



DATE: April 16, 2018  
TO: Members of the Transportation Advisory Committee  
FROM: Kennet Bertelsen, Chair  
SUBJECT: Agenda for TAC Meeting – **Monday, April 23, 2018– 3:00 p.m.**  
SRTC, 421 W Riverside Ave, Suite 504 (The Paulsen Building)

**AGENDA**

1. Call to Order
2. Roll Call/Record of Attendance
3. Public Comments
4. TAC Chair Report on SRTC Board of Directors Meeting (*Kennet Bertelsen*)
5. **Action** – Approval of March 26, 2018 Meeting Minutes Page 2
6. **Action** – Recommendation to Adopt Mission Statement (*Kennet Bertelsen*) n/a
7. **Information & Discussion**
  - a) Unified Planning Work Program (*Greg Griffin*) Page 6
  - b) SRTC Education Series Public Outreach (*Sabrina Minshall*) n/a
  - c) Call for Projects – Guiding Principles Background and Integration into Selection Criteria (*Anna Ragaza-Bourassa and Eve Nelson*) Page 8
8. TAC Member Comments/Roundtable
9. Staff Report
10. Adjournment

**Next Meeting:** There will be a joint meeting with SRTC’s Transportation Advisory Committee and the Transportation Technical Committee on May 23 at 11:45am. This meeting will replace the regular May TAC meeting and will focus on community walkability and ADA.

**MEETING MINUTES**

Spokane Regional Transportation Council Transportation Advisory Committee  
 March 26, 2018  
 421 W Riverside Ave Suite 504, Spokane, Washington

**1. Call to Order**

Chair Kennet Bertelsen brought the meeting to order at 3:00pm.

**2. Roll Call****Committee Members Present**

- Fred Beaulac
- Greg Francis
- Rosemarie Schmidt
- Margaret Watson
- Kennet Bertelsen
- Donald Moore
- Greg Szabo
- John Dietzman
- Robert Race Sr
- Tom Trulove

**Committee Members Not Present**

- Jim Simon
- Yolanda Lovato

**Guests** - none**Staff**

Mike Ulrich	Senior Transportation Planner	Jason Lien	Senior Transportation Planner
Eve Nelson	Senior Transportation Planner	Julie Meyers-Lehman	Administrative Assistant

**3. Public Comments**

There were no public comments.

**4. Approval of February 26, 2018 Meeting Minutes**

**Mr. Francis made a motion to approve the minutes as presented and it was seconded. The motion passed unanimously, with Mr. Race, Mr. Dietzman and Chair Bertelsen abstaining.**

Chair Bertelsen announced that the order of agenda items has been changed, with item 5a TAC Engagement coming after items 5b and 5c.

**5b. Human Services Transportation Plan**

Mr. Lien defined the Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP), which focuses on transportation services for those with special transportation needs such as the elderly, disabled, low income or rural populations. He noted this will update the existing CPT-HSTP plan, will be done in cooperation with Spokane Transit, outlined the federal requirements, and spoke about funding.

Mr. Lien listed the plan objectives:

- Identify transportation service needs
- Create strategies to meet those needs
- Optimize use of limited resources
- Create a prioritized list of projects

He provided a list of some of the plan stakeholders and providers (Kaltran, Spokane Transit, SMS, Spokane Tribe, etc.) and noted a primary goal is to coordinate services for efficiency and to avoid duplication. He described

plan coordination strategies, and announced the upcoming first working group meeting. He spoke about upcoming public outreach and asked the group what other organizations or areas should staff focus on to provide feedback on the plan and types of services offered. He presented the plan update time line and noted it is scheduled to be finalized and adopted by the SRTC Board in November 2018. Mr. Francis suggested that SRTC reach out and coordinate with the other RTPOs in the service area.

Mr. Lien said that members of the TAC and TTC will be asked to help prioritize the list of projects later this fall. Mr. Dietzman spoke about the need for a service that can take people to medical appointments and will wait there to pick them up afterwards.

### **5c. WSDOT & SRTC Performance Measure Target Setting Update**

Ms. Nelson said WSDOT and SRTC are federally required to use performance management for decision making. She provided an example of the circular process by which a performance measure becomes a target.

She said the State of Washington is required to set their (1) Infrastructure Condition (2) Congestion Conditions and (3) Emission Reductions targets by May 20, 2018. She stated that SRTC staff and other agency's staff are working with the state to assist in the process. She reported that SRTC has a responsibility to make a decision within six months to either set their own targets or accept WSDOT targets and this topic will be discussed with the TTC and the Board. Ms. Nelson reported that WSDOT's definition of "target" has changed to be more of a projected condition or expectation. She announced that a working group from the TTC will be selected to advise the SRTC Board of Directors on how to approach target setting and she will report progress back to the TAC.

The group discussed congestion, excessive delay, level of service, and travel times.

### **5a. TAC Engagement**

Mr. Ulrich thanked all who responded to his email survey; he noted the core mission and function of the TAC is a little nebulous at this point. He asked for a show of hands of those who feel like they have a clear understanding of the committee's role and responsibilities; no one raised their hand. Mr. Ulrich said that is pretty telling and hopefully this discussion will address this lack of clarity. He said ultimately he would like the group to form a mission statement.

He showed a graphic which he hoped could start the discussion; it was a spectrum of five levels of public participation. The group discussed the history of the formation of the TAC, the audience for TAC advisory decisions, and the role in making policy recommendations to the Board. Mr. Bertelsen said he understood that the TAC was formed for agency transparency purposes and TAC members needed to have a clear understanding of the mission, goals and language of SRTC in order for the TAC to move forward and be beneficial to the Board.

Mr. Ulrich stated that he needed to hear from members in which areas additional education is desired so that members can be effective in their capacity. He noted that there are ways to provide information outside of a traditional committee meeting setting which are worth exploring. The group was receptive to that suggestion.

Mr. Szabo said he recently attended a Board meeting and found it to be very informative and helpful to his understanding of the organization. Ms. Nelson brought up that Chair Bertelsen attends the Board meetings and suggested that maybe he could report back to the TAC each month on his observations; Chair Bertelsen agreed. The group discussed the benefit of attending TTC and Board meetings and the possibility of holding a joint TAC/TTC meeting.

Mr. Beaulac asked for examples of successes of the TAC or how the TAC has influenced decisions by the Board. Mr. Trulove, noted as a former Board member, that the recommendations of the TAC are always given consideration by the Board. Ms. Nelson said that the TAC created the SRTC Guiding Principles and contributed much to the creation of the agency's performance management toolkit. Mr. Ulrich described how the Guiding Principles are used in the funding allocations for the Call for Projects. Mr. Dietzman spoke about how the TAC

continued to stress the importance of having a year-round transportation system by ensuring sidewalks are kept free of snow and ice, which was eventually incorporated into the Guiding Principles.

The group reviewed the public participation spectrum, discussed at which level the TAC is at now and at which level it could be in the future. Mr. Ulrich said he will commit to this group that staff will discuss comprehensively the types of agenda items for this body to consider; he said items will be reviewed to see how the TAC will be involved and what type of timeline is involved. He stated a tenant of the work plan will be to ensure that concerns and goals of the group are clearly understood and considered, so that the level of participation will move beyond inform. Mr. Francis said that will also increase the level of responsibility on the TAC members themselves; if a goal is engagement and being involved in the process, then this group can accomplish much more.

Mr. Ulrich questioned what increased involvement by the TAC looks like. Some suggestions were:

- Having one member each month give a presentation about their field and transportation interest areas
- More voting/action items/more actual recommendations for the Board
- Having policy issues brought before the TAC early enough that the Board can review comments well in advance of their decision
- Being involved in the Call for Projects
- Working with the public to hear their concerns then bringing them before this body; and taking SRTC information to outside organizations to which members belong

Mr. Bertelsen said many times agenda items come before the TAC only days before the items go to the Board, so there is not a chance for them to really review TAC comments. Mr. Ulrich said that ties back to his earlier point of challenging the SRTC staff to identify the workplan and provide the group with a usable and constructive workplan. He said, however, this is a two-way process; that there is no value in 14 head nods, but meaningful discussion and constructive criticism will be a responsibility of the committee.

Mr. Ulrich said the goal of this discussion is to arrive at a TAC mission statement. He provided two examples of other agency's committee's mission statement and the group discussed them. The group discussed the key differences in purpose between the TAC and the TTC. Mr. Ulrich said he would take the group's feedback, incorporate them into a mission statement, and email out to the group members next week for additional feedback and comments. He noted that staff would like both the TAC and the Board to adopt the new TAC mission statement.

## **6. TAC Member Comments/Roundtable**

Mr. Dietzman spoke about an upcoming Planning Commission Transportation Subcommittee meeting and a tentative hearing and vote on the update to the transportation impact fee.

Mr. Francis discussed the City of Spokane re-visioning of Riverside Avenue around the Central City Line and also the proposed Spokane Urban Cultural trail.

Ms. Watson announced the Washington Bike Summit will be held at SFCC on April 29.

Mr. Szabo reported how quickly the City of Spokane had responded when he contacted them about the need for an audible signal at an intersection.

Mr. Race announced that Spokane Valley Kiwanis is holding a bike helmet giveaway for children at the fairgrounds on April 21.

Mr. Beaulac stated that on April 1 enforcement of electronic logging devices (ELDs) for commercial vehicles begins. He said there are 360 different formats of ELDs, which is expected to cause issues with enforcement.

Chair Bertelsen said that an SRTC sponsored State Legislative Recap event is being held tomorrow at CenterPlace and he will attend and bring back a report.

**7. Staff Report**

Mr. Ulrich stated that Mr. Pat Harper resigned from the TAC due to other volunteer commitments and he and Chair Bertelsen were working to select a replacement to recommend to the Board.

**8. Adjournment**

There being no further business, the meeting adjourned at 4:31pm.

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Julie Meyers-Lehman  
Recording Secretary

Speaking about more voting:

**MEMORANDUM**

DATE: April 16, 2018  
 TO: Members of the Transportation Advisory Committee  
 FROM: Greg Griffin, Administrative Services Manager  
 SUBJECT: SFY 2019 SRTC Unified Planning Work Program (UPWP)

**Summary**

The Unified Planning Work Program (UPWP) contains information about the transportation planning projects that will be conducted in the Spokane region during a given state fiscal year (SFY). It is a federal and state required document as well as a fundamental tool that spells out the core functions, planning studies, technical support and ongoing planning activities that are being conducted by the agency. The UPWP also lists the federal, state and/or local funding sources for each identified task.

We are working on incorporating our budget into the UPWP in order to clearly delineate the link between agency activities and revenue and expenditures. This is the first step in aligning our UPWP fiscal year and our budget fiscal year

SRTC has entered the initial phase of developing the Fiscal Year (SFY) 2019 UPWP; please refer to the SFY 2019 UPWP development schedule below for an overview of upcoming dates.

<b>SRTC SFY 2019 UPWP Development Schedule</b>	
<b>Key Due Dates</b>	<b>Key Action Due</b>
March 8, 2018	SFY 2019 UPWP Overview provided to SRTC Board
March 20, 2018	Preliminary draft SFY 2019 UPWP to WSDOT TRCO
March 28, 2018	Preliminary draft SFY 2019 UPWP to TTC
April 23, 2018	Preliminary draft SFY 2019 UPWP to TAC
<b><u>May 1, 2018</u></b>	<b><u>Comments due from committee members on preliminary draft</u></b>
May 16, 2018	On-site review meeting with WSDOT TRCO, Public Transportation Division, WSDOT, FHWA, and FTA
May 10, 2018	Final draft SFY 2019 UPWP presented to Board
May 23, 2018	TTC recommendation of Board approval of preliminary draft SFY 2019 UPWP
June 7, 2018	Board approval of SFY 2019 UPWP
June 16, 2018	Approved SFY 2019 UPWP submitted to WSDOT TRCO.
June 21, 2018	WSDOT TRCO submits approved SFY 2019 UPWP to FHWA/FTA
June 30, 2018	FHWA/FTA UPWP approval date
July 1, 2018	SFY 2019 UPWP takes effect

For the past two years, the UPWP has focused on SRTC's core functions that meet the federal Metropolitan Planning Organization (MPO) and state Regional Transportation Planning Organization (RTPO) requirements. In addition, this UPWP will expand beyond our core functions to include emerging transportation planning needs and issues as identified in Horizon 2040.

For purposes of interagency coordination, SRTC's SFY 2019 UPWP will also include major planning activities identified by Spokane Transit Authority (STA) and the Washington State Department of Transportation (WSDOT) Eastern Region in a separate appendix. Additionally, staff will coordinate with local agencies on upcoming projects or studies for possible inclusion in the UPWP.

Please review the draft UPWP at: <https://www.srtc.org/unified-planning-work-program/> and submit all comments on the document to staff by May 1. TAC comments will be compiled into a memo that will be presented to the SRTC Board for their review in advance of the May Board Meeting.

### **Public Involvement**

The SFY 2019 SRTC UPWP will be presented and discussed at future Transportation Advisory Committee (TAC), Transportation Technical Committee (TTC) and SRTC Board meetings, which are open to the public.

### **Policy Implications**

The purpose of the UPWP is to meet the 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 state fiscal year (July 1 – June 30).

### **Technical Implications**

In spring of 2018, the WSDOT Transportation Planning Office, Public Transportation Division, and Eastern Region Planning Office, along with the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA), will conduct a review of the SFY 2019 UPWP. SRTC is required to send the draft FY 2019 UPWP to the review committee by March 20, 2018. After Board approval in early June, the UPWP will be submitted to WSDOT who will in turn submit it to FHWA and FTA for approval by the end of June. The SFY 2019 UPWP will be in effect beginning July 1, 2018.

### **Prior Committee Actions**

None.

### **Requested Action**

For information and discussion.

## MEMORANDUM

DATE: April 16, 2018

TO: Members of the Transportation Advisory Committee

FROM: Eve Nelson & Anna Ragaza-Bourassa, Senior Transportation Planners

SUBJECT: Call for Projects – Guiding Principles Background and Integration into Selection Criteria

### Summary

In 2012 the Transportation Advisory Committee (TAC) and the Transportation Technical Committee (TTC) worked together and drafted *the Guiding Principles for Horizon 2040*. The Guiding Principles address both federal and state planning factors and are specific statements to guide regional decision makers toward an envisioned future. Local agencies (urban and rural) and Tribes, are asked how their projects, plans and programs are consistent with the Guiding Principles of SRTC. This occurs in various project applications for funding as well as in the Comprehensive Plan certification process. The certification process requires that local jurisdiction's planning efforts align with the principles of the Regional Transportation Plan (Horizon 2040).

In 2015 in preparation for the Horizon 2040 update, the TAC thoroughly reviewed the Guiding Principles and made the following changes and conclusions:

- Added a new policy under Systems Operations Maintenance & Preservation- *During winter weather conditions, ensure snow and ice removal and snow storage is regularly maintained and designed for roadways and sidewalks to improve user safety and mobility and to keep the transportation system operational.*
- Eliminated a redundancy in policies by combining the Quality of Life and Choice & Mobility principles; and
- Ensured implementation mechanisms were in place for each policy. For example, developing applications criteria questions in call for projects.

The **attachment** provided outlines the current Guiding Principle language most recently updated through TAC input.

The Guiding Principles provide the front-end development of a variety of work products for regional transportation. They shape the development of policies, the agency work plan, and selection criteria for call for projects. In the development of Horizon 2040 the guiding principles were used to review the regionally significant projects listed in the plan. In the current SRTC Call for Projects, the Guiding Principles were used to develop selection criteria. Both processes are then reviewed by the TTC and the SRTC Board and provide the basis for deliberation and project selection.



**Public Involvement**

Horizon 2040 was subject to a public review. All committee meetings regarding the Plan update were open to the public.

**Policy Implications**

Horizon 2040 sets the direction for regional transportation planning and investments. The Horizon 2040 Guiding Principles were revisited to eliminate redundancies, include missing policy areas, and to ensure the policies are aligned with SRTC core functions and are not beyond the scope of the agency.

**Technical Implications**

The performance driven process links performance to decision making which is a federal requirement. This is accomplished through policy development, project applications and prioritization processes. Horizon 2040 assists the SRTC Board to determine funding levels of various transportation programs and in selecting regionally-significant projects over the next 20-year horizon.

**Prior Committee Actions**

This is the first informational meeting on this subject.

**Requested Action**

For information and discussion.

## HORIZON 2040 POLICY FRAMEWORK

Federal and state planning factors, goals and policies clearly illustrate the need for long range transportation plans to recognize and address the interrelationship of transportation, land use and economic development planning. Horizon 2040 addresses each of the planning factors and policy goals, as well as federal livability principles and other regional planning policies, in the Policy Framework.

The Guiding Principles were crafted and accepted by the Board and represent the first step in creating a policy framework for Horizon 2040. From there, policy language was developed based on the Guiding Principles. The policies are specific statements to guide decision- making in order to reach the envisioned future. Additional work such as strategies and performance measures in relationship to the policies completes the framework.

Horizon 2040 provides an opportunity to test and analyze regional transportation policies. The Guiding Principles and Policies are the foundation for the Horizon 2040 evaluation framework. The performance measures in the framework allow for a thorough evaluation of our progress as a region in meeting the established policies. The following pages provide detail about each of the Guiding Principles and Policies.



## **GUIDING PRINCIPLE 1: ECONOMIC VITALITY**

Investments and improvements in the regional transportation system will promote economic vitality by focusing on moving people, freight and goods to enhance the global competitiveness of the regional economy. Major transportation facilities, and the mobility they provide to, between and within major economic activity centers, will stimulate commerce. Horizon 2040 should prioritize and coordinate regional transportation investments aimed toward the development of a multimodal system that provides transportation opportunities that enhance accessibility and connections among city centers, regional service centers and attractions, towns, and areas of regional employment.

### **POLICIES - To promote economic vitality and prioritize transportation investments, Horizon 2040 will:**

- 1a. Prioritize transportation investments by mode that enhance accessibility and connections between city centers, regional centers, attractions, towns and areas of regional employment.
- 1b. Support areas of potential economic development.
- 1c. Support the efficiency of freight movement.

## **GUIDING PRINCIPLE 2: COOPERATION AND LEADERSHIP**

Horizon 2040 will provide the forum to develop regional transportation priorities, to identify transportation funding needs and to develop strategies to acquire funding in accordance with federal and state planning requirements. Horizon 2040 will help coordinate efforts to communicate with business and community groups and give the public sufficient time to review and comment at key milestones in the transportation planning process. These efforts will bring together all community stakeholders and transportation planning partners including Tribes in order to present a unified voice in support of the region's transportation needs.

### **POLICIES - To provide a regional forum for transportation planning and funding, Horizon 2040 will:**

- 2a. Provide leadership by facilitating coordinated, cooperative and comprehensive transportation planning.
- 2b. Incorporate public processes in significant planning efforts.
- 2c. Promote regional transportation interests, plans and projects to federal, state and local public, and private entities.
- 2d. Coordinate transportation relevant data for shared use among regional stakeholders.
- 2e. Strengthen avenues of involvement for all people including those considered underserved regardless of race, national origin or income in the decision-making process.

### **GUIDING PRINCIPLE 3: STEWARDSHIP**

Transportation decisions should maximize a positive impact on the human environment while minimizing negative impacts to the natural environment. Investments will follow federal, state and local transportation, environmental and land use plans and policies. This is in addition to following and federal, state and local goals as adopted by statute, ordinance, resolution or executive order. Horizon 2040 will use performance measures to ensure coordinated regional policies make progress towards established objectives. SRTC and project proponents should demonstrate that projected revenues will sustain current facilities and services, and ensure sufficient population demand is anticipated such that new facilities are a prudent application

#### **POLICIES - To protect the environment and minimize impacts from transportation, Horizon 2040 will:**

- 3a. Ensure transportation decisions minimize impacts to natural resources and conserve non-renewable resources.
- 3b. Make investments that maximize transportation benefits and support federal, state and local goals and maintain a federally compliant Transportation Improvement Program (TIP)
- 3c. Ensure plans provide for the responsible use of public and private funds while demonstrating financial constraint.
- 3d. Encourage evaluating shared-use of infrastructure for stakeholders and all transportation users.
- 3e. Use performance measures to evaluate how policies and investments support key transportation objectives.

### **GUIDING PRINCIPLE 4: SYSTEM OPERATIONS, MAINTENANCE AND PRESERVATION**

Horizon 2040 will strive to provide adequate funding for projects that address documented transportation needs, reduce lifecycle operation and maintenance costs, conserve energy, and preserve and prolong the life of existing infrastructure. SRTC and project proponents will use performance-based plans that provide for efficient system management.

#### **POLICIES - Maximizing the operations and physical condition of the transportation network will require strategic investments. To accomplish this Horizon 2040 will put a priority on programs and projects that:**

- 4a. Develop cost-effective strategies; pursue alternative funding sources and mechanisms.
- 4b. During winter weather conditions, ensure snow and ice removal and snow storage is regularly maintained and designed for roadways and sidewalks to improve user safety and mobility and to keep the transportation system operational.
- 4c. Maintain a Congestion Management Process to reduce and monitor congestion and improve operations through ITS technologies, transportation demand management, and transportation system management, rather than through physical expansion of facilities.
- 4d. Support maintenance and preservation of the transportation system.

## GUIDING PRINCIPLE 5: SAFETY AND SECURITY

The regional transportation system will be designed, constructed, operated and maintained to enable the healthy, safe, and secure movement of people and goods. The system will enhance safe and secure choices, access and usage among all modes of transportation through best-practice design, operational improvements, education and outreach, and technological strategies. Increased emphasis should be placed on maintenance activities and education of all users as means of making the system safer.

**POLICIES –To provide for maximum transportation safety and support security in the region, Horizon 2040 will put a priority on programs, services and projects that:**

- 5a. Support improvements to roadway safety deficiencies in order to reduce crashes within all modes of transportation.
- 5b. Protect critical infrastructure from natural and human threats.
- 5c. Promote safety through supporting education, outreach and enforcement of rules of the road for all modes that use the roadways.
- 5e. Support transportation infrastructure and operational strategies for emergency response.

## GUIDING PRINCIPLE 6: QUALITY OF LIFE

Quality of life issues will be considered in transportation decision-making. The community will strive to have urban, suburban and rural neighborhoods offer safe and convenient forms of healthy, active transportation options for people of all abilities. Decision-making will work toward creating viable transportation choices through increased availability and improved service. Strengthening existing connections and creating new connections will improve mobility for all users. This includes connections within street networks, to port, rail and airport facilities; and within transit, pedestrian, and bicycle modes. The provision of shared-use infrastructure will increase transportation choices and maximize returns for investments by increasing multi-modal connectivity. Through context sensitive design, the community will strive to support social, cultural and commercial activity and protect unique or indigenous cultural and landscape features.

**POLICIES - To improve quality of life, Horizon 2040 will put a priority on programs, services and projects that:**

- 6a. Incorporate complete streets policies into transportation planning that enhance and expand bike, walk and transit networks and their connectivity.
- 6b. Improve access and the quality of access to transit for all people including those considered underserved, regardless of race, age, national origin, income or ability.

6c. Implement transit that improves frequency, span and reliability of transit services with a variety of service levels and transit modalities within the region.

6d. Support health-promoting transportation options for users of all abilities to increase opportunities for physical activity while improving demand-management strategies to reduce Single Occupant Vehicle (SOC) trips.

6e. Support transportation projects that protect culture, value unique characteristics of communities and contribute to sense of place.



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For more information on Horizon 2040, please go to:  
[www.srtc.org/mtp\\_2040.html](http://www.srtc.org/mtp_2040.html)