

**GRAYS HARBOR
COUNCIL OF GOVERNMENTS**

**PRELIMINARY
2023 BUDGET AND WORK PROGRAM**



GRAYS HARBOR COUNCIL OF GOVERNMENTS

MISSION STATEMENT

Coordinate and cultivate projects of regional significance.

Interact with member entities to provide technical assistance in special projects.

Voice and address needs of the Grays Harbor region in statewide and multi-county policy and planning development.

Inform members and the general public about available resources.

Communicate to member entities essential information such as mandates, policies and programs that affect local progress.

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GRAYS HARBOR  
COUNCIL OF GOVERNMENTS

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The regular meetings of the Full Council are held on the third (3<sup>rd</sup>) Thursday of every month. The December meeting will be scheduled for an appropriate day in December by order of the Chair.

The regular meetings of the Full Council are held at the Port of Grays Harbor Commission Chambers, 111 South Wooding Street, Aberdeen, Washington, beginning at 6:30 pm. Due to the Covid-19 pandemic all meetings will be held electronically via Zoom.



**GRAYS HARBOR  
COUNCIL OF GOVERNMENTS**

**2022 MEMBERSHIP**

|                       |                                                     |
|-----------------------|-----------------------------------------------------|
| CHEHALIS TRIBE        | Bryan Sanders                                       |
| CITY OF ABERDEEN      | Councilmember Deborah Ross, Secretary               |
| CITY OF COSMOPOLIS    | Mayor Kyle Pauley                                   |
| CITY OF ELMA          | Mayor Jim Sorensen, Chair                           |
| CITY OF HOQUIAM       | Mayor Ben Winkelman                                 |
| CITY OF MCCLEARY      | Mayor Chris Miller                                  |
| CITY OF MONTESANO     | Mayor Vini Samuel, 1 <sup>st</sup> Vice-Chair       |
| CITY OF OAKVILLE      | Mayor Anthony Smith                                 |
| CITY OF OCEAN SHORES  | Mayor Jon Martin                                    |
| CITY OF WESTPORT      | Mayor Rob Bearden                                   |
| GRAYS HARBOR TRANSIT  | General Manager Ken Mehin, Representative at Large  |
| PORT OF GRAYS HARBOR  | Commissioner Phil Papac                             |
| QUINULT INDIAN NATION | Julie Burnett, 2 <sup>nd</sup> Vice-Chair           |
| TIMBERLAND LIBRARY    | Library Manager Susan Howlett-Leite                 |
| GRAYS HARBOR COUNTY   | Commissioner Kevin Pine, 2 <sup>nd</sup> Vice-Chair |





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## 2022 Dues Versus 2023 Dues

|                                                                      | 2022              | 2023              |
|----------------------------------------------------------------------|-------------------|-------------------|
|                                                                      | Allocated<br>Dues | Budgeted<br>Dues  |
| <b>Member Dues</b>                                                   |                   |                   |
| <b>General Purpose Local Governments</b>                             |                   |                   |
| City of Aberdeen                                                     | \$ 30,301         | \$ 31,059         |
| City of Cosmopolis                                                   | \$ 8,920          | \$ 9,143          |
| City of Elma                                                         | \$ 10,820         | \$ 11,091         |
| City of Hoquiam                                                      | \$ 20,412         | \$ 20,922         |
| City of McCleary                                                     | \$ 7,415          | \$ 7,600          |
| City of Montesano                                                    | \$ 11,589         | \$ 11,879         |
| City of Oakville                                                     | \$ 5,933          | \$ 6,081          |
| City of Ocean Shores                                                 | \$ 20,392         | \$ 20,902         |
| City of Westport                                                     | \$ 9,787          | \$ 10,032         |
| Grays Harbor County                                                  | \$ 58,221         | \$ 59,677         |
| Chehalis Tribe                                                       | \$ 4,550          | \$ 4,664          |
| Quinalt Indian Nation                                                | \$ 6,204          | \$ 6,359          |
| <b>Total General Purpose Local Governments Member Dues</b>           | <b>\$ 194,544</b> | <b>\$ 199,409</b> |
| <b>Special Districts and Non-Local Governments</b>                   |                   |                   |
| Port of Grays Harbor*                                                | \$ 14,506         | \$ 14,869         |
| Grays Harbor Public Utility District                                 | \$ -              | \$ -              |
| Grays Harbor Transit                                                 | \$ 17,355         | \$ 17,789         |
| Timberland Regional Library                                          | \$ 3,580          | \$ 3,670          |
| <b>Total Special Districts and Non-Local Governments Member Dues</b> | <b>\$ 35,441</b>  | <b>\$ 36,328</b>  |
| <b>Total Member Dues</b>                                             | <b>\$ 229,985</b> | <b>\$ 235,737</b> |

\*Only the cash portion of the dues anticipated from the Port of Grays Harbor in 2021 are reflected on this schedule.



## REVENUE-EXPENSE BUDGET COMPARISON YEAR 2023

| Revenues                              |                   |                   |                  |                    |                   |                     |
|---------------------------------------|-------------------|-------------------|------------------|--------------------|-------------------|---------------------|
| Fund Balance                          | Administratration | Regional Planning | Transportation   | Planning Contracts | Totals            |                     |
| Indirect Federal Grants STP           | \$ -              | \$ -              | \$ -             | \$ 65,000          | \$ -              | \$ 65,000           |
| <b>Intergovernmental Funding</b>      |                   |                   |                  |                    |                   |                     |
| Membership Dues                       | \$ -              | \$ 37,718         | \$ 82,508        | \$ 84,865          | \$ 30,646         | \$ 235,737          |
| Planning Contracts - RTPO             | \$ -              | \$ -              | \$ -             | \$ 35,000          | \$ -              | \$ 35,000           |
| EPA Brownsfield                       | \$ -              | \$ -              | \$ -             | \$ -               | \$ 130,000        | \$ 130,000          |
| <b>Total Anticipated Revenue</b>      | <b>\$ -</b>       | <b>\$ 37,718</b>  | <b>\$ 82,508</b> | <b>\$ 184,865</b>  | <b>\$ 160,646</b> | <b>\$ 465,737</b>   |
| Beginning Fund Balance 1/1/2023       | \$ 653,843        | \$ -              | \$ -             | \$ -               | \$ -              | \$ 653,843          |
| <b>Total Anticipated Fund Balance</b> | <b>\$ 653,843</b> | <b>\$ 37,718</b>  | <b>\$ 82,508</b> | <b>\$ 184,865</b>  | <b>\$ 160,646</b> | <b>\$ 1,119,580</b> |

| Expenditures                           |                   |                   |                  |                    |                  |                     |
|----------------------------------------|-------------------|-------------------|------------------|--------------------|------------------|---------------------|
| Fund Balance                           | Administratration | Regional Planning | Transportation   | Planning Contracts | Totals           |                     |
| Salaries and Wages                     | \$ -              | \$ 56,992         | \$ 44,327        | \$ 63,325          | \$ 46,439        | \$ 211,083          |
| Benefits and Taxes                     | \$ -              | \$ 21,303         | \$ 16,568        | \$ 23,669          | \$ 17,357        | \$ 78,897           |
| Operating Expenditures                 | \$ -              | \$ 173,300        | \$ -             | \$ -               | \$ -             | \$ 173,300          |
| Capital Outlay                         | \$ -              | \$ -              | \$ -             | \$ -               | \$ -             | \$ -                |
| <b>Sub-total Expected Expenditures</b> | <b>\$ -</b>       | <b>\$ 251,595</b> | <b>\$ 60,895</b> | <b>\$ 86,994</b>   | <b>\$ 63,796</b> | <b>\$ 463,280</b>   |
| Ending Fund Balance 12/31/2023         | \$ 656,300        | \$ -              | \$ -             | \$ -               | \$ -             | \$ 656,300          |
| <b>Total Anticipated Fund Balance</b>  | <b>\$ 656,300</b> | <b>\$ -</b>       | <b>\$ -</b>      | <b>\$ -</b>        | <b>\$ -</b>      | <b>\$ 1,119,580</b> |



## ANTICIPATED EXPENDITURES FOR 2023

|                                     | Fund Balance      | Administration | Regional Planning | Transportation | Planning<br>Contracts | Total               |
|-------------------------------------|-------------------|----------------|-------------------|----------------|-----------------------|---------------------|
| <b>Expenditures:</b>                |                   |                |                   |                |                       |                     |
| <b>Salaries</b>                     | \$ -              | \$ 56,992      | \$ 44,327         | \$ 63,325      | \$ 46,439             | \$ 211,083          |
| <b>Benefits and Taxes</b>           | \$ -              | \$ 21,303      | \$ 16,568         | \$ 23,669      | \$ 17,357             | \$ 78,897           |
| <b>Supplies</b>                     |                   |                |                   |                |                       |                     |
| Office Supplies                     |                   | \$ 3,100       |                   |                |                       | \$ 3,100            |
| Small Tools and Equipment           | \$ -              | \$ 3,100       | \$ -              | \$ -           | \$ -                  | \$ 3,100            |
|                                     | \$ -              | \$ 6,200       | \$ -              | \$ -           | \$ -                  | \$ 6,200            |
| <b>Other Operating Expenditures</b> |                   |                |                   |                |                       |                     |
| Professional Services               | \$ -              | \$ 137,000     | \$ -              | \$ -           | \$ -                  | \$ 137,000          |
| Communications                      | \$ -              | \$ 3,300       | \$ -              | \$ -           | \$ -                  | \$ 3,300            |
| Travel                              | \$ -              | \$ 1,800       | \$ -              | \$ -           | \$ -                  | \$ 1,800            |
| Rentals and Leases                  | \$ -              | \$ 15,000      | \$ -              | \$ -           | \$ -                  | \$ 15,000           |
| Insurance                           | \$ -              | \$ 6,900       | \$ -              | \$ -           | \$ -                  | \$ 6,900            |
| Repairs and Maintenance             | \$ -              |                | \$ -              | \$ -           | \$ -                  | \$ -                |
| Miscellaneous                       | \$ -              | \$ 3,100       | \$ -              | \$ -           | \$ -                  | \$ 3,100            |
| <b>Other Operating Expenditures</b> | \$ -              | \$ 167,100     | \$ -              | \$ -           | \$ -                  | \$ 167,100          |
| <b>Expenditures Subtotal</b>        | \$ -              | \$ 251,595     | \$ 60,895         | \$ 86,994      | \$ 63,796             | \$ 463,280          |
| <br>Ending Fund Balance 12-31-23    | <br>\$ 656,300    | <br>\$ -       | <br>\$ -          | <br>\$ -       | <br>\$ -              | <br>\$ 656,300      |
| <b>Total Budget</b>                 | <b>\$ 656,300</b> | <b>\$ -</b>    | <b>\$ -</b>       | <b>\$ -</b>    | <b>\$ -</b>           | <b>\$ 1,119,580</b> |





## **ADMINISTRATION**

- ❖ General Administration
- ❖ Succession Planning



## **ADMINISTRATION**

### **GENERAL ADMINISTRATION**

#### Objective

To administer and manage the activities of the Council of Governments.

#### Work Items

1. Supervise and manage staff and programs of the Council of Governments.
2. Prepare annual work programs and budgets and amendments.
3. Investigate grant programs and prepare applications (for regional programs).
4. Conduct general administrative services, including but not limited to:
  - a. Budget, accounting and cash flow management
  - b. Purchasing
  - c. Personnel administration
  - d. Communications and publications
  - e. Information and computer systems management
5. Inform member governments and public about the activities of the Council of Governments.
6. On request, respond to special needs of member agencies and provide services as necessary.

#### Output

The administrative activities described above are not considered to be end projects. Their purpose is to facilitate the attainment of programs and products undertaken by the Council of Governments and increase local knowledge and awareness of pertinent issues. Information will be disseminated throughout the year.

#### Coordination

Not applicable to administrative work. Some special services and studies may require coordination among all affected interests.

#### Citizen Involvement

Not applicable to administrative work.

#### Community and Regional Contributions and Benefits

The benefits derived from this work program extend to members and the general public. Quality control of the agency and its many projects is assured and clear, accurate records of fiscal accountability are maintained. These are essential to maintain a strong, viable voluntary association.

## **ADMINISTRATION SUCCESSION PLANNING**

### Objective

To plan for the operability of the Council of Governments and the seamless provision of services during time of transition.

### Work Items

1. Maintain and improve coordinated approach to information/data storage and retrieval.
2. Maintain central filing system and master index.
3. Integrate project components into central user files.
4. Maintain retention schedules.
5. Update Bylaws as needed.
6. Update Personnel Policies as needed.
7. Maintain Operating Policies manual, develop new policies as needed.

### Output

A well organized office environment with easily retrievable data, and historical and current project information: A unified system for file/information storage; a systematic approach to document retention, and turn over; well established guidelines for Agency and Council operation.

### Coordination

Coordination activities will most likely occur at the staff level. GHCOG members will be consulted when appropriate.

### Citizen Involvement

Not applicable to this type of internal process.

### Community and Regional Contributions and Benefits

Benefits derived extend to members and the general public. Since information and data comprise a large element of our Work Program and are a basic member benefit, easy access is a must. Organized systems for information, document, or project retrieval will increase the quality of customer service. The establishment of internal procedures along with a systematic approach to retrieving organizational and project related information will reduce down time in the event of transition at the Council, staff, or director level.

## **REGIONAL PLANNING**

- ❖ Regional Coordination
- ❖ Member Outreach
- ❖ Data and Information Services
- ❖ Regional Maps/GIS Program
- ❖ Community Development
- ❖ Public Grant and Loan Funding, Research and Technical Assistance



## **REGIONAL PLANNING**

### **REGIONAL COORDINATION**

#### Objective

To staff regular and special meetings of the Council of Governments, the Administrative Sub-Council, and other Agency committees, and pursue cooperative regional programs and opportunities.

#### Work Items

1. Prepare agendas and reports and staff GHCOG meetings.
2. Identify and coordinate issues of regional concern, research and assist member entities with such issues and provide forums to address the issues.
3. Represent the GHCOG on various boards and advisory committees at the local, state and federal levels.
4. Maintain liaison with state and federal elected officials and agencies and promote programs and opportunities that benefit the Grays Harbor region.
5. Monitor state and federal legislation, policies and programs and respond as appropriate. Enhance opportunities for new or changed programs, funding, legislation, and procedures and requirements.
6. Coordinate with regional councils around the state and actively participate in the Regional Councils of Washington.
7. Prepare for and participate in state and national associations meetings when appropriate.
8. Conduct periodic regional information forums to address issues, concerns and activities that are of regional impact or significance.

#### Output

The activities described above are not considered to be end products. The purpose is to facilitate the operation of the GHCOG, coordinate programs and opportunities with and on behalf of members.

#### Coordination

Liaison and coordination is fostered among agency members and with state and federal agencies, regional councils, and multi-county districts around the state on a wide variety of issues through the Regional Councils of Washington, Columbia-Pacific Resource Conservation and Economic Development District, Southwest Washington Regional Transportation Planning Organization, Regional Planners Forum, Chehalis Basin Partnership, and other associations as well as by other intergovernmental means.

Issues of regional significance are debated at meetings and forums by representatives of local governments, with the goal of enhancing knowledge and coordination.

#### Citizen Involvement

Not applicable to administrative and coordination work. The media is informed of GHCOG meetings. Agenda items and meeting minutes are posted on the GHCOG web page. GHCOG meetings are administered within the guidelines of the Open Public Meetings Act, RCW 42.30.

Community and Regional Contributions and Benefits

The GHCOG provides a forum for regional problem solving and decision making. Benefits accrue to member government and through them to the general public in the form of savings through increased efficiency, non-duplication of services, cost sharing and economies of scale.

Issues important to the region are identified, developed and addressed to appropriate state and federal agencies, and organizations and individuals to attempt to resolve them to the benefit of the region.



## **REGIONAL PLANNING MEMBER OUTREACH**

### Objective

Evaluate member needs on an ongoing basis including; level of participation, dues structure, voting rights, representation, agency/staff capabilities and identify potential new members.

### Work Items

1. Work with Administrative Sub-Council to establish an action plan.
2. Meet with member jurisdictions at the staff level and elected official level.
3. Identify issues of concern and unmet need.
4. Work with GHCOG Council members to identify and approach potential members.
5. Coordinate with other regional and governmental councils to identify best practice scenarios.
6. Issue quarterly public funding newsletter (*GHCOG Public Funding Notification Alert*) to inform member agencies and better prepare them of upcoming funding cycles.

### Output

The activities described above are not considered to be end products. The purpose is to facilitate the operation of the GHCOG, coordinate programs and opportunities with and on behalf of members.

### Coordination

Liaison and coordination will occur primarily between leadership and staff of agency members and between member representatives. Potential members and other regional/governmental councils will be involved on an as needed basis.

### Citizen Involvement

City Council meetings and meetings of the GHCOG are open to the public; the news media are regularly informed. Agenda items and meeting minutes are posted on the GHCOG web page. GHCOG meetings are administered within the guidelines of the Open Public Meetings Act, RCW 42.30.

### Community and Regional Contributions and Benefits

The GHCOG provides a forum for regional problem solving and decision making. Benefits accrue to member government and through them to the general public in the form of savings through increased efficiency, non-duplication of services, cost sharing and economies of scale. Equitable and fair representation is a key issue in Council governance and feeds directly into the development of the annual budget. Dialogue with members to identify needs and the exploration of how best to satisfy those needs is the basis of a successful work program.

## **REGIONAL PLANNING DATA AND INFORMATION SERVICES**

### Objective

This program will provide assistance to members and the public by identifying and distributing the most up-to-date data available through the U.S. Census, American Community Survey (ACS), Office of Financial Management (OFM), WA Employment Security, WA State Department of Transportation, Office of Superintendent of Public Instruction, Federal Highways and other state and federal data programs and products.

### Work Items

1. As a state data center affiliate, distribute data by continually updating the GHCOG web site to include new data products and information.
2. Produce demographic data flyers and brochures in order to provide easily accessible information of regional interest.
3. Monitor programs and operations related to the preparations for the 2020 US Census. Facilitate the exchange of information as needed.
4. Attend workshops and meetings to stay abreast of new developments in U.S. Census, OFM, ACS, and other state and federal data products, programs, and their use.
5. Provide maps, tables and other data requested by members, local agencies and the public.
6. Provide technical assistance to members and individuals to enable them to access census and other data products and create customized data sets that meet their needs.
7. Answer requests for information from the public, member entities, real estate agents, appraisers, lenders, and consultants.
8. Maintain a Planning Library of Local, State, and Federal plans and studies. About 30% of the volumes in the GHCOG library are not cataloged anywhere else.

### Output

Information and technical assistance will be provided to Council of Governments members, State and Federal Legislators, tourists, businesses, developers, realtors, mortgage and title companies, appraisal firms, banks consulting firms, Chamber of Commerce, police-hospital-fire districts, school districts, advocacy groups, marketing firms, libraries and newspapers. Responses to requests for information may include tables, charts and maps. Requests may be directed to an appropriate agency or web site.

### Coordination

Coordination will occur between GHCOG members, other local data users, the Washington State Office of Financial Management, the US Census Bureau, and other state and federal agencies that provide local and state data.

### Citizen Involvement

Citizen involvement will occur through members of the Council of Governments, other local data using agencies and individuals with informational requests.

### Community and Regional Contributions and Benefits

Local governments, tribal governments, public and private agencies, businesses and individuals will all profit from the program, as many data sets are available in user friendly tables posted on the GHCOG website free of charge. Uses of the data, for example, include public and private business planning, the development of grant applications and economic development programs and projects and the identification of specific geographical areas in need of social or other improvement programs.

## **REGIONAL PLANNING**

### **REGIONAL MAPS/GIS PROGRAM**

#### Objective

To build and maintain a regional library of digital and archive paper maps and an evolving collection of geographic information. To provide members and the public with maps and geographic information suitable for display as well as for use in publications. Participate in implementation of a regional geographic information system.

#### Work Items

1. Support agency mapping projects.
2. Meet member needs for mapping assistance.
3. Work with member entities and County GIS Department in developing and maintaining political, planning, and municipal layers.
4. Implement work program items in the GHCOG Geographic Information Services Program 2015 – 2020 Strategic Plan.
5. Coordinate with members involved with digital map/geographic information system development to enhance local government capabilities and services and prevent duplication of effort.
6. Maintain digital base maps and zoning maps for members that do not have in-house resources.
7. Produce display maps for members' projects.
8. Produce local and regional GIS data layers for regional work projects such as parks, trails, tsunami zones, building footprints, etc.
9. Maintain and develop a digital map collection from local, state, and federal sources.
10. Grow GHCOG GIS capabilities utilizing ongoing changes in technology and GIS business practices.
11. Meet public needs for mapping assistance as time allows.

#### Output

Comprehensive electronic map files and archived paper maps suitable for use internally, by member entities and the general public.

#### Coordination

Consultation will occur with users and local agencies to insure that the status of streets and roads, city boundaries and geographic features is current and improved for a variety of applications.

#### Citizen Involvement

Not applicable to this project.

#### Community and Regional Contributions and Benefits

This program will insure that the region's map and geographic information users have up-to-date resources at their disposal. GHCOG personnel will assist users with specific needs or problems and help create solutions.

## **REGIONAL PLANNING COMMUNITY DEVELOPMENT**

### Objective

Support member agencies in the development of programs and projects that meet their identified community development needs. Provide research and technical assistance in planning and project management processes.

### Work Items

1. Assist member agencies in asset identification (e.g., infrastructure of various types), in support of project development.
2. Assist in identifying and analyzing community development needs.
3. Assist in setting up and conducting the process of member agency prioritization of community development needs and projects.
4. Assist in researching funding opportunities for community development projects.
5. Assist in planning community development projects.
6. Participate in planning processes and educational opportunities sponsored by other agencies that relate to community development in Grays Harbor.

### Output

Written and verbal reports, studies, plan components and issue papers identifying and analyzing a community development project, need or opportunity. Funding applications. Maintain COG Community Development Resources Library.

### Coordination

Coordination is dependent upon type of project. GHCOG staff will coordinate with leadership and staff of agency requesting services. Some projects may require a community driven process, in which case series of community meetings will be conducted.

### Citizen Involvement

City Council and Planning Commission meetings and meetings of the GHCOG Board are open to the public; the news media are regularly informed.

### Community and Regional Contributions and Benefits

Community development is a major need identified by local jurisdictions and tribal governments in Grays Harbor County. From Main Street revitalization, to utility system infrastructure upgrades, to park and recreation development, to sidewalks and trails, our local communities have significant community development needs. Our members need help articulating, prioritizing, and managing those needs, as well as financing them in order to bring improvements to our communities.

**REGIONAL PLANNING**  
**PUBLIC GRANT AND LOAN FUNDING**  
**RESEARCH AND TECHNICAL ASSISTANCE**

Objective

To support member agencies in the development of programs/projects and funding opportunities that meets their identified needs. Provide technical assistance in funding and planning processes. Ensure federal/state requirements are met. Provide a forum for a unified voice on regional issues and policies.

Work Items

1. Provide assistance in the research of grant and loan sources and opportunities.
2. Notify membership of pertinent grant and loan programs through email, GHCOG web site, and *GHCOG Public Funding Notification Alert*.
3. Provide support in the grant and loan application process by supplying data and/or writing assistance, and provide process checks to ensure the project meets funding program requirements.
4. Perform regional monitoring of changes in federal and state grant and loan programs and advise accordingly.

Output

Provide grant and loan resource information and respond to requests for related information. Complete grant and loan searches and assist with applications for community development, infrastructure, transportation and social planning projects.

Coordination

Coordination is dependent upon type of project. GHCOG staff will coordinate with leadership and staff of agency requesting services. Some projects may require a community driven process in which case a series of community meetings will be established. Communication with state and federal agencies will be ongoing in order to remain current with grant and loan opportunities and seek technical assistance.

Citizen Involvement

City Council meetings and meetings of the GHCOG are open to the public; the news media are regularly informed.

Community and Regional Contributions and Benefits

Economies of scale: when one member of the community benefits, we all benefit. Assistance that results in bringing state and federal dollars into Grays Harbor is a benefit to the county as a whole. The support of existing projects/programs and the development of new opportunities maintain healthy communities and a healthy economy.

Substantial changes in grant and loan programs have been occurring at the state and federal levels, especially regarding rural communities. Regional monitoring of these changes will protect the investments of our local communities and ensure continued access to funding sources in the future

## **TRANSPORTATION PLANNING**

- ❖ Grays Harbor County Region of the Southwest Washington Regional Transportation Planning Organization
- ❖ Regional/State Transportation Improvement Plans
- ❖ Surface Transportation Program
- ❖ East Aberdeen Mobility Project





**TRANSPORTATION PLANNING**  
**SOUTHWEST WASHINGTON**  
**REGIONAL TRANSPORTATION PLANNING ORGANIZATION**

Objective

Grays Harbor is a member of the five-county Southwest Washington Regional Transportation Planning Organization (SWRTPO). GHCOG serves as the local lead for county-wide SWRTPO transportation planning.

Our objective is to support the required functions of the Southwest Washington RTPO and to identify and establish priorities for identifying, planning and implementing transportation improvements and resolving transportation issues within Grays Harbor County.

Work Items

1. Facilitate meetings of the Grays Harbor Technical Advisory Committee. Provide agendas, meeting minutes and support materials.
2. Develop policies related to specific transportation needs within Grays Harbor, forward policy documentation to WSDOT and affected agencies.
3. Provide research of transportation needs and identify solutions on an as-needed basis. This may include the development of issue papers, route development plans and various traffic studies.
4. Develop Grays Harbor County segment of the annual Unified Planning Work Program, as required by the Federal Highway Administration and WSDOT in order to receive funding for long range transportation planning and system improvements.
5. Develop Grays Harbor County segment of the Regional Transportation Plan as required by the Federal Highway Administration and WSDOT in order to receive funding for long range transportation planning and system improvements. Update when relevant.
6. Assist in developing updating the Human Services Coordinated Transportation Plan.
7. Provide input into the Washington Transportation Plan as required by the Federal Highway Administration and WSDOT in order to receive funding for long range transportation planning and system improvements.
8. Attend RTPO and WSDOT meetings in representation of Grays Harbor County; provide relevant information.
9. Provide a schedule of various transportation funding mechanisms.
10. Provide assistance in developing project applications for federal and state transportation grants.
11. Review legislative activity that impacts rural transportation funding, notify as appropriate.
12. Facilitate intergovernmental communication and coordination.
13. Maintain a general overview of aviation and rail elements – needs, strategies and funding opportunities. Implement elements into appropriate plans and policies.
14. Oversee the inclusion of local rail needs into regional, state and federal planning processes.

### Output

A local and regional transportation planning process to include:

- Fulfillment of Gray Harbor segment of SWRTPO activities, committee and subcommittee facilitation
- Policy Development
- Unified Planning Work Program
- Regional Transportation Plan
- Washington Transportation Plan (Grays Harbor elements)
- Human Services Coordinated Transportation Plan
- Plan development on an as needed basis
- Improved intergovernmental coordination for planning and implementing transportation improvements
- Monthly and annual reports to Cowlitz Wahkiakum Council of Governments (SWRTPO Lead Agency)

### Coordination

The Grays Harbor County Region of the SWRTPO is comprised of Grays Harbor County, all cities within Grays Harbor, the Port of Grays Harbor, Grays Harbor PUD, Grays Harbor Transit, portions of tribal properties within County boundaries, and multiple special interest groups. GHCOG facilitates the communication between the members as well as state and federal agencies.

### Citizen Involvement

All meetings of the GHCOG are advertised and open to the general public. SWRTPO meetings at both the five county and local levels are open to the public. Public participation also occurs through public information meetings and project related meeting and public hearings.

### Community and Regional Contributions and Benefits

The RTPO is the vehicle that provides a unified regional voice on transportation related issues. This vehicle allows for policy direction at the local and five county levels. Work items performed at the RTPO level ensure that state and federal requirements are met which, in turn, keep our local agencies in a position to apply for and receive funding. A unified regional plan ensures transportation needs and goals are met throughout the region, reducing duplication of effort and conflicting interests.

## **TRANSPORTATION PLANNING**

### **REGIONAL AND STATE TRANSPORTATION IMPROVEMENT PLANS**

#### Objective

Meet state and federal regulations governing the need for a Regional Transportation Improvement Plan (RTIP) and submission of federally funded projects to WSDOT for inclusion in the State Transportation Improvement Plan (STIP).

#### Work Items

1. Provide education and workshops on the need for Local TIP, RTIP and STIP and training in using WSDOT TIP software. Provide on-site software assistance and training as needed and when requested.
2. Provide direct assistance in TIP development.
3. Review local TIPs for accuracy and recommend/implement needed corrections or additions.
5. Create the Grays Harbor Regional TIP and prepare for approval by the GHCOG Council.
6. Forward those projects identified as federally funded for inclusion in the STIP.
7. Ensure approval of STIP at regional level through the GHCOG.
8. Maintain database of regional TIP and STIP projects.
9. Process amendments as needed and provide monthly updates to the STIP as necessary.
11. Publish reports as necessary.
12. Coordination between state, federal and local agencies.
13. Provide ongoing training and guidance regarding federal and state changes to STIP software and project submittal requirements.

#### Output

TIP software training and project development. Technical assistance as requested. Regional and state TIPs. Respond to requests for data and information related to local, regional and state TIPs.

#### Coordination

GHCOG facilitates coordination between Grays Harbor County, all cities within Grays Harbor, the Port of Grays Harbor, Grays Harbor Transit, Tribes, state and federal agencies, Southwest Washington Regional Transportation Planning Organization.

#### Citizen Involvement

All meetings of the GHCOG are advertised and open to the general public. Regional TIPs are presented at GHCOG meetings for approval. State TIPs are presented at the state level through a series of public hearings to ensure citizen involvement. Public participation also occurs through public information meetings and project related meetings and public hearings.

### Community and Regional Contributions and Benefits

The development and approval of local, regional and state TIPs meet the need for federal and state planning requirements. Most importantly, there is a direct correlation between these documents and the ability to receive transportation related funding. GHCOG's effort in complying with TIP/STIP regulations ensures local agencies the ability to apply for and accept transportation funding.

Local and regional TIPs provide a planning tool allowing local agencies to set their directions for transportation planning needs and allows for the presentation of a regional plan that identifies transportation needs.

## **TRANSPORTATION PLANNING SURFACE TRANSPORTATION PROGRAM**

### Objective

Meet state and federal regulations for GHCOG's Lead Agency status and responsibility over the distribution of federal transportation funding. Ensure Grays Harbor projects meet the state's Obligation Authority mandates to retain funding eligibility. Facilitate the Surface Transportation Program (STP) Committee.

### Work Items

1. As STP Lead Agency work with funding recipients, consultants and appropriate WSDOT departments to ensure regional STP funds meet both financial and obligation timeline targets.
2. Monitor STP project obligation status closely through constant communication with STP recipients.
3. Notify STP recipients who are in danger of not meeting the required deadline and provide direct assistance with obligation development.
4. Develop and maintain policy guidelines relevant to the operation of the STP Technical Advisory Committee (TAC) and Policy Board.
5. Facilitate meetings, provide agendas, summaries, relevant data and support materials.
6. Produce public notification of upcoming STP funding cycles.
7. Oversee application process.
8. Review submitted applications for threshold compliance and accuracy.
9. Assist local agencies in the development of agreements necessary to obligate funding by the required deadline.
10. Track legislation concerning the re-authorization of the Federal Transportation Act and subsequent impacts to the STP.
11. Coordination among local, state, and federal agencies.
12. Develop reports to monitor project activity status.

### Output

Publications of STP cycle and process requirements. Development of applications, requirements, process and procedures. Development of policy and procedure based on current Federal Transportation Act mandates. Technical assistance as requested. GHCOG resolution forwarding recommended projects and funding amounts to appropriate state and federal agencies. Respond to requests for data and information.

### Coordination

The GHCOG facilitates coordination between Grays Harbor County, all cities within Grays Harbor, the Port of Grays Harbor, Grays Harbor Transit, Grays Harbor PUD, Tribes, special interest groups and state and federal agencies.

### Citizen Involvement

All meetings of the GHCOG are advertised and open to the general public. Public participation also occurs through public information meetings and project related meetings and public hearings.

### Community and Regional Contributions and Benefits

The development and maintenance of the Surface Transportation Program channels federal dollars that were previously block granted to the state directly to the local level. As official Lead Agency of the STP program, the GHCOG ensures that a mechanism is in place to receive and disperse of those federal dollars. This allows local flexibility over the types of projects that are funded and the funding amounts. Local needs are met directly since the funding process is developed at the local level.

## **PLANNING CONTRACTS**

- ❖ Regional Parks and Recreation Plans
- ❖ Comprehensive Planning
- ❖ Capital Facilities Planning





## **PLANNING CONTRACTS**

### **REGIONAL PARKS AND RECREATION PLANS**

#### Objective

To develop and produce updates to parks and recreation plans with member jurisdictions.

#### Work Items

1. Work with the participating entities to review their plans, update and amend pertinent sections, and present the plans to the public for review and comment.
2. Ensure plans meet RCO requirements for funding eligibility.
3. Assist in the public hearings held by each participating entity prior to adoption of their final plan.
4. Prepare necessary text changes as directed by the entities following review.
5. Prepare all supporting maps, figures and tables to be used in the plans.
6. Insure compliance with state regulations.
7. Print and distribute the final plans.
8. Submit park and recreation plan to Recreation and Conservation Office (RCO) to ensure grant eligibility.

#### Output

Updated parks and recreation plans containing chapters which cover the recreation goals, objectives, policies and capital improvement plans for participating governments.

#### Coordination

The plan update process will be coordinated between the participating local agencies, state and federal agencies and the public. Public hearing notices and announcements will be made in the local news media and special efforts will be made to inform known special user groups and agencies responsible for providing public outdoor recreation facilities.

#### Citizen Involvement

The general public will be invited to comment on the plan during the adoption process by the various governments involved.

#### Community and Regional Contributions and Benefits

Updated parks and recreation plans are needed to respond to the changes in recreation activities and opportunities. The plan will provide guidance and information for long-range and day-to-day facility acquisition and development, and will enhance the local and regional opportunities for funding assistance for recreation.

## **REGIONAL PLANNING COMPREHENSIVE PLANNING SERVICES**

### Objective

Support member agencies in the development of land use and environmental plans, projects and studies that meet their community needs. Provide research and technical assistance in drafting comprehensive land use, parks and recreation, transportation, capital facilities and environmental plans and regulations.

*[Note: This planning process can only be undertaken with appropriate GHCOG staffing levels.]*

### Work Items

1. Assist agencies in drafting components of land use, transportation, parks and recreation, capital facilities and environmental plans and policies as requested.
2. Assist in demographic and GIS support for such documents.
3. Provide regional economic and community development data supporting local agency plan and policy development.
4. Support agency staff in the community involvement process during plan and policy document review.
5. Assist agency staff in regulatory document research and drafting.
6. Convene local agencies for training and planning sessions on land use planning issues affecting multiple local agencies that would benefit from a unified approach.
7. Participate in training and other educational opportunities offered by the state and other agencies that relate to land use and environmental planning and regulations in Washington State.
8. Provide grant and loan research upon request, as needed, to support development of the particular plan or other product.

### Output

At agency request, research, write and produce a variety of local land use and environmental plans, policies, regulations and studies in coordination with agency staff and/or outside consultants. Participate with staff in public review meetings and hearings with Planning Commissions and Governing bodies, as part of public involvement process. Provide coordination on behalf of Grays Harbor agencies, with state and federal agencies tasked with land use and environmental regulation and policymaking. In some instances COG may be called upon to help identify state or federal funds to help support the project.

### Coordination

Significant levels of coordination with requesting agency staff and public officials will occur. Community meetings will be held based upon the type of product being developed. Coordination with state and federal agency staff will occur on an ongoing basis for purposes of keeping current with subject matter, and on specific occasions as needed depending upon the project.

### Citizen Involvement

Depending upon the document to be drafted, COG staff may be asked to assist with community involvement in the form of public meetings and hearings associated with review

and adoption of the plan, study or regulation. In the land use arena, the type of public involvement is typically a matter of local code or other legislative provision.

#### Community and Regional Contributions and Benefits

Land use and environmental plans, policies and regulations form the backbone of community life and affect many aspects of the community's health. Grays Harbor County is not required to plan under the state Growth Management Act, but some aspects of that Act still apply to Grays Harbor local governments, for example, Critical Areas regulations must still be adopted by all cities and counties.

Increasingly, grant and loan programs expect local plans and policies to be in place and up to date before a local agency will even be considered for funding. The small jurisdictions of Grays Harbor County are very short-staffed. Council of Governments can help agency staff develop more complicated plans and regulations and can coordinate with state and federal agencies with jurisdiction, on behalf of our membership.