth Johnson, Beaverton

In honor of Liz & Steve Goebel, Allen Kraska, Old Lyme

Christmas gift to Mike Park in memory of William Guffy, Elizabeth Cole, Portland

In memory of Warren Hoyt, Gwen Hoyt, Hillsboro

In memory of Cecil Lance, William Kisor, Seaside

In memory of Cecil Lance, Willis M. McBride, Seaside

In memory of Wayne Olson, Glenna Olson, Portland

In memory of Cecil Lance, Edward Schick, Seaside

In memory of Cecil Lance, Phyllis Stark, Seaside

In memory of Cecil Lance, Pieternella Van Twout, Seaside

Powder



Upcoming ents

- **March-** 20 Beyond Beach Cleanups Informational Meeting 8am-9am, LP Office at the Fox Tower, 12th floor in Portland
- **April-** 5 Great Oregon Spring Beach Cleanup, 10am-1pm. Visit www.solv.org for more information.
 - 17 Beyond Beach Cleanups Informational Meeting 12-1pm, LP Office at the Fox Tower, 12th floor in Portland
 - 24 Beyond Beach Cleanups Informational Meeting 4pm-5pm, LP Office at the Fox Tower, 12th floor in Portland
 - 26 SOLV IT, 9am-1pm.
 Call Jason McKain at 503-844-9571 for more information.
- May- 7 Sustaining SOLV Breakfast, Oregon Zoo, 7:30am. Call Michelle Meyer at 503-844-9571.
 - 16- 17 Down By The Riverside: River Enhancement, Cleanup & Appreciation Day 9am-1pm. Call Erin Peters at 503-844-9571 for more information.

Wish List

Field Equipment and Supplies:

- ▶ Tools (construction quality) shovels, loppers, wheelbarrows, metal rakes, etc.
- Nursery stock native trees, shrubs and wetlands plants
- Sturdy, leather work gloves and/or neoprene gloves
- Enclosed trailers for hauling tools/ supplies to sites
- ▶ 1/2 ton pickup truck
- Full size van

General Program and Service Needs:

- ▶ Video production services
- ▶ Printing services
- ▶ Laminator and sheets
- ▶ Paper-folding machine
- ▶ Dorm-sized refrigerator

Other Needs:

▶ Volunteer receptionists, a few hours per week



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Contact Us

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SUITE 500

HILLSBORO, OR 97123

CALL 503 844 9571, 1800 322 3326

FAX 503 844 9575

WEB www.solv.org

SOLV was created in 1969

SOLV IT

Total volunteers

Annual 4-Hour Event Established in 1990

by Governor

Tom McCall

help keep Oregon

501(c)(3)

livable through volunteerism.

Total Sites

Pounds of tires removed

Pounds of woody debris

Total pounds removed

Pounds of metal removed

Pounds of mixed waste removed

Cumulative Results 1990-2002

944 42,978

Federal Non-Profit Tax ID No.

5,688,979 935,650

93-0579286

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816, 283 2,881,388 10,322,300

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it again. Thank you.

Intel-SOLV Washington County Clean & Green Project Annual 4-Hour Event Established in 1997

SOLV Program Results

Cumulative Results 1997-2002

Total Sites	270
Total volunteers	7,850
Number of trees and vegetation planted	58,920
Senior Homes Served	58
Pounds of garbage removed	504,100
Pounds of green waste removed	500,765

TEAM UP for Watershed Health *Ongoing Program Established in 1999*

Results for 2002

35
3,310
133,900
16,977

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> > IBM Rick Wills

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SUITE 500

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HILLSBORO, OR 97123

CALL 503 844 9571, 1 800 322 3326 FAX 503 844 9575 —

WEB www.solv.org SOLV was

created in 1969

by Governor

Tom McCall

and others to

help keep Oregon livable through

volunteerism.

501(c)(3) Federal

Non-Profit
Tax ID No.

93-0579286

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it again. Thank you.

2002 Washington County Clean and Green

Total Value of Services Provided

Total Value of Services Provided

\$235,866

\$391,188

\$30,500

\$13

\$235,86

(volunteers, program coordination and publicity, and site support):

(volunteers, program coordination and publicity, and site

\$10,000

Metro's investment

\$24

ROI:

2002 SOLV IT

support)

ROI:

Metro's investment

2002 Team Up

Total Value of Services Provided

(volunteers, program coordination and outreach, and site support)

\$421,112

Metro's investment

\$12,500

ROI:

\$34

- In 2002, SOLV provided \$1,048,167 in volunteer and program service through these 3 metro-area programs
- Metro's investment in these SOLV programs: \$52,500
- Average return on Metro's investment: \$24

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EXECUTIVE DIRECTOR Jack McGowan

OTHER SOLV PROGRAMS

SOLV offers many opportunities to volunteer in your community:

Great Oregon Beach Cleanups - Each spring and fall the entire coast line is cleaned of trash and marine debris. April 6 and September 28, 2002

Down By The Riverside - Cleanup and restoration of public spaces along waterways. May 18, 2002

Washington County Clean and Green -Cleans and enhances areas across the county. September 14, 2002

Project Oregon - Provides technical assistance and funding to individual projects statewide. Ongoing

Volunteer Action Training - Provides training to individuals to prepare them to organize their own community based project. Ongoing

Oregon Adopt-A-River - Engages citizens in cleaning and maintaining Oregon's waterways. Ongoing

Team Up for Watershed Health - Involves volunteers to improve and protect local watersheds. Ongoing

> Call SOLV at 503-844-9571 or visit www.solv.org for more information

BECOME A FRIEND OF SOLV

You can make a positive impact on SOLV's efforts to preserve Oregon by contributing to Friends of SOLV. Donations help pay direct costs for items such as garbage bags, safety vests, tools and trash removal. Friends of SOLV receive newsletters, timely information on SOLV activities and a window sticker. Please return this form with your contribution and support SOLV today.

I want to make a gift to SOLV of:

\$1,000+	Summit Circle		
\$500-999	Community Leader		
\$250-499	Benefactor		
\$100-249	Champion		
\$ 35-99	Friend of Oregon		
\$ Other	11/1/		
My check is	enclosed, payable to SOLV		
Please charge my credit card			
Visa	MC		
Card Number	Exp.		
Name Address City/State/Zip Email Home Phone Bus. Phone			
Please contact me, I have other thoughts to share.			
Please return this form to:			

SOLV

PO Box 1235

Hillsboro, OR 97123

Portland General Electric

PRESENTS



SOLV IT

CLEAN UP YOUR NEIGHBORHOOD AND HELP CLEAN UP THE WORLD

VOLUNTEERS NEEDED SATURDAY, APRIL 20, 2002 9 a.m. until 1 p.m.

Presenting Sponsor

Major Sponsors



Portland General Electric













A BENEFIT FOR SOLV PRODUCED ANNUALLY BY:





Did you know? You can report illegal dumping within the metro region by calling (503) 234-3000.

P.O. BOX 1235 HILLSBORO, OR 97123

WHAT IS SOLV IT?

SOLV IT is an annual one-day event created in 1990. SOLV IT volunteers have removed 9 million pounds of debris from illegal dumpsites, neighborhoods and natural areas. This program and others sponsored by Metro have had a major impact on illegal dumping in the metropolitan area. Today there are fewer illegal dumpsites thanks to SOLV IT volunteers.

SOLV IT is an event evolving to meet the needs of the community. This year's event will include smaller illegal dumpsites, neighborhood cleanups coordinated by local groups, restoration and beautification projects.

HOW TO VOLUNTEER

Volunteers are the key to the success of SOLV IT.

To register on line visit our web site at www.solv.org, or call SOLV at 503-844-9571

We encourage you to volunteer with friends, family, work associates, or individually.

SOLV unites all Oregonians in volunteer activities, helping to build stronger communities and a healthier environment.

VOLUNTEER OPPORTUNITIES

In 2001, 3,500 SOLV IT volunteers working at 90 sites in six counties removed 400,000 pounds of mixed waste, 1,000 illegally dumped tires, and 25 abandoned vehicles. In addition, 1,000 trees, shrubs and native plants were planted in parks and natural areas.

Here are a few of the projects where you can volunteer on April 20, 2002:

Beaverton

Invasive plant removal, litter pickup

Estacada

Landscaping, illegal dumpsite cleanup

Hillsborg

Invasive plant removal, bird box installation

Lake Oswego

Invasive plant removal

Milwaukie

Invasive plant removal

Portland

North

Invasive plant removal, litter pickup

Northeast

Invasive plant removal, litter pickup

Northwest

Illegal dumpsite cleanup

Southeast

Park, neighborhood cleanup

Southwest

Invasive plant removal, litter cleanup

Sauvie Island

Litter pickup

Troutdale

Planting

West Linr

Invasive plant removal, illegal dumpsite cleanup

Zigzag

Illegal dumpsite cleanup

Register on line at www.solv.org or call SOLV at 503-844-9571

VOLUNTEER TIPS

This event is a four-hour effort from 9 a.m. to 1 p.m.

WHAT TO WEAR

- sturdy shoes
- · long pants, long sleeves
- · dress for the weather

WHAT TO BRING

- · work gloves
- hand tools
 - · lunch
- · drinking water

SAFETY FIRST

Don't touch syringes, condoms, medical waste or hazardous, toxic or unidentifiable materials.

Notify the site coordinator of such items.

Follow on-site safety instructions.

Pay attention to your own limitations. Work slowly and safely.

Be mindful of other volunteers and their safety, as well as your own.

Lift with your knees, not with your back.

Register on line at www.solv.org or call SOLV at 503-844-9571





In 1990 SOLV IT was conceived by KINK fm 102 as a benefit for SOLV.

SOLV was founded in 1969 by Gov. Tom McCall and other community leaders. It is a nonprofit organization that brings together corporate sponsors, government agencies and citizen volunteers in state-wide programs that help keep Oregon livable.

SOLV IT is jointly coordinated by KINK fm 102 and SOLV.

THANK YOU SPONSORS!

SOLV and KINK thank the sponsors who make SOLV IT possible.

Presenting Sponsor
Portland General Electric

Major Sponsors

Clean Water Services
Metro
Thriftway
Warn Industries
Waste Management
Wells Fargo

Site Sponsors IBM Made in Oregon

Supporting Sponsor
KGW Northwest NewsChannel 8

Communications Sponsor AT&T Wireless



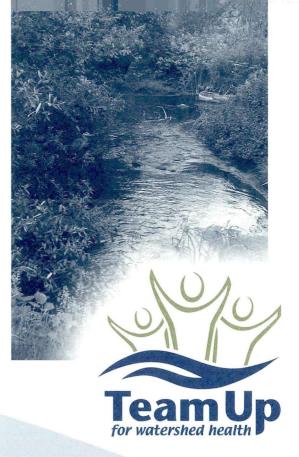
CommunitiesAre Teaming Up

Over the years, human activities have contributed to changes in Oregon's watersheds. Urban and suburban development has shrunk or eliminated streams, stream corridors and buffers. Development pressures have also forced polluted runoff directly into streams, and allowed invasive species to take over the landscape. In response, communities throughout the Portland metropolitan area are working to create healthier watersheds. Team Up for Watershed Health mobilizes volunteers on restoration projects, building stronger communities and healthy watersheds.



P.O. Box 1235 Hillsboro, OR 97123 (503) 844-9571 (800) 322-3326 www.solv.org

nicole@solv.org





Weyerhaeuser Company Foundation

Metro

Clackamas County Water Environment Services

Port of Portland

City of Gresham Department of Environmental Services









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Watersheds Home to Oregon Waters

Water drops to earth as rain. It soaks into the soil as groundwater, flows downhill to form wetlands, creeks and rivers, then travels back and forth across the landscape to the ocean. Along the way it nourishes the earth and all living things. If water is life, watersheds are the cradles of civilization. / A watershed is an area of land defined by hilltops and ridges where snowmelt, rainwater, stormwater, and groundwater flow to a common stream, river, or other water body. We are surrounded by water. In every town, in every neighborhood, waters are moving through the watershed.



Teaming Up

Communities throughout the Portland metropolitan area are teaming up to keep the waters flowing.

Community Waters

It is in the doing that we learn. Working on a restoration project is a great service-learning experience and a whole lot of fun. You can learn:

- Types of native plants, and the threat of exotic plant species
- What a watershed is and how it works
- How to plan, monitor and maintain a restoration project



Stewardship in action.
Call (503) 844-9571
www.solv.org



Team Up Projects

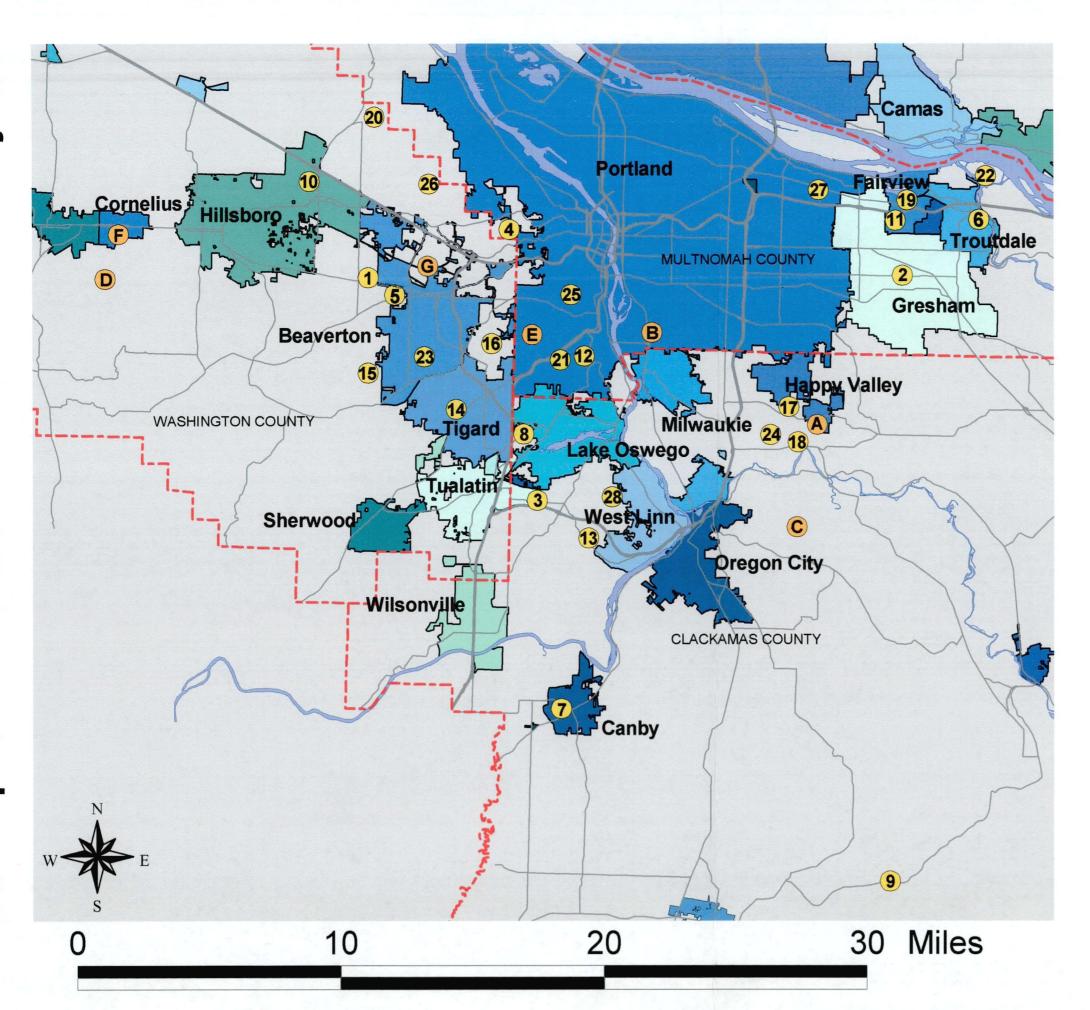
Anyone can nominate a site for restoration. Selected sites receive a small grant and assistance with planning and implementing a project. Through Team Up, SOLV can provide:

- Project planning
- Partners and volunteers
- Free volunteer training
- Matching goods and services
- Event coordination
- Publicity assistance
- Small grants
- Connections to school curriculum

Team Up has many watershed project locations where volunteers can make a difference. You can start a project of your own or you can volunteer for an ongoing project.

You can also sponsor a site. You can give:

- Money to buy plants and tools
- Professional services
- Other in-kind donations







PROJECTS

Phase I: Active Restoration

- 1. Aloha H.S. (Butternut Ck.)
- 2. Alpha H.S. (Johnson Ck.)
- 3. Arbor School (Saum Ck.)
- 4. Balch Creek
- 5. Bales Wetland (Butternut Ck.)
- 6. Beaver Creek
- 7. Canby Park (Molalla R. tributary)
- 8. Carter Creek
- 9. Colton Creek
- 10. Evergreen Parkway (Rock Ck.)
- 11. Fairview Community Park (Fairview Ck.)
- 12. Fairweather/Plum Pocket (Tryon Ck. tributary)
- 13. Fields Creek
- 14. Fowler Middle School (Summer Ck.)
- 15. Kemmer View (Johnson Ck. tributary)
- 16. Moonshadow Park (Ash Ck.)
- 17. Mt. Scott Creek
- 18. Oregon Trail Elementary (Sieben Ck.)
- 19. Osborn Creek
- 20. PCC/Rock Creek
- 21. Primrose (Tryon Ck. trib.)
- 22. Sandy River Delta
- 23. Summercrest Park (Beaverton's Johnson Ck.)
- 24. Sunrise Wetland
- 25. Trillium Creek
- 26. Trillium-Hollow (Upper Johnson Ck.)
- 27. Wilkes Creek
- 28. Wilson Creek

Phase II: Monitoring and Maintenance

- A. Addington Place (Graham Ck.)
- B. Crystal Springs Creek
- C. Jarboe Ranch (Potter Ck.)
- D. South Cornelius Slough (Tualatin R.)
- E. Spring Garden (Tryon Ck. tributary)
- F. Steamboat Park (Tualatin R.)
- G. Tektronix (Beaverton Ck.)

PORTLAND GENERAL ELECTRIC **PRESENTS**



Portland General Electric



FINAL REPORT

Summary

More than 3,200 volunteers participated in the 13th annual SOLV IT Earth Day project on Saturday, April 20, 2002. The event took place at 90 project sites spanning Clackamas, Clark, Columbia, Multnomah, Tillamook and Washington Counties. Volunteers completed the following impressive list of accomplishments:

- ▶ Sent 338,200 lbs. of mixed waste to be properly disposed of in area landfills.
- ▶ Collected 124,200 lbs. of woody debris, including illegally dumped yard debris and invasive plants that were removed from sensitive wetlands and streams.
- ▶ Removed 597 illegally dumped tires.
- ▶ Removed a dozen appliances, 13 abandoned vehicles and other scrap metal totaling an estimated 54,000 lbs.
- Total: Collected an estimated total of 516,400 lbs.
- ▶ Planted 3,300 trees, shrubs and native plants in parks and natural areas.
- Extended and provided spring maintenance and restoration in several natural areas.



Volunteers from WARN Industries winched out a dozen abandoned vehicles from Mt. Hood National Forest.

About SOLV

As one of Oregon's largest non-profits dedicated to statewide volunteerism, SOLV provided more than 96,000 volunteer opportunities last year alone. This year, SOLV volunteers and projects continue to benefit more than 250 communities throughout Oregon.

Major Sponsors:







WELLS **FARGO**

SOLV IT is coordinated by



Working to preserve this treasure called Oregon. and is promoted by



Supporting Sponsor: KGW Northwest NewsChannel 8 Site Sponsors: IBM, Made in Oregon Communications Sponsor: AT&T Wireless Services



PRESENTS



History

Since 1990, SOLV IT volunteers have removed almost 10 million pounds of solid waste, woody debris, and litter from illegal dumpsites, neighborhoods, and natural areas. KINK FM 102 and SOLV conceived the event as a benefit for SOLV.

During the first two years, SOLV IT concentrated on collection of tires, scrap metal and yard debris from neighborhoods plus removal of solid waste from illegal dumpsites that existed throughout the metropolitan area. With the institution of curbside recycling in 1993, SOLV IT shifted its primary focus to cleaning illegal dumpsites.

Remediation programs from Metro, other local cleanup projects and SOLV IT were so successful that in 1995 only a few major dumpsites remained to be cleaned. In an effort to be responsive to the changing needs of the metropolitan community, SOLV IT adjusted its focus again in 1996 to target smaller dumpsites and neighborhood/community cleanups. At the same time, trail maintenance, neighborhood enhancements, wetlands maintenance, waterway restoration, and community center development were all added to the types of projects qualifying for SOLV IT. The result: healthier and more vibrant communities, as well as volunteers who are educated about community issues and actively engaged in finding solutions.

SOLV IT Project Coalition

Thank you for your support! We attribute the success of the event to the tremendous support of our sponsors, site coordinators, volunteers and in-kind donors – without whose support this event would not have been possible.

Adidas, Alberta Cooperative Grocery, Aloha High School, Americorps, B&B Leasing, Baptist Church of Forest Grove, Beaver Acres Elementary School, Beaverton High School Ecology Club, Boy Scouts of America, Bridlemile Creek Stewards, Brush Busters, Bud's Towing, Bureau of Land Management, CNF Inc., Campfire, Cascade Utilities, Catlin Gable School, CH2M Hill, Cascade Phillips, Cherry Grove School District, City of Canby, City of Cornelius Parks, City of Cornelius Public Works, City of Estacada, City of Fairview, City of Oregon City, City of Tigard, City of Troutdale, City of Tualatin, City of Vancouver, Clackamas County Water Environmental Services, Clackamas County Social Services Division, Clackamas Federal Credit Union, Clackamas High School, Clackamas River Basin Council, Clean Water services, Colton High School, Colton Middle School, Columbia River Gorge State Parks, Cornelius Boosters, Cover Up, Cub Scouts of America, Davis Wright Tremaine, Detemple Company, Edwards Center, Envirocorps, Epson, Estacada Bank, Estacada Chamber of Commerce, Estacada High School Eco Club, Estacada Library, Estacada Rock, Figaro's, Food Forum, Forest Grove Ranch Riders, Forest Park Neighborhood Association, Fowler Middle School, Friends of Beaver Creek, Friends of the Children, Friends of Firdale Road, Friends of Gaynor, Friends of Lone Fir Cemetery, Friends of NW Forests, Friends of Rock, Bronson, and Willow Creek, Friends of Summer Creek, Friends of Vernonia Public Library, Gales Creek Elementary School Staff, Gales Creek Garden Club, Garbarino Disposal, Garden Home Neighborhood Association, Girl Scouts of America, Glacier Concrete NW, Gresham High School Key Club, H. Naito Properties, Harmony Bakery, Highland Elementary School, Hillsboro High School National Honor Society, Horning Seed Orchard, Jackson Bottom Wetlands, Jenkins' Estate, John Inskeep Environmental Learning Center, Kerns Neighborhood Improvement Council, Ladd Hill Neighborhood Association, LaSalle High School, McGregor's Garden Center, McKenzie Reach Nursery, Merry Cranksters Mt. Bike Club, Metro, Mid Valley Crawlers, Molalla Communications, Molalla Middle School, Molalla RiverWatch Inc., Nature's Northwest, National Tree Trust, Neighbors West/Northwest Coalition, North Parkrose Target Area, North Portland Neighborhood Services, Northwest Bulb and Perennial, Northwest District Association, Northwest Industrial Neighborhood Association, Office of Neighborhood Involvement - City of Portland, Old Wives' Tales, Oregon Department of Transportation, Oregon Psi Phi Fraternity, Oregon Bass and Panfish Club, Oregon Bush Hackers, Oregon City Garbage Co., Oregon Department of Fish and Wildlife, Oregon Department of Forestry, Oregon Equestrian Trails, Oregon State Parks, Oregon State Police, Oregon Towing, Oregon Towtruck Association, Oregon Trail Elementary School, Pacificorp, Pacific University, Papa John's Pizza, Partnership for Student Achievement, Peninsula Clean Team, Pacific Northwest 4 Wheel Drive Association, Poly-Cast, Portland Garden Club, Portland Parks and Recreation Natural Resources, Portland Rescue Mission, Portland United Mountain Peddlers, Pride Disposal, Pro Grafix, Pro-Tow, Quail Ridge Nursery, Rivergrove School, Roots and Shoots Club, Sandy Watershed Council, Schnitzer Steel, Schulz Cleanwater Sanitation, Sergeant's Towing, Sierra Club, Southwest Neighborhoods Inc., Speed's Super Tow, St. Andrews Church, St. John's Boosters, St. John's Pedestrian District Awareness Project, Stimson Lumber, Swatco, Sylvan Highland Neighborhood Association, Team Up for Watershed Health, Three Rivers Land Conservancy, Thriftway, Tigard High School Key Club, Tillamook County Sheriff's Office, Tillamook State Forest Volunteer Trail Patrol, Timberlake Job Corps, Tom McCall Upper Elementary School, Trask Mountain Trail Riders, Tryon Creek Management Unit, Tualatin Hills Parks and Recreation District, Tualatin Valley Fire and Rescue, Tualatin Riverkeepers, University of Portland Greenspaces Program, Unity Church, University of Portland Volunteer Services, Upper Nehalem Watershed Council, United States Department of Agriculture Forest Service, Vancouver 4 Wheelers, Vernonia Cemetery Committee, Vernonia Museum volunteers, Walker Garbage, Waste Management, West Beaverton Sanitary, Weyerhaeuser.



PRESENTS



FINAL REPORT

Project Types

In cooperation with a powerful network of organizations, SOLV IT nurtures and supports interests and concerns in the Portland Metro region – a community that values individual and community initiatives in areas as diverse as wetlands, community center development, and illegal dumpsites, just to name a few. The following is a summary of project areas served and a bit more about how they shape our community.

Waterways tie together the headwaters and the estuary, the land and the water, the forest and farmland and the cities. Waterways provide critical functions essential for maintaining life such as absorbing and gradually releasing floodwaters, maintaining fish and wildlife habitats, recharging ground water, and maintaining stream flows. In cooperation with volunteers and several watershed restoration groups, SOLV mobilized volunteers at numerous waterway restoration projects aimed at actively restoring deteriorated waterways to former natural conditions. This represents the best chance for improving the health of the watershed and restoration of native salmon.

Illegal Dumpsites continue to be a major solid waste concern for the Portland metro area and in the surrounding national and state forests. Illegal dumping can cause health concerns such as water contamination or overpopulation of rodents and mosquitoes. Cleanup costs can run into thousands or even millions of dollars and must often be borne by the entire community in which the garbage is found. Illegal dumping also brings with it a negative self-image for a community. Illegal dumping is a problem for which there is no easy solution, but SOLV remains steadfast in our belief that partnering with individuals and groups in local communities is key to successfully fighting the problem and increasing public awareness on illegal dumping issues.

Wetlands are among the most biologically productive natural ecosystems in the world. They can be compared to tropical rain forests and coral reefs in the diversity of species they support. Wetlands provide many benefits including food and habitat for fish and wildlife, flood protection, natural products for human use, water quality improvement, and opportunities for recreation, education and research. Losing or degrading wetlands can lead to serious consequences, such as increased flooding, extinction of species, and decline in water quality. We can avoid these consequences quences by maintaining and restoring the valuable wetlands we have right here in the Portland metro area.



Thousands of volunteers filled thousands of bags of manmade waste and illegally dumped materials.

A vision of what a community wants for its residents is reflected in its **community centers**. These centers promote the exchange of ideas and services among community and education leaders rekindling a sense of belonging and public purpose among residents. They help prepare youth and adults for a fulfilling, active citizenship and a lifetime of learning. SOLV recognizes the critical role these centers play in civic development and believes that they require steady work, commitment, and leadership from a community that cares. That is why we are proud to have so many valuable community centers be a part of this year's project.

Natural resources such as **parks and greenspaces** not only help define the overall character of the region but, just as importantly, provide direct benefits to fish, wildlife and people. Residents and local governments work with SOLV to assure that our greenspaces remain a vital part of our communities, not only in our neighborhoods, but also for the Portland area as a whole.



PRESENTS

Site Coordinators

FINAL REPORT

The success of each project depends on a well-organized site coordinator. These are the leaders who plan the project, order materials, help recruit volunteers, oversee the work, and ensure the safety of volunteers.

Bev Anderson, Estacada Community Enhancement projects;
Theresa Anoushiravani, Oregon Trail Elementary School; Pam
Arden, Peninsula Crossing Trail; Jim Baggenstos, Greater
Helvetia Road Cleanup; Tom Barnes, Sylvan/Highland Neighborhood; Gary Boehm, St. John's Community Cleanup; Carol
Brown, Arboretum Park; Nancy Bunchfor, Vernonia Public
Library, Ralph Cook, Garden Home Recreation Center Park; Jan
Curry, Jackson Bottom Wetlands; Krystyn Czarnecka, Parkrose
Community Park; Matilda Deas, Canby Community Park; Cindy
Dimock, Summercrest Park; Courtney Drake, Tualatin River;
Kathy Gantman, Hamilton Park in Bridlemile Neighborhood;
Tina Garland, Beaver Acres Elementary School; Patricia



Many youngsters helped out at the 13th annual SOLV IT!

Garner, Cherry Grove/Gaston Community Cleanup; Charlie Graham and Kik Lovgren, Tom McCall Upper Elementary School; Jerry Grossnickle, Forest Park Neighborhood Cleanup; Karen Guntly and Bonnie Waldron, Montgomery Park Neighborhood Cleanup; Rebekah Harper, A.M. Kennedy Park; Laura Hill, Willow Creek in Winthrop Park; Jennell Hoehne, Sauvie Island; Lupine Hudson, Metro Parks & Greenspaces; Barbara Karma, North Clackamas Central Park; Colleen Kawahara, City of Vancouver Illegal Dumpsite Cleanup; Mary Jaron Kelley, North Portland Neighborhoods Cleanup, Susan Koepping, Fanno Creek Park, Derry Dell Creek, and Summerlake Park; Fran Lanagan, Mt. Hood National Forest Zigzag District; Valerie Lantz, Columbia Park Woods and Beaver Creek Canyon; David Leckey, Ladd Hill Neighborhood, Jeri Lerwick, Gales Creek Elementary School; Lisa Midlam, Rooster Rock State Park; Amy Millikin, Newell Creek; Debbie Morgan, Firdale Road; Bob New, Alberta Coop Neighborhood Cleanup; David Nutt, Jackson Bottom Viewing Station; Patricia O'Brien, Rivergrove Elementary School; Lynda Orzen-Szeplakay, Oregon City Cleanup; Eric Parker, Tualatin Hills Nature Park; Kay Patteson, Colton Middle School and Hardy Creek Trailhead; Randy Petersen, Tillamook State Forest; Maggie Peyton, Bear Creek in Vernonia; Russ Plaeger, Cedar Creek; Barbara Quinn, St. John's Pedestrian Area; Lauren Rector, Sunrise Wetland; Julie Riley, Hyland Forest Park; Vicki Scherer, Kerns/Buckman Neighborhood Cleanup, Louise Shorr, Marquam Trail Nature Park and Powell Butte Nature Park; Kendra Smith, Cook Park; Kyle Spinks, Wooded Ravine Park; Kathleen Sprague, Butternut Creek at Aloha High School; Chanda Stone, Little Woodrose Nature Park; Erin Tirone, Summer Creek at Fowler Middle School; Joy Trimble, Clackamas River across from Milo McIver State Park; Donna Webb, Vernonia Community Enhancement projects; Mary West, Metro Parks & Greenspaces; Glenda Woodcock, Mt Hood National Forest La Dee Flats District; C. B. Wright, Edward's Center.



PRESENTS



Promotion

This event has been well documented not only as a significant community building activity, but an important public awareness tool for everyone involved. Here are the results of some of the efforts made to promote this event.

Print Editorial

The Sunday Oregonian	Circulation: 408,126
The Oregonian (Multnomah County)	Circulation: 335,102 X 9
The Portland Tribune	Circulation: 180,000
Vancouver Columbian	Circulation: 52,227 X 4
Hillsboro Argus	Circulation: 13,831 X 4
Clackamas County Review	Circulation: 12,000
Beaverton Valley Times	Circulation: 8,450
Forest Grove News and Times	Circulation: 4,893 X 4
St. John's Review	Circulation: 3,292 X 2
Clackamas County News	Circulation: 2,500 X 6
The Vernonia Independent	Circulation: 2,500 X 2
Molalla Pioneer	Circulation: 2,500 X 2
The Sauvie Island Gazette	Circulation: 2,000

Print Promotional Pieces

SOLV IT promotional marketing and collateral materials

- SOLV IT Flyer Distribution 8,000 Circulated to past volunteers and SOLV membership in area served by project, community centers such as schools, libraries and other community centers, as well as partnering organizations, businesses and individuals.
- SOLV IT Hyperlinks

Circulated widely among employees at businesses such as IBM, Wells Fargo, and Nike - just to name a few. The flyer was also routed to all employees through numerous agencies such as Metro, Oregon Department of Fish and Wildlife, and Oregon State Parks and Recreation Dept.

- SOLV Newsletter Distribution 1,500 Circulated to all SOLV members across the state featured an article on this event.
- 500 SOLV IT Posters distributed to a wide variety of businesses, agencies, organizations, community centers and parks.

TV & Radio Editorial

According to MOBA Media, there were 6 television stories and 8 radio news stories about SOLV IT.

Radio Promotion

KINK FM provided tremendous radio promotional support resulting in an impressive radio campaign with over 100 mentions of the event.

Television Promotion

A Public Service Announcement for this event aired on KGW Northwest NewsChannel 8. KGW provided a tremendous television campaign with twenty 30second announcements aired from 4/05/02 through 4/19/02.

SOLV Web Site

During the three weeks prior to the event there were 77,177 hits on the SOLV Web site and approx. 11,000 user sessions on the SOLV IT page.

Street Banners

SOLV produced 50 street banners located in the heart of downtown Portland promoting the event. Banners were hung on street lighting poles along SE Grand Ave. (east side only), between Clay and Morrison, and on West Burnside (both sides) between 2nd Ave. and Park Ave. Banners were on display from March 18th until April 23rd.

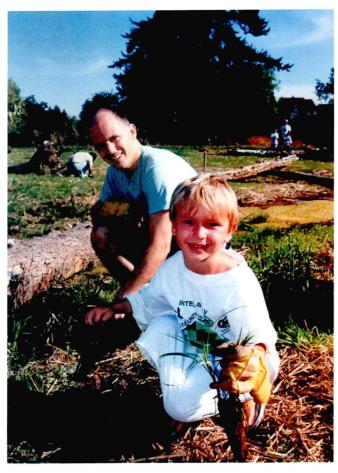
Miscellaneous Publicity

This event was publicized in numerous publications such as the Metro Green Scene (circulation: 50,000) and Washington County Extension Service Friend Publication (circulation: 16,000). SOLV IT was advertised on a wide variety of web sites including Oregonlive, Earth Day Everyday, and the Nike web site. The event was also featured in dozens of community calendars as well as an insert in a PGE bill that reached every customer served.



On September 14th, more than 1,200 volunteers contributed part of their weekend to help make the sixth annual INTEL-SOLV Washington County Clean & Green Project a great success. At 45 locations throughout Washington County, people of all ages, backgrounds and neighborhoods pitched in to make this part of Oregon a better place in which to live. Volunteers completed the following impressive list of accomplishments:

- ▶ Volunteers planted more than 6,000 trees, shrubs, and bulbs in parks, wetlands and public spaces.
- ▶ Drop boxes were filled with over 112,000 lbs. of garbage, invasive plants and yard debris.
- More than 100 volunteers enhanced the outdoor class environment at Tom McCall Upper Elementary by introducing more native plants and removing non-native species in Forest Grove.
- Volunteers from Clean Water Services and Washington County Land Use and Transportation removed several tons of illegally dumped debris from bridges and surrounding areas along the Tualatin River for the second annual "Bridge to Bridge Cleanup" project.
- At 8 homes throughout Washington County, over 100 volunteers performed a variety of services and activities for senior and disabled members of our community.
- Seventy-six Verizon volunteers removed close to 10,000 pounds of invasive plants such as blackberry and ivy that will open up habitat for high quality riparian areas along Summer Creek at Fowler Middle School in Tigard.
- Over two tons of general roadside litter was cleaned up by nearly 100 Intel volunteers on 11 Tri-Met bus routes and on many roads, bridges, and byways throughout Washington County.



Volunteers planted more than 6,000 trees, shrubs, and bulbs.

Major Sponsors

VASHINGTON COUNTY

About SOLV Agen AGPR CleanWater Services APPLIED MATERIALS* **Norm Thompson**_® METRO veri<u>zon</u> Supporting Sponsor

Media sponsorship provided by

NewsChannel &

SOLV builds community through volunteer action to preserve this treasure called Oregon. As Oregon's largest non-profit dedicated to statewide volunteerism, SOLV provided more than 96,000 volunteer opportunities last year alone. This year, SOLV volunteers and projects continue to benefit more than 250 communities throughout Oregon.

www.solv.org

History

Intel conceptualized the INTEL-SOLV Washington County Clean & Green Project in 1997 as a way to involve their employees with other volunteers to enhance the livability of the local environment. This one-day, all volunteer effort focuses on cleanup and enhancement in Washington County, one of the most rapidly developing areas in the state of Oregon.

The sixth annual INTEL-SOLV Washington County Clean & Green Project held on September 14, 2002 was hugely successful, completing projects at 45 sites. The INTEL-SOLV Washington County Clean & Green Project exemplifies the commitment of sponsors and volunteers to improving Washington County. This event encompasses wetland restoration, community center development, greenspaces development, and assistance for those in need of social services, and much more. This commitment radiates not only from businesses such as Intel that invest significant financial and staff resources to this critical event, but from the hundreds of individuals who choose to take an active role in the enhancement of their community. The result: healthier and more vibrant communities, as well as volunteers who are educated about community issues and actively engaged in finding solutions.

The project is assured success by the involvement of a coalition of interested agencies. These include sponsors who provide funding, staff support, and in-kind services. Intel is the Presenting Sponsor of the INTEL-SOLV Washington County Clean & Green Project. Major Sponsors for this year's event included: Agem AGPR, Applied Materials, Clean Water Services, Metro, Norm Thompson, Verizon, and Washington County. This year's Supporting Sponsor was Melvin Mark Brokerage Company. Media Sponsorship for this project was provided by KGW Northwest NewsChannel 8. Sponsor employees also participated in the event.



Nest boxes were installed to provide increased habitat for swallows, wood ducks, and songbirds.

INTEL-SOLV Washington County Clean & Green Project Coalition

Thank you for your support! We attribute the success of the event to the tremendous support of our sponsors, government partners, other non-profit and citizen based organizations, individual volunteers and in-kind donors – without whose support this event would not have been possible.

Agem AGPR, Albertson's, AmeriCorps, Applied Materials, ARC of Washington County, Banks School District, Beaver Acres Elementary School, Beaverton High School EcoClub, Boy Scouts of America, Bridlemile Creek Stewards, Cascade Phillips Co., Center of Sustainable Change, Centro Cultural, Citizen Participation Organizations (CPO's), City of Hillsboro, City of Tigard, City of Tualatin, Clean Water Services, Community Partners for Affordable Housing, Church of Latter Day Saints, Corporate Volunteer Council, Costco, Edward's Center, Fans of Fanno Creek, Forest Grove High School National Honor Society, Forest Grove High School Student Earth Club, Forest Grove Lion's Club, Fowler Middle School, Friends of Beaverton Creek, Friends of Rock, Bronson & Willow Creeks, Glencoe High School Key Club, Haggen Food and Pharmacy, Hands on Portland, Harkins House, Hazelbrook School, Hillsboro Chamber of Commerce, Hillsboro Parks & Recreation Department, Hillsboro Optimists, Houlberg Development, Housing Development Corp., Intel Oregon Public Affairs, Jackson Bottom Wetlands, Keller Drop Box, Metro Recycling Services, Nike, Noah's Bagel's, North Plains Senior Center, support also provided with funds from the sale of Oregon Personalized Plates administered by the Oregon Department of Transportation, Oregon Episcopal School, Oregon Remodeler's Association, Oregon Zoo, Orence Elementary School, Pacific Landscape, Pacific University, Proyecto Conexion, Pride Disposal, Portland General Electric, Roots & Shoots Club, Straight Ahead Shelter, Swatco Sanitary Service, Target Stores, Tri-Met, Tigard High School Key Club, Trader Joe's, TruGreen Landscaping, Tualatin High School, Tualatin Hills Parks & Recreation District, Tom McCall Upper Elementary School, United Way, Verizon, Washington County Dept. of Aging & Veterans' Services, Washington County Juvenile Correction, Washington County Land Use and Transportation, Waste Management, West Sylvan School, Westside Economic Alliance, and Westside Transportation Alliance.



Project Types

In cooperation with a powerful network of organizations, Washington County Clean & Green nurtures and supports interests and concerns in the region – a community that values individual and community initiatives in areas as diverse as wetlands, community center development, and transportation, just to name a few. The following is a summary of project areas served and how they shape our community.

Waterways tie together the headwaters and the estuary, the land and the water, the forest, farmland and cities. Waterways provide critical functions essential for maintaining life such as absorbing and gradually releasing floodwaters, maintaining fish and wildlife habitats, recharging ground water, and maintaining stream flows. In cooperation with volunteers and several watershed restoration groups, SOLV mobilized volunteers at numerous waterway restoration projects aimed at actively restoring deteriorated waterways to former natural conditions. This represents the best chance for improving the health of the watershed and restoration of native salmon.

Wetlands are among the most biologically productive natural ecosystems in the world. They can be compared to tropical rain forests and coral reefs in the diversity of species they support. Wetlands provide many benefits including food and habitat for fish and wildlife, flood protection, natural products for human use, water quality improvement, and opportunities for recreation, education and research. Degrading or losing wetlands can lead to serious consequences, such as increased flooding, extinction of species, and decline in water quality. We can avoid these consequences by maintaining and restoring the valuable wetlands we have in the Washington County area.

A vision of what a community wants for its residents can be best seen in its **community centers.** These centers promote the exchange of ideas and services among community and education leaders –rekindling a sense of belonging and public purpose among residents. They help prepare youth and adults for a fulfilling, active citizenship and a lifetime of learning. SOLV recognizes the critical role these centers play in civic development and believes that they require steady work, commitment, and leadership from a community that cares. That is why we are proud to have so many valuable community centers be a part of this project.



Volunteers performed a variety of services and activities at the homes of senior and disabled citizens.

works to create options to maintain the quality of life for senior and disabled members of our community. SOLV works with the Department of Aging and Veterans' Services to deliver social services to this all-

Washington County Department of Aging and Veterans' Services

important sector of the community as a part of the INTEL-SOLV Washington County Clean and Green Project. SOLV, sponsors and volunteers for this event share the vision of the Department that our senior community reflects the best of our communities' achievements, diversity, values, and pioneering spirit. This year, 8 homes throughout Washington County recieved services from over 100 volunteers.

Natural resources such as **parks and greenspaces** not only help define the overall character of the region but, just as importantly, provide direct benefits to fish, wildlife and people. Residents and local governments work with SOLV to assure that our greenspaces remain a vital part of our communities.



Site Coordinators

The success of each project depends on a well-organized site coordinator. These are the leaders who plan the project, order materials, help recruit volunteers, oversee the work, and ensure the safety of volunteers.

Charles Alexander, Hyland Forest Park; Kirk and Jill Andrews, Banks School District; Bruce Bercot, Canyon Drive Illegal Dumpsite; Ed Bonnot, Tri-Met Bus Routes; Gary Burger, Jordan/Jackie Husen Park; Tiffiny Burkey, Rock Creek Natural Wetlands; Ivan Camacho, Cornelius City-wide Cleanup; Amelia Carus, Washington Co. Dept. of Aging & Veterans' Services; Terry Clelen, Washington Co. Dept. of Aging & Veterans' Services; David Coats, Ash Creek Streambank Stabilization Project; Jan Curry, Jackson Bottom Wetlands; Cindy Dimock, Summer Creek at Fowler Middle School; Marci Glenn, Glencoe Creek Park; Charlie Graham, The "Tom McCall Forest" at Tom McCall Upper Elementary School; Kevin Hill, Drake Lane Park; Alan Horowitz, Moonshadow Park; Alice Jensen, North Plains Senior Center; Jolene Jonas, Washington Co. Dept. of Aging & Veterans' Services; Ken Kahler, Orenco Elementary; Steve Kennett, Summercrest Park; Susan Koepping, Summerlake Park; Kurt Landwehr, ARC of Washington County; Kik Lovgren, Forest Grove High School Friendship Garden; Oscar Mejia, Greenburg Oaks Apartment; Lisa Mentesana, Beaver Acres "Back to School Cleanup"; Phi Nguyen, ARC of Washington County; Dave Nutt, Tualatin River Bridge to Bridge Cleanup; Athena Osborne, Drake Lane Park; Nellie Pieters, Washington Co. Dept. of Aging & Veterans' Services; Sascha Perrins, Beaver Acres "Back to School Cleanup"; Haydn Piper, Derry Dell Creek; Stephanie Shanley, Fanno Creek Park; Bonnie Shoffner, Beaverton Creek Restoration Site; Nancy Spieler, Gales Creek Watershed Enhancement; Brenda Spreadborough, Howard Terpenning Recreation Center; Chanda Stone, Jurgens Park on the Tualatin River; Kathy Trainor, Washington Co. Dept. of Aging & Veterans' Services; Pam Weissenburger, Wooded Ravine; Leta Winston, Washington Co. Dept. of Aging & Veterans' Services; Francesca Woodruff, Tualatin Hills Nature Park; Edward's Center, C.B. Wright.





Youth played a major part in many of this year's projects.

Publicity

This event has been well documented not only as a significant community building activity, but an important public awareness tool for everyone involved and the residents of Washington County in general. Here are the results of some of the efforts made to promote this event.

Print Editorial

* Beaverton Valley Times published two separate pieces.

Circulation: 8,450 X 2

* Forest Grove News and Times

Circulation: 4,893

* Hillsboro Argus published seven separate pieces.

Circulation: 13,831 X 7

* The Oregonian published three separate pieces.

Circulation: 350,978 X 3

* Tigard Times Circulation: 5,747

* Tualatin Times published two separate pieces.

Circulation: 5,200 X 2

* The West Linn Tidings
Circulation: 1,750

Television Editorial

According to MOBA Media, there were 3 television stoies related to Washington County Clean and Green. The event was also featured on KATU's "AM Northwest Program."

Television Promotion

A Public Service Announcement for this event aired on KGW Northwest NewsChannel 8. Eighty-four 30-second announcements aired from 8/31/02 through 9/13/02. According to KGW the ad reached 89% of the households in the Portland area an average of 5 times.

Radio Promotion

Radio Public Service Announcements ran on 10 radio stations serving Washington County and the Portland Metro area.

Print Advertising

* The Oregonian four 1/2-page ads

Circulation: 67,467 X 2 Circulation: 48,993 Circulation: 354,000

Print Promotional Pieces

Washington County Clean and Green Flyer inserts placed in:

- * The Tigard Times Distribution 4,800
- * The Tualatin Times Distribution 3,300
- * The Beaverton Times Distribution 7,500
- * The Mailer Distribution 11,000
- * West Valley Courier Distribution 21,000
- * The Hillsboro Argus Distribution 18,000
- * Additional 2,900 flyers circulated to community centers, schools and libraries.
- * SOLV Newsletter Distribution 1,500 circulated to all SOLV members across the state.
- * Clean and Green hyperlink circulated via e-mail Distribution approx. 30,000. Circulated widely among employees at businesses such as Intel, Nike, and Bank of America just to name a few. The flyer was also routed to employees through numerous agencies such as Washington County, Oregon Parks and Recreation Department and Oregon Department of Transportation.
- * Additional 2,000 flyers distributed at the Hillsboro 4th of July Parade.
- * Additional 1,000 flyers distributed at the Intel Air Show and the Washington County Fair.

Event Signage

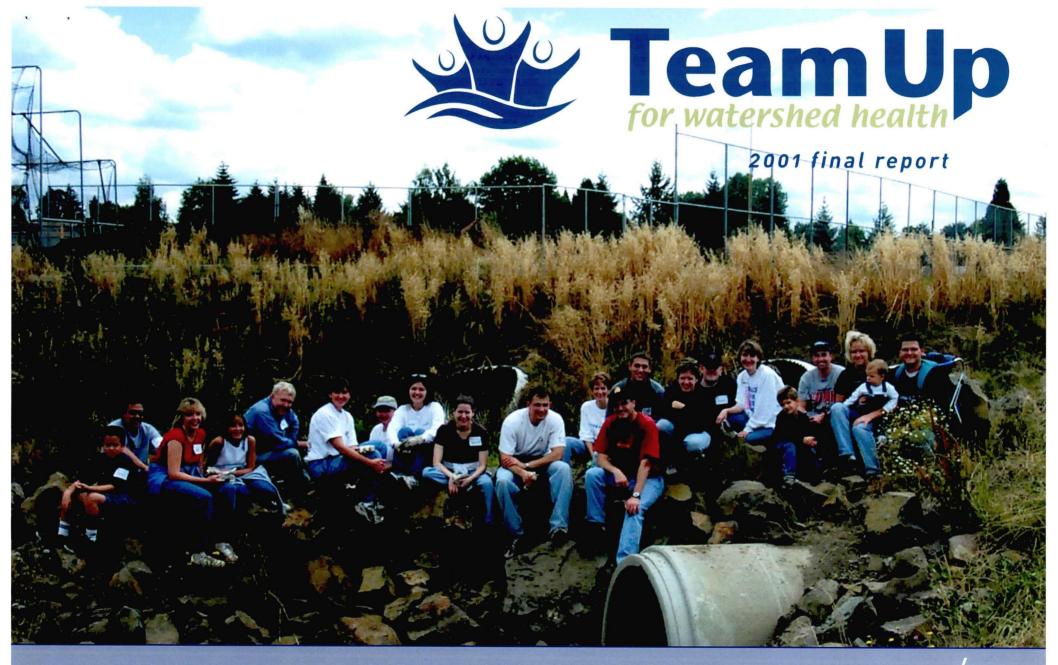
Every participating volunteer received an event T-shirt complete with all sponsor logos. In addition, event banners with sponsor logos were present at 21 sites.

SOLV Web Site

In the two weeks prior to the event, the Clean and Green web page was viewed 1,026 times by SOLV web site visitors. Each visitor spent an average of 5 minutes and 23 seconds viewing the page. In addition, the event was featured on 25 other web pages.

Miscellaneous Publicity

This event was publicized in numerous publications such as the Metro Green Scene (circulation: 50,000) and Oregon State University's Watershed Weeks (circulation: 20,000) just to name a few. The event was also featured in dozens of community calendars.



A Program of



Sponsored by:





Tektronix



Stewardship in Action

Weyerhaeuser Company Foundation, Metro, Clackamas County Water Environment Services Port of Portland, City of Gresham Department of Environmental Services

In 2001, Team Up

advide brees and shrubs

Summary

Volunteers made huge strides this year restoring our urban streams. The Team Up for Watershed Health program involved hundreds of volunteers all across the Portland-Metropolitan area in long-term projects that aim to restore our increasingly degraded watersheds. We are excited about the success of our restoration projects as well as the new educational programs that are now part of Team Up/

Throughout the years, human activities have contributed to changes in watersheds all over Oregon. Urban and suburban development has shrunk or eliminated streams, stream corridors and buffers. It has forced polluted runoff directly into streams, and allowed invasive species to take over the landscape. Restoration efforts are critical if fish populations are to recover. Through the Team Up for Watershed Health Program, communities are teaming up to keep the waters flowing!

The goals of the Team Up for Watershed Health program are:

Provide important volunteer opportunities, building stronger communities and a foundation for long-term watershed stewardship.

Organize restoration projects with scientific and ecological integrity that improve watershed health.

Team Up meets these goals by organizing well planned; high priority projects that allow community volunteers to make a significant contribution to watershed health. Team Up staff focus on building partnerships, increasing community outreach, and guiding Team Up's three year commitment to each site.

acpartnered with 200 business, government, school, and community groups

envolunteers worked over 5,000 hours

for Watershed Health...

...and removed 39,975 lbs. of investve plant species

Outreach is aimed at students, neighborhoods, community organizations and businesses. Because schools are especially suited to long-term stewardship, we focus on partnering schools with our restoration sites. School participation contributes to classroom service-learning educational goals while improving watershed health and monitoring.

Another new educational program we began in the fall is our Stream Team Captain Training. In 2001, with the help of CH2MHill we trained twelve volunteers on the basics of watershed health and stream restoration and gave them valuable tools they can use to lead successful volunteer events. After completing this course, our Stream Team Captains led many of our volunteer planting events. Not only is this a wonderful way to increase our impact on stream habitat; it has been an extremely effective way of engaging volunteers in long-term environmental stewardship.

The Team Up staff will continue to foster long-term relationships between volunteer groups and sites, and broaden our outreach to all members of the community.

Join us as we "Team Up" to restore our watersheds!

and in 2001, Team Up for Watershed Health received the Green Heron Award for outstanding community organization involved in the restoration of the Tualatin River!

Team Up is Stewardship in Action!

Featured Projects











Wilson Creek

Wilson Creek is tucked away between I-205 and the City of Lake Oswego in the Stafford basin is Wilson Creek. This Team Up site is located on the property of Roger and Valerie Pease, who acquired the land in 1979. Although logged and farmed since the turn of the century, the landscape maintains fifty to eighty-year-old conifers as well as open meadows. The stream corridor is well shaded, with large fir, maple, and alder trees and hosts a variety of wildlife including deer, beaver, and neo-tropical migratory birds like the Western Kingbird. In recent years, invasive plants such as English Ivy and Himalayan Blackberry have invaded the riparian corridor preventing natural growth and development of native vegetation and destroying wildlife habitat.

The Peases have worked with a variety of public agencies to preserve wildlife habitat on their 26 acres. They were referred to the Team Up program by Water Environment Services of Clackamas County, a program sponsor. Since fall 2000, neighbors, Boy Scouts, Friends of Trees and others have worked to remove invasive plants and plant native trees such as Western Red Cedar and Indian Plum along Wilson Creek.

The West Linn High School Ecology Club recently chose to adopt the Wilson Creek project. Together with the Team Up program, the students will do a wildlife assessment and develop a plan for monitoring and restoring Wilson Creek as we continue restoration work downstream.

Highlights

- a septimbly 08 a
- □ Removed 1,100 lbs. of invesive plant species
- Planted 900 native trees and shrubs

- □ Enhanced 400 ft. of stream confidor
- Landowner downstream has signed up for the Team Up program



Fields Creek

Bosky Dell Natives Nursery owner, Lory Duralia, always wanted to get her neighbors together to restore Fields Creek. She is now getting the chance to fulfill that dream. This small tributary to the Tualatin River has been modified over the years due to logging, agricultural practices, and new housing construction. Major functional problems are due, in part, to the loss of older native vegetation along the stream corridor and the invasion by non-native plants such as English Ivy and Himalayan Blackberry.

Team Up staff formed a partnership with Duralia and began engaging neighbors in a plan to restore the creek. What began as a small neighborhood meeting in Lory's living room is now a committed group of community volunteers. Working together under the banner "Friends of Fields Creek" neighbors began restoration work one property at a time with the support of students, Boy Scouts and community volunteers.

Volunteers have completed restoration projects on approximately 350 feet of stream corridor by removing blackberry and ivy and planting native trees and shrubs. Already, neighbors are seeing the evidence of wildlife moving back into the area. Friends of Fields Creek and Team Up will continue these efforts along the creek and work to educate others about the importance of habitat restoration.

Highlightse

- = 60 volumbers
- ⊃ Removed 5,000 lbs. of invasive plants
- Planted 260 native trees and shrubs
- □ Enhanced 350 ft. of stream confidor
- Held two neighborhood meetings



Fowler Middle School

Sue Manning, a science teacher at Fowler Middle School in Tigard, wanted to provide a real service-learning opportunity to her 7th and 8th grade students.

Summer Creek, which runs through the school property, seemed like the perfect place. Along with a group of teachers, Team Up staff and Clean Water Services, Sue began again the work started by a science teacher several years before.

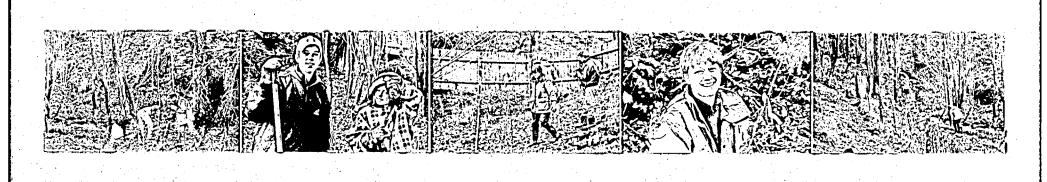
Summer Creek is a tributary to Fanno Creek in the Tualatin River Watershed and provides valuable habitat for fish and wildlife. The stream corridor running through the campus has inadequate cover and is being overrun by non-native plants such as Himilayan Blackberry and English Ivy. This site has great potential for wildlife habitat and hands-on student learning.

Working together, students and local community volunteers have removed over a thousand pounds of invasive plants and began the process of replanting these areas with native trees and shrubs. The students developed planting plans for the site and are implementing a vegetation and water quality monitoring program. Team Up and Fowler Middle School will continue to restore this reach of Summer Creek as they work to further incorporate this outdoor learning experience into their curriculum.

Highlightse

- □ 176 volunteers
- Removed 1,300 lbs. of investve plants
- Planted 470 netive trees and shrubs

- □ Inhenced 350 ft. of stream confidor
- □ Set up photo-monitoring program



Tryon Creek - Spring Garden & Primrose

The Tryon Creek headwaters project is all about neighbors coming together to make a difference. What started as a small project to enhance a wetland on a tributary to Tryon Creek soon grew into a committed group of community members working on several reaches of the creek.

Susan Smith and Don Hermann began with a desire to remove Himilayan blackberry and replant native vegetation on their wetland property off Spring Garden Rd. and 37th. Guided and supported by the Tryon Creek Watershed Council, City of Portland Community Stewardship Program, the Soil and Water Conservation District and the Team Up program, volunteers began work on the property.

Following a successful invasive removal and planting event, the neighbors rallied around two other properties lower in the watershed. Spurred by neighbor Amanda Black, the group created a restoration plan for four additional landowners. With the support of other community volunteers they got down to work. The result — another reach of stream free of invasive plants and re-planted with native vegetation. As the neighbors continue their restoration efforts, they expand their plans for exploring new sites and increasing education within the community.

Highlights

- □ 53 volunteers
- Removed 2,000 lbs. of investive plant

- Planted 353 native trees and shrub
- □ Enhanced 1/3 acre wetland and 200 ft. of stream corridor

2001 Team Up Sites

- Addington Place Clackamas River Watershed, Graham Creek.
 Volunteers are working to enhance this neighborhood greenway.
 Partners include: Addington Place Neighborhood Association,
 Clackamas H.S., and Water Environment Services of Clackamas County.
- Aloha High School Tualatin River Watershed, Butternut Creek.
 Team Up works with science teachers on monitoring activities, and
 other service-learning activities at this wetland project. Partners
 include: Aloha High School and Clean Water Services.
- 3. Alpha Alternative School Johnson Creek Watershed, Johnson Creek. Alpha students are taking the lead on planning, site assessment, monitoring and the creation of a restoration video. Partners include: City of Gresham Environmental Services, Johnson Creek Watershed Council, Riparian Guardians and Berry Botanic Gardens.
- 4. Bales Wetland Tualatin River Watershed, Butternut Creek.
 Volunteers are working to enhance this pond-wetland area. Partners include: Tualatin Hills Park & Recreation District and Clean Water Services.
- 5. Baltz Creek Fairview Creek Watershed, Fairview Creek.
 This project involves enhancing the stream corridor and created wetland. Partners include: City of Gresham Stormwater Division.
- Beaver Creek Sandy River Watershed, Beaver Creek.
 Planning has begun for this restoration project with great potential for creating fish habitat. Partners include: Friends of Beaver Creek, City of Troutdale and Oregon Department of Fish and Wildlife.
- 7. Burnside Park Willamette River Watershed, Willamette River.
 This project is removing ivy in this neighborhood park. Partners include: West Linn H.S. Eco Club, and West Linn Parks and Recreation.

- 8. Bridlemile Stream Stewards Fanno Creek Watershed, Ivey Creek.
 Team up is working with property owners on multiple sites along this stream. Partners include: Bridlemile Stream Stewards, City of Portland Environmental Services and SW Neighborhoods Inc.
- Crystal Springs Johnson Creek Watershed, Crystal Springs.
 We are monitoring restoration activities completed in 1999. Partners include: Portland Parks and Recreation, Eastmoreland Golf Course, City of Portland Environmental Services and Johnson Creek Watershed Council.
- 10. Evergreen Tualatin River Watershed, Rock Creek. This is a large restoration project including redesign of the stream corridor and wetlands creation. Partners include: City of Hillsboro, Clean Water Services, Melvin Mark, and Norm Thompson.
- 11. Fields Creek Tualatin River Watershed, Fields Creek.
 "Friends of Fields Creek" is working to enhance the stream corridor.
 Partners include: Bosky Dell Natives and Boy Scouts of America.
- 12. Fowler Middle School Fanno Creek Watershed, Summer Creek.

 Summer Creek provides students with an on-site "service-learning" opportunity. This restoration and enhancement project involves many classes at Fowler. Partners include: Fowler Middle School, Clean Water Services and Americorps.
- 13. Happy Valley Mt. Scott Creek Watershed, Mt. Scott Creek & assoc. wetlands. Volunteers are re-vegetating this wetland. Partners include: City of Happy Valley, Happy Valley Elementary, Water Environment Services of Clackamas County, Oregon Department of Fish and Wildlife and Friends of Trees.



- 14. Hogan Cedars Johnson Creek Watershed, Johnson Creek.

 This revegetation project involves dam removal and creation of a new stream channel. Partners include: Metro, City of Gresham, Johnson Creek Watershed Council and Oregon Department of Fish and Wildlife.
- 15. Kemmer View Johnson Creek Watershed (Beaverton), Beaver Creek. Volunteers are working to restore this neighborhood greenway. Partners include: Kemmer View Neighborhood Association and Clean Water Services.
- 16. Moonshadow Park Fanno Creek Watershed, Ash Creek. The goal of this project is to restore and enhance this 5 acre park in the Garden Home area. Partners include: Tualatin Hills Park and Recreation District, Tualatin Watershed Council and Boy Scouts of America.
- 17. Portland Community College Rock Creek Watershed, Rock Creek.

 The goal of this project is to restore 110 acres of wildlife sanctuary.

 Partners include: Portland Community College and Clean Water Services.
- 18. Salish Ponds and Fairview Creek Fairview Creek Watershed, Fairview Creek. Reynolds School District students are taking a leadership role in enhancing several sites along the stream corridor. Partners include: City of Fairview, Fairview Creek Watershed Council, LSI Logic, Fujitsu and Reynolds School District.
- 19. Steamboat Park Tualatin River Watershed, Tualatin River.

 This is a small park restoration and enhancement project. Partners include: City of Cornelius and Clean Water Services.
- 20. South Cornelius Slough Tualatin River Watershed, South Slough.
 The property owner and volunteers are working to restore this private property site. Partners include: Tualatin Watershed Council and Clean Water Services.

- 21. Summercrest Park Beaverton Creek Watershed, Johnson Creek.
 The Beaverton High School Eco-club is leading efforts to prevent erosion and enhance stream banks along the creek. Partners include: Tualatin Hills Park and Recreation District and Beaverton High School.
- 22. Trillium Hollow Johnson Creek Watershed, Upper Johnson Crk. (Leahy Rd). Neighbors are repairing a disturbed area taken over by invasive plants and surrounded by middle aged forest. Partners include: Trillium-Hollow Cohousing and Clean Water Services.
- 23. Tryon Tryon Creek Watershed, Tryon Creek tributaries.

 The Tryon Creek Watershed Council and homeowners are working to enhance stream corridors and open space at several sites. Partners include: Tryon Creek Watershed Council and City of Portland Bureau of Environmental Services.
- 24. Wilson Creek Wilson Creek Watershed, Wilson Creek.

 This site has high habitat value for wildlife. With the support of the local community, the property owners and volunteers are working to restore the stream corridor. Partners include: Water Environment Services of Clackamas County, West Linn High School and Boy Scouts of America.

One-Day Projects:

Deer Creek - Mt. Scott Creek Watershed, Deer Creek. Supported Water Environment Services of Clackamas County on two large planting events by mobilizing volunteers.

Spring Brook – Lake Oswego Watershed, Spring Brook Creek. Supported the City of Lake Oswego's re-creation of stream corridor by mobilizing volunteers and organizing volunteer event day.

Country Inn – Fairview Creek Watershed, Fairview Creek.
Supported the City of Fairview's enhancement of stream corridor.



SOLV 's Waterway Programs

SOLV's three waterway programs offer volunteers opportunities to improve Oregon's rivers, streams, lakes and wetlands. Oregon Adopt-A-River, the one-day Down By The Riverside, and the Portland-Metropolitan area-focused Team Up for Watershed Health help volunteers keep our creeks and rivers clean of litter and debris, enhance our natural areas and the public lands near them, and mobilize volunteers to restore threatened watersheds. Each program is supported by local, state and federal agencies and by local business and community organizations. SOLV is Oregon's largest non-profit volunteer organization, and annually provides volunteer opportunities to over 95,000 individuals throughout the state.





Action



SOLV builds community through voluntees extron to preserve this treasure called Oragon

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SOLV: Mission and History

Through its mission to build a sense of community and a stewardship ethic through direct volunteer action, SOLV unites citizens, businesses and government leaders to preserve Oregon's rich natural resources and environment and foster an ongoing sense of community throughout our state.

SOLV was founded in 1969 by Oregon Governor Tom McCall and other business and community leaders to address litter and vandalism problems in the state. Thirty-two years after its founding, SOLV maintains its place near the top of our Governor's agenda. Last spring, Governor John Kitzhaber proudly recognized SOLV as being "essential to community building" in Oregon.

SOLV's mission has expanded to meet contemporary issues that threaten the livability of Oregon. The organization involves public and private agencies in partnership to keep Oregon livable and enlists the support of all Oregonians in preserving the wonderful and unique qualities of our state. At the heart of SOLV's mission is its volunteers - Oregonians who have learned that working together, they can make a difference in their local communities and the state. The results are clean and vibrant towns, cities and public spaces that help attract new business, tourism and economic development.

This year, over 96,000 SOLV volunteers will take to the waterways, roadways, parks and trails to work elbow to elbow with their neighbors cleaning up rivers, beaches, lakes, streams, and illegal dumpsites; restoring vandalized areas, damaged parks and trails; painting out graffiti and beautifying town centers; and removing hazardous waste and invasive plants. These individuals work with a spirit of volunteerism and stewardship in numbers that are unprecedented in the nation. SOLV's annual programs have expanded from occasional cleanup activities to eight major regional events and ongoing programs that reach 250 Oregon communities each year. SOLV's activities include:

- Spring and Fall Beach Cleanups
- SOLV IT (The largest Earth Day Clean up event in the nation)
- Down By The Riverside
- Counties Clean and Green
- Project Oregon
- Oregon Adopt-A-River
- Volunteer Action Training
- Small Grants for a Clean and Livable Oregon
- TeamUp! For Watershed Health
- North/North East Community Action Program
- Best of Oregon Program
- K-12 Education Programs

SOLV: Mission and History

Page 2

The growth in our volunteers and the growing need throughout the state for our services has promoted this rapid expansion of our programs and services. Since 1990, the operating budget has grown from \$35,000 to \$1.6 million, the staff from one to twenty-one, and our volunteers from 3,500 to over 96,000. The regional impact of this investment in Oregon is \$11 million worth of resources which go directly toward maintaining the livability of the state. The far-reaching impact is evident in our beach cleanups, established by SOLV, Oregon Department of Fish & Wildlife and Oregon Parks & Recreation Department in 1984, and now modeled in every state in the Union and more than 100 foreign countries.

SOLV is governed by a 21 member volunteer Board of Directors. In addition, 26 community and business leaders make up the SOLV Founders' Circle. Circle members contribute financial and technical resources and provide counsel and advice on matters pertaining to resource development.



2002 VALUATION OF SERVICES

The Valuation of Services estimates the value of volunteer efforts that SOLV provides to Oregon. It does not include costs that may be prevented by our activities. For example, volunteer-based watershed revegetation projects enhance water quality, reducing the need for more expensive treatment methods. Nor is a value included for intangible benefits such as stronger connections to and increased sense of responsibility for communities, or a more attractive environment that attracts and retains business.

COMMUNITY RESOURCE PROGRAMS

Best of Oregon	
Provided 1,645 volunteer opportunities through 37 projects in which volunteers dedicated 5,726 hours included in Pro	signt Oragon, Down By The
Riverside, SOLV IT, Volunteer Action Training and Education Programs listed below. In addition:	ject Oregon, Down by The
Program coordination	\$83.467
Gifts In-kind	\$36,785
	,
Community Action Program (N/NE Portland)	
Adopt-A-Stop Project – 1,264 sites x 52 hours per site x \$16.05	\$1.054.034
First Step Project Program Coordination	\$57,054,954
Adopt-A-Stop Project Program coordination	\$75.044
Educational Programs	
46,293 volunteers x 5 hours each x \$16.05 per hour	\$3,715,013
Program coordination	\$124,025
Broiget Oregon (Statewide Community Cleanus & Enhances to Decise)	
Project Oregon (Statewide Community Cleanup & Enhancement Projects)	
5,940 volunteers x 5 hours each x \$16.05 per hour.	\$476,685
Program coordination Site coordination for 165 sites x 30 hours per site x \$16.05 per hour	\$86,862
Hauling, disposal and materials for 165 sites x \$800 per site	
Gifts In-kind	\$26
	Ψ20
Volunteer Action Training	
137 volunteers x 8 hours each x \$16.05 per hour	647.500
101 volunteers x 4 hours each x \$16.05 per hour	
30 volunteers x 2 hours each x \$16.05 per hour.	\$0,404 \$063
6 county & community liaisons x 33.75 hours each x \$16.05 per hour	\$3 250
Program coordination	\$70.781
Gifts In-kind	\$400
SICNATURE EVENT RECORANCE	
SIGNATURE EVENT PROGRAMS	
Counties Clean and Green (Machineten County)	
Counties Clean and Green (Washington County)	
1,200 volunteers x 5 hours each x \$16.05 per hour.	\$96,300
Program coordination	\$93,031
Gifts In-kind	
Great Oregon Beach Cleanups (Spring and Fall)	
8,772 volunteers x 5 hours each x \$16.05 per hour	\$703,953
Program coordination	\$94,793
Site coordination, 42 sites x 50 hours per site x \$16.05 per hour x 2 cleanups per year	\$67,410
Hauling for 42 sites x \$250 per site x 2 cleanups per year	\$21,000
Disposal fees at \$50 per ton x 17 tons x 2 cleanups per year	\$1,700
SOLV IT (Metro Area Cleanup and Enhancement Program)	
3,200 volunteers x 5 hours each x \$16.05 per hour	\$256 800
Program coordination	\$74.498
Site coordination for 90 sites x 20 hours per site x \$16.05 per hour	\$28 890
Hauling for 50 sites at \$100 per site	\$5,000
Disposal fees at \$65 per ton x 400 tons	\$26,000
Gifts In-kind	\$12,753

WATERWAY PROGRAMS

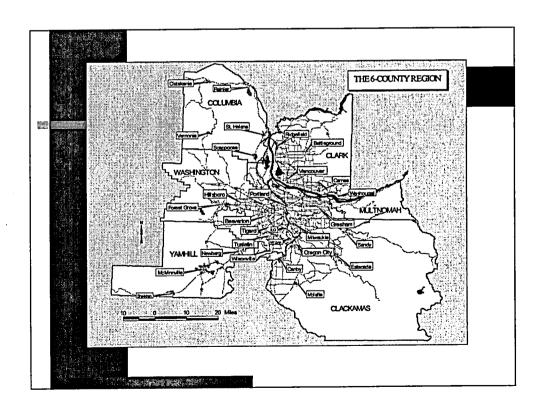
Down By The Riverside 7,867 volunteers x 4 hours each x\$16.05 per hour
Oregon Adopt-A-River 2,000 volunteers x 3 hours each x \$16.05 per hour
Team Up for Watershed Health 3,288 volunteers x 3.5 hours each x \$16.05 per hour \$184,703 Program Coordination \$196,207 Site coordination for 32 sites x 72 hours per site x \$16.05 per hour \$36,979 Gifts In-kind \$4,672
OTHER 22 Board Members x 100 hours each x \$16.05 \$35,310 26 Founders' Circle Members x 20 hours each x \$16.05 \$8,346 49 Banquet Volunteers x 11.5 hours each x \$16.05 \$9,044 Banquet Gifts In-kind \$48,214 38 Breakfast Volunteers x 11.5 hours each x \$16.05 \$7,013 218 In-Office Volunteers (2758 hours total) x \$16.05/hour \$44,265 8 Speaker Bureau Volunteers x 7.5 hours each x \$16.05/hour \$963 20 Material Table Volunteers x 12 hours each x \$16.05/hour \$3,852 Oregon Owners Manual Coordination \$72,457 Oregon Owners Manual Gifts In-kind \$10,845 Volunteer Program Coordination \$154,444 In 2002, SOLV volunteers filled an estimated 80,479 volunteer jobs, contributing 571,621 hours to the state of Oregon
Total value provided

Updated 2/03

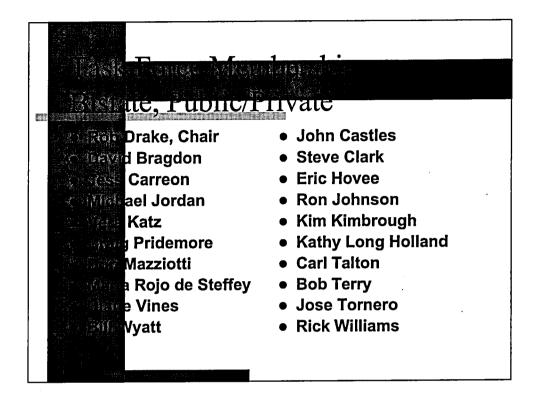
Volunteer time valued by Independent Sector, a nonprofit research group, Washington, DC (Based on 2001 rates)

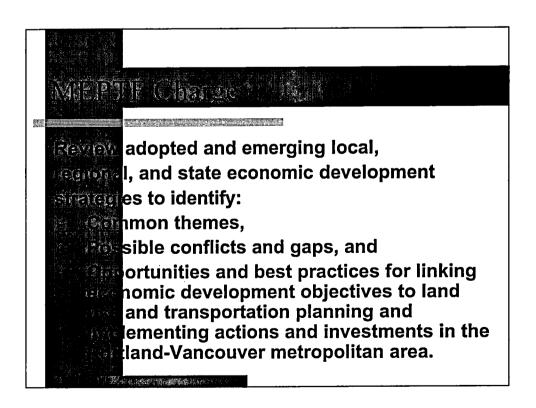
tropolitan Economic Policy
Task Force:

Metro Council
March 20, 2003

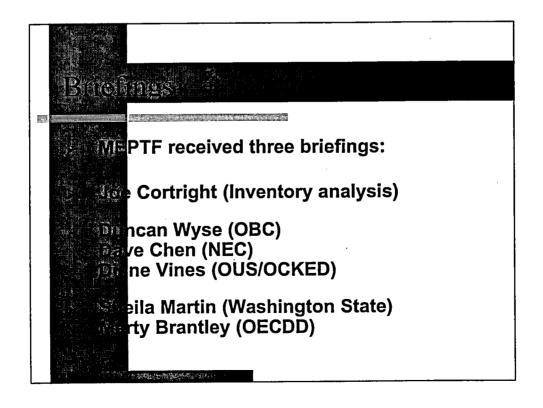


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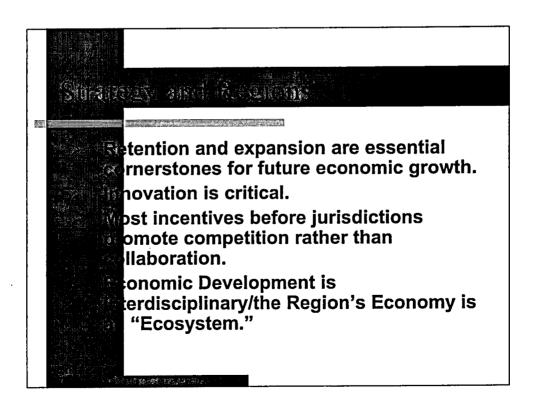
Transis -		
	т	1
Receive background materials, inventory, and briefings	Nov. 02- Feb. 03	√
Bistoles & adopt findings	March 11	✓
insalls nort- and long term अंदेड अप es, roles, process	April 8	
and Adopt Project nendations	May 13	
Final Report (if needed)	June 10	

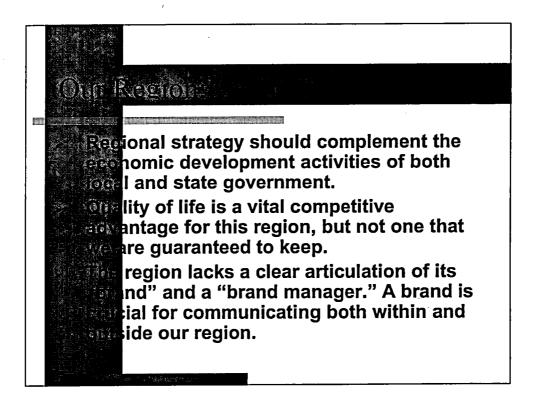


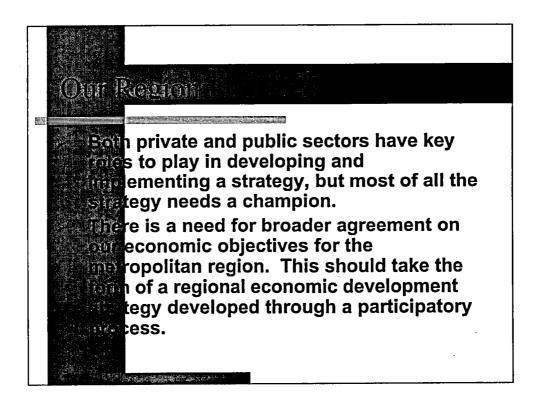
tegy is a means for differentiating the on from its competitors.

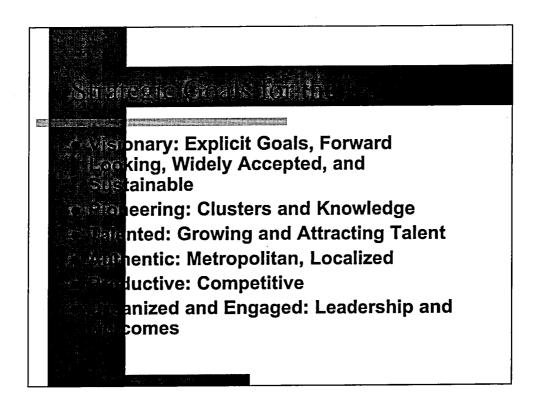
ropolitan regions are the essential units analysis for economic elopment/Competition is global and ng metropolitan areas.

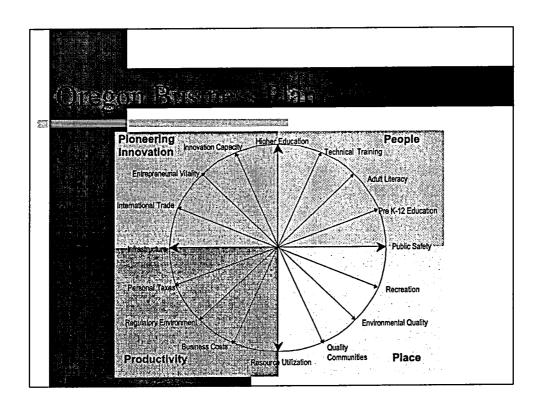
sters offer an important way to organize rategy/intellectual assets are our future.



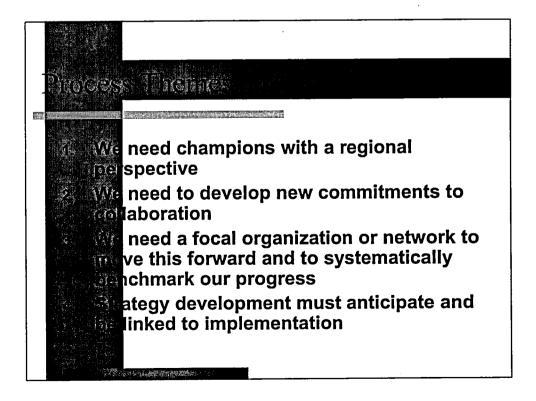








eering Innovation: grow and link ters, understand competition
lee establish "Pre-K through Gray" cational system, compete for talent
e: steward quality of life and sense of e/articulate and manage the brand for metropolitan area ductivity: our competitive position by Principles: Differentiating this ropolitan Area from Others AND the resection of the Themes is the Goal



ional Partners to play an overall redinating role rt and Long-term initiatives to be ied out by a range of actors initiatives to be developed to fill gaps ruitment and engagement of leaders a metropolitan perspective must n immediately

Ethan Seltzer or Heike Mayer at Institute of Portland Metropolitan dies: 503-725-5170

tact the Regional Partners c/o hael Ogan, PDC, 503-823-3309

ck the Institute's Web Site:
w.upa.pdx.edu/IMS/



Review of Controls Over Revenue from Glendoveer Golf Course

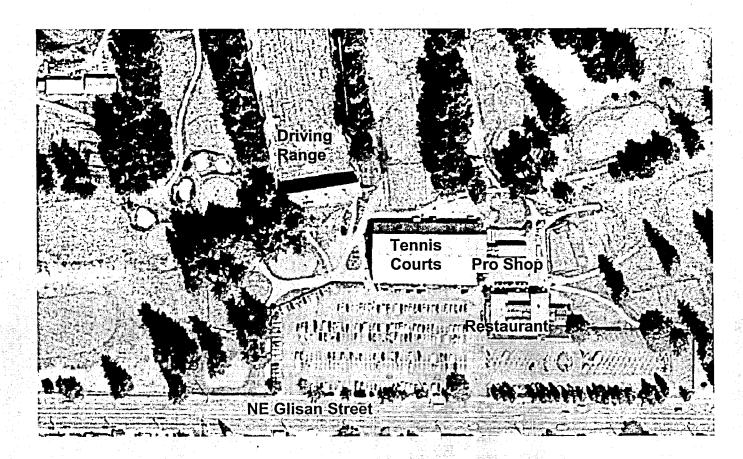
March 2003

Alexis Dow, CPA, Metro Auditor Jim McMullin, CPA, Senior Auditor



- January 1994 ownership transfer
 Multnomah County → Metro
- Two 18-hole golf courses
- Other facilities:
 - Pro Shop
 - Driving Range
 - Restaurant & Coffee Shop







- Glisan Street Recreation, Inc. (GSR)
 operates golf course and other facilities
- Management Agreement:
 - operation and maintenance of golf courses
 - Metro receives 44% of gross greens fees
- Lease Agreement:
 - rent from other facilities and 7.25 acres adjacent to golf courses
 - Metro gets 20% of net earnings or \$12,000, whichever is greater



Evaluate management controls for:

- assuring Metro gets appropriate payments
- protecting payments received



Financial Monitoring

- Reliance on annual financial and compliance audit
- Informal tests of reasonableness of reported greens fees
- Greens fees rung into GSR's cash register accurately accounted for



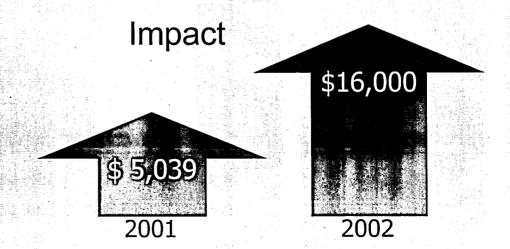
Improvements Needed

- Metro may be entitled to more rent
- Better information and procedures needed to assure proper rent payments
- Annual audit can be more effective
- Cash handling procedures both GSR and Metro – can be improved
- Greens fees and rent payments should be reconciled

Metro May Be Entitled to More Rent

?? Expenses ??

donations Frofit
General sharing
Manager
compensation





New risks

- Many revenue sources and related expenses – adequacy of controls
- Determining allowable expenses
- Reviewing allocation of expenses



Rent Payment Procedures Needed

. Detailed information needed

- Required financial reports not submitted
 - Quarterly reports over 2½ years
 - Annual reports about 5 years
- Reports not detailed enough
 - GSR already has such information
- Annual audit not providing detail



Recommendations

- To assure proper rent payments Parks should:
 - clarify how rent will be computed
 - obtain detailed information
 - determine concessionaire's controls –
 safeguarding, accounting and reporting
 - work with concessionaire to improve weak controls
 - improve effectiveness of annual audit



- Define purpose of audit
- Revise audit services contract
 - define financial statements to be provided
 - define agreement terms to be assessed
 - define purpose of internal controls assessment in relation to fraud controls
- Review audit reports assure purpose and contract expectations met
- Make audits more timely



Improve Glendoveer Cash Control: Procedures

Work with concessionaire to:

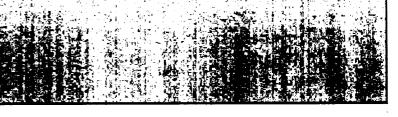
- establish policy on complimentary golf
- establish controls over gift certificates
- separate duties accounting for cash vs. preparing deposits
- keep bookkeeper from cash register access
- document internal control and cash handling policies and procedures



- Separate duties of receiving cash and preparing deposits
- Keep a log of receipts
- Document chain of custody
- Document cash handling procedures at Metro headquarters



Reconciliations



- Reconcile greens fees and rent payments with audited financial statements
- Reimburse concessionaire \$3,681 calendar year 2000 greens fees overpayment



- Chief Operating Officer and Parks Department staff agree with recommendations
- Point of recommendations is to:
 - clarify agreements
 - establish focused monitoring procedures
 - improve cash handling procedures
- Some require working with concessionaire
- Should be done cost effectively



Questions?



For a copy of the entire report, visit our website: www.metro-auditor.org/auditor

MINUTES OF THE METRO COUNCIL MEETING

Thursday, March 13, 2003 Metro Council Chamber

Councilors Present:

David Bragdon (Council President), Susan McLain, Brian Newman, Carl

Hosticka, Rex Burkholder, Rod Park

Councilors Absent:

Rod Monroe (excused)

Council President Bragdon convened the Regular Council Meeting at 2:04 p.m.

1. INTRODUCTIONS

There were none.

2. CITIZEN COMMUNICATIONS

Amy Wilson, Waste Reduction Educator, talked about the success of the waste reduction education program and introduced Metro Central Enhancement grant award winners. Freda Sherburne, showed slides of different projects, including the puppet show, and reported they are developing two new programs this year. Dan Prince, School Resources Specialist, presented additional projects and thanked the council for the grants.

3. METRO HELPING SCHOOLS

Ms. Wilson introduced Katie and Honor Herman, students who received grants for their EcoBooks. Katie and Honor presented a slide show explaining their project. Councilors asked questions about the grant process and commented on the books.

4. METRO'S CENTRAL ENHANCEMENT GRANT AWARDS

Lee Stapleton and Ron Hernandes, members of the Central Enhancement Grant committee, reviewed the work of the grants program committee and various awards given over time. They said there were benchmarks at the end of the grant cycle to keep track of whether the projects lived up to the vision of the committee. Councilor Burkholder thanked them for their passion and efforts on the committee.

5. CONSENT AGENDA

5.1 Consideration of minutes of the February 27, 2003 Regular Council Meetings.

Motion:

Councilor Park moved to adopt the meeting minutes of the February 27, 2003, Regular Metro Council meeting.

Vote:

Councilors Park, Hosticka, Burkholder, McLain, Newman and Council President Bragdon voted in to adopt the minutes as presented. The vote was 6 aye, and the motion passed. Councilor Monroe was absent from the vote.

6. ORDINANCES – FIRST READING

6.1 Ordinance No. 03-996, For the Purpose of Increasing Grave Prices, Procuring A Niche Wall and Establishing a Cemetery Surcharge.

Council President Bragdon assigned Ordinance No. 03-996 to Council.

6.2 Ordinance No. 03-997, For the Purpose of Amending the FY 2002-03 Budget and Appropriations Schedule by Transferring \$10,786 from the General Revenue Bond Fund Contingency to Capital Outlay and Interfund Transfers To Provide Appropriation Authority for the Carryover and Completion of the Council Chamber Camera Project; and Declaring an Emergency.

Council President Bragdon assigned Ordinance No. 03-997 to Council.

7. RESOLUTIONS

7.1 Resolution No. 03-3267, For the Purpose of Confirming the Reappointment of Jim Stahly, Dale MacHaffie, and Scott Rosenlund to The Metro Central Station Community Enhancement Committee.

Motion:	Councilor Burkholder moved to adopt Resolution No. 03-3267.
Seconded:	Councilor Newman seconded the motion

Councilor Burkholder commented on the prospective reappointments. He urged adoption of the resolution.

Vote:

Councilors Park, Hosticka, Burkholder, McLain, and Newman, and Council President Bragdon voted in support of the motion. The vote was 6 aye, and the motion passed. Councilor Monroe was absent from the vote.

7.2 Resolution No. 03-3279, For the Purpose of Directing the Chief Operating Officer to Submit an Amendment to the Periodic Review Work Order to the Department of Land Conservation and Development to Add Task 3 to Meet the Remaining Need for Industrial Land.

Motion:	Councilor Park moved to adopt Resolution No. 03-3279.
Seconded:	Councilor Newman seconded the motion

Council President Bragdon commented that the "be it resolved" was the Council's direction to the Chief Operating Officer to file a document with the Land Conservation and Development Commission with regard to the final phase of the urban growth boundary periodic review, this one specific to the remaining shortfall of industrial land left from the decision of last year. He noted that each component would come back for Council approval. There was council discussion regarding wording of the resolution.

Motion to Amend:	Councilor Hosticka moved to amend the 7 th WHEREAS of Resolution No. 03-3279 as follows: "the work program element to fulfill the remaining shortfall of 1,968 net acres industrial land".
Seconded:	Councilor McLain seconded the motion to amend.

Metro Council Meeting 03/13/03 Page 3

Councilor Hosticka said they were shooting for an equivalent economic impact target and not an acreage target. Councilor McLain added it put the focus back where it belonged., making sure they had centers and well functioning urban areas. Council President Bragdon agreed the focus should be on employment capacity.

Vote on Motion to Amend:

Councilors Park, Hosticka, Burkholder, McLain, and Newman and Council President Bragdon voted in support of the motion to amend. The vote was 5 aye/ 1 abstain, and the motion to amend passed. Councilor Park abstained and Councilor Monroe was absent from the vote.

Council President Bragdon continued Resolution No. 03-3279 to the meeting of March 27, 2003.

7.3 Resolution No. 03-3297, For the Purpose of Providing Direction to Pac/West Communications Concerning Bills Before the 2003 Oregon Legislature.

Motion:	Councilor Hosticka moved to adopt Resolution No. 03-3297.
Seconded:	Councilor McLain seconded the motion

Councilor Hosticka explained the purpose of the resolution. Mr. Cooper noted scrivener's errors that would be corrected. There was council discussion of the wording of the resolution. Councilor Hosticka urged support for this resolution and principles.

Vote:

Councilors Park, Hosticka, Burkholder, McLain, Newman and Council President Bragdon voted in support of the motion. The vote was 6 aye and the motion passed. Councilor Monroe was absent from the vote.

8. CONTRACT REVIEW BOARD

8.1 Resolution No. 03-3281, For the Purpose of Authorizing Metro To Enter into a Contract with the Regional Arts and Cultural Council (RACC) for the Purpose of Awarding Metro Funds through RACC's Neighborhood Grants Program.

Motion:	Councilor Burkholder moved to adopt Resolution No. 03-3281.
Seconded:	Councilor Hosticka seconded the motion

Councilor Burkholder explained the purpose of the resolution. There was council discussion of the resolution. Jeff Hawthorne, Director of Marketing and Development for RACC, and Helen Deltoso, Manager of the Neighborhood Arts Program, explained their projects and answered questions. There was council discussion and questions regarding why the resolution only covered projects in Multnomah County. Councilor McLain felt more information was needed as to why the money was not going to a region-wide program.

Motion:	Councilor McLain moved to defer Resolution No. 03-3281 for one week to gather additional information.
Seconded:	Councilor Newman seconded the motion.

Council President Bragdon continued Resolution No. 03-3281 to the March 20 meeting.

8.2 Resolution No. 03-3285, For the purpose of Approving Amendment No. 2 to the Latex Paint Lease, Contract No. 922707.

Motion:	Councilor McLain moved to adopt Resolution No. 03-3285.
Seconded:	Councilor Newman seconded the motion

Councilor McLain commented on why this resolution was necessary for storing recycled latex paint. There was discussion of the resolution. There was concern that the facility be adequate for safe access and parking. Council President Bragdon asked Jim Watkins for a general program briefing at a future date. Mr. Hoglund commented that there are several things that should be included in the discussion, including a business plan. Councilor McLain urged approval of the resolution.

Vote:

Councilors Park, Hosticka, Burkholder, McLain, Newman and Council President Bragdon voted in support of the motion. The vote was 6 aye, the motion passed. Councilor Monroe was absent from the vote.

9. COUNCILOR COMMUNICATION

Councilor Burkholder reported on the JPACT delegation's trip to Washington, DC, to present the regional consensus of federal transportation projects and policies. Councilor Park appreciated Councilor Burkholder taking over when he was unable to make the trip at the last minute.

Council President Bragdon noted that Professor Kate Foster would be presenting at an informal brownbag discussion with staff on regional issues. He also noted that MPAC had a discussion about industrial lands at their last meeting, but had not come to any conclusions as yet. They also had a good discussion about the approach to fish and wildlife habitat protections.

10. ADJOURN

There being no further business to come before the Metro Council, Council President Bragdon adjourned the meeting at 3:51 p.m.

Prepared by

Cheryl Grant for Chris Billington Clerk of the Council

BEFORE THE METRO CONTRACT REVIEW BOARD

IN CONSIDERATION OF RESOLUTION NO. 03-) RESOLUTION NO. 03-3281
3281, FOR THE PURPOSE OF FINDING RACC)
A SOLE SOURCE PROVIDER, EXEMPTING) Introduced by: Mark Williams, with the
COMPETITIVE BIDDING, AND). concurrence of the David Bragdon, Council
AUTHORIZING EXECUTION OF A CONTRACT) President
WHEREAS, the Regional Arts and Culture programs, seeks opportunities for cultural and arts by helping to provide a greater sense of community	e Council (RACC), through its community grants programs and services that impact a variety of citizens and place; and,
WHEREAS, Metro has historically support the Metro region; and,	ted the work of the RACC which serves and enriches
WHEREAS, Metro has used theater and ar and environmental goals; and,	t successfully in the past to further its waste reduction
WHEREAS, RACC agrees to award these waste, recycling and environmental goals; and,	grant funds to projects which support Metro's solid
Programs are the original Oregon Convention Cent	ts which have included successful Percent for Art er, Metro Headquarters and the Expo Hall E, all of the selection and implementation of the program; now
BE IT RESOLVED that the Metro Contrac	t Review Board
 Adopts the findings in Exhibit A, and Exempts the contract with Regional Arbidding, and 	ts and Cultural Council (RACC) from competitive
	to enter in a contract with Regional Arts and Culture
ADOPTED by the Metro Council this	day of, 2003.
•	
	David Bragdon, Council President
Ammanad as to Farmer	
Approved as to Form:	
•	
Daniel B. Cooper, Metro Attorney	

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Contract No: 924694

EXHIBIT A Resolution No. 03-3281

FINDINGS OF FACT SUPPORTING A SOLE SOURCE PROCUREMENT IN THE CONTRACT WITH THE REGIONAL ARTS AND CULTURE COUNCIL (RACC)

Metro Contract Review Board

ORS 279.015(1) requires, with certain exceptions, that all public contracts be based on competitive bidding and, under ORS 279.029, awarded to the lowest responsive and responsible bidder. ORS 279.017(2) permits the Metro Contract Review Board, Metro's public contract review authority, to grant, under certain conditions, specific exemptions from the requirement for competitive bidding for contract with only one manufacturer or seller of the product required.

After review and discussion with interested parties, Metro staff has determined that the sole source contract is the best-suited procurement method for the contract with the Regional Arts and Culture Council. ORS allows use of the sole sourcing if appropriate findings of fact are addressed and supported by the Contract Review Board.

BACKGROUND

The Regional Arts and Culture Council seeks financial support from Metro for its community grant programs. These programs seek opportunities for cultural and arts programs and services that impact a variety of citizens by helping to provide a greater sense of community and place.

FINDINGS REGARDING SOLE SOURCE

ORS 279.017(2)(c) requires an agency to find there is only one manufacturer or seller of the product required.

Metro Contract Review Board finds that RACC is the only provider of cultural and arts programs and services that impact a variety of citizens by helping to provide a greater sense of community and place. The Contract Review Board exempts this contract from public bidding and other alternative procurement methods.

Contract No: 924694

EXHIBIT B Resolution No. 03-3281

SCOPE OF WORK REGIONAL ARTS AND CULTURE COUNCIL

THIS AGREEMENT, dated as of March 20, 2003, is by and between Metro, a metropolitan service district organized under the laws of the State of Oregon and the Metro Charter, located at 600 NE Grand Avenue, Portland, OR 97232-2736, and the Regional Arts and Culture Council, (RACC), a nonprofit entity legally chartered under applicable federal law and state statute, whose address is 620 SW Main #420, Portland, Oregon 97205.

WITNESSETH:

WHEREAS, the Regional Arts and Culture Council (RACC) seeks opportunities for cultural and arts programs and services that impact a variety of citizens by helping to provide a greater sense of community and place; and,

WHEREAS, Metro has historically supported the work of the RACC which serves and enriches the Metro region; and,

WHEREAS, Metro has used theater and art successfully in the past to further its waste reduction and environmental goals; and,

WHEREAS, RACC agrees to award these grant funds to projects which support Metro's solid waste, recycling and environmental goals; and,

NOW, THEREFORE, in recognition of their mutual interests, the parties agree to the following terms and conditions.

SCOPE OF WORK

PROJECT:

Support of Regional Arts and Culture

community grant programs in FY 2002-03

CONTRACTOR:

Regional Arts and Culture Council (RACC)

620 SW Main St. Portland, Ore 97205

David Hudson, Executive Director

PROJECT TERM:

January 1, 2003 through June 30, 2003

PROJECT TOTAL:

\$50,000

CONTRACTOR'S RESPONSIBILITIES:

Contractor shall be responsible for coordinating a grants program for arts projects that support Metro's solid waste, recycling and environmental goals. This includes:

1. Publicizing grant opportunities and screening applicants:

RACC will publicize the Metro-funded community grant programs. RACC also will screen applications to ensure grant funds are awarded only to projects that support Metro's stated goals in the area of waste management and recycling.

2. Awarding funds:

RACC is responsible for all procedures related to awarding grant funds. This includes notifying grants applicants of the status of their applications, issuing checks, and ensuring that grant-funded projects are completed according to RACC's grant criteria.

3. Reporting:

The Contractor's Project Manager will provide Metro with summary information on or before September 30, 2003, including a report containing detail about each grant awarded using Metro funds. The report should include:

- a. How each project supports Metro's solid waste and recycling goals;
- b. numbers of people attending special events related to grant projects, or how many people are projected to view or participate in the grant-funded project;
- c. geographic distribution of grant projects receiving Metro funds;
- d. comments from project participants.

METRO'S RESPONSIBILITIES:

Metro will provide funding for up to \$50,000 for applicable grants approved by RACC.

PAYMENT:

Metro will make payments to RACC as invoiced. Any expenses which exceed Metro's total cash contribution of \$50,000.00 shall be borne by the Contractor.

INDEMNIFICATION:

The parties hereby agree that RACC is an independent organization, and that the activities of RACC, their officers, agents and employees shall not constitute actions of Metro for any purpose. Therefore, RACC hereby agrees to indemnify, hold harmless and defend Metro, and their respective officers, commissioners, agents and employees, from and against all liabilities, damages, actions, costs, losses, claims and expenses (including attorneys' fees) arising out of activities of RACC, its officers, agents, employees, contractors and invitees.

TERMINATION:

Metro may terminate this Agreement upon giving RACC seven (7) days' written notice. In the event of termination, RACC shall be entitled to payment for work performed to the date of termination. Metro shall not be liable for indirect or consequential damages. Termination by Metro will not waive any claim or remedies it may have against RACC.

SITUS:

The situs of this Agreement is Portland, Oregon, and any litigation related hereto shall be governed by the laws of the state of Oregon and conducted in the state circuit court for Multnomah County.

NONTRANSFERABILITY:

This Agreement is binding on each party, its successors, assigns and legal representative and may not, under any circumstances, be assigned or transferred by either party.

ENTIRE AGREEMENT:

Notwithstanding and succeeding any and all prior agreements or practices, this Agreement constitutes the entire Agreement between the parties, and may only be expressly modified in writing signed by both parties.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates hereinafter indicated and as follows:

Regional Arts and Culture Council	Metro
By	By
Print Name	Print Name
Title	Title
Date	Date

STAFF REPORT

IN CONSIDERATION OF RESOLUTION NO. 03-3281, FOR THE PURPOSE OF FINDING RACC A SOLE SOURCE PROVIDER, EXEMPTING COMPITITIVE BIDDING, AND AUTHORIZING EXECUTION OF A CONTRACT

Date: January 6, 2003

Prepared by: Jan O'Dell

BACKGROUND

The Regional Arts and Culture Council seeks financial support from Metro for its community grant programs. This program seeks opportunities for cultural and arts programs and services that impact a variety of citizens by helping to provide a greater sense of community and place. Metro funds would be used to support grants for projects that support Metro's waste reduction and environmental goals.

ANALYSIS/INFORMATION

1. Known Opposition

None.

2. Legal Antecedents

Metro Code section 2.04.062 requires Metro Contract Review Board to exempts sole source contracts from public bidding.

ORS Chapter 279.015 requires public bidding and allows certain exemptions.

ORS Chapter 279.017(2)(c) allows the Metro Contract Review Board to exempt from public contracting when there is only one manufacturer or seller of the product required.

3. Anticipated Effects

Metro funds will allow community-based organizations to support cultural and arts programs in their neighborhoods that help support Metro's solid waste, recycling and environmental program goals.

4. Budget Impacts

\$50,000.

RECOMMENDED ACTION

The Chief Operating Officer recommends approval of Resolution No. 03-3281.

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