

**GRAYS HARBOR
COUNCIL OF GOVERNMENTS
RESOLUTION NO. 704**

**A resolution of the Grays Harbor Council of Governments (GHCOG)
approving 2027 staff salary ranges.**

WHEREAS, the salary ranges for staff positions need to be periodically updated to reflect current market rates for comparable positions; and,

WHEREAS, the State Auditor requires pre-approved salary ranges to ensure budgeted salaries are within approved ranges; and,

WHEREAS, staff has researched salary ranges via professional associations, current market ranges and cities and agencies with similar titles and work requirements, and balancing that within GHCOG's annual budget;

NOW THEREFORE, the attached staff salary ranges shall serve as the official salary guidelines for the Grays Harbor Council of Governments. This resolution supersedes all previous resolutions governing salary ranges.

APPROVED AND ADOPTED this 17th day of September 2026.

ATTEST: _____
Vicki Cummings,
Executive Director

Troy Meyers, Chair

Council Member

Council Member

GRAYS HARBOR COUNCIL OF GOVERNMENTS
STAFF SALARY RANGES

*Accepted - Resolution #698, Sept. 18, 2025

EXEMPT POSITION	2026*	Salary Recommendations 2027
		2027
Executive Director**	\$110,000 - \$140,000	\$115,000 - \$145,000***
Senior Planner** [Planner III/GIS Coordinator]	\$86,000 - \$95,000	\$86,000 - \$98,000***
Associate Planner [Planner II]	\$75,000 - \$85,000	\$79,000 - \$86,000
Assistant Planner [Planner I]	\$65,000 - \$75,000	\$70,000 - \$80,000
Office/Grant Coordinator/Planner I**	\$60,000 - \$70,000	\$65,000 - \$75,000***

NON-EXEMPT POSITIONS

Planning Tech [Temporary]	Project Dependant	Project Dependant
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**2026 Budgeted Positions

*** 2027 Budgeted Positions

In line with GHCOG Bylaws, the Executive Director assigns staff and negotiates salary levels for all staff within the approved salary range. The Administrative Sub-Council negotiates the salary level of the Executive Director.

**GRAYS HARBOR
COUNCIL OF GOVERNMENTS
RESOLUTION NO. 705**

**A resolution of the Grays Harbor Council of Governments (GHCOG)
Approving the 2027 Preliminary Budget and Work Program.**

WHEREAS, the Grays Harbor Council of Governments has been provided with a comparison of the existing 2026 Budget and the proposed 2027 Preliminary Budget and Work Program; and,

WHEREAS, the budget was explained and discussed during the September 17th GHCOG board meeting and will be finalized via resolution during the December meeting:

NOW THEREFORE, BE IT RESOLVED that the GHCOG hereby proposes the Year 2027 Preliminary Budget to include:

- Budgeted beginning fund balance of \$468,276
- Total budgeted revenue of \$820,363
- Total budgeted expenses of \$459,508
- Budgeted ending fund balance of \$360,855

APPROVED AND ADOPTED this 17th day of September 2026.

ATTEST: _____
Vicki Cummings, Executive Director

Troy Meyers, Chair

Council Member

Council Member

**GRAYS HARBOR
COUNCIL OF GOVERNMENTS
2027 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 affects local progress.

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**GRAYS HARBOR
COUNCIL OF GOVERNMENTS**

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Aberdeen, WA 98520
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www.ghcog.org

STAFF

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Natalie Jensen	Administrative & Grants Specialist/Planner I Email: njensen@ghcog.org

The regular meetings of the Full Council are held on the third (3rd) Thursday of every month.

The regular meetings of the Full Council are held electronically via Zoom beginning at 6:30 pm. The meeting link and details are made available to the public on the Grays Harbor Council of Government website at www.ghcog.org.

**GRAYS HARBOR
COUNCIL OF GOVERNMENTS
2026 MEMBERSHIP**

CHEHALIS TRIBE	Bryan Sanders
CITY OF ABERDEEN	Councilmember Joshua Francy
CITY OF COSMOPOLIS	Mayor Linda Springer
CITY OF ELMA	Mayor Josh Collette, Vice Chair
CITY OF HOQUIAM	Councilmember Robert Gillis
CITY OF MCCLEARY	Mayor Brycen Huff
CITY OF MONTESANO	Mayor Tyler Trimble
CITY OF OAKVILLE	Mayor Bill Breedlove
CITY OF WESTPORT	Councilmember Troy Meyers, Chairman
GRAYS HARBOR TRANSIT	General Manager Ken Mehin, Secretary
PORT OF GRAYS HARBOR	Commissioner Phil Papac
QUINULT INDIAN NATION	President, Guy Capoeman
GRAYS HARBOR COUNTY	Commissioner J.R. Streifel

TABLE OF CONTENTS

2026 BUDGETED DUES VERSUS 2027 BUDGETED DUES	5
REVENUE-EXPENSE BUDGET COMPARISON FOR 2027	6
ANTICIPATED EXPENDITURES FOR 2027	7
WORK PROGRAM	
<u>Administration</u>	
General Administration	9
Succession Planning	10
<u>Regional Planning</u>	
Regional Coordination.....	12
Member Outreach	14
Data and Information Services	15
Regional Maps/GIS Program	17
Community Development	18
Public Grant and Loan Funding, Research and Technical Assistance.....	19
<u>Transportation Planning</u>	
Grays Harbor County Region of the Southwest Washington	
Regional Transportation Planning Organization.....	22
Local and State Transportation Improvement Plans	24
Surface Transportation Program	26
<u>Planning Contracts</u>	
Regional Parks and Recreation Plans	29
Comprehensive Planning Services	30

2026 Dues Versus 2027 Dues

	2026	2027
	Allocated Dues	Budgeted Dues
Member Dues		
General Purpose Local Governments		
City of Aberdeen	\$ 33,910	\$ 35,606
City of Cosmopolis	\$ 9,982	\$ 10,481
City of Elma	\$ 12,109	\$ 12,714
City of Hoquiam	\$ 22,843	\$ 23,985
City of McCleary	\$ 8,298	\$ 8,713
City of Montesano	\$ 12,969	\$ 13,617
City of Oakville	\$ 6,639	\$ 6,971
City of Ocean Shores	\$ -	\$ -
City of Westport	\$ 10,953	\$ 11,501
Grays Harbor County	\$ 65,155	\$ 68,413
Chehalis Tribe	\$ 5,092	\$ 5,347
Quinault Indian Nation	\$ 6,943	\$ 7,290
Total General Purpose Local Governments Member Dues	\$ 194,893	\$ 204,638
Special Districts and Non-Local Governments		
Port of Grays Harbor*	\$ 16,234	\$ 17,046
Grays Harbor Transit	\$ 19,432	\$ 20,404
Timberland Regional Library	\$ -	\$ -
Total Special Districts & Non-Local Governments Member Dues	\$ 35,666	\$ 37,449
Total Member Dues	\$ 230,559	\$ 242,087

*Only the cash portion of the dues anticipated from the Port of Grays Harbor in 2027 are reflected on this schedule.

	Revenues						
	Fund Balance	Administatration	Regional Planning	Transportation	Planning Contracts	Totals	
Indirect Federal Grants STP	\$ -	\$ -	\$ -	\$ 65,000	\$ -	\$ 65,000	
Intergovernmental Funding							
Membership Dues	\$ -	\$ 38,734	\$ 84,730	\$ 87,151	\$ 31,471	\$ 242,087	
Planning Contracts - RTPO	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000	
EPA Brownsfield	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	
Total Anticipated Revenue	\$ -	\$ 38,734	\$ 84,730	\$ 187,151	\$ 41,471	\$ 352,087	
Beginning Fund Balance 1/1/2027	\$ 468,276	\$ -	\$ -	\$ -	\$ -	\$ 468,276	
Total Anticipated Fund Balance	\$ 468,276	\$ 38,734	\$ 84,730	\$ 187,151	\$ 41,471	\$ 820,363	
	Expenditures						
	Fund Balance	Administatration	Regional Planning	Transportation	Planning Contracts	Totals	
Salaries and Wages	\$ -	\$ 81,998	\$ 68,892	\$ 79,337	\$ 74,214	\$ 304,441	
Benefits and Taxes	\$ -	\$ 26,617	\$ 28,570	\$ 24,536	\$ 18,858	\$ 98,581	
Operating Expenditures	\$ -	\$ 46,486	\$ -	\$ -	\$ 10,000	\$ 56,486	
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Sub-total Expected Expenditures	\$ -	\$ 155,101	\$ 97,462	\$ 103,873	\$ 103,072	\$ 459,508	
Ending Fund Balance 12/31/2027	\$ 360,855	\$ -	\$ -	\$ -	\$ -	\$ 360,855	
Total Anticipated Fund Balance	\$ 360,855	\$ -	\$ -	\$ -	\$ -	\$ 820,363	

ANTICIPATED EXPENDITURES FOR 2027

		Fund Balance	Administration	Regional Planning	Transportation	Planning Contracts	Total
Expenditures:							
Salaries		\$ -	\$ 81,998	\$ 68,892	\$ 79,337	\$ 74,214	\$ 304,441
Benefits and Taxes		\$ -	\$ 26,617	\$ 28,570	\$ 24,536	\$ 18,858	\$ 98,581
Supplies							
	Office Supplies		\$ 3,020				\$ 3,020
	Small Tools and Equipment	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ 3,000
		\$ -	\$ 6,020	\$ -	\$ -	\$ -	\$ 6,020
Other Operating Expenditures							
	Professional Services	\$ -	\$ 5,800	\$ -	\$ -	\$ 10,000	\$ 15,800
	Communications	\$ -	\$ 3,650	\$ -	\$ -	\$ -	\$ 3,650
	Travel	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000
	Rentals and Leases	\$ -	\$ 12,760	\$ -	\$ -	\$ -	\$ 12,760
	Insurance	\$ -	\$ 10,524	\$ -	\$ -	\$ -	\$ 10,524
	Repairs and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Miscellaneous	\$ -	\$ 5,732	\$ -	\$ -	\$ -	\$ 5,732
Other Operating Expenditures		\$ -	\$ 40,466	\$ -	\$ -	\$ 10,000	\$ 50,466
Capital Outlay		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures Subtotal		\$ -	\$ 155,101	\$ 97,462	\$ 103,873	\$ 103,072	\$ 459,508
Projected Ending Fund Balance 12-31-27		\$ 360,855	\$ -	\$ -	\$ -	\$ -	\$ 360,855
Total Budget		\$ 360,855	\$ -	\$ -	\$ -	\$ -	\$ 820,363

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, clear, and 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 and Personnel Policies as needed.
6. Maintain Operating Policies manual, develop new policies and Standard Operating Procedures as needed.
7. Cross train staff in most critical GHCOG functions.
8. Keep Administrative Sub-Council updated as to all internal changes.

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 turnover; 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 downtime 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 federally 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, Southwest Washington Regional Transportation Planning Organization, Regional Planners Forum, 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 governments 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 information and data as needed to support member agencies with planning and funding opportunities.

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 governments 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 as needed to provide easily accessible information of regional interest.
3. Monitor programs and operations related to the preparations for the 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.

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. Coordinate with members involved with digital map/geographic information system development to enhance local government capabilities and services and prevent duplication of effort.
5. Maintain digital base maps and zoning maps for members that do not have in-house resources.
6. Produce display maps for members' projects.
7. Produce local and regional GIS data layers for regional work projects such as parks, trails, tsunami zones, building footprints, etc.
8. Maintain and develop a digital map collection from local, state, and federal sources.
9. Grow GHCOG GIS capabilities utilizing ongoing changes in technology and GIS business practices.
10. 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 ensure 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 ensure 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 the 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 TECHINICAL ASSISTANCE

Objective

To support member agencies in the development of programs/projects and funding opportunities that meet 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.
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 the 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

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 RTPO staff providing local agency support and fulfilling planning requirements for Grays Harbor.

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 SWRTPO, WSDOT and affected agencies.
3. Provide research of transportation needs and identify solutions on an as-needed basis.
4. This may include the development of issue papers, route development plans and various traffic studies.
5. Develop Grays Harbor County segment of the annual Unified Planning Work Program, as required by the Federal Highway Administration and WSDOT to receive funding for long range transportation planning and system improvements.
6. Develop Grays Harbor County segment of the Regional Transportation Plan as required by the Federal Highway Administration and WSDOT to receive funding for long range transportation planning and system improvements. Update when relevant.
7. Assist in updating the Human Services Coordinated Transportation Plan.
8. Provide input into the Washington Transportation Plan as required by the Federal Highway Administration and WSDOT to receive funding for long range transportation planning and system improvements.
9. Attend RTPO and WSDOT meetings in representation of Grays Harbor County; provide relevant information.
10. Provide a schedule of various transportation funding mechanisms.
11. Provide assistance in developing project applications for federal and state transportation grants.
12. Review legislative activity that impacts rural transportation funding, notify as appropriate.
13. Facilitate intergovernmental communication and coordination.

14. Maintain a general overview of aviation and rail elements – needs, strategies and funding opportunities. Implement elements into appropriate plans and policies.
15. Provide data and project information as needed for federal and state plans.

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 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 and project related meetings 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, keeps 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

LOCAL 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.
4. Forward those projects identified as federally funded for inclusion in the STIP.
5. Maintain database of regional TIP and STIP projects.
6. Process amendments as needed and provide monthly updates to the STIP as necessary.
7. Publish reports as necessary.
8. Coordination between state, federal and local agencies.
9. 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. Entity TIPs are presented at their individual council 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 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 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, 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 the official Lead Agency of the STP program, the GHCOG ensures that a mechanism is in place to receive and disperse 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

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. Ensure compliance with state regulations.
7. Print and distribute the final plans.
8. Submit park and recreation plans 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. The 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.