

## MEMORANDUM

Date: June 1, 2017  
To: Members of the SRTC Board  
From: Mayor Tom Trulove, Chair  
Subject: Meeting Notification and Transmittal of Meeting Agenda

Meeting Date: June 8, 2017

Time: 1:00 p.m.

Location: SRTC Office, The Paulsen Center Building  
421 W Riverside Ave Suite 500, Spokane WA 99201

The next SRTC Board meeting will be held at the SRTC office at the time and place noted above. The agenda and supporting information are enclosed for your review.

The SRTC offices are located in the Paulsen Center building on east side of the fifth floor. Paid parking is available in many surface parking lots in the surrounding area. Please contact Julie Meyers-Lehman at the SRTC office if you have questions about parking.

The Paulsen Center Building is two blocks east of the STA Plaza and served by all Spokane Transit routes. Please refer to STA's website for routes to the Paulsen Center building here: <https://www.spokanetransit.com/>

SRTC is committed to nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964, and Civil Rights Restoration Act of 1987 (P.O. 100.259) and the Americans with Disabilities Act. Reasonable accommodations can be requested by contacting the SRTC office by telephone at (509) 343-6370 or by email at [contact.srtc@srtc.org](mailto:contact.srtc@srtc.org) at least 48 hours in advance.

**Meeting Notification  
Spokane Regional Transportation Council Board**

Date: June 8, 2017  
Time: 1:00 p.m.  
Location: SRTC, The Paulsen Center Building  
421 W Riverside Ave, Suite 500, Spokane WA 99201

**AGENDA**

1. Call to Order
2. Roll Call / Record of Attendance / Excused Absences
3. Public Comments
4. Executive Director's Report
5. **Action** Consent Agenda
  - a) May 11, 2017 Meeting Minutes
  - b) May 2017 Vouchers
6. **Action** State Fiscal Year (SFY) 2018 Unified Planning Work Program (UPWP)
7. **Information & Discussion**
  - a) Horizon 2040 Scenario Planning Update
  - b) Spokane Regional Traffic Management Center Report
  - c) Update of Federal Fiscal Year (FFY) 2017 Project Delivery
8. SRTC Board Comments
9. Adjournment

## MEETING MINUTES

Agenda Item 5a

Spokane Regional Transportation Council Board  
Thursday, May 11, 2017  
SRTC Office, 421 W Riverside Ave, Ste 500, Spokane WA

### **1. Call to Order**

Chair Tom Trulove brought the meeting to order at 1:02 pm.

### **2. Roll Call/Record of Attendance – Excused Absences**

#### **Board Members Present:**

Mayor Tom Trulove, City of Cheney	Larry Krauter, Spokane Airports
E. Susan Meyer, Spokane Transit Authority	Josh Kerns, Spokane County Commissioner
Mayor Steve Peterson, City of Liberty Lake	Aspen Monteleone, Councilmember, City of Airway Heights
Ed Pace, Councilmember, City of Spokane Valley	Ben Wick, TAC Chair
Matt Ewers, Freight Representative	Brandon Blankenagel, TTC Chair
Larry Stone, Major Employer Representative	Mike Gribner, WSDOT-Eastern Region
Dee Cragun, Small Towns Representative	

#### **Board Members Not in Attendance:**

Al French, Spokane County Commissioner	Joe Tortorelli, Washington State Transportation Commission
Lori Kinnear, Councilmember, City of Spokane	Amber Waldref, Councilmember, City of Spokane

#### **Board Alternates Present**

Ben Stuckart, Council President, City of Spokane

#### **Guests Present:**

Stanley Schwartz, Legal Counsel	Rich Burnett, Citizen
Karl Otterstrom, Spokane Transit Authority	Paul Kropp, TAC
Brandi Colyar, Spokane County	Chad Coles, Spokane County
Sabrina Minshall	Janet Sharp, WSDOT

#### **SRTC Staff Present:**

Ryan Stewart, Interim Executive Director/Senior Transportation Planner	Eve Nelson, Senior Transportation Planner
Staci Lehman, Communications Coordinator	Amanda Mansfield, Assoc. Transportation Planner
Anna Ragaza-Bourassa, Senior Transportation Planner	Julie Meyers-Lehman, Administrative Assistant

Chair Trulove read the names of the following members who have requested an excused absence from this meeting: Commissioner Al French, Mr. Joe Tortorelli, Councilmember Lori Kinnear, Councilmember Amber Waldref

**Mr. Peterson made a motion to excuse the absences. Mr. Pace seconded the motion, which passed unanimously.**

**Mr. Krauter made a motion to amend the agenda with addition of a Resolution 4a to be read at such time. Ms. Meyer seconded the motion, which passed unanimously.**

### **3. Executive Session to Evaluate the Qualifications of Applicants for Public Employment under RCW 42.30.110 (g)**

Chair Trulove announced the Board would go into Executive Session for the purpose of evaluating the qualifications of an applicant for public employment; he stated it would last approximately 10 minutes. Executive Session convened at 1:05 pm.

At 1:17 pm Mr. Schwartz announced the Executive Session was expected to take another 10 minutes. At 1:23 pm the Executive Session ended and regular session reconvened.

### **4. Selection of SRTC Executive Director**

Chair Trulove summarized the Executive Director search process and timeline. He said there were four finalists; one accepted employment elsewhere and one withdrew their application for personal reasons, and the two remaining candidates were both exceptional. He stated that after the interview process on April 27, 2017 and subsequent deliberation, the Board Administrative Committee (BAC) unanimously recommended to the Board Ms. Sabrina Minshall for the position of SRTC Executive Director. Chair Trulove stated he would accept a motion to approve the recommendation and the employment agreement associated with it.

**Mr. Pace made a motion to accept the recommendation as presented.**

**Mr. Krauter requested the motion be amended to be: Approval to hire Sabrina Minshall as the SRTC Executive Director based on the terms and conditions of the employment agreement and to authorize the execution of the employment agreement by SRTC Board Chair Tom Trulove.**

**Mr. Pace agreed to accept the amendment to the original motion. Ms. Meyer seconded the amended motion. A vote was taken and the motion passed unanimously.**

#### **4a. Resolution 17-01 Commending Ryan Stewart for Outstanding Service as Interim Executive Director of the Spokane Regional Transportation Council**

Mr. Krauter read the resolution in full: "WHEREAS, Ryan Stewart, a Senior Transportation Planner at SRTC, was asked by the SRTC Board of Directors to serve as the Interim Executive Director of the SRTC in December 2016 ; and WHEREAS, Ryan Stewart responded to the SRTC Board's request and accepted the additional management responsibilities of leading the SRTC staff during the selection process for the Executive Director position; and WHEREAS, Ryan Stewart faithfully and diligently carried out the organizational management responsibilities entrusted to him by the SRTC Board as the Interim Executive Director while also performing the tasks of his position as Senior Transportation Planner; and WHEREAS, Ryan Stewart, demonstrated dedication and skill in working in cooperation with his fellow staff colleagues and the Board members to continue to produce excellent work products, processes and policy recommendations in order to carry out the mission of SRTC; and WHEREAS, the SRTC Board has completed the selection process for the Executive Director position and wishes to recognize Ryan Stewart's contributions; NOW THEREFORE BE IT RESOLVED THAT, THE Policy Board of the Spokane Regional Transportation Council of Washington commends Ryan Stewart for his exemplary service to the SRTC and expresses its appreciation for his efforts as Interim Executive Director, and his service to all transportation industry stakeholders and government partners that we serve in Spokane County".

**Mr. Krauter made a motion to approve the Resolution. Mr. Peterson seconded the motion, which passed unanimously.**

### **5. Public Comments**

There were no public comments.

## 6. Interim Executive Director's Report

Mr. Stewart reported that on April 24 SRTC staff hosted an exploratory Scenario Planning Workshop for the Transportation Advisory Committee and Transportation Technical Committee and 21 participants attended. He described the purpose of the workshop and the topics covered. He noted that information obtained at the workshop will be analyzed and used in the Horizon 2040 update.

He announced that he had recently signed the MPO/RTPO funding agreement with WSDOT which will be effective July 1, 2017 through June 30, 2019. He said this agreement went through a detailed review process last year by the previous SRTC Executive Director, other MPO/RTPO representatives, and WSDOT.

Mr. Stewart said information was received at SRTC earlier this week regarding five regional projects which received funding under the WSDOT Consolidated Public Transportation Grant Program, totaling just over \$1.5 million.

He stated the Washington State Legislature recently passed the State Transportation Budget, however the status of the funding for the projects on the freight priority list submitted last year was not yet clear.

Mr. Stewart noted that as of March 31, 2017 local agencies have obligated approximately 53% of the \$11.7 million regional obligation target.

Chair Trulove called for questions; there were none and he thanked Mr. Stewart for his report.

## 7. Consent Agenda - Minutes of the April 13, 2017 Board Meeting and April 2017 Vouchers

Recap for April, 2017:	
Vouchers: V120382 to V120406	\$ 44,841.46
Salaries/Benefits: Warrant Nos: 382492-382502 and 384708-384718	\$ 73,760.78
Interfund, other expenses, and reimbursements processed directly by the City of Spokane	\$ 2,498.33
	\$ 121,100.57

**Ms. Cragun made a motion to approve the Consent Agenda as presented. Mr. Pace seconded the motion, which was unanimously approved.**

### 8a. Horizon 2040 Chapter Two Update

Ms. Nelson explained that each chapter of Horizon 2040, the long-range regional transportation plan, will be brought before the Board throughout the year and said Chapter Two covers the evolution of existing conditions of Horizon 2040.

She described the most recent regional statistics on:

- Spokane County population
- Mode of Travel to Work
- Vehicle Miles Traveled
- Total STA Boardings
- Airport Cargo
- Bicycle and Pedestrian Trail Usage
- Travel Time to Work
- Average Travel time on I-90 from Argonne Rd to Division St.
- Federal Performance Measures
- Interstate System Pavement Condition

Ms. Nelson summarized the top eight regional issues:

- Additional funding for operations, maintenance and preservation
- Improving pedestrian & bicycle connectivity and accessibility
- Addressing the region's deficient bridges
- Increasing access & frequency to public transportation services
- Solutions to reduce serious injuries and fatalities
- Support access & mobility to the airports and Fairchild Air Force Base
- Ensure efficient freight movement, reduce rail/road conflicts
- Sustain the region's quality of life

Mr. Stone relayed his concerns about the accuracy and clarity of the data that illustrate vacant lands and economic vitality.

Mr. Krauter stated that the Board established the Horizon 2040 Guiding Principles and reviewed the performance measures, but it might be time to revisit the performance measures.

Mr. Ewers asked for clarification about bicycle commuting statistics. Mr. Peterson asked for information about the trail counters and Mr. Gribner responded. Mr. Kerns inquired about the percentage rates for walking and public transportation in the Mode to Work graphic; Mr. Otterstrom provided additional information.

There were no additional questions or comments and Chair Trulove thanked Ms. Nelson for her presentation.

#### **8b. State Fiscal Year (SFY) 2018 Unified Planning Work Program (UPWP)**

Ms. Mansfield noted this agenda item was for information and discussion however the Board will be asked to approve the document at the June meeting.

She described UPWP federal requirements and outlined the nine work task categories. She presented the development schedule and reported on the successful on-site coordination meeting between SRTC, STA, WSDOT-Eastern Region, Federal Highway Administration and Federal Transit Administration on April 19. Ms. Mansfield stated no significant feedback was received in terms of how to improve or change the UPWP document.

She called for questions; Mr. Pace noted that a representative from the City of Spokane had attended the meeting and inquired why other cities had not participated. Ms. Mansfield stated that Ms. Katherine Miller from City of Spokane attended of her own accord; required attendees for the coordination meeting were SRTC, STA, WSDOT-Eastern Region and the two federal agencies.

Chair Trulove thanked Ms. Mansfield for her presentation.

#### **9. SRTC Board Comments**

Ms. Meyer observed that the King County Transit mode split is 12%, to give some context to 3% for the Spokane Region.

Chair Trulove stated that he appreciated the extraordinary efforts of Mr. Krauter, Ms Meyer and the rest of the Board Administrative Committee in the Executive Director search process. He commended Mr. Stewart for his contributions during the transition period and presented him with a token of appreciation from the Board.

## **10. Adjournment**

There being no further business, the meeting adjourned at 2:07 p.m.

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Julie Meyers-Lehman  
Recording Secretary

**SPOKANE REGIONAL TRANSPORTATION COUNCIL  
VOUCHERS PAID FOR THE MONTH OF MAY 2017**

As of this date, June 8, 2017, the Spokane Regional Transportation Council approves the payment of the May 2017 vouchers included in the following list in the amount of \$ 124,091.70

Chair

Date	Voucher	Vendor	Description	
04/25/17	V120407	Diamond Plaza LLC	Paulsen Center Suite 500/504 Rent for May 2017	5,943.25
	V120408	American Planning Association	RS Annual APA membership dues	461.00
	V120409	Visionary Communications, Inc.	Telephone: Fiber Services, May 2017	953.31
	V120410	KBW Consulting	Consulting on Horizon 2040 update; Scenario Planning	3,825.00
05/02/17	V120411	Verizon Wireless	IT Services: Wireless Services for Public Outreach Tablets, 4/24/17-05/23/17	40.04
	V120412	Staci Lehman	SL Per Diem - Environmental Justice Workshop, Washington D.C. April 26-27	224.00
05/05/17	V120413	WA State Dept of Retirement	Employee and Employer Contributions: April 2017	10,091.08
	V120414	Spokesman Review	Public Notice: Executive Director Candidate Reception 4-26-17	52.24
	V120415	Konica Minolta Business Solutions	Lease - Copier: May 2017; Usage April 2017	273.79
	V120416	Prothman Company	3rd of 3 Professional Fee installments for SRTC E.D. recruitment	6,000.00
05/09/17	V120417	Prothman Company	Prothman reimburseable expenses	2,206.11
	V120418	Integra	Telephone: Lines to 5/7/17 and Long Distance for April 2017	507.26
05/11/17	V120419	PTV America Inc.	VISSIM and VISUM software maintenance to 5-31-18	8,979.37
	V120420	Davenport Hotel	Exec. Dir. Reception & interview event; candidate hotel rooms and airport shuttle	3,143.85
	V120421	Spokane County Treasurer	Software Support: ESRI-Prepay for April 2018; Ped Hosting, April 2017	787.24
	V120422	Vic B. Linden & Sons Sign Adv., In	SRTC Logo & install sign on Suite 504 door	150.14
	V120423	Greg Griffin	Mileage reimburse 4/20/17 to 5/11/17	37.34
	V120424	Anna Ragaza-Bourassa	ARB mileage & lunch reimburse for TMUG mtg in Ellensburg WA	197.11
	V120425	Advanced Systems Design	Data cabling Paulsen Suite 504	5,523.48
05/24/17	V120426	Witherspoon Kelley Attorneys	Legal Services for April 2017	550.00
		Spokane, City of - Salaries/Benefits	Pay Periods Ending: 5/06/17 and 5/20/17	73,870.92
		Spokane, City of - MIS	IF DP Services: April 2017	275.17
<b>TOTAL MAY 2017</b>				<b>124,091.70</b>

Recap for May 2017:	
Vouchers: V120407 to V120426	49,945.61
Salaries/Benefits: Warrant Nos: 386950-386960 and 389209-389219	73,870.92
Interfund, other expenses, and reimbursements processed directly by the City of Spokane	275.17
	<u>124,091.70</u>



**MEMORANDUM**

DATE: June 1, 2017

TO: Members of the SRTC Board

FROM: Amanda Mansfield, Associate Transportation Planner

SUBJECT: SFY 2018 Unified Planning Work Program (UPWP)

**Summary**

The Unified Planning Work Program (UPWP) contains information about the transportation planning projects that will be undertaken by Spokane Regional Transportation Council (SRTC) in the Spokane region during the 2018 state fiscal year (SFY): July 1, 2017 – June 30, 2018. The UPWP also includes major planning activities identified by Spokane Transit Authority (STA) and Washington State Department of Transportation (WSDOT) Eastern Region in a separate appendix. It is a fundamental document that spells out the core functions, planning studies, technical support and ongoing planning activities that are being conducted by the agency as well as the federal, state, and/or local funding sources for this work. The SFY 2018 UPWP addresses SRTC’s core programs and functions as well as emerging transportation planning needs identified in Horizon 2040.

The Board was provided with an overview of the SFY 2018 UPWP development process and schedule at the March meeting. The document was presented to the Board for review at their May meeting. The SFY 2018 UPWP is included in your packet (see **Attachment**). Please refer to the SFY 2018 UPWP development schedule for an overview of important upcoming dates associated with this process.

SRTC SFY 2018 UPWP Development Schedule	
Key Due Dates	Key Action Date
June 8, 2017	Board approval of SFY 2018 UPWP
June 16, 2017	Approved SFY 2018 UPWP submitted to WSDOT TRCO
June 21, 2017	WSDOT TRCO submitted approved SFY 2018 UPWP to FHWA/FTA
June 30, 2017	FHWA/FTA UPWP approval date
July 1, 2017	SFY 2018 UPWP takes effect

**Public Involvement**

The SFY 2018 UPWP was discussed at the January, March, and May TAC meetings, the April and May TTC meetings, and the March and May SRTC Board meetings, all of which were open to the public.

**Policy Implications**

The purpose of the UPWP is to meet federal MPO unified planning work program requirements as well as the state RTPO work program requirements. The UPWP also fosters regional coordination and collaboration on proposed planning activities over the next SFY (July 1 – June 30).

**Technical Implications**

On April 19, 2017 the WSDOT Tribal and Regional Coordination Office, Public Transportation Division, and Eastern Region Planning Office, along with the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) conducted an on-site review of the SFY 2018 UPWP. After Board approval on June 8, the UPWP will be submitted to WSDOT who will in turn submit to FHWA and FTA for approval by June 30. The SFY 2018 UPWP will be in effect beginning July 1, 2017.

**Prior Committee Actions**

The SFY 2018 UPWP was provided to the TAC for review at their March meeting and via their April email update and to the TTC at their April meeting. The comment deadline was May 3. No comments were received. At their respective May meetings, the TAC and the TTC were asked to provide a recommendation of Board approval of the SFY 2018 UPWP. The TTC provided the requested recommendation. The TAC provided the recommendation along with an additional recommendation. The TAC's motion is as follows:

“The SRTC Transportation Advisory Committee (TAC) recommends the SRTC Board approve the SFY 2018 SRTC Unified Planning Work Program (UPWP). Due to the 12-year gap in the agency conducting a regional household travel characteristics study that may potentially weaken the baseline of data for the update of the metropolitan transportation plan, the TAC recommends that the SRTC Board consider ways and means to contract for such a study as soon as possible.”

**Requested Action**

Approval of the SFY 2018 UPWP.

## MEMORANDUM

DATE: June 1, 2017

TO: Members of the SRTC Board

FROM: Eve Nelson, Senior Transportation Planner

SUBJECT: Horizon 2040 Scenario Planning Update

### Summary

SRTC is currently updating its long range transportation plan, Horizon 2040. As part of the update and per federal guidance, SRTC is including scenario planning in the update. The exploratory scenario planning process provides narratives about uncertainties concerning the area transportation system and how the future *might* unfold. This is so the agency can intentionally develop long range plans to recognize and adapt to potential changing aspects in transportation. The Washington State Department of Transportation (WSDOT) is currently using this scenario planning tool to update the Washington Transportation Plan. SRTC's scenario planning process mirrors WSDOT's process.

The following uncertainties about the future were identified for this process.

#### Area Development Trends

- The majority of development is focused on the urban fringe, increasing average travel distances in the future.
- A large portion of development is focused in the urban core, reducing average travel distances and increasing the viability of alternatives to the automobile.

#### Transportation System Operations and Maintenance

- New funding provides the resources to adequately operate and maintain the transportation system. However, new delivery methods will be needed to accommodate the significant increase in capital projects and their associated disruptions to residents and businesses.
- Funding is not adequate to operate and maintain the transportation system, necessitating new methods to identify the most critical projects for the region.

These uncertainties were discussed and evaluated against the current policies in Horizon 2040 in a joint Transportation Advisory Committee (TAC) and Transportation Technical Committee (TTC) workshop, under the leadership of KBW Consulting. The process resulted in recommendations to consider including in Horizon 2040 as additional policy language in the Guiding Principles or Strategies.

The joint workshop results lead to the following recommendations:

- Enhance Regional Coordination and Cooperation
- Enhance Planning for a Resilient Transportation System
- Increase Trends Monitoring and Data Analysis to Anticipate Changing Conditions
- Establish a Regional Technical Assistance Program
- Consider Opportunities to Better Integrate Transportation, Land Use and Economic Development Planning.

The final *Scenario Planning Recommendation* report can be found in the **Attachment**. SRTC staff will consider these recommendations for inclusion in the Horizon 2040 update. Also it's important to note, several of the recommendations impact the agency's mission and resources and therefore require additional discussion as an SRTC Board agenda item or workshop at a later date before moving forward.

### **Public Involvement**

The public involvement process for Horizon 2040 has been ongoing and continuous throughout the development of the plan. A formal public comment period will be scheduled in the fall of 2017 and the report will be available at [www.srtc.org](http://www.srtc.org).

### **Policy Implications**

Horizon 2040 establishes the regional transportation policies for the next 20+ years.

### **Technical Implications**

Horizon 2040 assists the Board in developing regional priorities and selecting projects for Surface Transportation Block Grant (STBG) Program, Congestion Mitigation and Air Quality (CMAQ), and STBG Set-Aside (formally TAP) funding. Additionally, the Board is responsible for ensuring that all federally funded transportation projects are consistent with Horizon 2040.

### **Prior Committee Actions**

The SRTC Board has been briefed on Horizon 2040 throughout the year. The update to Horizon 2040 will have TAC, TTC and SRTC Board review throughout 2017.

### **Requested Action**

This item is provided for information and discussion.



## MEMORANDUM

**Date:** May 30, 2017  
**To:** Eve Nelson, SRTC  
**From:** Kevin Wallace  
**Subject:** Task 4: Scenario Planning Recommendations

The purpose of this memorandum is to provide scenario planning recommendations for SRTC to consider in the Horizon 2040 update and in the overall regional planning process. The memorandum includes the following four sections: 1) Process Summary; 2) Policy Analysis; 3) Scenario Planning Recommendations; and 4) Horizon 2040 Strategies.

### Process Summary

SRTC is currently updating its long-range transportation plan (Horizon 2040). This exploratory scenario planning process was undertaken to assist SRTC in evaluating the plan's flexibility and resilience in preparing for an uncertain future. The process has included the following steps:

- Review Horizon 2040 Guiding Principles
- Identify uncertainties that could disrupt Horizon 2040 Guiding Principles
- Identify two relevant uncertainties
- Develop scenarios around those two uncertainties
- Scenario planning joint workshop with TAC and TTC members
- Scenario planning recommendations

Additional information about the overall study process is available in the following documents, which were previously provided to SRTC:

- SRTC Scenario Planning Scope of Work: January 24, 2017
- Task 2 Memo: Identification of Potential Scenario Planning Topics: January 27, 2017
- April 24<sup>th</sup> workshop materials
- Task 3 Memo: Workshop Summary: May 1, 2017

SRTC staff identified two critical uncertainties based on topics that occur in regional planning conversations and are relevant to the present planning environment. The two critical uncertainties evaluated in the April 24<sup>th</sup> joint workshop are summarized below. Risks and opportunities associated with the scenarios that were prepared around these uncertainties are presented in the Appendix of this Memorandum.

- Area Development Trends
  - Urban fringe development
  - Urban core development

- Operations and Maintenance
  - Funding increases for future transportation capital projects and for operations and maintenance
  - Funding decreases and is not adequate for future capital projects and for operations and maintenance

## Policy Analysis

Regional transportation policy provides the fundamental building block for a rational decision making process. An effective transportation policy framework provides an appropriate balance of flexibility and specificity. Policies that are overly general provide a high level of flexibility, but may not provide enough direction for decision making. On the other hand, overly specific (or rigid) policies can constrain decision makers in their deliberations about an appropriate course of action. Often, the best solution is a framework that includes both general (intention setting) and specific (direction setting) policies.

An in-depth policy analysis is beyond the scope of this project. However, we can gain some insights by reviewing the existing Horizon 2040 policies in relation to the key risks and opportunities identified at the April 24<sup>th</sup> workshop (**see Tables 1 and 2 in the Appendix**). From this level of evaluation, Horizon 2040 addresses 25 of the 31 risks and six of the nine opportunities identified. However, it is important to note that this evaluation is qualitative in nature and does not address the impacts of the policies on the risks and opportunities. In other words, we know that the policies address most of the risks and opportunities at some level; what we don't know is how effectively they are being addressed.

With that understanding, the Horizon 2040 policy structure effectively sets out the intent of regional decision makers and is well integrated with the plan's Guiding Principles. In addition, Horizon 2040 includes seven strategies that provide additional information about how the region intends to implement the policies. However, as discussed at the April 24<sup>th</sup> workshop, there are areas where the plan could be more specific in terms of establishing regional transportation policy. To this end, Tables 1 and 2 also present general strategies for each group of risks and opportunities, which are more clearly defined in the following section. Some of the strategies discussed at the workshop are not brought forward in these recommendations. SRTC staff may want to review the workshop summary and tables in this appendix to see if there are other issues that should be brought forward in the Horizon 2040 update.

## Recommendations

The following recommendations are based on SRTC's exploratory scenario planning process. More detailed information follows on each recommendation. Each recommendation will require careful consideration by SRTC staff, advisory committees, and Policy Board.

1. Expand Regional Coordination
2. Enhance Planning for a Resilient Transportation System
3. Increase Trends Monitoring and Data Analysis to Anticipate Changing Conditions
4. Establish a Regional Technical Assistance Program
5. Consider Opportunities to Better Integrate Transportation, Land Use, and Economic Development Planning

## 1. Expand Regional Coordination

### Recommendation

Develop a new policy and strategy that defines SRTC's approach to engaging partners in the transportation planning process. The strategy should include existing partners (e.g., cities and towns) and service providers such as school districts, medical institutions, and utility providers.

### Sample Policy Language

Guiding Principle 2: Cooperation and Leadership

New Policy: **Strengthen avenues of coordination with community service providers such as school districts, medical institutions, and utility providers.**

### Purpose and Rationale

Workshop participants noted the importance of incorporating service providers in the regional transportation planning process. For example, plans for locating new schools should be considered in the Horizon 2040 update. Similarly, utility companies such as Avista and medical facilities can have a significant influence on future land development. SRTC should consider expanding its coordination efforts to include these regional partners.

## 2. Enhance Planning for a Resilient Transportation System

### Recommendation

Include a policy and associated strategies in Horizon 2040 to make the transportation system more sustainable and resilient to the possible negative impacts of climate change. Existing Horizon 2040 language for Strategy 3 (page 4-25) related to the creation of a pavement management system should be expanded to a regional asset management system that includes measures to consider the resilience of existing and new infrastructure.

### Sample Policy Language

Guiding Principle 3: Stewardship

New Policy: **Establish planning and asset management mechanisms to increase the resilience of the regional transportation system.**

### Purpose and Rationale

On December 4, 2015, President Obama signed into law the Fixing America's Surface Transportation Act, or "FAST Act." The new transportation law established new rules for metropolitan transportation planning, as defined in the Code of Federal Regulations (49 CFR Part 613). In particular, Section 450.306(b)(9) requires an MPO's long range transportation plan to "improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation."

The Federal Highway Administration's (FHWA's) website includes information on planning for climate change and resilience, which it defines as "an ability to anticipate, prepare for and adapt to changing conditions and withstand, respond to, and recover rapidly from disruptions." FHWA recommends that measures to increase resilience include:

- **Existing Infrastructure Resilience:** Existing transportation infrastructure is owned and operated by various public agencies and private firms, and covers an enormous range of ages, service life and levels of sophistication. Existing infrastructure has been built based on many different design standards, and its current and future environmental risk is similarly varied. As environmental risks change, the probability of unexpected failures may increase. Further, as existing infrastructure approaches the end of its service life, decisions about replacement or abandonment should, but may not currently, take into account changing future risks.
- **New Infrastructure Resilience:** Similarly, newly constructed infrastructure should be designed and built in recognition of the best current understanding of future environmental risks. For this to happen, understanding of projected climate changes would need to be incorporated into infrastructure planning and design processes, across the many public and private builders and operators of transportation infrastructure.
- **System Resilience:** Transportation systems are more than just the sum of their individual parts. Some elements are important because of their vital economic role, absence of alternatives, heavy use, or critical function. The National Airspace System, for example, plays a vital economic role, while hurricane evacuation routes perform a critical function. Transportation systems are potentially vulnerable to the loss of key elements. Selectively adding redundant infrastructure may be a more efficient strategy than hardening many individual facilities on the existing system. System resilience is best viewed across transportation modes and multiple system owners. While some key elements are obvious, other dependencies may be less well recognized. For example, some airports rely on petroleum pipelines, which may depend, in turn, on electric power for pumping. Transportation systems are also interdependent when passengers or freight carriers rely on multiple transportation modes to reach their destination.

<https://www.transportation.gov/mission/sustainability/adapting-climate-change>

An important issue discussed at SRTC's scenario planning workshop was the opportunity to develop a regional asset management system. To address FAST Act requirements related to resilience, the asset management system could be developed to incorporate climate variability and change impact considerations.

### **3. Increase Trends Monitoring and Data Analysis to Anticipate Changing Conditions**

#### Recommendation

Create a transportation policy and strategy that defines a routine data monitoring and analysis program to identify changing regional conditions. Specific emphasis should be on establishing a regional transportation asset management program, increasing the flexibility in SRTC's financial forecasting, and monitoring demographic and growth trends.

#### Sample Policy Language

Guiding Principle 2: Cooperation and Leadership

Revised Policy 2d: **Establish and maintain a regional data monitoring and analysis program to improve the region's ability to plan for changing conditions. Include transportation, land use, financial, economic, and demographic data in the program.**



### Purpose and Rationale

This scenario planning process has illustrated the importance of planning for an uncertain future. Sometimes change happens suddenly and sometimes change is more subtle and difficult to detect. For example, demographic trends indicate that the population of Spokane County is growing older and is living in smaller households than in the past. Horizon 2040 recognizes these trends in a general sense, but doesn't include specific recommendations to address their impacts.

Similarly, as required by federal law, Horizon 2040 is based on projected financial resources. These forecasts are reviewed every four years when the plan is updated. During the plan update, SRTC should report on the actual revenues in relation to the forecasted revenues and should consider policy changes if the actuals are significantly higher or lower than the forecasts. This issue is important from a policy perspective because SRTC may wish to change existing funding allocations if revenues are coming in significantly higher or lower than anticipated. In the case of lower revenues, the region may also want to consider opportunities to increase funding.

## **4. Establish a Regional Technical Assistance Program**

### Recommendation

Establish a new policy and strategy to establish a technical assistance program. The purpose of the program would be to assist local agencies in planning for future transportation challenges, including transportation resilience, linking transportation and land use planning, asset management planning, and alternative project delivery methods.

### Sample Policy Language:

Guiding Principle 2: Cooperation and Leadership

New Policy: **Establish and maintain a Regional Technical Assistance Program to assist SRTC members in planning for future transportation challenges.**

### Purpose and Rationale

A topic of discussion at the April 24<sup>th</sup> workshop was how some local agencies are less prepared than others to deal with an uncertain future. In particular, smaller agencies do not have the technical resources to conduct much of the needed planning work. Many regional agencies across the country provide technical assistance programs to their members.

For example, the Wasatch Front Regional Council (WFRC) has a Transportation and Land Use Connection Program that provides technical assistance such as staff time, consulting, and training to local communities for planning, implementation, and visioning efforts that proactively address anticipated growth. The program encourages communities to integrate their land use and regional transportation plans through the Wasatch Choice Vision key growth principles.

[http://www.wfrc.org/new\\_wfrc/index.php/wfrc-programs/transportation-and-land-use-connection](http://www.wfrc.org/new_wfrc/index.php/wfrc-programs/transportation-and-land-use-connection)

## **5. Consider Opportunities to Better Integrate Transportation, Land Use, and Economic Development Planning**

### Recommendation

SRTC should consider opportunities to improve the integration of transportation, land use, and economic development planning.

### Sample Policy Language

Guiding Principle 2: Cooperation and Leadership

New Policy: **Explore opportunities with area partners to improve the integration of transportation, land use, and economic development planning.**

### Purpose and Rationale

Transportation decisions can have a profound impact on regional growth patterns, economic vitality, and overall quality of life. The scenario planning workshop reinforced the importance of effective regional collaboration to address uncertainty in the transportation planning process. Workshop participants stressed the importance of regional coordination to address interconnected transportation, land use, and economic development issues. Examples of topics that should be considered would include the following:

- Growth occurring faster, slower, or in different locations than anticipated
- Encouraging transportation efficient land use patterns (e.g., mixed use development)
- Ensuring that transportation investments are strategically placed to support regional economic development objectives
- Ensuring that transportation projects are right-sized in relation to land use and economic development objectives
- Integrating transportation infrastructure investments with other services and utilities

Regions across the country have addressed the need for more interconnected planning in a myriad of different ways, ranging from enhanced voluntary coordination (as presented below on Des Moines, Iowa) to stringent regulatory frameworks (e.g., Portland, Oregon). The purpose of this section isn't to suggest an approach for the SRTC region; rather, the intent is to illustrate the wide range of options that are used in other parts of the country.

### **Voluntary Coordination – Des Moines, Iowa**

The Des Moines metropolitan area is one of the nation's hotspots for new businesses, startups, and millennials. It has been ranked among the best cities for young professionals and jobs. Key industries include insurance and financial services, data centers, ag-bioscience, advanced manufacturing, and logistics. Much of the region's economic success can be attributed to collaboration among business, government, and community groups. The Des Moines Area MPO has been effective in integrating transportation priorities into the broader conversations about growth and improving the region's quality of life.

In looking at the Des Moines model, it's important to stress the voluntary nature of the work being done. There is no regulatory framework that requires the integration of land use, transportation, and economic development planning; rather, the regional partners have worked together to integrate a multitude of issues, including multimodal transportation investments, job retention and creation, equity and diversity, natural resource protection, quality of life, affordable housing, and others. Following are short summaries of some of the key regional plans in the Des Moines region.

Mobilizing Tomorrow is the long-range transportation plan (2050) for the Des Moines region. It outlines how the MPO's member communities will invest approximately \$600 million in transportation funding over the next 35 years.

<https://dmampo.org/mobilizing-tomorrow/>

The Tomorrow Plan is also created and approved by the Des Moines Area MPO. It is a forward-thinking plan for the sustainable development of the Greater Des Moines region over the next 40 years. The Tomorrow Plan was adopted by the region in 2013 as a voluntary guide of best practices. The plan is being implemented by individuals, community organizations and local governments with support and coordination from the MPO.

A Steering Committee, composed of business, community, and government representatives, was formed in 2010 to guide the planning process. Once the plan was completed, the Steering Committee transitioned to implementing the plan's goals and objectives. In 2015, a smaller Implementation Team was created to focus on devising and carrying out implementation tactics.

Another important element of this process is the Tomorrow Plan Today, an annual publication celebrating the successes of the previous year of implementation and looking ahead to the major initiatives of the coming year.

<https://dmampo.org/the-tomorrow-plan/>

Capital Crossroads is a vision plan for the Greater Des Moines area and central Iowa. The process is managed by three tri-chairs, a director, and a board from multiple business, government, and community groups. The Capital Crossroads program is centered around 10 capitals (e.g., business, social, governance) and implementation work is carried out by nearly 700 volunteers from throughout the region.

<http://www.capitalcrossroadsvision.com/>

### **Integrated Transportation and Land Use Planning – Sacramento, California**

The Sacramento Area Association of Governments (SACOG) has long been a national leader in scenario planning work that links transportation and land use planning. In 2002, the Sacramento region faced a prospective future of worsening congestion and air pollution, based on current land-use patterns, transportation funding levels, and transportation investment priorities. To address these challenges, the SACOG Board of Directors initiated the Sacramento Region Blueprint Project, an extensive study of the linkages between transportation, land use and air quality.

As its core goal, the Blueprint Project supports local governments with high quality data and modeling tools so that decisions regarding future growth and its impacts on quality of life issues such as traffic congestion and air pollution could be made with the best information available. In addition to developing detailed land-use and travel data, an extensive community outreach effort was conducted to develop and assess guiding principles for the region's long-term growth. Through its public outreach and education component, a wealth of technical data for local decision makers, and funding for "smart growth" development, the Blueprint provides a tangible opportunity to help make Sacramento as attractive tomorrow as it is today.

The Sacramento Region Blueprint is a smart growth vision for the region that was adopted by the SACOG Board of Directors in 2004. The spirit of the Blueprint is to integrate land use and transportation planning to curb sprawl, cut down on vehicle emission and congestion to improve the quality of life for residents of the region.

It accomplishes this by implementing smart growth principles that encourage a variety of housing options closer to employment, shopping, and entertainment hubs, which gives options for people to walk, bike, or take public transportation to work and play. Key Blueprint Growth Principles include the following:

- Transportation Choice
- Compact Development
- Mixed-Use Development
- Housing Choice and Diversity
- Use of Existing Assets
- Natural Resource Conservation
- Quality Design

<http://www.sacog.org/sacramento-region-blueprint>

The Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS) for the Sacramento region supports the Sacramento Region Blueprint by providing increased transportation options while reducing congestion, shortening commute times, and improving air quality. The MTP/SCS is a key component of the quality of life and economic health of the Sacramento region.

<http://www.sacog.org/metropolitan-transportation-plansustainable-communities-strategy>

### **Integrated Transportation, Land Use, and Economic Development Planning – Salt Lake City, Utah**

The Salt Lake City region is recognized as a national leader in transportation and growth management planning. From the statewide *Envision Utah* project to substantial progress in developing a high quality regional transit system, the Salt Lake region has made impressive strides in planning for a sustainable future.

The Wasatch Front Regional Council (WFRC) is an Association of Governments and the Metropolitan Planning Organization for the region. WFRC utilizes various committees to bring recommendations on transportation, land use/growth, and economic development planning to the Council Board. Following is a summary of the regional planning initiatives that are organized under the WFRC umbrella.

Wasatch Choice established a blueprint for growth that supports a well-functioning economy, improves air quality, and enhances the overall quality of life for residents in Utah's Front Range. Beginning with the *Envision Utah* effort that led to the Quality Growth Strategy in 1999, residents from across the region came together to explore a variety of potential futures and the benefits and disadvantages of each. From an extensive community engagement process, the Wasatch Choice 2040 Vision includes Principles for Growth and a Vision Map. The Wasatch Choice 2050 update is currently underway and represents the most significant update to the Wasatch Choice for 2040 Vision in over a decade.

<http://wasatchchoice.com/>

WFRC's Regional Transportation Plan includes projects to meet the travel needs and improve quality of life within the Wasatch Front for the next 30 years. WFRC developed project lists with residents, local government stakeholders, and partner agencies by collecting project ideas and testing them against the RTP Goals.

[http://www.wfrc.org/new\\_wfrc/index.php/regional-transportation-plan](http://www.wfrc.org/new_wfrc/index.php/regional-transportation-plan)

WFRC also serves as the Economic Development District for the region. Because the region's Comprehensive Economic Development Strategy (CEDS) is prepared by the Council, it is more well integrated with ongoing growth and transportation planning than might otherwise be expected. The 2016 CEDS Annual Update includes a section on Integrated Economic Development, Transportation, and Land Use (page 46). This section is important from a regional planning perspective because it integrates three strategies into the Wasatch Choice 2050 Vision, Regional Transportation Plan, and CEDS:

1. Coordinate transportation investments with economic cluster locational and service needs
2. Coordinate transportation investments to improve access to opportunity
3. Ensure fiscal sustainability through efficient growth and infrastructure investments

Equally important, each of the three integrated strategies includes associated Progress Measures and Collaborative Actions. By residing under the Council's umbrella, regional policy makers are well positioned to consider the full implications of economic development, land use, and transportation issues.

[http://wfrc.org/new\\_wfrc/index.php/wasatch-front-economic-development-district](http://wfrc.org/new_wfrc/index.php/wasatch-front-economic-development-district)

[http://wfrc.org/new\\_wfrc/publications/CEDS/2016%20Comprehensive%20Economic%20Development%20Strategy%20June%202016.pdf](http://wfrc.org/new_wfrc/publications/CEDS/2016%20Comprehensive%20Economic%20Development%20Strategy%20June%202016.pdf)

## Horizon 2040 Strategies

Horizon 2040 includes seven strategies that are intended lead to the development of an integrated multimodal transportation system. Following are suggestions for how the recommendations included in the previous section could be incorporated into Horizon 2040 as part of two new transportation strategies.

### Enhanced regional coordination and cooperation

- Expand Regional Coordination
- Consider Opportunities to Better Integrate Transportation, Land Use, and Economic Development Planning

Effective coordination and cooperation are hallmarks of successful metropolitan regions. When it's done right, local and regional interests are in balance and all the players feel like they have had a voice in the process. Through the Horizon 2040 update process, SRTC could consider the following opportunities:

- Integrate capital planning, design, and construction among local jurisdictions and other utility providers
- Increase coordination to improve project delivery and to minimize disruptions from construction
- Coordinate investments in technology to meet future transportation needs
- Evaluate opportunities to increase funding for needed transportation investments
- Increase coordination among local jurisdictions in transportation, land use, and economic development planning
- Consider a regional charter that defines roles and responsibilities for coordinating transportation, land use, and economic development planning

**Increased focus on plan implementation and monitoring**

- Establish a Regional Technical Assistance Program
- Increase Trends Monitoring and Data Analysis to Anticipate Changing Conditions
- Enhance Planning for a Resilient Transportation System

SRTC has increased its analytical capabilities in recent years. As discussed at the April 24<sup>th</sup> workshop, additional work is needed to help the region prepare for an uncertain future. The purpose of a strategy centered around plan implementation and monitoring is threefold: 1) to ensure that future decisions are based on good information; 2) to help ensure that local agencies are prepared for future uncertainties; and 3) to plan for a resilient transportation system.

- Allocate funding and identify work activities in the annual Unified Planning Work Program (UPWP) for a Regional Technical Assistance Program
- Allocate funding and identify work activities in the UPWP for trends monitoring and data analysis
- Monitor land use changes in relation to transportation investments
- Monitor the condition of transportation infrastructure in relation to transportation investments
- Review land use and demographic trends every four years. If warranted, provide recommendations for changes to funding priorities, call for project evaluation criteria, and local comprehensive plan certification criteria.
- Review the Horizon 2040 financial forecasts every four years. Provide recommendations if actual revenues are significantly (e.g., 20%) above or below the anticipated revenues.
- Monitor environmental risks for existing and new transportation infrastructure

**MEMORANDUM**

DATE: June 1, 2017  
 TO: Members of the SRTC Board  
 FROM: Anna Ragaza-Bourassa, Senior Transportation Planner  
 SUBJECT: Update on FFY 2017 Project Delivery

**Summary**

WSDOT’s Local Agency Federal Obligation Authority (OA) Policy established obligation targets for each Metropolitan Planning Organization (MPO), Regional Transportation Planning Organization (RTPO), and County lead agency for the 2017 federal fiscal year (FFY). The policy applies to three funding sources that the SRTC Board is responsible for in terms of project identification, prioritization, and selection: Surface Transportation Block Grant (STBG) Program, Congestion Mitigation Air Quality (CMAQ), and STBG Set-Aside (formerly TAP).

SRTC’s FFY 2017 obligation target is \$11.71 million. If SRTC fails to meet this target by August 1, some of SRTC’s federal funds may be lost to other regions across the state. There is also the opportunity for SRTC to receive additional funds from other regions that may fail to meet their targeted obligations.

**Regional Obligations to Date**

As of April 30, local agencies have obligated a net \$8.4 million, but have also de-obligated approximately \$0.3 million in STBG, CMAQ and STBG Set-Aside funds this FFY, therefore the net obligations is approximately \$8 million as outlined in **Table 1** below. Therefore SRTC’s Local Agency obligations are currently at 68.8% of the FFY 2017 target. As a point of reference, we were at approximately 45.7% of our delivery target at this time last year.

**Table 1. SRTC’s Current Local Agency Delivery**

Net Amount Obligated	FFY 2017 Delivery Target	% of Target
\$8,057,295*	\$11.71 million	68.8%

\*Obligations 10/1/16-4/30/17

## Status of Unobligated Projects

SRTC staff has reviewed the status of project obligations that are anticipated for the remainder of the fiscal year, including those that were recently selected for additional CMAQ and STBG funding or advanced by the SRTC Board at the March 13, 2017 meeting. Based on the project status information provided by the local agencies, SRTC's estimated delivery of local obligations is expected to exceed the delivery target by approximately \$1.2 million. This assumes that all remaining projects will obligate on schedule by August 1, 2017. This buffer also accounts for the remaining planned de-obligations that we anticipate for the remainder of this fiscal year.

**Table 2. SRTC's Estimated Remaining Obligations**

<b>FFY 2017 Delivery Target</b>	<b>Net Amount Obligated</b>	<b>Remaining Obligations Needed to Meet Target</b>	<b>Remaining Obligations Estimated to Occur by August 1**</b>	<b>Estimated Exceedance of FFY 2016 Target</b>
\$11.71 million	\$8 million*	\$6.3 million**	\$1.4 million	\$1.2 million

\*Obligations 10/1/16-4/30/17.

\*\*Project obligations expected to occur by August 1 are based on project delivery dates as provided by local agency staff.

## Public Involvement

The status of local agency obligations has been discussed at numerous SRTC Board, TTC and TAC meetings this year, which were open to the public.

## Policy Implications

WSDOT's obligation policy has significant implications for SRTC's Transportation Improvement Program (TIP). It has become increasingly important for projects to obligate on schedule and for SRTC and member agencies to keep close track of the status of all projects with STBG, CMAQ, and STBG Set-Aside funds.

## Technical Implications

SRTC staff will continue to monitor obligations of federal funds and the status of the remaining projects expected to obligate prior to August 1. If SRTC fails to meet this target by August 1, some of SRTC's federal funds may be lost to other regions across the state.

## Prior Committee Actions

To position the Region to meet or exceed its FFY 2017 estimated obligation target of \$11.71 million, the SRTC Board took the following action at the March 13, 2017 meeting:

### **Approval of the following additional STBG and CMAQ project selections:**

#### ***STBG projects:***

- Spokane – Sprague Ave, Division to Hamilton (PE only - \$440,000 in STBG funds)
- Spokane County – Harvard Road (RW only - \$749,365 in STBG funds)



***CMAQ projects:***

- Spokane County – Street Sweeper Replacements (\$331,170 in CMAQ funds)
- Millwood – Argonne Road, Empire to Liberty Congestion Relief (PE/RW only - \$205,092 in CMAQ funds)
- Spokane – Centennial Trail Gap, Summit Blvd to TJ Meenach Bridge (PE only - \$150,000 in CMAQ funds)
- Spokane Transit – Division Street High Performance Transit Corridor Improvements (bus purchases - \$1,200,000 in CMAQ funds)

**Approval to advance the following projects currently programmed in 2019 of the current TIP:**

- Airway Heights' Highway 2 Shared Use Path Gap Project (CN phase)
- Fairfield's First Street Sidewalk Upgrades – Carlton Ave to Spokane Ave (CN phase)

**Requested Action**

For information and discussion.