

MEMORANDUM

Date: May 3, 2018
To: Members of the SRTC Board of Directors
From: Commissioner Al French, Chair
Subject: Meeting Notification and Transmittal of Meeting Agenda

Meeting Date: May 10, 2018

Time: 1:00 p.m.

Location: SRTC Office, The Paulsen Center Building
421 W Riverside Ave Suite 504, 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@src.org at least 48 hours in advance.



Board of Directors Meeting Agenda

Date: May 10, 2018	Time: 1:00 pm
Location: SRTC, 421 W Riverside Ave (The Paulsen Building) Suite 504, Spokane WA	

1. Call to Order
 2. Roll Call / Record of Attendance / Excused Absences
 3. Public Comments
 4. Executive Director's Report (*Sabrina Minshall*)
 5. **Action – Consent Agenda**
 - a) April 12, 2018 Meeting Minutes Page 3
 - b) April 2018 Vouchers Page 7
 - c) 2018-2021 Transportation Improvement Program May Amendment Page 8
 6. **Information & Discussion**
 - a) State Fiscal Year 2019 Unified Planning Work Program (*Sabrina Minshall and Greg Griffin*) Page 11
 - b) 2018 SRTC Call for Projects Update (*Anna Ragaza-Bourassa*) Page 84
 - c) Education Series Update (*Staci Lehman*) Page 87
 7. **SRTC Board Comments**
 8. **Adjournment**
- Attachments
- Letter from Kalispel Tribe of Indians Page 90
 - Future SRTC Board of Directors Meeting Agenda Items Page 92
 - Transportation Advisory Committee - March minutes Page 96
 - Transportation Technical Committee - March minutes Page 100

MEETING MINUTES

Agenda Item 5a

Spokane Regional Transportation Council Board
Thursday, March 12, 2018
SRTC Office, 421 W Riverside Ave, Ste 504, Spokane WA

1. Call to Order

Chair Al French brought the meeting to order at 1:01 pm.

2. Roll Call/Record of Attendance – Excused Absences

Board Members Present:

- | | |
|--|--|
| Al French, Spokane County Commissioner | Dee Cragun, Small Towns Representative |
| Ben Wick, Council Member, City of Spokane Valley | Josh Kerns, Spokane County Commissioner |
| Paul Schmidt, Council Member, City of Cheney | Larry Krauter, Spokane Airports |
| Mayor Steve Peterson, City of Liberty Lake | E. Susan Meyer, Spokane Transit Authority |
| Lori Kinnear, Council Member, City of Spokane | Kennet Bertelsen, TAC Chair |
| Kate Burke, Council Member, City of Spokane | Mike Tedesco, TTC Chair |
| Matt Ewers, Freight Representative | Joe Tortorelli, WA State Transportation Commission |
| Larry Stone, Major Employer Representative | Mike Gribner, WSDOT-Eastern Region |

Board Members Not in Attendance:

Kate Burke, Council Member, City of Spokane

Board Member Alternates in Attendance:

Albert Tripp, City Administrator, City of Airway Heights

Guests Present:

- | | |
|---------------------------------------|---|
| Stanley Schwartz, Legal Counsel | John Hohman, City of Spokane Valley |
| Mike Basinger, City of Spokane Valley | Mayor Rod Higgins, City of Spokane Valley |
| Paul Kropp, Citizen | Sean Messner, Spokane County |
| Chad Coles, Spokane County | Katherine Miller, City of Spokane |
| Larry Larson, WSDOT-Eastern Region | |

SRTC Staff Present:

- | | |
|--|---|
| Sabrina Minshall Executive Director | Greg Griffin, Administrative Services Manager |
| Eve Nelson, Senior Transportation Planner | Julie Meyers-Lehman, Administrative Assistant |
| Mike Ulrich, Senior Transportation Planner | Anna Ragaza-Bourassa, Senior Transportation Planner |
| Staci Lehman, Communications Coordinator | |

Chair French read the name of the following member who requested an excused absence from this meeting:
Council Member Kate Burke

Mr. Peterson made a motion to excuse the absence. The motion was seconded and passed unanimously.

3. Public Comments

There were no public comments.

4. Executive Director's Report

Ms. Minshall reported on:

- A recent state legislature decision which will provide an additional \$500,000 to RTPOs statewide.
- The Data Scientist position has been narrowed down to two candidates and a final decision is expected next week.
- A summary of the funding discussions, 2018 appropriations, and best practices information covered at the recent Intermountain West MPO conference she attended
- April is Construction Work Zone Safety Month and SRTC has partnered with multiple agencies to print posters and run advertisements.
- SRTC Education Series. She announced there will be a joint TAC & TTC meeting in May about walkability and ADA accessibility and on June 6 there will be a discussion panel on roundabouts. She said TTC members will help author questions for the panel.

5. Consent Agenda – (5a) March 8, 2018 Board Meeting Minutes, (5b) March 2018 Vouchers, (5c) 2018-2021 Transportation Improvement Program (TIP) April Amendment

Chair French announced for clarification purposes, the vote held at the March 8 Board meeting to set aside \$400,000 for the proposed Division Street Study was not an approval of the project; it was just approval of the action to set aside funds. He noted after the project scope, MOA, etc. are finalized, the project itself will come back before the Board for authorization.

Chair French asked if anyone would like to separate an item to be removed from the Consent Agenda. Ms. Meyer requested that item 5a be removed and Chair French agreed.

Mr. Tortorelli made a motion to approve items (5b) March 2018 Vouchers and (5c) 2018-2021 TIP April Amendment as presented. Mr. Stone seconded the motion which passed unanimously.

Recap for March, 2018:		
Vouchers: V120585 to V120599		34,982.84
Salaries/Benefits Warrant Nos. 548191,434702-424711;548309,436908-436917;439199-439129		110,870.94
Interfund, other expenses, and reimbursements processed directly by the City of Spokane		1,079.87
		\$ 146,933.65

5a. March 8, 2018 Board Meeting Minutes

Ms. Meyer noted that in the minutes on Page 8 Agenda Item 8, the amount of off-the-top funding requested for SRTMC Operations should read \$1.83 million, instead of \$1.3 million.

Ms. Meyer made a motion to approve the minutes as amended. The motion was seconded and passed unanimously.

6a. WSDOT & SRTC Performance Measure Target Setting Update

Ms. Nelson explained the purpose of this item was to provide the Board with the status of the performance management process and target setting. She provided a history of performance management and reasons for the federal requirements. She showed an example of the performance management cycle, using safety as the example performance area. She said in the performance process, WSDOT sets the targets first, then MPOs have 180 days to either accept those targets (by Board resolution) or set their own quantitative targets. Ms. Nelson said WSDOT must establish targets by May 20, 2018 for the following performance measures: Bridge

Condition, Pavement Condition, System Performance & Freight, and Congestion Mitigation & Air Quality Improvement. She reported that staff has been working closely with WSDOT on target setting and noted there are no penalties to MPOs if targets are not reached. She explained how WSDOT must show they are making progress towards the targets, even if the targets are not reached. She said in many areas, WSDOT will set descending targets.

Ms. Nelson outlined the next steps in the process, first of which is convening a Target Setting Working Group of TTC members who will spend time reviewing the highly technical formulas and provide input to the Board about either accepting WSDOT targets, setting our own regional target and selecting a sub-set of Spokane Transit targets. She called for questions.

The group discussed the safety target, the WSDOT Target Zero program, and the how funding could be affected by adopting the state baseline or setting other targets.

Mr. Krauter stated he would like to make sure staff has clear direction in the presentation of analysis related to the targets so the Board can understand very clearly the funding implications on the upcoming policy decisions.

6b. Freight Planning

Mr. Ulrich announced this item is for consideration of the Board for SRTC to convene a Freight Working Group and the goal of that group will be to draft a scope for a Regional Freight Mobility Plan. He noted the scope will be brought before the Board for review and eventually be part of the next long-range plan update. He pointed out that the foundation of the process is local need, provided a history of several past freight planning studies in the past fifteen years and provided details about those studies: Bridging the Valley, Inland Pacific Hub and Joint Transportation Commission (JTC) Road/Rail Study Phase I and Phase II.

Mr. Ulrich noted that Board strategic planning discussions identified the need to align local needs with regional goals and policies and a Regional Freight Mobility Plan is an effort to start that process. He presented a map which showed:

- Major jurisdictions in Spokane County
- Then overlaid the regional freight network
- Then highlighted which corridors have applied for National Highway Freight Program Formula Funds
- Then highlighted corridors which have applied for funds through the recent Freight Mobility Strategic Investment Board call for projects
- Then highlighted JTC road/rail crossings

He said all this data taken together is as close to a needs assessment as currently available for the region. Mr. Ulrich said to think of this as a strategy rather than a plan; he said this can be used to aggregate local need and align it with a regional strategy so that local jurisdictions can be more competitive when they go out for funding. Mr. Ulrich spoke about several successful freight projects such as Bigelow Gulch, Barker Road, the Havana Street Bridge and the North Spokane Corridor.

Mr. Ulrich said potential Freight Working Group participants would include member jurisdiction freight planning staff, member jurisdiction capital improvements staff and private sector freight stakeholders. He said this is an opportunity to apply very specific freight criteria to the system and include them in a plan that can be used to demonstrate a projects' importance to the region. The group discussed the JTC Phase II project tiers and ranking. Mr. Ewers stated his support of the timeliness of this topic because freight mobility is shifting with changing trends and new technologies in transportation.

Mr. Krauter asked if he understood correctly the issue: SRTC is being asked to weigh in on WSDOT and FMSIB freight grant applications, the solution is a TTC based committee of stakeholders, and the outcome will be a regional freight mobility plan that ideally would position the region to be more successful with project funding. Mr. Ulrich replied that is the primary mission, although there will be other ancillary benefits.

6c. 2018 Quarterly Budget Update

Mr. Griffin reported that in first quarter 2018 revenues were in line with the budget, the cash balance as of March 30 was \$526,500. He said SRTC typically holds about three to four months of operating funds in the cash balance. He said that first quarter 2018 expenditures are 20% of the budget with larger expenditures expected later in the year. Mr. Griffin discussed savings on IT expenses and future expenses for upcoming staff training.

The group discussed the larger cash reserve balance compared with prior years and the reasons for higher first quarter expenditures of advertising and printing. Ms. Kinnear requested for future quarterly updates to include the prior year's budget numbers for reference.

7. SRTC Board Comments

Mr. Peterson talked about some staffing changes at City of Liberty Lake.

Mr. Bertelsen announced that the TAC is in the process of creating a mission statement to better define their role in an effort to provide better feedback to the Board.

Mr. Tedesco reported that a meeting has been scheduled to discuss and re-define the role of the TTC as it relates to the SRTC Board.

Mr. Wick questioned if the Board provided what was needed for the Freight Working Group agenda item. Ms. Minshall said it was not an action item and no approval of a project required; staff was seeking concurrence from the Board to proceed with the formation of the Working Group. She said staff will now move forward with the Working Group and keep the Board informed of its progress. Mr. Wick stated that the City of Spokane Valley has been holding discussions with BNSF regarding their plans for a double track.

Mr. Krauter announced that a new Southwest Airlines non-stop service to San Jose started earlier in the week and Frontier Airlines is returning to the Spokane Airport with service to Denver.

Mr. Ewers reported that the FMSIB Call for Projects list has projects from City of Spokane, City of Spokane Valley, Spokane County and Spokane International Airport.

Ms. Meyer announced that Spokane Transit recently won \$1.4 million from a competitive grant from Federal Transit Administration for buses.

8. Adjournment

There being no further business, the meeting adjourned at 2:15 pm.

Julie Meyers-Lehman
Recording Secretary

VOUCHERS PAID FOR THE MONTH OF APRIL 2018

As of May 10, 2018, the Spokane Regional Transportation Council approves the payment of the April 2018 vouchers included in the list in the amount of: \$ 109,856.10

Chair

<u>Date</u>	<u>Voucher</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
3/23/18	V120600	Diamond Plaza LLC	Paulsen Center Suite 500/504 Rent for April 2018	6,251.23
4/2/18	V120601	Visionary Communications, Inc.	Telephone: Fiber Services, April 2018	953.31
	V120602	WA State Dept of Retirement	OASI Admin fee for 2018	25.00
	V120603	Verizon Wireless	IT Svcs: Wireless Svcs E.D. Phone & Public Outreach Tablets, 3/24/18-4/23/18	87.82
	V120604	Dell Marketing LP	Dell Latitude 5590 BTX	1,891.44
4/5/18	V120605	WA State Dept of Retirement	Employee and Employer Contributions: March 2018	13,484.02
	V120606	Intrinium	Sales Tax on Service in February 2018	6.82
	V120607	Tristan De Alwis	Per Diem for Travel to SRTC from out of state for interview	88.50
4/10/18	V120608	Integra	Telephone: Lines to 5/7/18 and Long Distance for March 2018	510.39
	V120609	Intrinium	Managed IT Services - April 2018	1,835.84
	V120610	Konica Minolta Business Solution	Lease - Copier: March 2018; Usage February 2018	310.69
	V120611	Intrinium	Set up new laptop for RS	50.00
	V120612	Spokesman Review	SRTC April 2018 TIP amendment; Notice Public WA Sec Transp; legislative up	172.42
	V120613	Staci Lehman	Mileage reimburse 1-30-18 to 4-9-18	67.85
	V120614	Standard Printworks	March/April Public Messaging	354.58
	V120615	Spokane County Treasurer	Software Support: ESRI for March 2018	800.07
4/16/18	V120616	Mitch Skiles	Per Diem for Travel to SRTC from out of state for interview	44.00
	V120617	Witherspoon Kelley Attorneys	Legal Services for March 2018	2,275.00
	V120618	Greg Griffin	Mileage Reimburse 3-13-18 to 4-13-18	44.20
		Spokane, City of - Salaries/Bene Pay Periods Ending: 4/07/18 and 4/21/18		\$ 78,512.55
		Spokane, City of - MIS	IF DP Services: March 2018	284.50
		Spokane, City of - Accounting	IF Accounting Services Q-2 2018	1,805.87
		Spokane, City of - Reprographics	Horizon 2040	

TOTAL APRIL 2018 \$ 109,856.10

Recap for April, 2018:

Vouchers: V120600 to V120618	29,253.18
Salaries/Benefits Warrant Nos. 441344-441354 and	78,512.55
Interfund, other expenses, and reimbursements processed directly by the City of Spokane	2,090.37
	\$ 109,856.10

MEMORANDUM

DATE: May 3, 2018

TO: Members of the SRTC Board of Directors

FROM: Anna Ragaza-Bourassa, Senior Transportation Planner

SUBJECT: 2018-2021 Transportation Improvement Program May Amendment

Summary

Three member agencies have requested an amendment to the 2018-2021 TIP (see **Attachment**). The changes necessitating an amendment are:

- **City of Airway Heights: Hwy 2 Shared Use Path Gap** – Scope change to add a new pedestrian pathway on the north side of US 2 from Deer Heights Road to Hayford Road. Total estimated project cost was increased from \$229,446 to \$346,773. Local funds covered the cost increase.
- **SRTC: Metropolitan Transportation Planning** – Added additional \$57,804 (\$7,804 local match) to the 2018 allocation. Project awarded an additional \$50,000 in STP funds at the March 8, 2018 Board meeting.
- **SRTC: Data Acquisition** (*new project*) – New Project. SRTC will acquire data to support the update of the travel demand model and other regional planning efforts. Project awarded \$150,000 in STP funds (2018 allocation) at the March 8, 2018 Board meeting.
- **Spokane County: Mill Rd** – Increase total estimated cost from \$984,200 to \$2,795,693 to incorporate newly awarded Stormwater grant from DOE; expand scope and project limits.
- **Spokane County: Monroe Bridge** – Delete project from 2018 TIP; all funds obligated in 2017
- **Spokane County: Spokane County Signal Safety** – Delete project from 2018 TIP; all funds obligated in 2017

TIP Overview

The TIP is a programming document that identifies specific projects and programs to be implemented during the upcoming four years. Any project with federal funds from the Federal Highway Administration (FHWA) or Federal Transit Administration (FTA), as well as any regionally significant projects, must be included in the TIP. After a TIP has been incorporated into the Washington State TIP (STIP), project changes can be requested by local agencies. Minor changes can be made administratively by SRTC staff. Significant changes must be made through the amendment process, which requires a 10-day public comment period and action by the SRTC Board of Directors.

Public Involvement

Pursuant to SRTC's Public Participation Plan, this amendment was published for a 10-day public review and comment period from April 18 through April 27 at 4:00 p.m. Notice of the amendment was published in the Spokesman Review and on the SRTC website (www.srtc.org) April 27. No public comments were received.

Policy Implications

The TIP serves as an important tool in implementing the goals, policies, and strategies identified in Horizon 2040, SRTC's long-range plan. As such, any projects included in the TIP, including projects added through monthly amendments, must be consistent with Horizon 2040. Consistency with Horizon 2040 includes a demonstration of financial constraint and conformity with regional air quality plans. The May amendment has been reviewed by SRTC staff for compliance with federal and state requirements and consistency with Horizon 2040.

Technical Implications

TIP amendments must be approved by the SRTC Board in order to be incorporated into the Washington State TIP (STIP). Projects receiving federal funds must be in both the TIP and the STIP to access those funds.

Pending approval by the SRTC Board, the March amendment will be incorporated into the STIP on or around June 15.

Prior Committee Actions

At their April meeting, the TTC unanimously recommended SRTC Board approval of the May amendment to the 2018-2021 TIP.

Requested Action

Approval of the May amendment to the 2018-2021 TIP, as shown in the **Attachment**.

**2018-2021 Transportation Improvement Program
May Amendment (18-05)**

Agency	Project Title Amendment Description	Funding Adjustment		Amendment	
				New Project	Existing Project
1 Airway Heights	Highway 2 Shared Use Path Gap Project Scope change to add a new pedestrian pathway on the north side of US 2 from Deer Heights Road to Hayford Road. Total estimated project cost was increased from \$229,446 to \$346,773. Local funds covered the cost increase.	Local	\$117,327		✓
		Total	\$117,327		
2 SRTC	Metropolitan Transportation Planning Added additional \$57,804 to the 2018 allocation. Project awarded additional \$50,000 in STP(UL) funds at the March 8, 2018 Board meeting.	STP(UL)	\$50,000		✓
		Local	\$7,804		
		Total	\$57,804		
3 SRTC	SRTC Data Acquisition New Project. SRTC will acquire data to support the update of the travel demand model and other regional planning efforts. Project awarded \$150,000 in STP(UL) funds (2018 allocation) at the March 8, 2018 Board meeting.	STP(UL)	\$150,000	✓	
		Local	\$23,411		
		Total	\$173,411		
4 Spokane County	Mill Rd Increased the total estimated project cost from \$984,200 to \$2,795,693 to incorporate a newly awarded stormwater grant from the Department of Ecology. Scope expanded to include stormwater improvements to ensure proper drainage to current standards. Total project length increased from 0.8 miles to 1.35 miles with the northern project limit changing from Wilson to Dartford; the additional roadway work will be covered with local funding.	Local	\$1,811,493		✓
		Total	\$1,811,493		
5 Spokane County	Monroe Bridge Delete project from 2018 TIP. All funds obligated in 2017.	STP(BR)	-\$1,268,269		✓
		Local	-\$317,067		
			-\$1,585,336		
6 Spokane County	Spokane County Signal Safety Delete project from 2018 TIP. All funds obligated in 2017.	HSIP	-\$476,300		✓
		Total	-\$476,300		

HSIP Highway Safety Improvement Program
STP(UL) Surface Transportation Program (Urban Large)
STP(BR) Surface Transportation Program Bridge

MEMORANDUM

DATE: May 3, 2018
 TO: Members of the SRTC Board of Directors
 FROM: Greg Griffin, Administrative Services Manager
 SUBJECT: SFY 2019 SRTC Unified Planning Work Program (UPWP)

Summary

The Unified Planning Work Program (UPWP) 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. It contains information about the transportation planning projects that will be conducted in the Spokane region during a given state fiscal year (SFY). It. The UPWP also lists the federal, state and/or local funding sources for each identified task.

The SRTC Board was provided with an overview of the SFY 2019 UPWP development process and schedule at the March meeting. The draft SFY 2019 in included in your packet (see **Attachment**). Please refer to the SFY 2019 UPWP development schedule for an overview of important dates associated with this process.

SRTC SFY 2019 UPWP Development Schedule	
Key Due Dates	Key Action Due
March 8, 2018	SFY 2019 UPWP Overview provided to SRTC Board
March 20, 2018	Preliminary draft SFY 2019 UPWP to WSDOT
March 26, 2018	SFY 2019 UPWP Overview provided to TTC
April 23, 2018	SFY 2019 UPWP Overview provided to TAC
April 13, 2018	Preliminary draft SFY 2019 UPWP emailed to TTC and TAC for comments
May 1, 2018	Comments due from committee members on preliminary draft
May 2-11, 2018	Review and incorporation of comments to SFY2019 UPWP
May 10, 2018	Draft SFY 2019 UPWP presented to Board
May 16, 2018	On-site review meeting with WSDOT, Public Transportation Division, FHWA and FTA
May 23	TAC and TTC recommendation of Board approval of SFY2019 UPWP
June 7, 2018	Board action on SFY 2019 UPWP
June 15, 2018	Approved SFY 2019 UPWP submitted to WSDOT
June 21, 2018	WSDOT submits approved SFY 2019 UPWP to FHWA/FTA
June 30, 2018	FHWA/FTA UPWP approval date

July 1, 2018	SFY 2019 UPWP takes effect
--------------	----------------------------

The UPWP focuses 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 FY 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.

Public Involvement

The draft FY 2019 SRTC UPWP was discussed at the April Transportation Advisory Committee (TAC); March Transportation Technical Committee (TTC) and SRTC Board meetings, which were open to the public. Recommendations for approval by the SRTC Policy Board will be sought at the May meeting of the TAC and TTC, which are also 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

On May 16, 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 FY 2019 UPWP. SRTC sent an updated draft FY 2019 UPWP to the review committee on April 16, 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 FY 2019 UPWP will be in effect beginning July 1, 2018.

Prior Committee Actions

The draft SFY 2019 UPWP was provided to the TAC for review at their April meeting; to the TTC at their March meeting, and again by email on April 13. The UPWP was an informational agenda item at the March 2018 meeting of the SRTC Board.

Requested Action

For information and discussion. The SRTC Board will be asked to approve the FY 2019 UPWP at the June meeting.



Spokane Regional Transportation Council

State Fiscal Year 2019 Unified Planning Work Program

July 1, 2018 – June 30, 2019

Spokane Regional
Transportation Council

(509) 343-6370
www.srtc.org

421 W Riverside Ave Ste 500
Spokane WA 99201

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.

For more information, or to obtain a Title VI Complaint Form, call Staci Lehman, ADA and Title VI Coordinator, at (509) 343-6370 or contact.srtc@srtc.org.

Para obtener más información, póngase en contacto Staci Lehman a (509) 343-6370 o contact.srtc@srtc.org.

DRAFT

SPOKANE REGIONAL TRANSPORTATION COUNCIL
MEMBER JURISDICTIONS, AGENCIES, AND PARTICIPATING TRIBES

City of Airway Heights	Spokane County
City of Cheney	Spokane Transit Authority
City of Deer Park	Spokane Tribe of Indians
City of Liberty lake	Town of Fairfield
City of Medical Lake	Town of Latah
City of Millwood	Town of Rockford
City of Spokane	Town of Spangle
City of Spokane Valley	Town of Waverly
Kalispel Tribe of Indians	Washington State Department of Transportation
Spokane Airports	Washington State Transportation Commission

SPOKANE REGIONAL TRANSPORTATION COUNCIL
2018 BOARD MEMBERS

Al French (Chair)	Spokane County Commissioner
Ben Wick (Vice Chair)	City of Spokane Valley, Council Member
Dave Malet	City of Airway Heights, Council Member
Paul Schmidt	City of Cheney, Council Member
Steve Peterson	City of Liberty Lake, Mayor
Lori Kinnear	City of Spokane, Council Member
Kate Burke	City of Spokane, Council Member
Larry Stone	Major Employer Representative
Dee Cragun	City of Deer Park, Council Member (representing small towns)
Larry Krauter	Spokane Airports
Josh Kerns	Spokane County Commissioner
Matt Ewers	Spokane Rail Representative (Ex-Officio)
E. Susan Meyer	Spokane Transit Authority
Kennet Bertelsen	Transportation Advisory Committee Chair (Ex-Officio)
Mike Tedesco	Transportation Technical Committee Chair (Ex-Officio)
Mike Gribner	Washington State Department of Transportation
Joe Tortorelli	Washington State Transportation Commission
Sabrina C. Minshall	Executive Director

SPOKANE REGIONAL TRANSPORTATION COUNCIL
2018 TRANSPORTATION TECHNICAL COMMITTEE MEMBERS

Mike Tedesco (Chair)	Spokane Tribe of Indians
Sean Messner (Vice Chair)	Spokane County
Derrick Braaten	City of Airway Heights
Todd Abelman	City of Cheney
Roger Krieger	City of Deer Park (representing small towns)
Andrew Staples	City of Liberty Lake
Brandon Blankenagel	City of Spokane
Louis Meuler	City of Spokane
Inga Note	City of Spokane
Gloria Mantz	City of Spokane Valley
Mike Basinger	City of Spokane Valley
Julia Whitford	Kalispel Tribe of Indians
Matt Zarecor	Spokane County
Brandi Colyar	Spokane County
Lisa Corcoran	Spokane International Airport
April Westby	Spokane Regional Clean Air Agency
Heleen Dewey	Spokane Regional Health District
Gordon Howell	Spokane Transit Authority
Karl Otterstrom	Spokane Transit Authority
Larry Larson	WSDOT- Eastern Region
Darrel McCallum	WSDOT- Eastern Region
Glenn Wagemann	WSDOT- Eastern Region

SPOKANE REGIONAL TRANSPORTATION COUNCIL
2018 TRANSPORTATION ADVISORY COMMITTEE MEMBERS

Kennet Bertelsen (Chair)	Robert Race Sr
Greg Francis (Vice Chair)	Rosemarie Schmidt
Fred Beaulac	Jim Simon
John Dietzman	Greg Szabo
Yolanda Lovato	Tom Trulove
Donald Moore	Margaret Watson

Table of Contents

Introduction	Page 5
Issues Addressed in the Planning Process	Page 8
Current Planning Environment	Page 8
Federal and State Planning Factors	Page 8
Coordination with Adjacent MPO's	Page 10
SFY 2018 Key Accomplishments	Page 10
SFY 2019 UPWP Tasks	Page 14
1. Program Administration and Coordination	Page 17
2. Public and Stakeholder Participation and Coordination	Page 20
3. Systems Analysis and Information Management	Page 24
4. Metropolitan Transportation Planning (MTP)	Page 27
5. Transportation Improvement Program (TIP)	Page 29
6. Congestion Management Process (CMP)	Page 31
7. Planning Consultation and Studies	Page 31
8. RTPO Planning Functions	Page 33
9. Unfunded Planning Activities	Page 34
UPWP Amendments	Page 35
Appendix A – SFY 2019 Budget Information	Page 36
Appendix B – Map of SRTC Planning Area	Page 39
Appendix C – Planning Projects by Other Agencies	Page 40

List of Figures and Tables

Figure 1: SRTC's State and Federal transportation planning designations	Page 5
Figure 2: SRTC's Board and advisory committee organization	Page 6
Table 1: SFY 2019 UPWP Tasks and Subtasks	Page 14

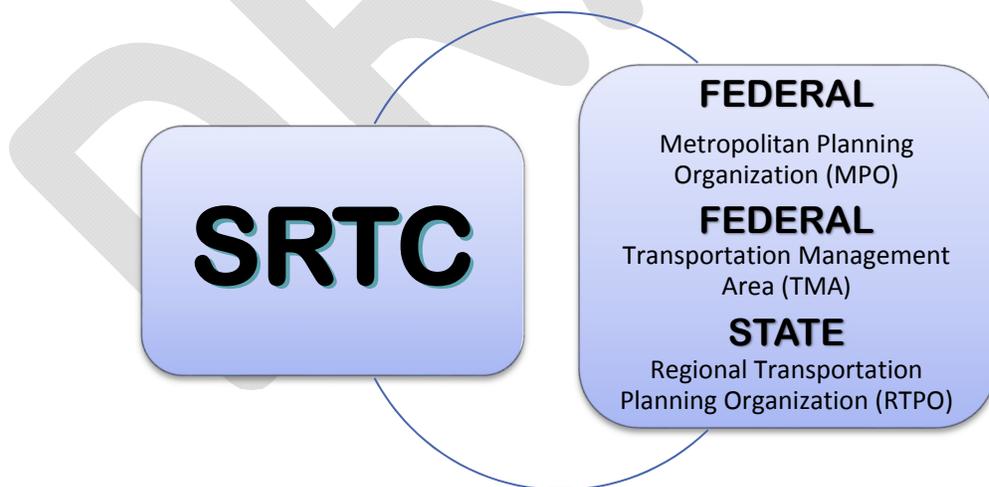
INTRODUCTION

Background

The Spokane Regional Transportation Council (SRTC) is the lead agency for coordinating transportation planning activities in the Spokane region (see map in Appendix C). As illustrated in Figure 1 below, SRTC maintains three important transportation planning designations:

1. The United States Department of Transportation (USDOT) requires every metropolitan area with a population over 50,000 in population to have a designated Metropolitan Planning Organization (MPO) to qualify for receipt of federal highway and transit funds. SRTC is the designated MPO for the Spokane Metropolitan Planning Area, and is responsible for ensuring compliance with federal transportation planning requirements. In particular, federal legislation (23 U.S.C. 134) requires the MPO to work in cooperation with the state and public transportation agencies in carrying out a continuing, cooperative, and comprehensive (3C) metropolitan planning process.
2. Urbanized areas over 200,000 in population are designated by federal legislation as Transportation Management Areas (TMA's). SRTC is the federally designated TMA for the Spokane Metropolitan Planning Area. TMA's have additional responsibilities and discretion in allocating certain federal transportation funds within the urbanized area.
3. SRTC serves as the state designated Regional Transportation Planning Organization (RTPO) for Spokane County. RTPO's are voluntary associations of local governments and were authorized as part of the 1990 Washington State Growth Management Act to ensure local and regional coordination of transportation plans.

Figure 1: SRTC's State and Federal transportation planning designations

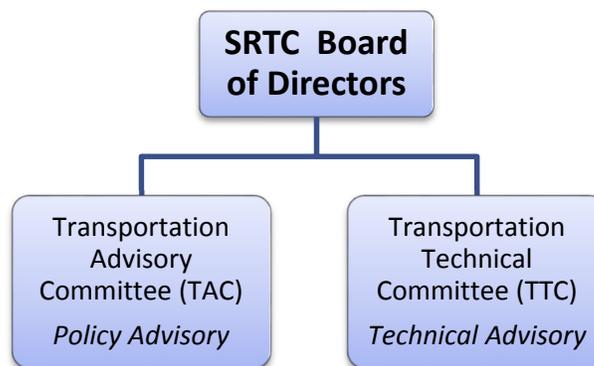


Purpose

The purpose of the UPWP is to identify and align all federally funded transportation planning activities that will be conducted in the metropolitan planning area during a one- or two-year period. This State Fiscal Year (SFY) 2019 Unified Planning Work Program defines such activities and their associated financial resources that will be undertaken in the Spokane Metropolitan Planning Area during the July 1, 2018 through June 30, 2019 Washington state fiscal year period.

SRTC staff is also responsible for carrying out specific activities that go beyond MPO planning activities. For example, SRTC receives funding from the Washington State Department of Transportation (WSDOT) to carry out its duties as an RTPO. Where possible, the UPWP defines core MPO functions and their associated funding sources. However, it should be noted there is often overlap within a specific work program task between federal and state planning requirements. In situations where a particular task is relevant as a core MPO function and as an RTPO function (e.g., Program Administration and Coordination), the identification of funding sources will include both the federal and state resources necessary to complete the task.

Figure 2: SRTC's Board of Directors and Advisory Committee organization



Organization and Process

SRTC is organized through an interlocal agreement as a voluntary association. As shown in Figure 2, the agency is governed by a Board that receives policy input from a Transportation Advisory Committee (TAC) and technical input from a Transportation Technical Committee (TTC). The Board includes 14 voting members and three ex officio, nonvoting members. Also, pursuant to RCW 47.80.040, area members of the House of Representatives and the State Senate are considered ex officio board members of SRTC.

The TTC is composed of 22 professionals from various local, regional, and state agencies and tribes. The TTC provides technical input and helps assure a coordinated regional transportation system. Additionally, the TTC participates in SRTC's transportation planning program by conducting technical reviews of activities such as applications for funding, setting of performance targets, congestion management reports, amendments to the Transportation Improvement Program, and provides input on the Unified Planning Work Program.

The TAC is composed of 13 members from an array of geographic areas, modal and policy expertise, agencies, and constituent groups. A key responsibility of the TAC is to advise the Board on policy issues associated with plans, programs, and activities conducted by SRTC. In addition, the TAC is organized to promote transparency and provide a forum for the public to be involved in SRTC's overall transportation planning program.

In developing the SFY 2019 UPWP, SRTC worked cooperatively with WSDOT and the Spokane Transit Authority (STA) to define planning priorities, work activities, and associated financial resources. Development of the UPWP also included cooperating with other planning partners, as outlined below:



Discussion and review of the document with SRTC member agencies through the TTC.



Discussion and review of the document with public stakeholders through the TAC.



Discussion, review, and approval of the document by the SRTC Board of Directors



Coordination and review of the document with the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), WSDOT's Transportation Planning Office and Eastern Regional Planning Office, and STA.

Issues Addressed in the Planning Process

Current Planning Environment

Over the past several years, national, state, and local governments have been faced with declining revenues. This trend continues in the current planning environment. On December 4, 2015 the latest federal transportation authorization bill, the Fixing America's Surface Transportation (FAST) Act, was signed into law, replacing the previous federal transportation authorization bill, Moving Ahead for Progress in the 21st Century (MAP-21). The FAST Act provides \$305 billion nationally over five years for various highway, transit, and safety programs. Approval of the FAST Act ended more than 10 years of short-term extensions and temporary transportation bills. Initial review of the FAST Act modifications and requirements does not reveal any necessary immediate changes for MPOs and continues the major changes brought about by MAP-21 in the programmatic structure for both highways and public transit and included an initiative to improve efficiency through performance-based planning. The FAST Act maintains all the funding program mergers created by MAP-21. The FAST Act also provides for enhanced coordination of public transportation services with other federally assisted transportation services to aid in the mobility of seniors and individuals with disabilities.

In SFY 2019, SRTC will continue to work on several key activities related to FAST Act performance-based planning requirements. It is anticipated that the performance-based planning approach will enhance SRTC's long-range planning and project selection processes. However, it should be recognized that the FAST Act performance-based planning requirements are an extension of the MAP-21 performance-based planning requirements, and as such, will involve a significant and continuing investment in resources (e.g., staffing, data collection, etc.).¹ Because these new requirements are not fully funded through the FAST Act, SRTC has balanced performance-based planning requirements with other MPO requirements. In striking this balance, SRTC's mission is to meet core MPO and RTPO planning functions. These goals are reflected in SRTC's SFY 2019 UPWP. In updating the new metropolitan/regional transportation plan, Horizon 2040, SRTC has identified several emerging planning issues to be addressed in the SFY 2019 UPWP and subsequent years. These include continuing to implement performance-based planning, aligning and supporting WSDOT's practical solutions framework, and understanding linkages between land use and transportation decisions.

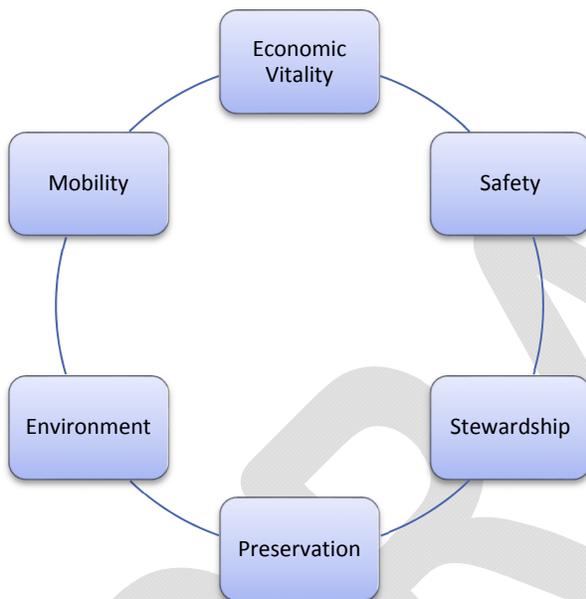
Federal and State Planning Factors

As part of the process of developing the UPWP, the FTA and FHWA require the consideration of federal planning factors in regional transportation planning efforts. These planning factors include:

- Support the economic vitality of the metropolitan area; especially by enabling global competitiveness, productivity, and efficiency;

¹ **Federal Register / Vol. 79, No. 105 / Monday, June 2, 2014 / Proposed Rules, page 31786, Summary of Average Annual Regulatory Costs and Burden Hours of Effort:** FHWA and FTA estimated that the average Transportation Management Area (TMA) will be required to provide 1,800 additional hours of effort to implement the new MAP-21 planning requirements. When considering paid time off (holidays, vacations, and sick leave) 1,800 hours essentially represents 1 Full Time Equivalent (FTE). This represents a significant work requirement for SRTC, which has a staff of 10.78 FTEs.

- Increase both the safety and security of the transportation system for motorized and non-motorized users;
- Increase the accessibility and mobility of people and for freight;
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planning growth and economic development patterns;
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- Promote efficient system management and operation;
- Emphasize the preservation of the existing transportation system;
- Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
- Enhance travel and tourism.



The SFY 2019 UPWP reflects these federal priorities and direction through specific work activities.

The SFY 2019 UPWP also addresses the six Washington State legislative transportation system policy goals of [RCW 47.04.280](#), including Economic Vitality, Preservation, Safety, Mobility, Environment, and Stewardship. In particular, Task 8: RTPO Planning Functions, addresses the specific requirements of RCW 47.04.280.

Finally, the SFY 2019 UPWP also reflects the Guiding Principles, Policies and Strategies established in the Horizon 2040 Metropolitan Transportation Plan and 2018-2021 Transportation Improvement Program, which were both developed within the framework of current federal and state planning requirements.



Coordination with Adjacent MPOs

As of March 2003, Kootenai County, Idaho became a federally designated urbanized area. Associated with that designation was the establishment of the Kootenai Metropolitan Planning Organization (KMPO). KMPO's eleven-member board is comprised of local elected officials from highway districts, local jurisdictions, District 1 of the Idaho Transportation Department, and the Coeur d'Alene Tribe. While the SRTC and KMPO Boards are independent from one another, SRTC and KMPO continue to coordinate planning and modeling efforts that affect both MPO areas. SRTC's work plan for SFY2019 includes initiating a joint Board meeting of the two MPO's.

SFY 2018 Key Accomplishments

The SFY 2019 UPWP identifies key accomplishments undertaken by SRTC for SFY 2018 organized by UPWP Task.

1. Program Administration and Coordination
• Completed SFY 2018 UPWP.
• Completed and submitted Title VI Annual Update to WSDOT.
• Completed SFY 2017 UPWP Annual Report.
• Completed 2017 MPO Self-Certification Report.
• Developed Calendar Year 2018 Budget and Indirect Cost Plan.
• Hired new Executive Director and two Senior Transportation Planners, maintaining 11 FTE.
• Developed a Strategic Plan adopted by the Board of Directors in December 2017.
• Participated in Washington MPO Coordination Committee.
• Participated in North Spokane Corridor Executive Committee.
• Participated in Spokane Regional Transportation Management Center Board and Committees.

2. Public and Stakeholder Participation and Coordination
• Increased social media presence, with over 1,445 followers on Twitter and 180 "likes" on Facebook.
• Created, printed and distributed to the public a "Year in Review" document.
• Held an open house to present the draft 2018-2021 TIP to the public.
• Implemented additional assistive listening audio technologies in new conference room space for people with hearing challenges.
• Attended community events, festivals and meetings to promote SRTC activities.
• Placed an emphasis on editing SRTC documents for "plain talk" to use less industry jargon and more language everyone can understand.
• Distributed quarterly newsletters on SRTC activities.
• Held an interactive "SRTC 101" workshop attended by over 50 people.
• Held an open house to present draft MTP to the public.
• Joined four local Chamber of Commerce associations and regularly attend their events; specifically, transportation committees.
• Hosted a State Legislative Session re-cap discussion.
• Scheduled to host educational events regarding roundabouts and pedestrian, bicycle and transit accessibility by July 1, 2018.

- Started a liaison program to provide each member jurisdiction with a specific staff member point-of-contact.

3. Systems Analysis and Information Management

- As part of the MTP update, finalized new 2015 base and 2040 forecast travel demand models.
- Continued work to address recommendations in the regional travel demand model peer review report.
- Acquired, updated, and maintained demographic, socioeconomic, land use, and transportation data in geospatial and other formats in support of transportation planning as appropriate. Used analysis tools to assist planning processes, inform decision makers and reveal new trends and patterns in support of planning functions.
- Collaborated with other agencies in data and analysis sharing as needed.
- Provided GIS support, managed the GIS software environment, and processed statistical and demographic data.
- Provided GIS data, mapping and GIS support to member jurisdictions.
- Expanded the use of ArcGIS Online interactive mapping and data capabilities to provide partner agencies and the public transportation relevant maps and data.
- Continued the annual development of the online, interactive, regional road construction map to avoid delays, improve public sentiment regarding delays, improve vehicular and worker safety, and share information publicly.
- Continued to coordinate with local agencies in managing the Spokane Regional Pedestrian Network dataset. Developed long term recommendations on the storage, maintenance, and use of the dataset.
- Provided model data and modeling support to member agencies for several projects, studies and other planning efforts.
- Completed evaluation of third party data for travel demand model information.

4. Metropolitan Transportation Plan (MTP)

- Completed an update to the MTP, Horizon 2040, which was approved by the SRTC Board of Directors on December 14, 2017.
- Conducted an interagency consultation process with FHWA, FTA and EPA for Horizon 2040.
- Performed evaluation of projects submitted for inclusion in Horizon 2040 update. Evaluation Tool process was developed via Horizon 2040 Toolkit and refined by staff with significant input. The Evaluation Tool process ties project selection to federal, state, and regionally adopted performance measures and targets.
- Compiled federal, state, and regionally adopted performance management data and targets in the Horizon 2040 Toolkit performance data library.
- Conducted nation-wide peer review and hosted meetings with local jurisdictions and agencies and active transportation organizations to identify opportunities for active transportation improvements in the MTP.
- Supported WSDOT Corridor Sketch program.
- Participated in North Spokane Corridor charrettes.

5. Transportation Improvement Program (TIP)

- Developed and approved the 2018-2021 Transportation Improvement Program (TIP).

- Maintained current TIP with amendments or administrative modifications processed monthly and uploaded on ArcGIS Online.
- Conducted air quality conformity determinations on the 2018-2021 TIP and TIP amendments.
- Developed and approved the 2018 TIP Policies and Procedures Guidebook.
- Completed the 2017 Project Obligation Report (annual listing of federal obligations) in compliance with federal regulations, FFY 2017 Annual CMAQ and TAP reports.
- Issued an STBG, STBG Set-Aside and CMAQ Call for Projects. Final project selections will be made by the SRTC Board of Directors in SFY 2019.
- Reconfigured call for project application and process to align with best practices and federal requirements on performance measures.

6. Congestion Management Process (CMP)

- Implemented the Congestion Management Process at the MTP level.
- Incorporated the CMP and associated justification reports into the MTP project evaluation process.
- Completed the 2017 CMP Year-End Report.
- Coordinated with Spokane Regional Transportation Management Center as a member of the Operations Board.

7. Planning Consultation and Studies

- Partnered with member agencies to assist Spokane Regional Health District in continuing the transportation demand management program WalkBikeBus.
- Designed new bicycle maps for the Spokesman-Review for Spokefest bicycling event.
- Provided traffic count, travel forecast, statistical, GIS, and other resources to partner and community agencies as requested.
- Coordination with WSDOT on models for North Spokane Corridor/I-90 IJR.
- Developed scope outlines for the Division Street corridor analysis and US 195 / Interstate 90 Study; initiating dialogue for options going forward.
- Participated on STA's Central City Line Advisory Committee.
- Participated on WSDOT's study advisory group for the I90 Four Lakes to Stateline Operations Study.
- Supported TIGER applications for member agencies by providing data, reviewing applications and coordinating support letters as requested.
- Participated as a technical team member for the STA Plaza operations analysis.

8. RTPO Planning Functions

- Conducted reviews and multi-modal level of service analyses of local jurisdictions' comprehensive plan updates and amendments in accordance with SRTC policies and procedures.
- Partnered with the Department of Commerce and Eastern Washington University to provide technical assistance to several small towns in updating their comprehensive plans.
- Managed SRTC's internal Commute Trip Reduction program. Promoted the countywide program to the community. Provided data and analysis to support countywide CTR program.
- Completed an update to Horizon 2040.
- Began reevaluation of household and job allocations with member agencies.

9. Unfunded Planning Activities

- Further developed a proposed SRTC Regional Bicycle and Pedestrian County Program with local agencies, stakeholders and jurisdictions.

DRAFT

SFY 2019 UPWP Tasks

The SFY 2019 UPWP identifies priorities for the Spokane Metropolitan Planning Area and allocates resources to specific needs and projects. It also assists local, state, and federal agencies in coordination of urban transportation planning activities. The tasks and subtasks to be accomplished and developed under the SFY 2019 UPWP are listed in Table 1. In addition, Table 1 provides a generalized illustration of whether a particular task or subtask is primarily undertaken to satisfy federal (MPO), state (RTPO), or both federal and state requirements. Subtasks have been added to provide SRTC the ability to track staff time and deliverables under areas of interest and to align that effort with the areas on which we want to focus.

Table 1: SFY 2019 UPWP Tasks and Subtasks

Task	MPO	RTPO
1. Program Administration and Coordination		
1.1 Program Management and Support	✓	✓
1.2 Professional Development and Training	✓	
1.3 Coordination with State and Federal Legislators	✓	
2. Public and Stakeholder Participation and Coordination		
2.1 Public Coordination and Outreach	✓	✓
2.2 Board Member & Stakeholder Coordination	✓	✓
2.3 Title VI & Environmental Justice	✓	✓
2.4 Webpage and Social Media Management	✓	✓
3. Systems Analysis and Information Management		
3.1 Information Management and Mapping Services	✓	✓
3.2 Travel Demand Modeling	✓	
4. Metropolitan Transportation Plan (MTP) and General Long Range Planning		
4.1 General Long Range Transportation Planning	✓	✓
4.2 Active Transportation	✓	✓
4.3 Transit/Coordinated Public Transportation-Human Services Transportation Plan	✓	✓
4.4 Freight	✓	✓
4.5 Performance Measures	✓	✓
5. Transportation Improvement Program		
5.1 TIP Development and Maintenance	✓	✓
5.2 Air Quality and Transportation Conformity	✓	✓
5.3 Coordinate and track projects needing funding	✓	✓
6. Congestion Management Process (CMP)	✓	
7. Planning Consultation and Studies		
7.1 I-90/US 195 Systems Study	✓	
7.2 Division Street Reimagined	✓	
7.3 General WSDOT	✓	
8. RTPO Planning Functions		✓
9. Unfunded Planning Activities	✓	✓

Details for each task identified in Table 1 are provided below. The estimated month and year of completion or an “Ongoing” designation is included after each task under the *Expected Outcomes/Schedule* heading. Budget information, including federal, state, and local transportation planning estimated revenues and expenditures for the main MPO planning functions as well as funding information for other programs, is shown in Appendix A.

Federal and State Areas of Emphasis

Federal and state emphasis areas are addressed in the SFY 2019 UPWP including:

Federal and State Areas of Emphasis	
<p>1. Transition from MAP-21 and FAST Act Implementation – <i>Transition to Performance Based Planning and Programming.*</i></p> <p>Highlights:</p> <ul style="list-style-type: none"> • SRTC will continue tracking Federal notices of proposed rulemaking as they pertain to performance management (task 4) and will inform and aid local agencies of the notices and changes. • SRTC will update, monitor, and maintain performance management data as determined by the FAST Act, and SRTC’s Horizon 2040 Implementation Toolkit (task 4). 	
<p>2. Models of Regional Planning Cooperation – <i>Promote cooperation and coordination across MPO boundaries and across state boundaries where appropriate to ensure a regional approach to transportation planning.*</i></p> <p>Highlights:</p> <ul style="list-style-type: none"> • SRTC will coordinate development of SFY 2020 UPWP with FHWA, FTA, STA, and WSDOT’s Transportation Planning Office and Eastern Region’s Planning Office (task 1.6). • SRTC will coordinate with federal, state, local, and Tribal agencies regarding regional transportation issues (task 1.1). • SRTC will monitor federal and state legislative actions (task 1.3). • SRTC will participate and coordinate in WSDOT performance management target-setting work groups (task 4). • SRTC will provide input and technical assistance as needed on WSDOT’s Corridor Sketch Initiatives and Practical Solutions (task 7). • SRTC will review and certify local updates and amendments to comprehensive plans and the CWPP for consistency with SRTC’s Plan Review and Certification Process Instruction Manual (task 8). • SRTC will continue interaction with Intermountain MPO group, and other MPOs and agencies, to share information, MPO practices, data uses, techniques, and plans (task 7). 	
<p>3. Ladders of Opportunity – <i>Access to essential services – as part of the transportation planning process, identify transportation connectivity gaps in access to essential services.*</i></p> <p>Highlights:</p> <ul style="list-style-type: none"> • SRTC will incorporate text related to access gaps into future MTP updates within the Title VI and Americans with Disabilities Act (ADA) sections (task 2 and task 4). • SRTC will reach out to “traditionally underserved” populations for the purpose of education and awareness regarding the long-range transportation plan, Horizon 2040 (task 2 and task 4) through coordination with local agencies. 	
<p>4. Tribal Consultation – <i>Coordinate and invite participation with tribal governments on the development of their regional transportation plans and programs.**</i></p> <p>Highlights:</p> <ul style="list-style-type: none"> • SRTC will coordinate and consult with Tribal governments (task 1.1). • SRTC will maintain coordination with Tribal and Land Management agencies per SRTC’s Tribal and Land Management Coordination policies (task 2.1). • SRTC will continue outreach and coordination with area Native American Tribes (task 2.2). 	

Federal and State Areas of Emphasis

- SRTC will coordinate Tribal participation in the TIP process (task 5.1).
- SRTC will evaluate tribal representation on the SRTC Board (task 1.1)

5. **Annual Performance and Expenditure Reports** (Annual Reports) – *Submit Annual Performance and Expenditure Reports to FHWA and FTA no later than 90 days following the end of the state fiscal year in Washington.* **

Highlight:

- SRTC will produce an Annual Performance and Expenditure Report (task 1.6).

6. **Interlocal Agreements** – *Create or update as needed. Interlocal agreements are the legal instrument used to establish MPOs and RTPOs.* **

Highlights:

- SRTC will review progress on existing MOU (signed January 15, 2013) in coordination with WSDOT and STA (task 1.1).
- SRTC will review ILA and determine need for update (task 1.1).

7. **Statewide Planning Efforts** – *Participate in statewide planning efforts with respect to the various state modal plans and the statewide long-range transportation plan (WTP).* **

Highlights:

- SRTC will provide input and technical assistance as needed on WSDOT's plans (task 7).
- Participate in work groups statewide (task 1).

8. **Corridor Sketches** – *Participate in WSDOT's Corridor Sketch process by attending gatherings, providing input on documents and data, providing data and modeling results, performing transportation modeling and analysis, and using results in RTP updates.* **

Highlight:

- SRTC will provide input and technical assistance as needed on WSDOT's Corridor Sketch Initiative (task 7).

9. **Performance Measures** – *Collaborate with WSDOT as official comments to the USDOT dockets are prepared and as the State works towards setting performance measures and targets.* **

Highlights:

- SRTC will continue tracking Federal notices of proposed rulemaking as they pertain to performance management (task 4).
- SRTC will update, monitor, and maintain performance management data as determined by the FAST Act, and SRTC's Horizon 2040 Implementation Toolkit (task 4).
- SRTC will continue to collaborate with WSDOT to set statewide and MPO performance measure targets (task 4).

*Federal 2018 Emphasis Areas; **State and Federal Emphasis Areas

1. Program Administration and Coordination

Overview

Program Administration is a core MPO and RTPPO function. The purpose of this task is to administer the overall metropolitan transportation planning process in an open and collaborative environment. Program administration activities are undertaken to ensure MPO compliance with applicable provisions of Titles 23, 40, and 49 of the US Code and the Code of Federal Regulations that call for a continuing, comprehensive, and cooperative metropolitan transportation planning process. Program administration activities also ensure RTPPO compliance with RCW 47.80 and Chapter 468-86 WAC. Program Administration is a core MPO and RTPPO function and includes the development and tracking of the Unified Planning Work Program.



Source of Funds/Budget

FHWA/FTA/RTPPO/Local - \$336,622

Responsibilities

SRTC staff

<i>Expected Outcomes</i>	<i>Schedule</i>
Administration of the metropolitan transportation planning process that complies with applicable federal and state regulations.	Ongoing

1.1 Program Management and Support

This subtask includes the activities necessary to effectively manage the metropolitan transportation planning process as required by federal and state regulations:

- Ongoing coordination and support provided to the SRTC Board, Transportation Technical Committee (TTC), and Transportation Advisory Committee (TAC).
- Coordination and consultation with WSDOT, STA, member agencies, Tribal governments, other MPOs, and other local agencies and planning partners.
- Overall development and monitoring of program activities, interagency agreements, and the annual SRTC budget.
- Financial planning and management, including the administration of planning grants.
- Purchase of office equipment, supplies, and computer hardware and software.
- Fiscal management and reporting.
- Development and administration of agency policies and procedures.
- Staff management and leadership.

<i>Expected Outcomes</i>	<i>Schedule</i>
Coordination and support to the SRTC Board, TTC, and TAC.	Ongoing
Coordination with federal, state, local, and Tribal agencies, and other partners regarding regional transportation issues, plans, studies, funding, and implementation programs.	Ongoing

Coordination with Tribal agencies.	Ongoing
Provide two-way, collaborative and continuing communication with SRTC and member agencies through the liaison program, where each member agency is assigned a staff person for ongoing contact.	Ongoing

1.2 Federal Transportation Planning Certification

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) conducted a joint site review of the Spokane metropolitan area's transportation planning process on December 1-2, 2015. This Transportation Planning Certification Review is required by federal regulations every four years for metropolitan areas that exceed a population of 200,000 and have been designated as a Transportation Management Area (TMA).

During the review, the FHWA and FTA noted significant improvement in the status of the planning process lead by SRTC and determined that all corrective actions from the 2012 review were adequately resolved. It was certified that the transportation planning process in the Spokane metropolitan area meets the applicable program and regulatory requirements of 23 CFR 450.

<i>Expected Outcomes</i>	<i>Schedule</i>
Review and implement recommendations from the February 8, 2016 Federal Transportation Planning Certification Review Final Report.	Ongoing
Submit Self Certification to WSDOT Tribal and Regional Coordination Liaison.	October 2018

1.3 MPO Agreements

In 2013, the SRTC Board approved a new Interlocal Agreement (ILA) that details the governance structure and cooperative process for carrying out the metropolitan transportation planning process. It is anticipated that the current ILA will be evaluated for possible changes to the SRTC fiscal year from a calendar year basis to a July-June basis to match the State of WA fiscal year, as well as the possibility to change how SRTC handles fiscal and administrative tasks.

<i>Expected Outcomes</i>	<i>Schedule</i>
Review progress to date on existing MOU (signed January 15, 2013) in coordination with WSDOT and STA	Ongoing
Review the 2013 ILA for potential changes to SRTC's Fiscal Year, utilized services from City of Spokane, and establishment of WA State non-profit status. Make changes if directed.	July 2018

1.4 Coordination with State and Federal Legislators

Periodically, SRTC staff is asked to provide technical information about the status of transportation plans and programs to both state and federal legislators. SRTC staff also provides updates on metropolitan planning activities where legislators and/or their staff members may be present. In addition, pursuant to RCW 47.80.040, any member of the House of Representatives or the State Senate whose districts are wholly or partly within the boundaries of the regional transportation planning organization are considered ex officio,

nonvoting board members of the regional transportation planning organization. As such, SRTC staff coordinates with area members of the state legislature as regular ex officio members of the SRTC Board. SRTC does not use federal revenue when expenditures include staff time, travel, lodging, or meals for legislative functions. SRTC maintains a binder with anti-lobbying rules and regulations regarding unallowable costs. It is periodically reviewed by SRTC staff who interact with policy makers or manage contracts.

During SFY 2019, the Executive Director may participate in the following regional trips to meet with state and federal legislators. Both trips will be paid for solely with local funds:

- Regional Olympia Fly-In (January 2019)
- Regional Washington DC Fly-In (April 2019)

<i>Expected Outcomes</i>	<i>Schedule</i>
Monitoring federal and state legislative issues and actions.	Ongoing
SRTC staff review of anti-lobbying rules and regulations.	Ongoing

1.5 Professional Development and Training

This subtask provides for ongoing staff training to include attending conferences, seminars, and training sessions within budget constraints. Professional development and training are fundamental components of maintaining a qualified, up-to-date professional staff. Training requirements are particularly important for a small MPO staff that is responsible for staying abreast of changing federal and state regulations and planning requirements, travel demand modeling, air quality conformity modeling, Geographic Information Systems, and computer hardware, software, and network systems. On an annual basis SRTC compiles a detailed spreadsheet to determine the training needs and costs for staff members to attend needed training. This task also includes costs for professional and trade associations such as the Association of Metropolitan Planning Associations (AMPO) and National Association of Regional Councils (NARC). SRTC is also focused on attracting and retaining highly qualified employees. This task also reflects training and certification for professional planners through American Planning Associations (APA) AICP Certification program and other professional training for Geographic Information Systems (GIS) and Data Scientist certifications.

<i>Expected Outcomes</i>	<i>Schedule</i>
Professional development and training for SRTC staff, including travel demand modeling (VISUM), air quality conformity (MOVES), Geographic Information Systems (ArcGIS), transportation planning and programming, computer programming, statistical data and methods, project management, Title VI, Environmental Justice and congestion management planning. Includes costs of certification, membership and participation in statewide, regional and national trade organizations. Also included in this is Board training in same areas as appropriate to increase Board capacity and governance.	Ongoing
Report on future professional development and training needs.	March 2018

1.6 Unified Planning Work Program

SRTC will develop and maintain the SFY 2020 UPWP to coordinate metropolitan planning activities between SRTC and its member agencies, define planning activities, and identify

funding sources for those activities. The UPWP is a core MPO function and identifies and organizes RTPO planning activities.

Responsibilities

SRTC staff serves as lead in coordination with member agencies, STA, and WSDOT.

<i>Expected Outcomes</i>	<i>Schedule</i>
Maintenance of the SFY 2019 UPWP that identifies transportation planning activities to be undertaken in the SMPA using federal, state, and local funds.	Ongoing
Annual Performance and Expenditure Report as required by federal regulations.	September 2018
Periodic updates to the SRTC Board on progress in implementing the SFY 2018 UPWP.	Ongoing
Development of the SFY 2020 UPWP.	March 2019
Submit UPWP Amendments to the SRTC Board for approval and subsequently to FHWA and FTA.	As needed

2. Public and Stakeholder Participation and Coordination

Overview

A robust and ongoing public involvement process is a vital component of a successful metropolitan transportation planning process. Key provisions of the Public Participation Plan (PPP) include providing information to the public and stakeholders; timely public notice of SRTC meetings, public comment periods, and other activities; full public access to key decisions and decision-making processes; and support for early and continuing involvement of the public in all planning and programming activities. This is a core MPO and RTPO function.



Source of Funds/Budget

FHWA/FTA/RTPO/Local - \$188,857



Responsibilities

SRTC staff serves as the lead in coordination with member agencies, STA, WSDOT, other resource agencies, and stakeholders.

Expected Outcomes/Schedule

This is an ongoing task that encompasses SRTC’s processes and procedures for engaging the public and stakeholders in the metropolitan planning process (Ongoing).

2.1 Public Coordination and Outreach

In accordance with applicable federal requirements and adopted public participation procedures, SRTC provides the general public with opportunities to participate in the metropolitan planning process by providing information on specific issues through a variety of channels. SRTC has developed a Public Participation Plan (PPP) to identify specific stakeholders and methods to gather and disseminate project-specific or plan-specific information to them. In general, the outreach methods employed by SRTC include:

- Roundtables or focus groups on regional transportation issues and priorities,
- Presentations to groups of various sizes and interest areas,
- Open houses and public meetings for major SRTC activities and projects,
- Participation in open houses and public meetings hosted by other jurisdictions and agencies,
- Quarterly publication of newsletters distributed via email,
- Publication of annual reports,
- Surveys,
- Social media sites including a blog, Facebook and Twitter,
- Press releases to local media,
- SRTC presence at community events,
- Email distribution lists and flyers and/or direct mailings to publicize meetings and events,
- Coordination with member agencies and community groups to promote SRTC activities through websites, social media posts and other methods,
- Collaboration with GIS staff members on improving public and partner dissemination of SRTC data, online maps, and programs via the web and social media,
- Maintaining coordination with Tribal and Land Management agencies per SRTC's Tribal and Land Management Coordination policies,
- An education series aimed at providing best practices and training modules for SRTC Board and committee members, transportation stakeholders, local elected and civic leaders and members of the general public as to local transportation activities and issues, and
- A monthly messaging program that aims to reach members of the general public outside of phones and computers through posters and other education materials posted in public places.

<i>Expected Outcomes</i>	<i>Schedule</i>
Continue to address the recommendations in the February 8, 2016 FHWA & FTA Transportation Planning Certification Review Final Report related to public participation.	Ongoing
Provide and consider how information can be disseminated so individuals can access meeting minutes and other public documents and assess how public comments can be handled to meet the needs of the public.	Ongoing
Maintain comprehensive contact databases.	Ongoing
Develop and utilize dynamic presentation and educational materials for outreach to the public and stakeholders.	Ongoing

Provide information to the public through the website, open houses, social media, and other media.	Ongoing
Coordinate and implement public involvement procedures and public participation plans.	Ongoing
Produce a quarterly SRTC newsletter in January, April, July, and October of each year.	Ongoing
Hold open houses and public meetings that encourage discussion between the agency and members of the public and to solicit public comment.	Ongoing
Provide alternate methods of communication for those who do not have access to the Internet.	Ongoing
Consider new types of information, formats, and outlets for information distribution and dissemination.	Ongoing
Develop and distribute “Monthly Messaging” as coordinated through the TAC committee. Display at public locations, targeting a wide variety of sub-populations.	Ongoing
Focus enhanced outreach efforts on traditionally underserved populations.	Ongoing
Host an education series to provide identification of gaps in the work plan, increased coordination, and implementation of best practices.	Ongoing

2.2 Stakeholder Coordination

This subtask provides for continuous outreach to resource agencies, freight operators, security agencies, inter-regional transit, rail providers, and air cargo carriers to integrate them into the metropolitan transportation planning process.



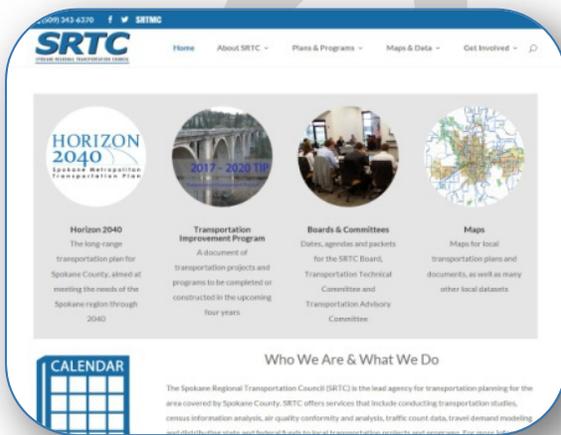
<i>Expected Outcomes</i>	<i>Schedule</i>
Outreach and coordinate with area Native American Tribes.	Ongoing
Outreach and coordinate with area land management agencies.	Ongoing
Develop and update email distribution lists of potential stakeholders to be used to disseminate information on the MPO’s activities and projects.	Ongoing
Build and maintain relationships with staff at other agencies for the purpose of coordination on projects and studies and the promotion of other agency’s activities on SRTC’s social media sites, and vice versa.	Ongoing
Utilize stakeholder and focus groups in agency transportation sub-area, and other, studies.	Ongoing
Include staff from other agencies on SRTC committees and sub-committees and working groups.	Ongoing
Facilitate and encourage information-sharing between member agencies.	Ongoing



2.3 Title VI & Environmental Justice

In accordance with federal requirements (Title VI and Executive Orders), this subtask identifies environmental justice issues at the regional and project levels. It also provides a means to assess the adequacy of current strategies by focusing on public involvement activities and assessment techniques applied to the MTP and TIP. Additional strategies will be identified and implemented as appropriate.

Expected Outcomes	Schedule
Continue to address the recommendations in the February 8, 2016 FHWA & FTA Transportation Planning Certification Review Final Report related to Environmental Justice, Title VI, and the Americans with Disabilities Act (ADA).	Ongoing
Gather meaningful input from all sectors of the public regarding SRTC projects and activities, including under-served populations such as the elderly, disabled, low-income, people who speak English as a second language, minorities, and those who may be disproportionately impacted by transportation planning and projects.	Ongoing
Include representatives on the Transportation Advisory Committee of people interested in transportation options for the populations listed above.	Ongoing
Update the Title VI Plan and Environmental Justice information in planning documents as needed.	Ongoing



2.4 Webpage and Social Media Management

This subtask is to maintain, update, and continually improve SRTC's website, SRTC Blog, Facebook, and Twitter accounts.

Expected Outcomes	Schedule
Update and maintain an attractive, easy-to-use, informative, and timely website that allows members of the public to view SRTC plans, projects and documents and informs users of upcoming meetings, public comment periods, and other SRTC activities.	Ongoing

Develop and utilize informative and interesting social media sites such as SRTC’s blog, Facebook and Twitter pages, and any other technology or social media options that could be effectively used to reach members of the public.	Ongoing
Include links to SRTC’s ArcGIS Online site on SRTC’s main website and in social media posts to provide easily accessible information in an easy-to-understand format.	Ongoing
Embed maps from SRTC’s ArcGIS Online site in website and social media posts.	Ongoing

3. Systems Analysis and Information Management

Overview

This task is a core MPO and RTPPO function. All data, analysis and tools from this task are intended to facilitate informed decision-making by elected and governing officials for other



tasks identified in this UPWP including the MTP, the TIP, and the CMP. The data is used for travel demand and air quality modeling to identify transportation issues, propose solutions, and evaluate activities to be implemented. This task includes collecting, analyzing, maintaining, and reporting of data. This work supports SMPA transportation processes. Information in tabular, database, geospatial, and other formats are used. The products are updated and compiled in various formats and made available to SRTC staff, staff from other state and local governments, and the public. This task also involves maintaining various user licenses and agreements and updating computer hardware and software.

Source of Funds/Budget

FHWA/FTA/STBG/RTPPO/Local - \$535,830

Responsibilities

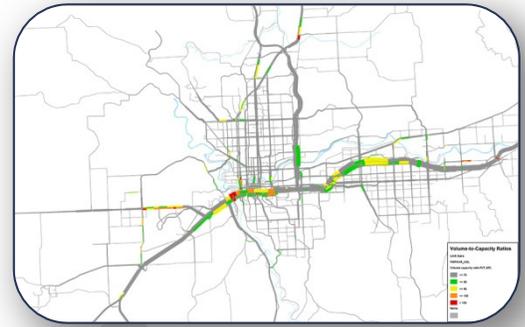
SRTC staff coordinates and develops systems and information management tasks with member jurisdictions, STA, WSDOT, Environmental Protection Agency, Washington State Department of Ecology, Spokane Regional Health District and Spokane Clean Air Agency.

Expected Outcomes/Schedule

This is an ongoing task that encompasses the collection, maintenance, analysis and reporting of data, licenses, agreements and equipment in support of agency programs and functions.

3.1 Information Management and Mapping Services

Create, collect, maintain and analyze tabular, database, geospatial, and other data formats. Develop cartographic products in web based, digital, and hardcopy formats. Analyze and present data including demographic, employment, land use, and other transportation-related indicators internally, to member governments, and the general public. This task supports the MTP, TIP, CMP, and other tasks detailed in work program.



<i>Expected Outcomes</i>	<i>Schedule</i>
Acquire, update, and maintain demographic, socioeconomic, land use, and transportation data in geospatial and other formats in support of transportation planning as appropriate. Use analysis tools to assist planning processes, inform decision makers and reveal new trends and pattern for use in planning.	Ongoing
Update, maintain, and add additional maps and data through ArcGIS Online in order to disseminate SRTC programs and data to internal staff, the public, and other agency staff.	Ongoing
Collaborate with other agencies in data and analysis sharing.	Ongoing
Assess data management process; catalog data sources, develop data architecture plan and recommendations.	
Provide mapping/cartographic products and support.	Ongoing
Research new developments in GIS and information technology for analysis and public dissemination of data and plans.	Ongoing
Manage the GIS software environment and provide agency support and guidance in GIS.	Ongoing
Disseminate releases from US Census Bureau surveys and programs, and other statistical agencies as appropriate.	Ongoing

3.2 Travel Demand Modeling

The travel demand model forecasts future demand for roadway and transit facilities. The model also calculates the share of trips completed by a combined bicycle/pedestrian mode. The travel demand model is an important tool in planning for a transportation system that serves the future needs of the region and is also a critical element in the required air quality conformity determination process.

Responsibilities

SRTC staff is responsible for maintaining the new 2010/2040 regional travel demand model set.

<i>Expected Outcomes</i>	<i>Schedule</i>
Maintenance of the 2015/2040 model set to include: 2015 base year and 2040 forecast year. Model maintenance includes making any updates or corrections to the transportation network or input files. Revisions will be incorporated in the next model update.	Ongoing
Reconcile jobs and households with cities' comprehensive plans and economic development efforts as step in model improvement plan.	Ongoing
Complete model data requests for member agencies and/or public, as needed (Ongoing). (Note: Significant modeling requests or analysis are considered under Task 7 Planning Consultation and Studies).	Ongoing
Undertake activities to implement recommendations from the model peer review.	Ongoing
Assess options for data acquisition, present to advisory committees and Board and recommend most advantageous. Integrate into overall data architecture.	Ongoing
Conduct a regional travel survey and/or acquire travel data to update the travel demand model and inform planning efforts.	FY 2019 & 2020

DRAFT

4. Metropolitan Transportation Planning (MTP) and General Long-Range Transportation Planning

Overview



The MTP is an ongoing core MPO and RTPO function with updates occurring at least every four years (as per federal planning regulations) and amendments occurring as warranted through coordination with member agencies. Both development and implementation of the MTP fall under this task which includes a variety of long-term and short-term implementation strategies. SRTC is both implementing Horizon 2040, the current MTP, and beginning to plan for the 2021 update to Horizon 2040.

Additionally, a variety of general long-range transportation planning efforts are conducted under this task. These collaborative efforts help identify regional transportation and land use challenges and provide a forum to develop cross-jurisdictional strategies and solutions.

Source of Funds/Budget

STBG/RTPO/Local - \$215,483

Responsibilities

SRTC staff serves as lead in coordination with member agencies, STA, and WSDOT.

4.1 General Long-Range Transportation Planning

<i>Expected Outcomes</i>	<i>Schedule</i>
Continue tracking Federal notices of proposed rulemaking as they pertain to transportation planning; begin modal planning.	Ongoing
Initiate planning for 2021 metropolitan transportation plan update specifically reviewing the regional significance definition.	September 2018
Coordinate public and stakeholder participation activities for long range planning activities as delineated in Task 2.	Ongoing

4.2 Active Transportation

Activities under this task focus on the regional coordination and collaboration of active transportation efforts and issues.

<i>Expected Outcomes</i>	<i>Schedule</i>
Continue coordination efforts regarding Active Transportation specifically through a working group.	Ongoing
Continue efforts collecting, analyzing and tracking active transportation count data.	Ongoing

Assist to member jurisdictions in relationship to active transportation issues as requested.	Ongoing
--	---------

4.3 Transit/Coordinated Public Transportation – Human Services Transportation Plan

This task focuses on working in coordination with STA to update the Transit/Coordinated Public Transportation – Human Services Transportation Plan.

<i>Expected Outcomes</i>	<i>Schedule</i>
Coordinated Public Transit-Human Services Coordination Plan update.	Fall, 2018
Convene and facilitate coordinated HSTP working group.	Ongoing
Review and submit regionally ranked list of projects for WSDOT consolidated grant program.	December 2018

4.4 Freight

Activities under this task focus on the regional coordination and collaboration of freight transportation efforts and issues.

<i>Expected Outcomes</i>	<i>Schedule</i>
Establish a freight working group to coordinate and collaborate on regional freight issues.	Fall 2018
Develop a scope for a freight mobility plan to be part of the long-range plan update.	Fall 2018
Investigate a freight component for the transportation model as outlined in Task 3.	Ongoing

4.5 Performance Management

SRTC is federally required to engage in performance management in coordination with WSDOT. Activities under this task further these planning efforts.

<i>Expected Outcomes</i>	<i>Schedule</i>
Participate and coordinate in WSDOT performance management target-setting work groups.	Ongoing
Update, monitor, and report performance management data and targets as determined by the FAST Act.	Ongoing
With the assistance of a TTC working group, set quantitative performance targets or agree to state performance targets.	November 2018
Coordinate with WSDOT and local agencies regarding asset management plans.	Ongoing

5. Transportation Improvement Program (TIP)

Overview

SRTC is responsible for developing, maintaining, and tracking implementation of a Transportation Improvement Program (TIP) that serves and reflects the needs of the SMPA and complies with pertinent federal and state requirements. These efforts include implementing a criteria-based project selection process, improving project tracking mechanisms, and continued coordination between member agencies, WSDOT, STA, FHWA, and FTA. SRTC is required to complete a full update to the TIP at least every two years.

Source of Funds/Budget

STBG/RTPO/Local - \$213,530

Responsibilities

SRTC staff serves as lead in coordination with member agencies, STA, and WSDOT.

5.1 TIP Development and Maintenance

<i>Expected Outcomes</i>	<i>Schedule</i>
Develop and approve the 2019-2022 TIP in accordance with federal and state regulations and the policies set forth in the <i>2019 TIP Guidebook</i> .	October 2018
Develop and approve the <i>2019 TIP Guidebook</i> to include, but not limited to: updates to policies and procedures for TIP amendments, calls for projects, project prioritization, delayed/deferred projects, and project tracking (pre- and post- obligation).	December 2018
Complete <i>2018 Project Obligation Report</i> in full compliance with federal regulations, FFY 2018 Annual CMAQ and TAP reports.	March 2019
Final project selections for STBG, STBG Set-Aside and CMAQ call for projects.	August 2018
Track project status (pre- and post-obligation) of Title 23 and Title 49, Chapter 53 federal funds in accordance with the <i>2018 TIP Policies and Procedures Guidebook</i> .	Ongoing
Coordinate Tribal participation in the TIP process.	Ongoing
Maintenance of the current TIP; includes processing amendments and/or administrative modifications to the current TIP, as necessary.	Ongoing
Provide mapping/cartographic products and other GIS support as necessary.	Ongoing
Track local agency obligations of federal funds. Status reports for local agency obligations of federal funds will be reported to SRTC committees and Board periodically as needed.	Ongoing
Develop and maintain a TIP database and reporting tool.	Ongoing

5.2 Air Quality and Transportation Conformity

Activities under this task focus on planning efforts that maintain the National Ambient Air Quality Standards (NAAQS) by assessing and avoiding or mitigating adverse impacts of mobile-source pollutants on existing and future transportation systems. These efforts include applying federal Congestion Mitigation and Air Quality Program (CMAQ) programming criteria that selects projects with the largest air quality impact, and ensuring transportation conformity with State Implementation Plans. In SFY 2019 SRTC will continue to work with the Washington State Department of Ecology on refining the data inputs used in EPA's MOVES air quality modeling software.

<i>Expected Outcomes</i>	<i>Schedule</i>
Complete Annual CMAQ report.	January 2019
Conduct Air Quality Conformity determinations for the MTP, TIP, and TIP amendments.	Ongoing
Complete project-level air quality analysis for CO and PM ₁₀ as required in the CO Maintenance Plan and PM ₁₀ Limited Maintenance Plan.	Ongoing
Continue coordination with the Washington State Department of Ecology on vehicle miles traveled (VMT) data required for the transportation sector portion of their emissions inventory and necessary input files needed to run MOVES per the federal requirements.	Ongoing
Monitor federal and state legislation and activities related to climate change and National Ambient Air Quality Standards (NAAQS) of criteria pollutants that have current or future impacts to the SMPA.	Ongoing
Initiate Air Quality Interagency Consultation Process as needed.	Ongoing

5.3 Coordination and Tracking Projects

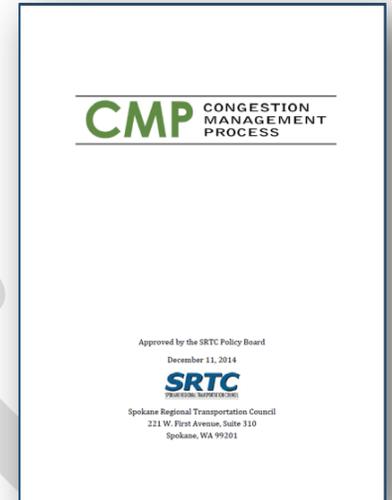
Activities under this task are focused on a developing a comprehensive view of projects that need funding from our member agencies. By being able to represent the needs visually in a regional context, strategies can be identified for increasing resources coming into the planning area.

<i>Expected Outcomes</i>	<i>Schedule</i>
Compile needs assessment information from partner agencies; Report to Board.	December 2018
Quarterly (or more frequently if needed) check-in meetings with partner agencies to maintain accurate needs assessment information via SRTC's liaison program.	Ongoing
Maintain a list of current and upcoming calls for projects to disseminate to our partner agencies.	Ongoing

6. Congestion Management Process (CMP)

Overview

The Congestion Management Process is a core MPO function and provides a mechanism for monitoring system-wide and link-based performance for recurring and nonrecurring congestion. The CMP uses performance data to determine the causes and severity of congestion in the region. The CMP is used at various levels of planning and operational analysis from the MTP to the TIP to the development of individual projects. A CMP that is integrated into the metropolitan transportation planning process provides comprehensive information on the performance of the transportation system so citizens, elected officials, and member agencies will have up-to-date information regarding congestion levels and implemented strategies. The CMP also fosters collaboration with the Spokane Regional Transportation Management Center (SRTMC) and Intelligent Transportation Systems (ITS) programs and projects.



Source of Funds/Budget

FHWA/FTA/Local - \$54,501

Responsibilities

SRTC staff serves as lead in coordination with member agencies, STA, and WSDOT. Additionally, SRTC will coordinate with FHWA and FTA.

Expected Outcomes/Schedule

As part of the MPO planning process, SRTC is required to continuously monitor and improve the CMP. The following work is scheduled for SFY 2019:

<i>Expected Outcomes</i>	<i>Schedule</i>
Review Roadway Capacity Justification Reports for inclusion in the MTP or TIP (if needed).	Ongoing
Acquire data to monitor and track performance.	June 2019
Provide data, data analysis, mapping/cartographic products and other GIS support as necessary.	Ongoing
Collaborate with the Spokane Regional Transportation Management Center.	Ongoing

7. Planning Consultation and Studies

Overview

In accordance with the federal metropolitan transportation planning regulations (23 CFR 450), the MPO provides existing data and planning information to, and consults with, federal, state, and local agencies responsible for transportation, land use management, natural resources, environmental protection, public health, conservation, and historic preservation concerning the development of plans and programs.

SRTC will provide planning consultation and coordination for specific transportation planning or related projects as appropriate. Support from SRTC may include collecting and providing data, performing analysis, or participation on study teams. In some cases, these services will require a Memorandum of Agreement (MOA) between SRTC and the lead agency that includes the requested scope of work/tasks to be performed, specific roles and responsibilities, an initial timeline or schedule, and funding, fees, or other resources required. The MOA is to be signed prior to committing the MPO for services in any RFP or consultant contract.

In addition, SRTC may serve to coordinate as the lead agency to develop studies and plans (e.g., subarea transportation studies, modal studies such as pedestrian plans and transit system studies, corridor impact studies, etc.). Funding for transportation system studies must be identified and included in the UPWP prior to committing SRTC as the lead planning agency.

Sources of Funds/Budget

FHWA/FTA/STBG/RTPO/Local - \$497,405

Responsibilities

SRTC may serve as a supporting or lead agency for planning consultation, studies, or developing and maintaining inventories. SRTC also may be integral in providing technical data and interpretation of data for planning consultation or studies.

<i>Expected Outcomes</i>	<i>Schedule</i>
Participate on plan/study technical and advisory committees as requested.	Ongoing
Coordinate with local government to assure consistency between proposed developments and metropolitan transportation plans and policies.	Ongoing
As appropriate, incorporate outcomes of plans into the next MTP, TIP, CMP, and other MPO planning activities.	Ongoing
Provide mapping and GIS support for Spokane Regional Health District’s transportation demand program “Walk. Bike. Bus”.	Ongoing
Continue planning consultation (as prescribed under FAST Act) with all local jurisdictions throughout this fiscal year.	Ongoing
Provide existing traffic count and travel forecast data.	Ongoing
Provide guidance on the metropolitan public involvement process and provide contact information for potential agency stakeholders and organizations.	Ongoing
With coordination and depending on availability, conduct special project-level travel demand modeling.	Ongoing
Continue interaction with Intermountain MPO group, and other MPOs and agencies, to share information, MPO practices, data uses, techniques, and plans.	Ongoing
Provide mapping/cartographic products and other GIS and data support as necessary.	Ongoing

7.1 US 195 / Interstate 90 Systems Study

SRTC will coordinate a multi-jurisdictional systems analysis of the US 195 and Interstate 90 corridors in the vicinity of the US 195/I-90 interchange. The study will examine issues such as safety, mobility, reliability, land use, access management, and local network requirements. Scope, roles/responsibility and deliverables is still under development and expected to begin 9/1/18.

<i>Expected Outcomes</i>	<i>Schedule</i>
US 195 / Interstate 90 Study using a systems approach and considering practical solutions. Coordinated with WSDOT, City of Spokane, Spokane County, and other member agencies as appropriate.	Begin in 2018, Multi-year

7.2 Division Street Reimagined

SRTC will coordinate some elements of a multi-jurisdictional systems analysis of the Division Street corridor. Scope, roles, responsibility and deliverables is still under development and subject to change. Effort is expected to be multi- year and begin 1/1/19.

<i>Expected Outcomes</i>	<i>Schedule</i>
Division Street Reimagined Study using a systems approach and considering practical solutions. Coordinated with WSDOT, STA, City of Spokane, Spokane County and other member agencies as appropriate.	January 2019, Multi-year

8. RTPO Planning Functions

Overview

SRTC is the state-designated RTPO for Spokane County. The 1990 Washington State Growth Management Act (GMA) created RTPO's with the purpose of coordinating regional transportation planning activities and to develop a regional transportation plan. The duties of RTPOs largely mirror those of federally-designated Metropolitan Planning Organizations (including development of a long-range transportation plan and a short-range transportation program). The additional tasks required of RTPOs that are not covered in the previous sections of this UPWP are detailed below.

Sources of Funds/Budget

RTPO/Local - \$128,398

Responsibilities

As the RTPO, SRTC staff serves as lead for this task.

<i>Expected Outcomes</i>	<i>Schedule</i>
Assist local jurisdictions in the required periodic updates to comprehensive plans (required by June 2019). This may include continued discussion with STA, WSDOT, and/or the Washington State Department of Commerce on transportation element requirements and the SRTC certification process. This will also include continued discussion with the above-mentioned agencies as well as affected jurisdictions, designed to provide clarity regarding the new comprehensive plan and CWPP update certification criteria.	Ongoing
Review and certify local updates and amendments to comprehensive plans and the CWPP consistent with SRTC's Plan Review and Certification Process Instruction Manual.	Ongoing
Coordinate with Tribal governments on the development of their regional transportation plans and programs, as needed.	Ongoing
Coordinate with Commute Trip Reduction (CTR) Office, affected worksites, and local jurisdictions and agencies on how to assist worksites in meeting their state-mandated goals and improving program transparency for SRTC Board.	Ongoing
Stay engaged with CTR Board and prepare annual CTR updates.	Ongoing
Provide mapping/cartographic products and other GIS and data support as necessary.	Ongoing
Update to the Spokane County Coordinated Public Transit-Human Services Transportation Plan.	October 2018
Develop regional ranked list of projects for WSDOT Consolidated Public Transportation Grant Program.	December 2018

9. Unfunded Planning Activities

Overview

SRTC created an illustrative list of projects that were not included in Tasks 1-8 due to limited resources. Given more staff and/or revenue, additional tasks that could be undertaken within the SFY 2019 UPWP include:

- Implement a regional bicycle and pedestrian count program.
- Develop a system for tracking regional transportation expenditures.
- Develop a regional system for consistently assessing pavement conditions, including potential software requirements.
- Establish a regional methodology for forecasting operations, maintenance, and preservation activities.
- Conduct before and after studies of transportation projects in Spokane County.
- Conduct an analysis to identify notable demographic groups and their unique transportation needs and potential gaps.

Potential Outcome

The unfunded tasks listed above will aid in the consistent assessment of the regional transportation system across all jurisdictions, making it easier to more accurately communicate current needs as well as forecast future challenges.

Unfunded Purchases to Support Planning Activities

- Updated Regional Bicycle Maps (printing approximately \$5,500) – Will allow SRTC to provide the public and tourists with a print version of the current bicycle network, promoting alternative modes of travel (\$6,500).

UPWP Amendments

All UPWP amendments are approved by the SRTC Board. Once approved, the amendments are sent to the WSDOT Statewide Planning Office.

DRAFT

Appendix A

SFY 2019 Budget Information

Revenue Forecast

FHWA-PL	657,382
FTA	217,716
STP-Metro Planning	633,028
RTPO	174,438
<u>Local</u>	<u>488,062</u>
Total	2,170,626

Expenditure Forecast by Revenue Source and Task

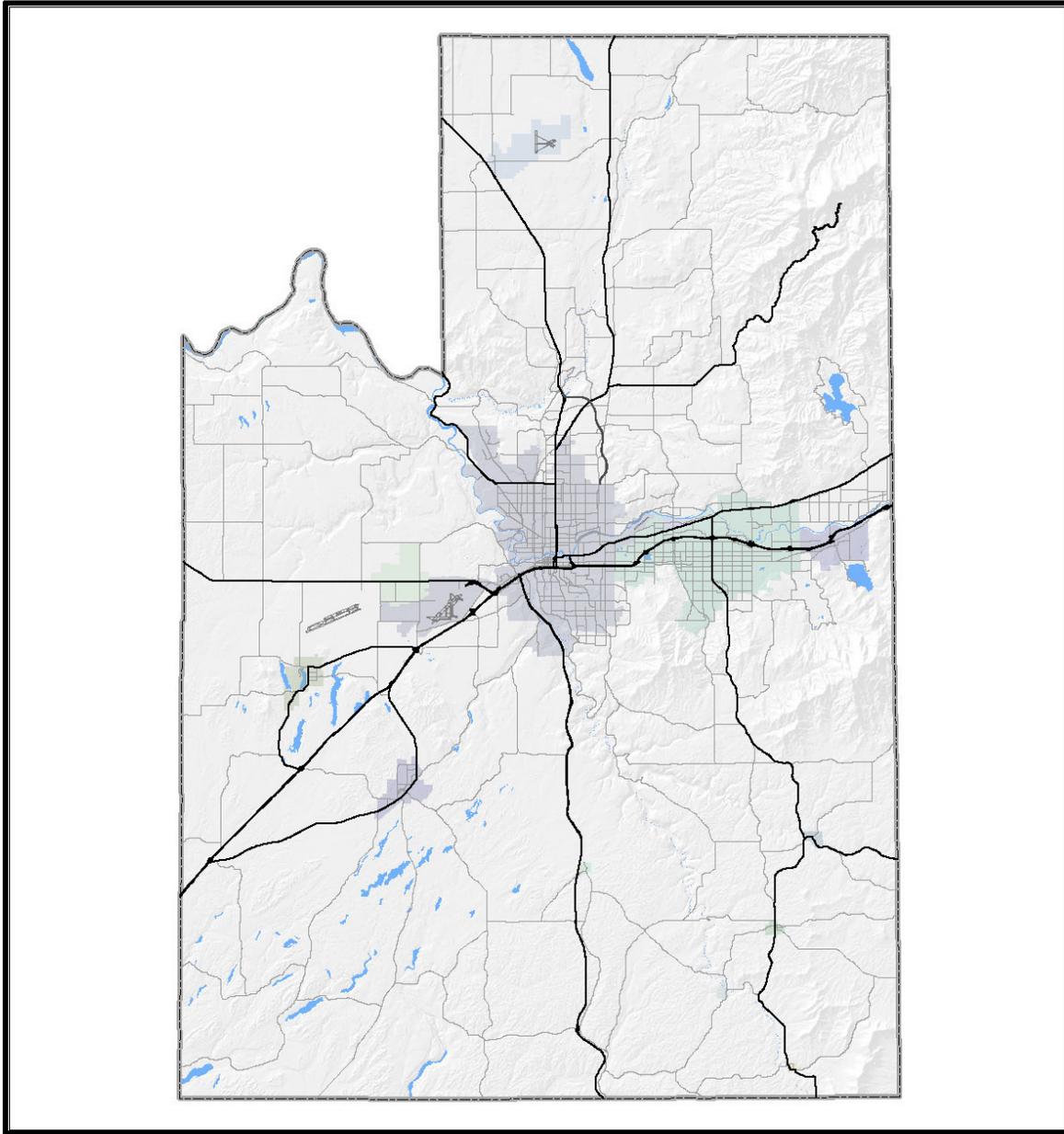
Task	FHWA	FTA	STP	RTPO	Local	Total
1. Program Administration and Coordination	204,875	86,300	-	15,005	30,442	336,622
2. Public/Stakeholder Participation & Education	127,100	36,257	-	15,910	9,590	188,857
3. Systems Analysis/Information Management	150,050	63,000	250,000	40,660	32,120	535,830
4. Metropolitan Transportation Plan (MTP)	28,624	11,000	144,000	15,811	16,048	215,483
5. Transportation Improvement Program (TIP)	-	-	184,700	6,000	22,830	213,530
6. Congestion Management Process (CMP)	39,355	7,785	-	-	7,361	54,501
7. Planning Consultation and Special Studies	107,378	13,374	54,328	22,325	300,000	497,405
8. RTPO Planning Functions	-	-	-	58,727	69,671	128,398
Total	657,382	217,716	633,028	174,438	488,062	2,170,626

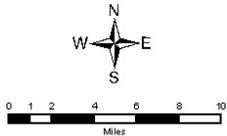
Expenditure Forecast by Activity

Task	Personnel and Indirect Expenses	Travel & Training	Equipment & Software	Consultant Contracts and Data Collection	Total
1. Program Administration and Coordination	280,633	55,989	-	-	336,622
2. Public/Stakeholder Participation & Education	186,657	2,200	-	-	188,857
3. Systems Analysis/Information Management	260,030	-	20,800	255,000	535,830
4. Metropolitan Transportation Plan (MTP)	215,483	-	-	-	215,483
5. Transportation Improvement Program (TIP)	213,030	500	-	-	213,530
6. Congestion Management Process (CMP)	54,001	-	500	-	54,501
7. Planning Consultation and Special Studies	197,405	-	-	250,000	497,405
8. RTPO Planning Functions	128,398	-	-	-	128,398
Total	1,535,637	58,689	21,300	555,000	2,170,626

SRTC FY 2019 DRAFT Budget (May 10, 2018)	CY 2018 Approved	FY 2019 Proposed
REVENUES		
FHWA PL (Federal Public Law Funds)	730,845	657,382
FTA (Federal Section 5303 Funds)	291,000	217,716
STBG Planning Funds	250,000	283,028
STBG Data & Study Project Funds	250,000	350,000
RTPO (State Planning Funds)	140,438	174,438
Local Dues	188,062	188,062
Other Local Study Project Funds	50,000	300,000
TOTAL REVENUES	1,900,345	2,170,626
EXPENDITURES		
Personnel		
Salaries	879,513	891,901
Accrued Leave Payouts	35,200	35,200
FICA	68,446	69,505
WA State Retirement System	108,369	112,512
Insurance	179,349	199,371
Total Personnel	1,270,877	1,308,489
Contractual and Professional Services		
Legal Services	15,000	15,000
Consultant Services & Projects	305,000	555,000
State Audit Charges	9,785	9,785
IT Professional Services	50,600	31,600
Total Contractual and Professional Services	380,385	611,385
Materials and Services		
Publications	500	500
Postage	225	225
Operating Supplies	1,500	1,500
Minor Furniture	2,200	1,500
Telephone	8,585	8,585
Advertising	2,090	2,090
Rent - Office Space	75,455	77,800
Rent - Meeting Rooms	400	400
Lease - Copier (and usage charges)	4,300	4,300
Property and Liability Insurance	10,700	10,700
Printing	1,000	2,000
Interfund Charges City of Spokane (Acctg/MIS/Reprographics)	12,500	5,600
Total Materials and Services	119,455	115,200
Travel, Training, and Staff Development		
Mileage & Parking	3,600	3,600
Travel / Training (Staff)	35,000	33,500
Travel / Training (Board)	10,000	10,000
Educational Speaker Series	16,000	16,000
Dues, Subscriptions, and Memberships	7,875	8,010
Total Travel, Training, and Staff Development	72,475	71,110
IT Operations		
Software	26,000	28,530
Hardware - New and Replacement	13,500	18,500
Hardware - Repairs, Maintenance, and Upgrades	5,125	5,125
Online Services	12,528	12,287
Total IT Services	57,153	64,442
TOTAL EXPENDITURES	1,900,345	2,170,626

Appendix B



 <p>0 1 2 4 6 8 10 Miles</p>  <p>SRTC SPOKANE REGIONAL TRANSPORTATION COUNCIL</p> <p>Map Produced March 2017</p>	<h3>Spokane Metropolitan Planning Area State Fiscal Year 2019 - UPWP</h3> <table border="0"><tr><td>— Highways</td><td>■ Municipalities</td></tr><tr><td>— Arterials</td><td>□ Spokane County - Spokane MPA</td></tr></table>	— Highways	■ Municipalities	— Arterials	□ Spokane County - Spokane MPA
— Highways	■ Municipalities				
— Arterials	□ Spokane County - Spokane MPA				

Appendix C

Transportation Planning Projects to be conducted by other agencies

Spokane Transit Authority

Washington State Department of Transportation

DRAFT

**SRTC July 1, 2018 - June 30, 2019 Unified Planning Work Program;
Transportation Planning Projects to Be Conducted by Spokane Transit Authority**

Implement STA Moving Forward

In 2014, the Spokane Transit Board of Directors adopted, *STA Moving Forward* a ten year plan that identifies specific improvements and sequencing to implement STA's Long-Range Comprehensive Plan, *Connect Spokane*. In November of 2016 voters approved Spokane Transit Public Transportation Benefit District Proposition 1, securing funding needed to implement the plan. STA is now engaged in planning to complete the service changes and capital projects outlined by the plan.

Expected Outcomes/Products

STA is engaging stakeholders to define the details of the expanded services and capital projects programed in *STA Moving Forward*.

Schedule

2014-2028

Source of Funds/Budget

Local, State, Federal

2019 Transit Development Plan

Each year, Spokane Transit is required by state law to develop a Transit Development Plan (TDP) and submit it to the Washington State Department of Transportation no later than September 1. The TDP contains a Six-year Plan, Annual Report, Service Implementation Plan and Capital Improvement Program.

Expected Outcomes/Products

The development of the 2018 TDP will be founded on STA's comprehensive plan, *Connect Spokane and STA Moving Forward*. The TDP includes Spokane Transit's Annual Strategic Plan (as adopted), Capital Improvement Program, the Service Implementation Plan, and the Transit Asset Management Plan. The plan will define what service and capital improvements STA is planning for the years 2019-2024. Development of the 2018 TDP will include significant public outreach.

Schedule

December 2018 – September 2019

Source of Funds/Budget

Local

Transit Asset Management Plan

In July 2016, FTA issued a final rule requiring transit agencies to maintain—and document—minimum TAM standards. The new standards will help transit agencies keep their systems operating smoothly and efficiently. As a designated recipient of funds from the State of Good Repair grant program, STA is required to submit a Transit Asset Management Plan. According to MAP-21, this plan must include, at a minimum, capital asset inventories and condition assessments, decision support tools, and investment prioritization. In the plan, STA must also certify that it complies with the rules issued under USC Section 5326(d).

Expected Outcomes/Products

STA will coordinate with SRTC to prepare a Transit Asset Management Plan in accordance with FTA guidance.

Schedule

December 2017- October 2018

Source of Funds/Budget

Local

Bus Stop Accessibility Improvement Program

Many more barriers to accessibility at STA bus stops exist than possibly be can be addressed all at once with available resources. STA must coordinate with local and regional jurisdictions to identify barriers, prioritize addressing them and to outline funding and a timeline to do so.

Expected Outcomes/Products

The effort is expected to result in a plan to systematically prioritize and address obstacles to accessibility at bus stops. STA will also develop procedures to periodically review the location and condition of bus stop areas and bus stop amenities.

Schedule

June 2018-December 2018

Source of Funds/Budget

Local

Division High Performance Transit Study

This project will study and form the implementation strategy for Bus Rapid Transit on the Division St. Corridor, a corridor that runs along Division St. between Downtown Spokane and the Wandermere Area of Spokane County.

Expected Outcomes/Products

Through a coordinated effort with the Washington State Department of Transportation, SRTC, City of Spokane and Spokane County, this project will identify the operational treatments, including but not limited to traffic impact analysis regarding the benefits and operational impacts of various alignments (including a center-running alignment for transit vehicles), Business Access and Transit Lanes, Transit Signal Priority, etc. The location of stations and the level of investment (station amenities, off-board fare payment stations, real-time information, bike lockers, etc.) at those stations will be documented in addition to a study of the frequency, span and type of vehicles that would best suit this High Performance Transit investment.

Schedule

November 2018 – March 2020

Source of Funds/Budget

Federal Surface Transportation and Local Funds, Budget of \$500,000

Title VI Planning and Systems Analysis

Title VI is a federal statute that states “no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” As part of its obligation to adhere to this statute and associated regulations and guidance, STA is required to submit a program to the Federal Transit Administration (FTA) every three years that documents compliance and analyzes the distribution of transit investments, results of the equity analysis for any major service changes and /or fare changes, and the results of the monitoring program for service standards and policies. The Title VI update includes outreach to people with limited English proficiency (LEP).

Expected Outcomes/Products

STA will conduct analyses on fare and service changes as warranted by established Title VI policies and continue its transit monitoring program. SRTC may be called upon to assist in data provision and/or analysis. The resulting information will assist in future planning decisions.

Schedule

Ongoing

Funding

Local

I-90 HPT Corridor Preliminary Scoping and Facilities TSL Study

In 2013 STA completed a preliminary concept for High Performance Transit between Spokane and Liberty Lake along I-90. The study included conceptual engineering on several park and ride lots and new “flyer stations” along the corridor. Subsequently STA has secured funding for the design and construction of new facilities.

Expected Outcomes/Products

The study will be to revisit the original scope, identifying new opportunities in light of state and local investments in I-90 access improvements. It will determine the general “Type, Size and Location” (TSL) of key facilities. This planning study is a precursor to the preliminary engineering work currently funded and programmed to begin later in 2019.

Schedule

March 2018 – February 2019

Funding

Local

Zero Emission Fleet Transition Plan

In accordance with *Connect Spokane* and with internal strategies, STA is looking to identify a path forward towards a zero emission fleet, to the greatest extent possible. Our objective is to develop a plan for this project and adjust our fleet replacement strategy to maximize the introduction of zero emission buses into our fixed-route system.

Expected Outcomes/Products

This analysis will identify, on a lifecycle basis, the economic costs, performance issues, risks, and recommended timeline associated with transition to a zero emission transit bus fleet. The results of this analysis will inform STA decision making in the areas of policy, procurement and technology.

Schedule

April 2018 – July 2019

Funding

Local



WASHINGTON STATE DEPARTMENT OF
TRANSPORTATION
EASTERN REGION

UNIFIED PLANNING WORK PROGRAM

BIENNIUM YEAR 2017 - 2019

TABLE OF CONTENTS

INTRODUCTION	2
WSDOT Strategic Plan – Results WSDOT	2
WSDOT EASTERN REGION	3
Population	3
State Highways	4
Scenic Byways	5
Rail	5
Airports	5
Ferries	6
Public Transit.....	6
MPOs/RTPOs	7
TRIBES	7
EASTERN REGION PLANNING OVERVIEW	8
PRIMARY PLANNING SERVICES	8
CORE FUCNTIONS	10
WORK PROGRAM HIGHLIGHTS	12
WORK ELEMENTS	15
VISIONARY PLANNING PROJECTS – Partially or Not Funded	19

EXHIBITS

Exhibit 1 - Local and Regional Jurisdictions	20
Exhibit 2 - WA State Scenic Byways - Eastern Region	21
Exhibit 3 - Palouse River and Coulee City Railroad.....	22
Exhibit 4 - Eastern Region Airports	23
Exhibit 5 - WA State Freight & Goods Transportation System-Eastern Region	24
Exhibit 5 - State Highways Bicycle Map - Eastern Region.....	25
Exhibit 7 - Community Engagement Guiding Principles	26

INTRODUCTION

As the multi-modal transportation system in Washington State is owned, operated, and maintained by multiple jurisdictions, coordinated system planning between jurisdictions, agencies, and various stakeholders is essential to ensure the comprehensive and efficient development of transportation projects. Such coordination facilitates the development of public investment decisions that align with local, state, and federal laws; optimize limited resources; and involves the public and local agencies in identifying transportation needs, issues, and solutions in the Eastern Region.

The Unified Planning Work Program (UPWP) describes the region transportation planning activities and summarizes the local, state and federal funding sources required to meet the key transportation policy issues of the upcoming year. The WSDOT ER Planning UPWP is reflective of the federal, state, and local focus to encourage and promote the safe and efficient management, operation, and development of surface transportation systems that will serve the mobility needs of people, freight and foster economic growth and development within and through urbanized areas. The need for increased planning at the region level has become more evident as transportation systems continue to age and evolve and the need for planned coordinated regional decisions and solutions are necessary.

WSDOT Strategic Plan – Results WSDOT

In 2014 WSDOT updated its strategic plan to underpin the agency’s commitment to the Governor’s Results Washington initiative. Results WSDOT, the agency’s strategic plan, has six policy goals.

- Goal 1: STRATEGIC INVESTMENTS - Effectively manage system assets and multimodal investments on corridors to enhance economic vitality.
- Goal 2: MODAL INTEGRATION - Optimize existing system capacity through better interconnectivity of all transportation modes.
- Goal 3: ENVIRONMENTAL STEWARDSHIP - Promote sustainable practices to reduce greenhouse gas emissions and protect natural habitat and water quality.
- Goal 4: ORGANIZATIONAL STRENGTH - Support a culture of multi-disciplinary teams, innovation and people development through training, continuous improvement and Lean efforts.
- Goal 5: COMMUNITY ENGAGEMENT - Strengthen partnerships to increase credibility drive priorities and inform decision-making.
- Goal 6: SMART TECHNOLOGY - Improve information system efficiency to users and enhance service delivery by expanding the use of technology.

While coordinating with Spokane Regional Transportation Council Metropolitan Planning Organization along with the Palouse, Northeast Washington, and Quad County Regional Planning Organization, particularly serving on policy boards and committees, WSDOT will look for opportunities to incorporate Results WSDOT into the discussions and decision-making. Currently, WSDOT’s emphasis areas are:

Workforce Development – addressing recruitment and retention issues, employee training and development, and succession planning for WSDOT’s future

Inclusion - making sure there are fair and equal opportunities to participate in WSDOT employment, contracts and decision making, and that every voice is heard

Practical Solutions - improving the performance of the multimodal transportation system at the least cost; funding for future preservation and emergent needs makes this another critical focus area WSDOT’s strategic plan focuses on how the agency makes investments and delivers projects with limited resources.

For more information contact: Mike Gribner (Eastern Region Administrator -509.324.6010) or Charlene Kay (Eastern Region Planning Engineer – 509.324.6195).

WSDOT EASTERN REGION

The Washington State Department of Transportation (WSDOT) Eastern Region (ER) spanning 14,242 square miles of land surface includes the counties of Adams, Ferry, Lincoln, Pend Oreille, Spokane, Stevens, Whitman, and portions of Franklin County (Exhibit 1).

Population

The following table provides the population trends by county in the Eastern Region.

County	Population			
	2008	2010	2014	2015
Adams, WA	17,285	17,884	18,951	19,081
Ferry, WA	7,353	7,504	7,657	7,652
Lincoln, WA	10,344	10,533	10,409	10,363
Pend Oreille, WA	12,760	12,904	12,965	12,968
Spokane, WA	462,677	461,262	476,950	480,832
Stevens, WA	42,050	43,171	43,541	43,548
Whitman, WA	41,664	43,747	46,003	46,737
Total	594,133	597,005	616,476	621,181

Source: US-Census

State Highways

As of 2017, there are approximately 1,567 total centerline miles and 3,676 total lane miles in the region.

The following provides the state highway total surface types in the Eastern Region.

State Highway Surface Types	Centerline Miles	Lane Miles
Bituminous Surface Treatment	1,083.10	2,179.15
Asphalt	399.14	1,211.63
Concrete	85.50	285.38

The following is a list of the State Routes in the Eastern Region:

State Route	Begin Milepost	End Milepost	Description	
2	*	207.78	334.87	Lincoln Co. Line to Idaho State Line
20		297.23	436.91	Okanogan County to SR 2 in Newport
21		0	191.34	SR 260/Kahlotus to Canada
23		0	66.01	SR 195/Steptoe to Harrington
25		0	121.23	SR 2/Davenport to Canada
26		61.80	133.51	SR 395 to SR 195
27		0	87.73	Pullman to SR 290, Trent Ave.
28		79.02	131.18	Lincoln Co. Line to Davenport
31		0	26.79	Tiger to Canada
90	**	191.89	299.82	Adam's Co. Line to Idaho State Line
127		10	27.05	Snake River to SR 26
174		23.38	40.66	Lincoln Co. Line to SR 21
194		0	21.01	Almota to SR 195
195	*	0	95.99	Idaho State Line to I-90
206		0	15.39	SR 2 to Mt. Spokane State Park
211		0.09	15.24	SR 2 to SR 20/Usk
231		0	75.16	SR 23 to SR 395/Valley
260		24.73	39.49	Franklin Co. Line to SR 26
261		15.2	62.83	Snake River to I-90
263		0	9.24	Snake River to Kahlotus
270		0	9.89	SR 195 to Idaho State Line
271		0	8.48	SR 27/Oakesdale to SR 195
272		0	19.23	SR 195/Colfax to Idaho State Line
274		0	1.92	SR 27/Tekoa to Idaho State Line
278		0	5.5	Rockford to Idaho State Line
290		0	18.38	SR 2/Spokane to Idaho State Line
291		0	33.09	SR 2/Spokane to SR 231
292		0	5.91	SR 231/Springdale to SR 395/Loon Lake

395	*	65.70	130.71	SR 26 Road to Lincoln County
395	*	130.71	270.26	Lincoln County to International Boundary, Canada
395NSC		162.03	167.45	North Spokane Corridor (Freya St. to SR 395)
902		0	12.36	I-90/Salnavé to I-90/to Medical Lake
904		0	16.96	I-90/Tyler to I-90/Four Lakes

Note: * Denotes state routes with U.S. Highway designation

** Denotes state route with Interstate designation

Source: 2016 WSDOT Highway Log

Scenic Byways

Exhibit 2 identifies the various Washington State Scenic Byways as designated by Revised Coded of Washington (RCW) 47.39.020 in the Eastern Region. The following four state scenic highway corridors have established byway organizations:

- SR 20 - Sherman Pass Scenic Byway
- SR 31, SR 20 – International Selkirk Loop – (ISL)
- SR 31 Palouse Scenic Byway
- US 195/SR 26, 27, 194, 272 - Palouse Scenic Byway

Rail

Washington State owns the former Palouse Coulee City (PCC) Rail System, which consists of three branches. WSDOT purchased the rights of way and rail in the P & L Branch and PV Hooper Branch of the PCC in November 2004. Purchase of the CW Branch and the remaining rights in the other two branches were completed in May 2007.

The WSDOT contracted with private railroads to operate each of the branches. The Palouse River and Coulee City Railroad operates the PV Hooper Branch; the Eastern Washington Gateway Railroad operates the CW Branch; and the Washington and Idaho Railway operates the P & L Branch as shown in Exhibit 3.

The WSDOT oversees the facilities and regulatory portions of the operating leases. The PCC Rail Authority-an intergovernmental entity formed by Grant, Lincoln, Spokane, and Whitman counties oversees the business and economic development portions of the operating leases.

The PCC rail system currently provides local rail service to grain shippers and other businesses in Whitman, Lincoln, Grant, and Spokane Counties. There are three lines currently in use - the CW Line, PV Hooper Line, and P&L Line - that require rehabilitation to remain commercially viable. WSDOT recently completed the PCC Rail System Strategic Plan to guide and prioritize the rail system maintenance and the development.

Airports

The following seventeen airports as show in the Exhibit 4 are located in the Eastern Region:

- Colville Municipal Airport
- Davenport Airport
- Deer Park Municipal Airport
- Felts Field
- Ferry County Airport
- Ione Municipal Airport
- Lind Airport

Mead Flying Service
 Odessa Municipal Airport
 Pru Field
 Pullman - Moscow Regional Airport
 Rosalia Municipal Airport
 Sand Canyon Airport
 Spokane International Airport
 Whitman County Memorial Airport
 Wilbur Municipal Airport
 Willard Field

Ferries

There are two ferry services operating in the Eastern Region, the Keller Ferry and the Gifford/Inchelium Ferry.

The M/V Sanpoil, also known as the Keller Ferry, is 116 feet in length with a 45 foot beam. The capacity of the vessel is 20 cars with a maximum of 149 passengers and two crew members. The vessel can carry a legally-loaded truck and trailer combination up to 105,500 lbs. The maximum vehicle length is 100 ft. Approximately 60,000 vehicles travel on the Keller Ferry each year. Walk-on passengers are few as the ferry route is a link in a rural highway, State Route 21.

The Gifford/Inchelium Ferry upstream from the confluence of the Columbia and Spokane Rivers is operated by the Colville Confederated Tribes.

Public Transit

The WSDOT Public Transportation division and the region coordinate with communities to identify needs, develop opportunities, and implement solutions that maximize the value of the statewide transportation system. The region assists the WSDOT Public Transportation Division towards accomplishing the goal of creating an integrated state transportation system where innovative solutions are developed and implemented to maximize the efficiency and effectiveness of individual, community and system-wide mobility. The following table identifies the transit services in the Eastern Region.

Transit Service	Type	Service Area
Colville Confederated Tribes Transit	Public and Tribal	Colville Reservation into Okanogan County
Gold Line - WSDOT Intercity Bus Program	Provide services in smaller communities that are no longer served by national bus lines	Kettle Falls to Spokane
Kalispel Tribal Transit System (KALTRAN)	Public transportation service for both Tribal members and the surrounding regional	Kalispel Reservation, Pend Oreille, Spokane and surrounding regional

	communities.	communities.
People For People	Paratransit services for special needs along with free intercity bus routes.	Grant, Lincoln, and Adams counties
Pullman Transit	Public Transit Agency	City of Pullman
Rural Resources Community Action	Public and special transportation needs	Chewelah, Colville, Republic, Kettle Falls, and Newport Limited services in Ferry, Stevens, Pend Oreille, Kalispel Indian Reservation.
Special Mobility Services	Medicaid Recipients	Spokane to Newport
Spokane Transit (STA)	Public Transit Agency	City of Spokane and surrounding communities
Spokane Tribe – Moccasin Express	Public and Tribal transit	Spokane Reservation and service into Airway Heights, WA

**METROPOLITAN PLANNING ORGANIZATION/
REGIONAL TRANSPORTATION PLANNING ORGANIZATION**

The WSDOT Eastern Region (ER) Planning office coordinates planning efforts with the following Metropolitan Planning Organization (MPO) and three Regional Transportation Planning Organization (RTPO) (Exhibit 1):

- ❖ Spokane Regional Transportation Council (MPO)
- ❖ Palouse RTPO - Whitman County
- ❖ Northeast Washington (NEW) RTPO - Stevens, Ferry and Pend Oreille counties
- ❖ QUAD County (QUADCO) RTPO - Lincoln and Adams counties (ER Region)/ Grant County (North Central Region)/ Kittitas counties (South Central Region)

TRIBES

Tribal coordination in the WSDOT ER including transportation, land use development, and environmental planning involves coordination/consultation with the following tribes during various planning activities (Exhibit 5):

- ❖ Coeur d’ Alene
- ❖ Colville Tribe
- ❖ Kalispel
- ❖ Spokane
- ❖ Nez Perce
- ❖ Yakama

EASTERN REGION PLANNING OVERVIEW

The Eastern Region Transportation Planning office provides functions that support WSDOT’s Strategic Plan- Results Washington, along with state and federal transportation planning requirements for an area that includes the second

largest metropolitan planning organization (MPO) in the state of Washington, by collaboratively coordinating with, participating in, and contributing to:

- Statewide planning efforts (community engagement plan, multimodal plan, highway system plan, freight, public transportation, Governor Initiatives, other modal issue plans);
- Strategic Planning Efforts – Results Washington least cost planning/practical solution planning, community engagement, Corridor Sketch Initiative, local comprehensive review plan, level of service, statewide model implementation working groups;
- The development of MPOs and RTPOs regional transportation plans, congestion management process, local agency comprehensive plan, local agency transportation planning efforts including non-motorized plans and development regulations in support of system and investment efficiency, by providing substantive review and comment;
- MPO (SRTC), RTPOs (NEW, Palouse, QUADCO), tribes (Coeur d’Alene, Kalispel, Spokane), transit agencies, local agencies, non-motorized organizations and the community in various transportation and land use planning efforts to ensure WSDOT interests, programs, projects and issues are represented in regional processes and considerations, and coordination with cities, counties, ports, tribes, and others, providing information and technical assistance;

Eastern Region Planning collaboratively prepares comprehensive, coordinated planning studies and corridor sketches/plans using least cost planning and practical design principles that appropriately identify operational, safety, and improvement needs for the region’s transportation network, managing expectations and building support for planned operations and capital investments in the transportation system.

Eastern Region Planning provides modeling, technical analysis, data collection, research, analysis (including collision analysis). As a region expert in travel demand forecasting, traffic analysis, and planning level Least Cost Planning including Highway Safety Analyst and Cost-benefit analysis. As the majority of the region planning and project development efforts require some degree of research and/or data collection, ER Planning provides demographic, travel / driver behavior, land use/context/community assessment, and transportation system performance analysis. ER Planning also maintains and collects active transportation (pedestrian/bicycle) data. ER Planning uses various tools for analysis including VISSUM, VISIM, and GIS.

PRIMARY PLANNING SERVICES

The primary services performed by the ER WSDOT Planning as detailed in this Unified Planning Work Program (UPWP) include:

- **Planning and Administration**
- **Development Review and Growth Management**
 - Developer concurrency review
 - Coordinate Access Management/SEPA/NEPA reviews and mitigation
 - Local Comprehensive Plans/County Planning, Policies and other Policy Review
- **MPO/RTPO Regional and Local Planning**
 - MPO/RTPO Coordination and Planning
 - Bi-State (Idaho/ WA) Coordination
 - Tribal Coordination
 - Border crossing coordination with the British Columbia, Canada
 - Regional and Local Studies

- **Tribal Coordination**
 - Coordinate with various WSDOT programs regarding the address of tribal concerns
 - Coordinate the incorporation of tribal concerns and needs into planning studies
 - Coordinate Indian Reservation Roads inventory updates
 - Provide tribal technical assistance to support tribal participation in State planning and funding processes including the STIP
 - Provide information and technical assistance during the development of tribal transportation projects
 - Promote tribal workforce opportunities on planned state transportation projects that are or near tribal lands

- **Corridor Planning**
 - Corridor Analysis Planning (Corridor Sketches)
 - Corridor and Special Studies
 - Access /Corridor Management Planning
 - Scenic Byway Coordination

- **Community Engagement/ Placemaking**
 - Assist with designing region Community Engagement efforts
 - Conduct community impact assessments (demographic, context, etc.)
 - Provide a repository of potentially affected interests
 - Identify/develop engagement tools

- **State Highway System Plan**
 - Deficiency Analysis
 - Benefit/Cost Analysis

- **Local Agency Coordination/Community Involvement**
 - WSDOT technical representative on local planning study teams

- **Multimodal Planning**
 - Lead region Active Transportation coordination and engagement

 - Provide active transportation technical assistance during planning, project development, and construction.
 - Collect and provide a repository of region pedestrian and bicycle data.
 - Collaborate with MPO and RTPOs regarding pedestrian and bicycle collection/analysis.
 - Complete Streets and modal integration

- **Data and Research**
 - Data Collection/Analysis
 - Travel Demand Forecasting
 - GIS analysis

- **Transportation Planning and Coordination**
 - Public Transportation and Rail Planning/Coordination
 - Multimodal/Intermodal Planning/Coordination
 - Transportation Demand Management (TDM)

- Freight Mobility Planning/Coordination
- **Transportation Demand Management**
 - Congestion Relief
 - Traffic Modeling

CORE FUNCTIONS

The following briefly describes the core functions the WSDOT Eastern Region Planning program is required to provide:

Technical Planning Studies - conduct, prepare, and/or support technical transportation planning studies including travel demand forecasting, capacity analysis, and cost/benefit analysis. Coordinate with local jurisdictions and tribes during the implementation of various planning studies and other work plan elements. The various studies include the following:

- Corridor Analysis Planning
- Corridor and Special Studies
- Highway System Plan (Corridor Sketches)
- Urban Area Access Management Implementation Strategic Plan
- Regional Freight and Good Movements
- Regional and Local Studies
- Major investment Studies
- Active Transportation
- Community Impact Assessment /Community Engagement/Placemaking /Context

Policy Analysis - identifying and analyzing public policy issues and developing alternative strategies for decision makers.

Public Information/Public Involvement – may include developing, coordinating, supporting and/or implementing public information/involvement opportunities performing surveys, attending public meetings and hearings, and serving on advisory committees.

Coordination/Participation – occurs at both the policy level interacting with local elected officials, legislators, citizens groups, or policy committees; and the technical level with local staffs, technical committees, and citizens groups.

- Coordination with the region RTPOs, MPOs, tribes, local jurisdictions, and transit agencies in update and development of various region transportation plans including the Washington Transportation Plan, Region Transportation Plans, WSDOT Highway System Plan, along with various other region transportation study efforts.
 - Coordinate with MPO’s, RTPO’s, local jurisdictions, tribes, and transit agencies in developing and refining solutions for highway deficiencies.
 - Refine solutions and cost estimates for mobility improvements to update the HSP database.
 - Conduct performance measurements and benefit-cost analyses of proposed improvements for project prioritization.
 - Analyze and prioritize mobility and safety deficiencies on the state highway system.
- In coordination with the MPO, local, and regional partners contribute to develop and implement plans and activities related to Travel Demand Model/TSM.

- Participate with bi-state (Idaho/Washington) partners on transportation studies, issues, and other coordination related to the bi-state regional transportation system. Provide technical staff support for the bi-state (Washington/Idaho) Inland Pacific Hub Advisory Board.
- Active Transportation (Bike, pedestrian, public transportation planning/coordination)
- Multimodal/Intermodal Planning/Coordination
- Scenic Byway Planning/Coordination/Review

Growth Management and Development Review

- Review and comment on development proposals including the negotiation of developer impact mitigation measures on the state transportation system.
- Coordinate Access Management
- Environmental assessment (SEPA/ NEPA) reviews and mitigation negotiations
- Coordinate with county and city jurisdictions including providing technical input on planning efforts to update comprehensive land use plans, transportation plans, and capital facilities plans to comply with Growth Management Act Requirements.
- Coordinate with counties and local jurisdictions regarding planning policies and other policy review.

Grant Administration/ Program Management

- Prepare and/or assist with the preparation of applications for various grant programs. Activities may also include the administering the contract, providing technical assistance, accounting, auditing, and process monitoring.
- Assist the region Program Management section in the development of the Capital Improvement and Preservation Program (CIPP).

Data Collection, Research, and Analysis

- The majority of the region transportation planning activities requires some degree of research and/or data collection including demographics, travel behavior, and/or transportation system performance. While most demographic data is collected from other sources; travel behavior and transportation system performance data is usually collected and compiled by transportation planners within the region.
- Analyze the collected/researched transportation data for use in transportation planning studies, which requires a specialized expertise.

Planning Technical Assistance – provide various forms of transportation planning technical assistance to regional and local agencies.

WSDOT STATEWIDE MULTIMODAL PLANNING: 2017-2019 Work Program Highlights

WSDOT performs several transportation planning and external coordination activities. The activities included below represent multimodal planning strategies within Results WSDOT that focus on transportation planning; they are not inclusive of all WSDOT projects and programs. This information highlights how the state’s planning process connects with the MPO and RTPO planning processes statewide. Each region office may also have specific planning studies that are underway.

Practical Solutions

- Practical Solutions is a two-part strategy that includes least cost planning and practical design. WSDOT is undertaking Practical Solutions to enable more flexible and sustainable transportation investment decisions. It encourages this by increasing the focus on project purpose and need throughout all phases of project development: planning, program management, environmental analysis, design, construction, and operations.
- WSDOT planning staff will apply practical solutions approaches in their planning work with MPOs and RTPOs.
- For more information: www.wsdot.wa.gov/Projects/PracticalDesign/.

Community Engagement

In February 2015, WSDOT developed Guiding Principles for Community Engagement for all policies, plans, programs and projects.

The WSDOT Community Engagement Guiding Principles are (in no particular order):

- Connect and engage
- Listen and act
- Facilitate communications
- Help each other succeed
- Maximize creativity and innovation
- Blend diverse inputs

For more information see: www.wsdot.wa.gov/sites/default/files/2017/02/28/FinalCEP2016.pdf
Appendices “WSDOT Community Engagement Guiding Principles”

Growth Management Act (GMA) Enhanced Collaboration

- WSDOT’s vision of providing a sustainable and integrated multimodal transportation system requires us to utilize all available capacity on the system and to leverage our limited resources. This is only possible by refocusing on working together with communities and other partners.
- WSDOT recognizes city and county GMA Comprehensive Plans as the cornerstone of community decision-making, creating the foundations for future subarea plans, regional plans, development regulations, and transportation investment programs. Therefore, we think it is important for WSDOT to participate, listen to and understand these goals and plans, and share WSDOT strategies and policies for implementing a multimodal transportation system.

- WSDOT strives to increase regional planning staff interaction and coordination with cities, counties, and MPOs and RTPOs early in the comprehensive plan process.

For more information on the Washington State Department of Commerce Comprehensive Plan update schedule see: <http://www.commerce.wa.gov/Documents/GMS-GMA-Update-Schedule-2015-2018.pdf>

For more information on WSDOT Enhanced Collaboration see: www.wsdot.wa.gov/planning/community/GMA.htm

Governor’s Executive Order 14-04, Transportation Efficiency

- On April 29, 2014 Governor Jay Inslee signed [Executive Order 14-04](#) (pdf 90 kb) , **Washington Carbon Pollution Reduction and Clean Energy Action** outlining a series of next steps to reduce carbon pollution in Washington State and improve energy independence through use of clean energy. The Governor's Executive Order is in alignment with WSDOT's Strategic Plan, [Results WSDOT](#) and the agency's sustainable transportation effort. WSDOT has been advancing sustainable transportation for some time now through greenhouse gas reduction, alternative fuel usage, vehicle miles traveled reduction strategies, statewide transportation system efficiency strategies and development support for the electric vehicle highway.
- The Washington State Departments of Transportation, Commerce and Ecology are working with the RTPOs, counties, and cities to develop a new program of financial and technical assistance to help local governments implement measures to improve transportation efficiency, and to update their comprehensive plans.
- We will rely on the subcommittee we formed of MPOs and RTPOs plus representatives of the Association of Washington Cities (AWC) and the Washington State Association of Counties (WSAC).
- For more information: <http://www.wsdot.wa.gov/SustainableTransportation/CleanTranspo.htm>

314 and Interlocal Agreement

- The Tribal and Regional Coordination Office is facilitating and coordinating the development of agreements to satisfy 23CFR450.314. The agreements will be between the MPO, the State(s), and the public transportation operator(s) to describe their mutual roles and responsibilities in carrying out the metropolitan transportation planning process.
- In addition, several MPOs and RTPOs have recently begun organizational structure change discussions. These changes create a need to update interlocal agreements and bylaws. Depending upon the MPO/RTPO, WSDOT's need to sign the documents is unique. In some cases these may require Attorney General review and signature by the Secretary of Transportation.

Framework for MAP-21 Target Setting

- MAP-21 requires that State DOTs and MPOs work together to address the performance measures set forth in MAP-21 through a collaborative process of setting performance targets.

- WSDOT and MPOs have quarterly meetings and special information sessions to address the need to set performance targets. The meetings began in May 2014 and are expected to occur until performance measures are established, the approximate date for MPOs to set targets and conclude this process.

Transportation Plans and Corridor Studies

WSDOT is in the process of working on the update of several transportation plans with a statewide focus, including the:

- Washington Transportation Plan
- WSDOT Freight Plan
- Corridor Sketch Initiative
- Highway System Plan
- State Public Transportation Plan
- Aviation Plan
- Ferry System Plan

WSDOT may also conduct corridor planning studies and corridor sketches on state routes. Corridor planning studies are a fundamental building block of various state transportation plans; examining current and future travel conditions and developing recommendations consistent with “Results WSDOT,” Least Cost Planning and Practical Solutions.

Statewide Multimodal Travel Demand Model

- A statewide multimodal travel demand model is an analytical tool that will help better understand where people live and how they travel around the state. This multimodal forecasting model will enhance understanding of the statewide transportation system and the potential effects of future projects and land use changes.
- When this project is funded by the legislature, a stakeholder’s working group will be formed. MPOs, RTPOs, and other agencies within the state will participate. This group will take part in the process of reviewing products and commenting upon the draft report.

EASTERN REGION MULTIMODAL PLANNING – Biennium (2017-2019) Work Elements

The following provides a summary of the work elements WSDOT ER Planning plans to accomplish in the biennium 2017-2019.

Data

Travel Data Analysis

- Collect and analyze modal (pedestrian, bicycle, passenger, and freight) data for respective corridor studies/sketches, partner agencies, and others
- Continue to maintain and collect pedestrian data. Collaborate with partner agencies in the use of WSDOT counters in local data collection.

Crash Data Analysis

- Perform crash data analysis for respective corridor studies/sketches and other region requests

System Performance Analysis

- Continue to coordinate with the MPO and local jurisdictions in the development and collection of pedestrian/bicycle data
- Continue to collect and report the performance of FHWA prescribed system features (collision rates, travel times, ADT, pavement condition, bicycle/pedestrian counts, etc.) on the US 395 North Spokane Corridor.
- As a member of the Spokane Regional Transportation Council Congestion Management Process Working Group, assist in the review of proposed projects and the maintenance of relevant data and mitigation strategies.
- Continue to participate on the I90 Harvard Road Interchange Justification Report technical team.
- Conduct community impact assessments/neighborhood profiles, a focused planning-level review on priority corridors and surrounding neighborhoods.

WSDOT Strategic Plan

- As a member of the Least Cost Planning Implementation and Community Engagement Working Groups, continue to assist in the development, implementation, and evaluation of various strategies

Economic Forecasting & Analysis

- Continue to build and maintain a GIS tool for monitoring assessing land use and sales revenues associated with the US 395 North Spokane Corridor.
- Continue to collaborate the region MPO, RTPOs, local age

Traffic Modeling

- Continue to assist Spokane Regional Transportation Council with the model review, development, and maintenance for select state facilities.
- Continue to assist project development offices with model calibration and subsequent editing/development.
- Continue to assist with model post-processing of future year volumes.

GIS Services

- Continue to build and maintain a GIS tool for monitoring assessing land use and sales revenues associated with the US 395 North Spokane Corridor by establishing a “baseline”.

- Provide assistance to NEW RTPO in the development of a regional transportation sector focused GIS platform.

Collaborative Planning

Local Agency Planning Coordination

- Continue to participate in the City of Spokane, City of Liberty Lake, City of Spokane Valley Comprehensive Plan updates, currently in progress
- Continue to serve on City of Spokane Planning Commission Transportation Subcommittee
- Continue to participate in the development and review local comprehensive plans, development regulations and proposed SEPA actions.

Tribal & Regional Coordination

- Coordinate periodic tribal/WSDOT regional meetings
- Continue to ensure tribal transportation goals and projects are included in WSDOT and regional transportation efforts.
- Continue to coordinate tribal request for assistance to add state facilities to the National Tribal Transportation Facilities Inventory
- Attend Tribal Transportation Planning Organization meetings.
- Assist RTPOs with preparing select sections of Regional Transportation Plans regarding state transportation facilities, upon request. Review Regional Transportation Plans and participate in the RTP planning process.
- Serve as a member and/or alternate member of MPO and RTPO transportation technical advisory committees. As a member participate in regional planning activities, grant proposal review/selection, Regional Transportation Plan development, public transportation coordination/development, Human Services Transportation Plan development, and other activities.
- Serve as a member of the SRTC Congestion Management Process Working Group includes review of project proposals for alignment with SRTC CMP.
- Participate in the pilot “Complete Streets” outreach program with the NEW RTPO and Palouse RTPO.
- Participate in the “Equal Access to Transportation” planning efforts with Eastern region MPO/RTPOs to identify barriers to American Disabilities Act (ADA) in WSDOT right of way

Enhanced Collaboration

- Ongoing collaboration with the Department of Commerce at the region level.
- City of Spokane Gateways - Continue to participate in the coordinated planning and enhancement of the I-90 roadside and gateways from the City of Spokane to Idaho State Line limits.
- Continue to serve as member of the Spokane County Wayfinding Stakeholder group in the planning and development of countywide wayfinding signage that includes state facilities.
- Continue to participate in the Spokane International Airport Traffic Study – Technical Advisory Committee in the planning of Spotted Road improvements.
- In partnership with NEW RTPO coordinate with British Columbia, Canada in the planning of facilities in the vicinity of the international border crossings.
- Participate in the planning of Transportation Border Working Group (TBWG) “Western Border Forum” to align transportation interests across borders.

- Assist with community engagement and “placemaking” planning and implementation associated with the US 395 North Spokane Corridor and other

Multimodal System Planning

Statewide Multimodal Transportation Plan

- Highway System Plan – develop corridor sketches for all state highways in Eastern Region
- Continue to serve as member of the State Freight Working Group

Modal Plans and Modal Planning Integration

- Continue to have periodic regional non-motorized coordination meetings with pedestrian/bicycle organizations and local agency partners. Extend meetings to involve rural areas including the Palouse RTPO and NEW RTPO regions.
- Continue to lead a region pedestrian/bicycle group to coordinate agency non-motorized planning and development
- Continue to coordinate and integrate tribal input into regional modal plan development.
- Participate in Spokane Transit Authority Bus Stop Policy Framework Jurisdiction Coordination
- Assist as requested in planning efforts for the Palouse Coulee City Rail system (see below)
- In collaboration with Northeast Washington (NEW) RTPO coordinate with Stevens, Pend Oreille, and Ferry counties for support, planning and development of any improved bicycle facilities on SR 20, designated as US Bike Route 10 (USBR10).
- In collaboration with NEW RTPO assist with the planning of the Kettle Falls to Colville non-motorized trail project.
- Continue to participate in MPO/RTPO and local agency non-motorized planning efforts.
- Spokane Transit Authority (STA) West Plains Transit Center - Continue to assist with the traffic analysis review of a proposed transit center on I 90 in the vicinity of the Medical Lake interchange.
- Continue to partner with various local entities with non-motorized data collection by loaning temporary data collectors and assisting with data download/analysis.
- Assist with planning the type, size, location along with associated “placemaking” along the remaining segment of the US 395 North Spokane Children of the Sun Trail. Continue to develop and maintain the US 395 NSC Community Engagement / Placemaking Sharepoint site.

Statewide Planning and Corridor Planning

- Continue to serve as member of the Statewide Freight Working Group
- Continue to participate in the development of the statewide travel demand model.
- Continue to serve as member of the Statewide Community Transportation Planning Office Plan Review Work Group.
- Lead or participate in the Statewide Level of Service Work Group
- Continue to serve as member of the Community Engagement Work Group
- Continue to serve as member of the Least Cost Planning Work Group

Palouse River and Coulee City Rail System Strategic Plan: 2015 – 2025

Eastern Region Planning will assist the Palouse River and Coulee City Rail System project manager with addressing the following strategies, as identified in the PCC Rail System Strategic Plan 2015 – 2025:

- **Update Rail Benefit Methodology**
“Avoided road maintenance, along with the safety of fewer truck trips on roads in Washington State, continues to be two of the primary public benefits associated with moving freight by rail. Originally analyzed in 2003 by North Dakota State University’s Upper Great Plains Transportation Institute and then again by Washington State University in 2006, wear and tear on highways and county roads in Eastern Washington was analyzed in the event rail traffic ceased and grain shipments shifted to trucks. The benefits were estimated to be between \$4.2 million to \$4.8 million annually. To get an accurate understanding the public benefits of the PCC rail system, and to communicate those benefits, an updated analysis of these benefits should be performed. WSDOT will update the cost of road maintenance avoided due to continued operation of the PCC.”
- **Create an Economic Development Strategy**
“PCC Rail Authority, PCC Rail Operators and WSDOT will partner with regional Economic Development Councils to not only amplify the importance of viable rail operations within their region but to identify industry sectors that should be targeted based upon rail capability in the region. Better coordination will not only provide more information about rail transportation’s capability to the economic experts in the region, it will also establish relationships that will allow for identification, development and execution of opportunities more quickly and therefore have a greater chance of success.”
- **Prioritize and Preserve Adjacent Land Use**
“Another tool that would encourage appropriate business development along rail corridors is to establish or update allowable land uses within zoning designations for property that is adjacent to the PCC. There are several specific strategies to achieve this goal, including comprehensive planning and sale of land.”
- **Comprehensive Planning**
“Update County Comprehensive Plans to link adjacent land to rail corridors as development opportunities and preserve it accordingly. The four counties served by the PCC have comprehensive plans that recognize the importance of rail transportation as a vital asset to the region. Furthermore, most of these plans recognize that conflicts in land use exist and recommend strategies to minimize that occurrence. What is typically absent from these plans is the fact that developable land adjacent to rail corridors is finite and that the ability to pursue new business opportunities along these lands is critical to the viability of today’s short line railroad, including the PCC Rail System operators. As elected officials from counties served by the PCC, PCC Rail Authority members can talk the lead in conversations to educate and improve current land use planning guidance within the counties that they serve. One successful example of this occurred in Clark County Washington which amended its comprehensive plan to include a Railroad Industrial Zoning Districts to preserve property and spur development along the county-owned rail corridor. County leaders formed a Railroad Resource Work Group to develop recommendations.”

Planning Work Force Capacity (Training)

- Attend lean training, as available
- Attend relevant planning training and conferences, as available

EASTERN REGION VISIONARY PLANNING PROJECTS - Partially or Not Funded

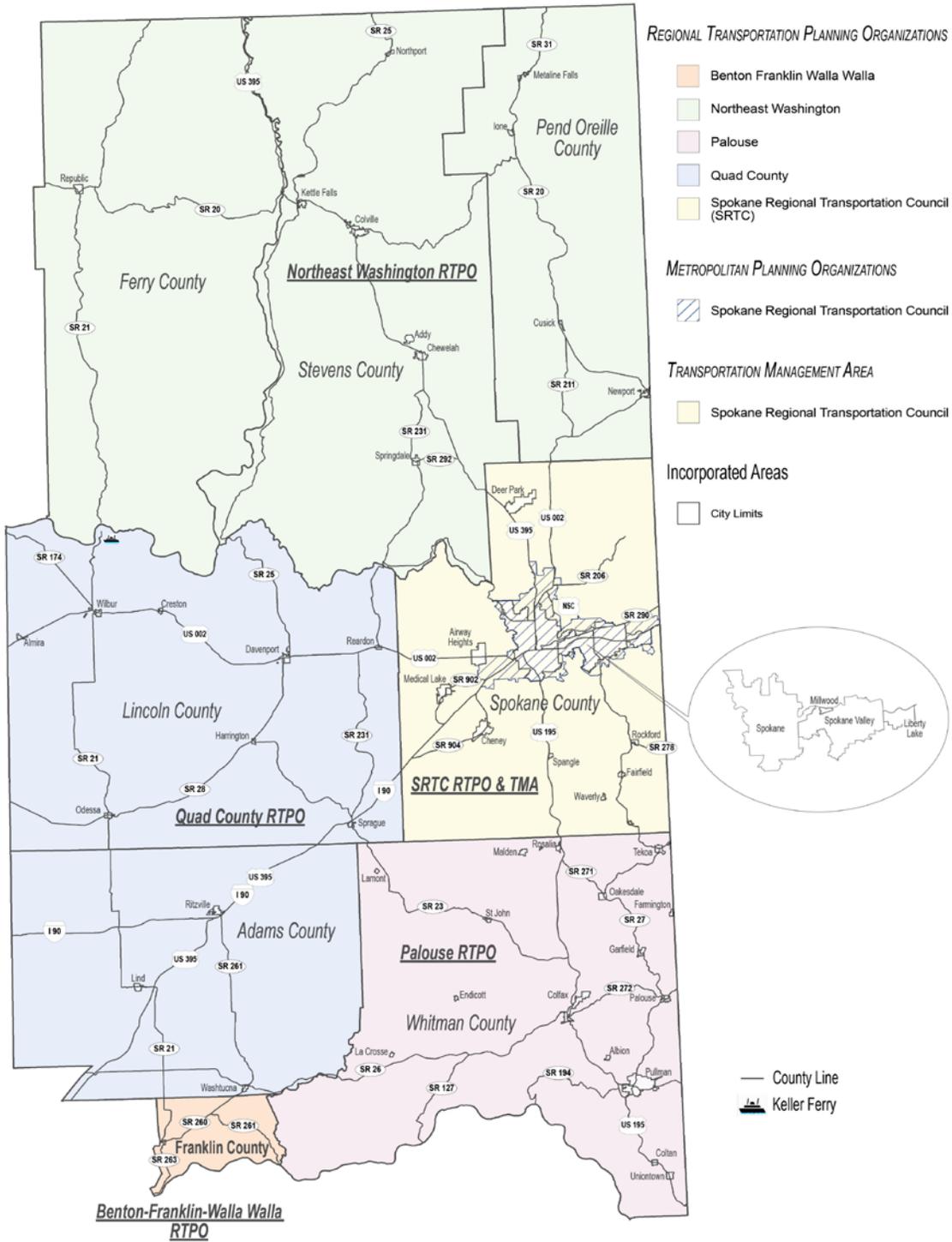
- Develop and maintain an Eastern Region Planning webpage for internal/external use
- Develop an Eastern Region GIS Planning portal

- US 195 Corridor Collision Analysis Study – Implement a couple of the Target Zero Education countermeasures including collaboration with partner agencies through the Palouse RTPO to establish a community based safety task force.
- Re-examine/update past corridor studies to align with Least Cost Planning principles.
- WSDOT Eastern Region Community Survey Analysis and Neighborhood Profile. Develop and maintain a routine process to conduct planning-level reviews and analysis at the community/neighborhood level to identify perceived or possible impacts of proposed or programmed projects and ensure availability of a neighborhood profile to WSDOT project developers, and decision-makers.
- Continue to develop the Eastern Region Community Engagement SharePoint site.

EXHIBIT 1

Local & Regional Jurisdictions

WSDOT Eastern Region



Washington State Scenic Byway

WSDOT Eastern Region

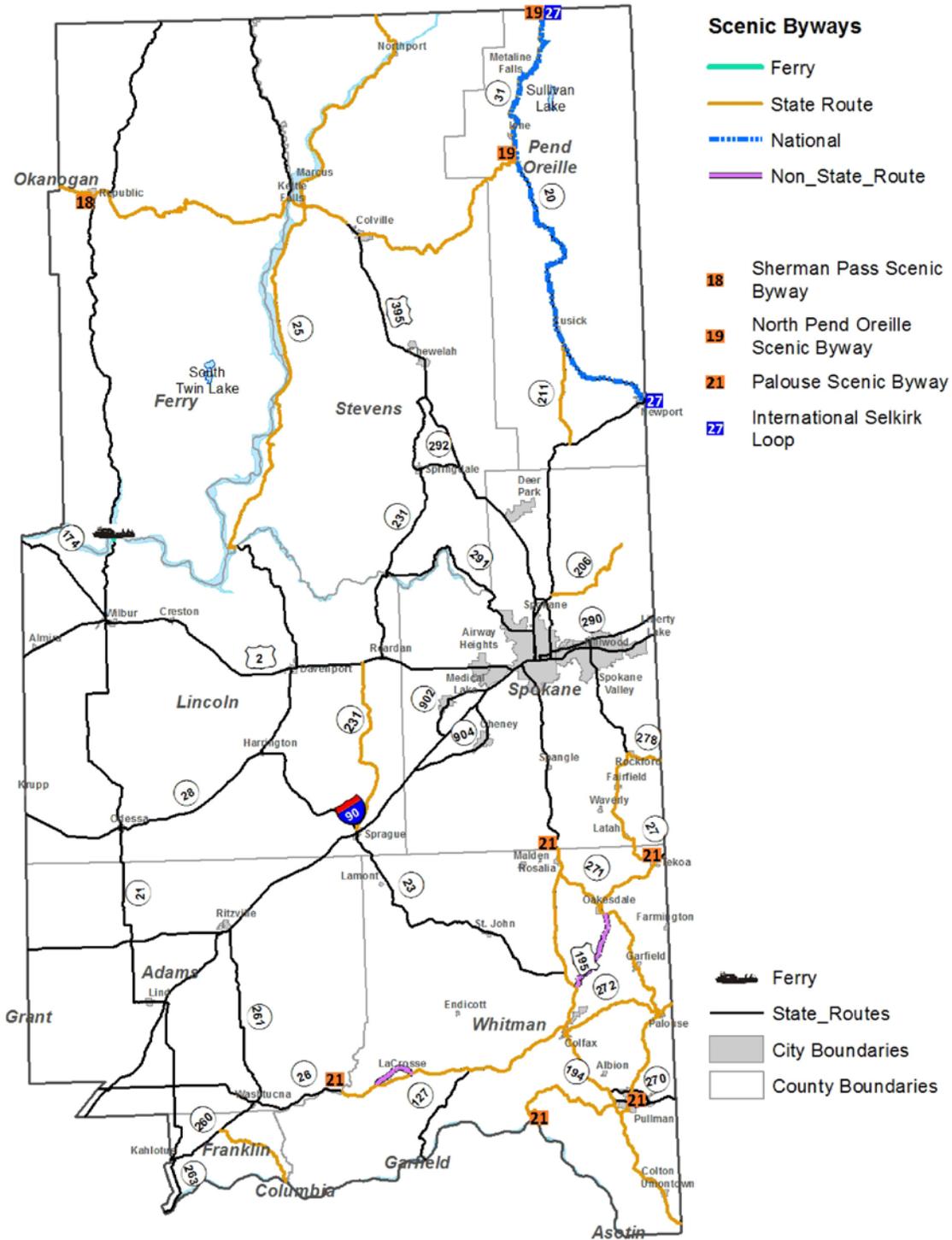


EXHIBIT 3 - Palouse River and Coulee City Railroad

The Six Segments of the PCC Line



Segment	Length Miles)	Operators	
1	Cheney to Coulee City (CW)	107.8	EWGRR
2	Marshall to Idaho State Line (P&L)	83.1	WIR
3	Palouse to Idaho State Line (WIM)	3.7	WIR
4	Hooper Jct to Colfax (Hooper)	51.6	PCC
5	Winona to Thornton (PV)	31.7	PCC
6	Colfax to Pullman (Hooper Sub)	19.0	WIR
Total		296.9	

The PCC Rail System is segmented based on geographic location rather than operational needs.

Segment 1 - CW Subdivision is operated as a stand-alone line segment with a connection to the BNSF at Cheney, WA on one end and a line terminus at Coulee City, WA on the other. The CW Subdivision was constructed between 1888 and 1890.

Segment 2 - P&L Subdivision begins outside of BNSF's yard at Marshall, WA and continues southeastward past the state line to Moscow, ID. The P&L Subdivision was constructed between 1886 and 1890.

Segment 3 - WIM Subdivision begins at Palouse, WA where it connects to the P&L and continues past the state line to Potlatch, ID. The portion that crosses into Idaho is owned by WATCO Companies.

Segments 4 - Hooper Subdivision begins with the connection of the UP Railroad at Hooper, WA to and continues to Colfax, WA. The Hooper Subdivision was constructed between 1881 and 1883.

Segment 5 - PV Subdivision is a spur that branches off the PV Hooper at Winona, WA, and ends at Thornton, Wa. The PV was constructed between 1888 and 1889.

Segments 6 - Hooper Subdivision begins at Colfax, WA, and continues to the junction with the P&L Subdivision in Pullman, WA.

Eastern Region

-  Sea Plane Bases
-  Airports



Freight & Goods Transportation System

WSDOT Eastern Region

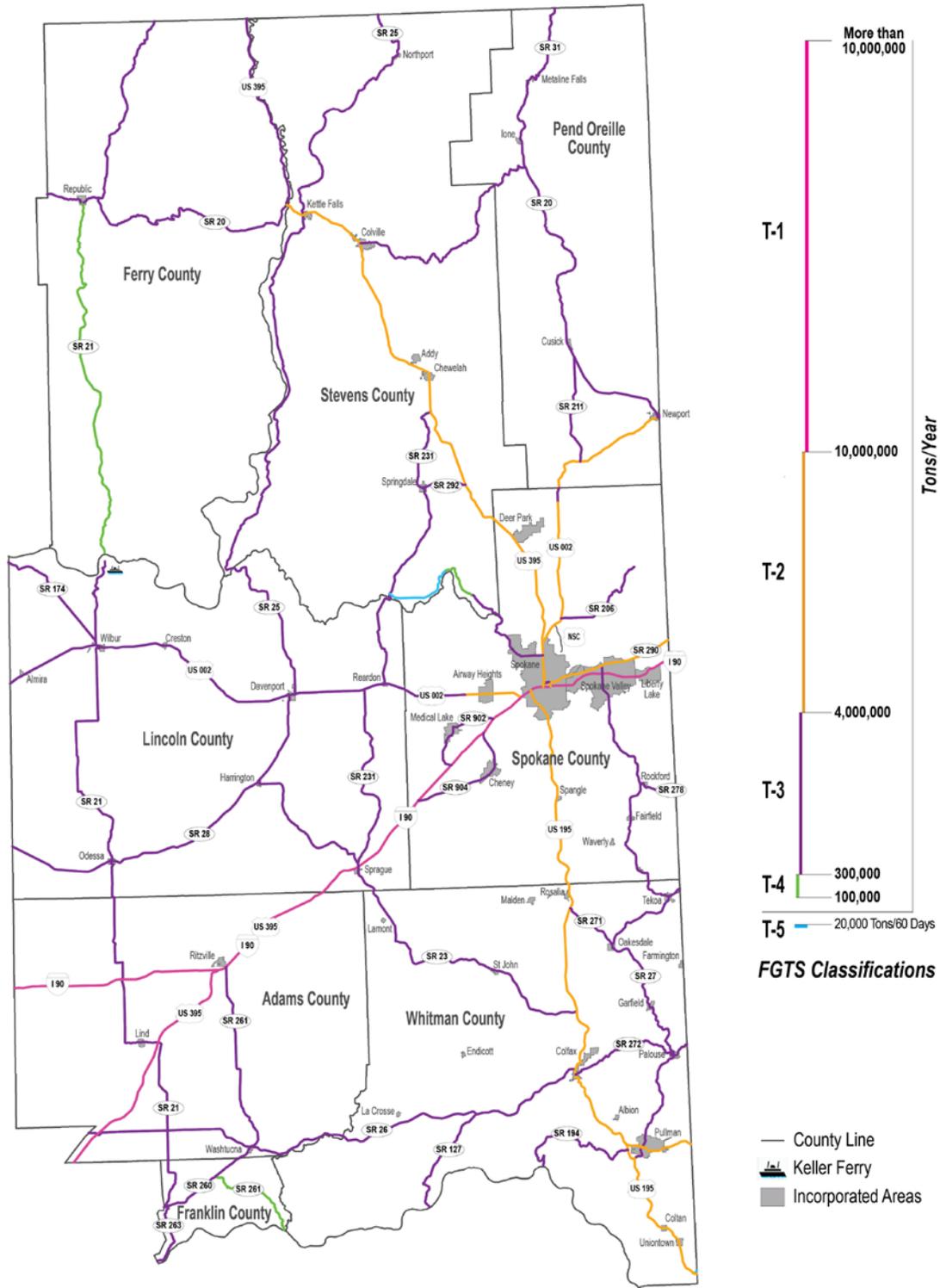
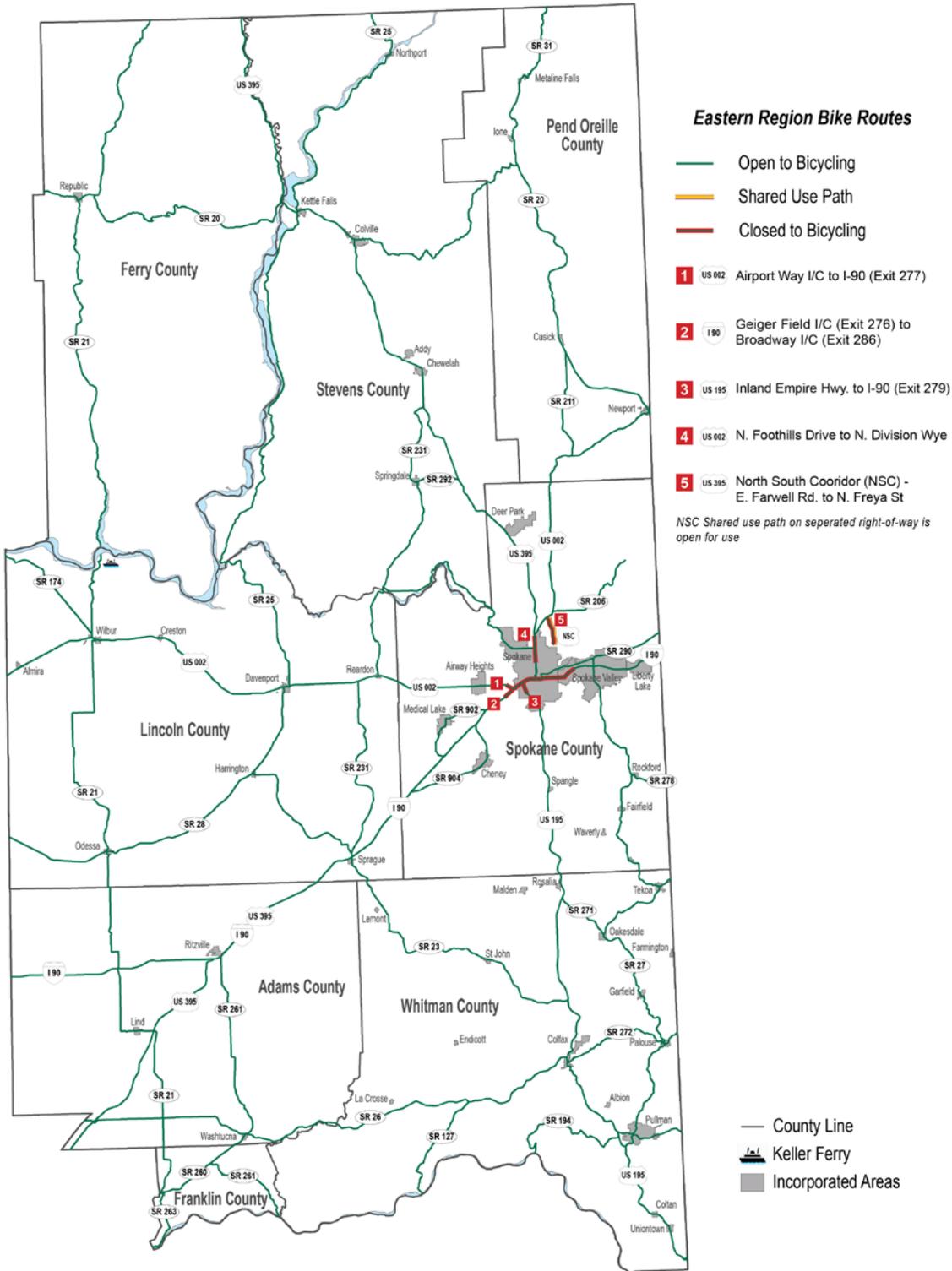


EXHIBIT 6

State Highways Bicycle Map

WSDOT Eastern Region





Community Engagement Guiding Principles

In February 2015, WSDOT developed Guiding Principles for Community Engagement for all policies, plans, programs and projects.

To more clearly articulate how our vision, mission, goals and values work together and provide consistency in application toward the Community Engagement Goal of Results WSDOT, this Community Engagement Plan lays the groundwork for WSDOT to strengthen partnerships to increase credibility, drive priorities and inform decision making with the communities WSDOT serves.

Washington State Department of Transportation Community Engagement Guiding Principles (in no particular order):

CONNECT AND ENGAGE

Become active members of communities and go to the places they gather. Take advantage of opportunities to work with community members, volunteers and leaders and find out their priorities and perspectives. Reach out to interested parties that cannot attend meetings and receive their feedback. Seek out voices not traditionally heard, including people who are traditionally unable to participate due to age, disability, income or national origin.

LISTEN AND ACT

Focus on listening to what people are sharing before responding. Confirm that the intended message is understood. Receive and act on feedback.

FACILITATE COMMUNICATIONS

Help groups listen to each other and explore new ideas. Solicit input by encouraging everyone to speak up. Check in with the group as a whole, as well as with individual participants, to gauge their comfort levels.

HELP EACH OTHER SUCCEED

Share resources and information with the various WSDOT regions, divisions, and offices to achieve success. Be aware that success is defined in different terms and outcomes. Be creative in defining work teams and understand how team members define success.

MAXIMIZE CREATIVITY AND INNOVATION

Seek out and use successful community engagement tools and techniques when conducting outreach. Prevent requirements from being the only focus of outreach.

BLEND DIVERSE INPUTS

Be sensitive to other perspectives when receiving input. Understand that how WSDOT evaluates and responds to comments from governments, stakeholders and the public is critical, especially if there are opposing viewpoints. Remember that all comments are considered, even if they are not directly incorporated

PROVIDE ACCESS TO THE PROCESS AND FOSTER INCLUSIVENESS

Rely on effective one-way and two-way communication throughout the process. Strive for transparent conversations that include diverse people, opinions, ideas, and information. Remember that what works for one process or group may not be as effective for others.

BE A WISE STEWARD OF THE PUBLIC'S MONEY

Be mindful of the use of everyone's time and money while ensuring adequate time and funding for community involvement in planning and project development. Achieve effective two-way engagement without exceeding limited budgets.

CONSIDER THE NEEDS OF THE MULTIMODAL SYSTEM

There are a variety of ways to move people and goods on Washington's transportation system. Consider all modes and offer choices and opportunities. Do not focus on just the goals of individual modes.

BE CLEAR AND OPEN ABOUT THE PROCESS

Inform and involve users of the transportation system in planning, construction, maintenance and stewardship of the transportation system. Encourage input at decision points, and involve interested parties throughout the process. Continue to exhibit a high level of integrity.

INVOLVE COMMUNITIES

Engage governments, stakeholders, and the public early and continuously in our decision making process to lay the groundwork for success. Discuss what success means to WSDOT and then jointly define what success

“At WSDOT, inclusive engagement means reaching out to all community members, so that they can choose to have a voice in the process and know their ideas were heard and considered.”

Secretary of Transportation Roger Millar

MEMORANDUM

DATE: May 3, 2018

TO: Members of the SRTC Board of Directors

FROM: Anna Ragaza-Bourassa, Senior Transportation Planner

SUBJECT: 2018 Call for Projects Update

Summary

SRTC released a call for projects on March 9, 2018. After the Board approved “off the top” programs, the total estimated amount made available through this call (4 years of funding) is \$18 million; comprised of \$16 million in Surface Transportation Block Grant (STBG) program funds, \$10 million in Congestion Mitigation & Air Quality (CMAQ) program funds and \$2 million in STBG Set-Aside funds.

Project eligibility worksheets are the first step in the process. SRTC received 52 project eligibility worksheets by the April 6 deadline. Since then, two projects have been removed from consideration, at the request of the project sponsor. We have received an extremely diverse range of project types and sizes ranging from capital improvement projects, transit, bike and pedestrian, transportation demand management programs, roadway preservation and planning studies. We look forward to receiving the full application packages for the remaining projects on May 11 to begin the final review and scoring process.

Background

The three funding sources available for SRTC to program, overlap in many ways in terms of eligible projects with nuances with each program.

STBG is the most flexible of all FHWA funding programs. Eligible STBG projects types include: roadway and bridge construction and repair, pedestrian and bicycle projects, and transit capital projects.

STBG Set-Aside, introduced with the Fixing America's Surface Transportation (FAST) Act, replaces the Transportation Alternatives Program (TAP). Examples of eligible projects include on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and safe routes to school projects.

CMAQ, must be focused on transportation projects that improve air quality in the Spokane region. CMAQ funding can be expended on projects that reduce carbon monoxide (CO) and/or coarse particulate matter (PM₁₀) emissions. Eligible CMAQ project types include transit improvements, travel demand management strategies, traffic flow improvements and pedestrian and bicycle facilities.

SRTC Call for Projects Schedule	
March 9	CALL FOR PROJECTS RELEASED
April 6	Project Eligibility Worksheet and Complete Streets Checklists DUE by 4:00 pm.
May 11	APPLICATION Package DUE by 4:00 pm.
May 14-31	SRTC staff screens projects for completeness, consistency with the MTP and CMP. SRTC staff will also calculate the air quality benefits for each CMAQ project.
June 5-7	Project scoring
June 25, 27	TAC, TTC meeting - review preliminary results, develop prioritization options and focus areas
July 12	SRTC Board - review preliminary results
July 23, 25	TAC, TTC Meeting - recommend prioritized lists of STBG, CMAQ and STBG Set-Aside projects to fund and contingency lists for Board approval
August 9	SRTC Board – Approve STBG, CMAQ & STBG Set-Aside projects to fund and contingency lists.
August – October	2019-2022 TIP programming and development process which includes a 30-day public comment period on the draft TIP.

Public Involvement

This item was presented at multiple committees, TTC, TAC and SRTC Board of Directors meetings, which were open to the public.

Policy Implications

The application is crafted in a way that prioritizes projects that implement the goals, policies and strategies outlined in Horizon 2040. The SRTC Board of Director's will be asked to select projects at the August meeting.

Technical Implications

As stated in the Goals and Objectives section of the 2018 TIP Guidebook, SRTC will fully program annual allocations of regional (STBG, CMAQ and STBG Set-Aside) funds. This upcoming call for projects is a critical step for SRTC to select projects for these regional funds.

Prior Committee Actions

The SRTC Board of Director's took the following principles of investment action at their March 8, 2018 meeting:

1. Fund the following set-asides were approved by the Board:
 - *SRTC planning operations* – An additional \$50K in 2018 (\$250K total); additional \$150K in 2019 for a total of \$350K per year through 2023.
 - *SRTC data acquisition to support model update and regional planning efforts* - \$150K per year 2018-2023; additional \$100K in 2019.
 - *I-90/US 195 System Study (scope to return to the Board)* - \$150K in 2018-2019
 - *Division Street Reimagined Study (scope to return to the Board)* - \$400K in 2019-2020
 - *SRTMC Operations & Maintenance* - \$1,834,000 in 2021-2023
2. Hold \$3M each year of STBG funds in 2022 and 2023 for capital maintenance projects with project selection to occur in next call for projects (2020).

3. Allocate a minimum of 5% of the STBG (\$1.35M) and STBG Set-Aside funds (\$100K) for small town projects.
4. Require project sponsors to certify that they will use all project delivery tools available, including eminent domain to acquire right-of-way, if necessary to meet project obligation schedules.

Requested Action

For information and discussion. Preliminary results will be presented at the July meeting.

MEMORANDUM

DATE: May 3, 2018
TO: Members of the SRTC Board of Directors
FROM: Staci Lehman, Communications Coordinator
SUBJECT: Education Series Update

Summary

SRTC has several events in the works for our 2018 Education Series. A flyer of the events scheduled so far follow this memo (**see Attachment**) for your planning purposes.

At the May 10 Board meeting, the Board of Directors will be briefed on the upcoming roundabout education event scheduled for June 6. Part of that briefing will involve asking for input. SRTC is bringing in a panel of regional and national roundabout experts for the event and will be soliciting questions about roundabouts to ask them during a discussion with the public. Please come to the Board meeting with questions in mind.

Public Involvement

The roundabout event will include three sessions; a technical symposium for planners and engineers, a reception for elected officials with a private audience with panel members, and a community conversation with the public.

TTC members and other local transportation professionals will be notified of the technical symposium via email and asked to RSVP. The public session will be advertised through ads in the Spokesman-Review, news releases and targeted media contacts, postings on local community calendars, social media postings, promoted events prior to the roundabout event, emailed directly to employee transportation coordinators with the CTR program to pass along to their employees, emailed to all Spokane City Neighborhood Councils, promoted through area chambers of commerce, emailed to special interest groups and through flyers posted around the community, such as at area college campuses, community centers, libraries, city halls, and businesses such as coffee shops and grocery stores.

Policy Implications

SRTC's Education Series supports the agency's core function of informing the public as to SRTC's activities, decision-making process and topics that are discussed with committees and our Board of Directors.

Technical Implications

Many of the topic areas covered by SRTC's Education Series include a technical session for planners and engineers. This is an opportunity for local professionals to learn about best practices, design trends, modeling, and analysis that they may not be familiar with.

Prior Committee Actions

The TTC, TAC and Board has been briefed on the Education Series throughout the year.

Requested Action

For information and discussion.

2018 EDUCATION SERIES

Sponsored by



www.srtc.org/education-series

ROUDABOUTS

Possibly one of the most misunderstood traffic control devices, many new roundabouts are being built in our area. Come find out why their use is growing, how they can be customized, and how to use roundabouts correctly.

CenterPlace Community Event Center
June 6, 2018

2426 N. Discovery Place, Spokane Valley
9 a.m.-12 p.m. Roundabout Symposium for Engineers, Planners, transportation professionals
5-6 p.m. Reception/Q&A session for elected officials
6-8 p.m. Community Roundabout Conversation

JOE MINICOZZI, AICP

Joe Minicozzi, AICP, is principal of Urban3 LLC, a consulting company in Asheville, NC. His training in city planning in the public and private sectors, as well as private sector real estate finance, helped him develop award-winning analytic tools. Minicozzi will speak on shifting how we think about development patterns to create livable communities.

Location TBD
September 13, 2018

11:30 a.m.-1 p.m. SRTC Board Session
6-8 p.m. Community Conversation with Joe Minicozzi
September 14, 2018
8-10 a.m. Session for planners, engineers and civic leaders

MICK CORNETT

Former Oklahoma City Mayor Mick Cornett led his city through a renaissance, adding parks, sidewalks, trails, a streetcar, convention center, wellness/aquatics centers and more. He will speak on investing in transportation and the resulting payoff for the community.

Location TBD
July 10, 2018

3-5 p.m. Session for elected officials
6-8 p.m. Community Conversation with Mick Cornett
July 11, 2018
8-10 a.m. Session for planners, engineers and civic leaders

PARRIS GLENDENING

Parris Glendening is President at Smart Growth America's Leadership Institute, the Governor's Institute on Community Design, and former governor of Maryland. He advises state and local governments on smart growth, transit, and sustainability policies and practices.

Location TBD
October 3, 2018

6-8 p.m. Community Conversation with Parris Glendening

For more information:
Spokane Regional Transportation Council, contact.srtc@srtc.org or (509) 343-6370

MEMORANDUM

DATE: May 3, 2018

TO: Members of the SRTC Board of Directors

FROM: Sabrina Minshall, SRTC Executive Director

SUBJECT: Letter from Kalispel Tribe of Indians

Attached is a letter from the Kalispel Tribe of Indians regarding potential membership in SRTC, for your information only. Last month, I passed onto you a similar letter sent by the Spokane Tribe of Indians.

As a reminder, we are only in the process of determining pros and cons to a separation from the City of Spokane as the fiscal agent for SRTC; conceptually becoming our own independent fiscal entity. Part of this separation would require a revision to the Interlocal Agreement. Any additional membership, be it by a member crossing a currently designated population threshold, or a Board decision to add members, would also necessitate a change to the Interlocal agreement.

Please let me know if you have any questions.



April 12, 2018

Al French
SRTC Board Chair
Spokane County Commissioner



Kalispel Tribe of Indians
P.O. Box 39
Usk, WA 99180

(509) 445-1147
(509) 445-1705 fax
www.kalispeltribe.com

Re: Request for Kalispel Tribe Representation on Spokane Regional Transportation Council

Dear Chairman French,

The Kalispel Tribe of Indians holds great value in community collaboration. It is with this in mind that we request a formal position on the Spokane Regional Transportation Council (SRTC).

As you know, Kalispel Tribe has reservation land in Airway Heights. As such, regional transportation issues are important to the Kalispel Tribe and its Tribal Council. Our tribal government and business enterprises rely on the region's transportation infrastructure and smart planning efforts.

We are aware that SRTC is actively reviewing the Interlocal agreement that establishes its governing board. As such, the Kalispel Tribe believes this would be an ideal time to request representation on your board. The Tribe has enjoyed positive relations with many of the municipal and government agencies represented on your board and we have a strong tradition of being an active collaborator on issues of importance in the Spokane region. As a sovereign nation, we believe a seat on the SRTC would be another appropriate place for collaboration.

We thank you for your consideration and look forward to your reply.

Sincerely,

Curt Holmes
Executive Director of Public & Governmental Affairs
Kalispel Tribe of Indians

CC: SRTC Board of Directors

WORKSHEET FOR SRTC BOARD AGENDA

Item	Title/Description	Policy Implications/ Requirements	Agenda Type	Time	Presenter	Proposed Agenda	TTC and/or TAC Agenda
1	Public Comment	Meets WA Code and various grant requirements	Regular	-	N/A	Monthly	N/A
2	Executive Directors Report	Keep Board up to date of issues from the month	Regular	10	Sabrina	Monthly	N/A
3	Approve Minutes from most recent Board Meeting	Meets WA Code and various grant requirements.	Consent Agenda	_	N/A	Monthly	N/A
4	Approve Vouchers	Required	Consent Agenda	_	N/A	Monthly	N/A
5	Approve TIP Amendment	Required	Consent Agenda	_	Anna	Monthly	Monthly
6	Receive Future Meeting Agenda Worksheet	Aid in communication for future board topics	Attachment	n/a		Monthly	N/A
7	Receive monthly report from TTC/TAC Chairs	Aid in communication between committees and Board	Info & Disc/Attachment	10	N/A	Monthly	N/A
8	Receive Inactive Project List from WSDOT	Ensure Board is aware of projects with delays in spending	Attachment	n/a	N/A	As Available	N/A
9	Update on Call for Projects	Briefing on eligibility worksheets received	Info & Disc	15	Anna	May	N/A
10	SYF2019 UPWP	Draft UPWP for review	Info & Disc	20	Sabrina/ Greg	May	April
11	Education Series Update	Update on upcoming Education Series, schedule and speakers	Info & Disc	15	Staci	May	April
13	Interlocal Agreement potential changes, options	Changes with the UPWP timeline and city of Spokane services; ILA potential changes	Info & Disc	20	Sabrina	June	N/A
	Update on data and travel demand model	Briefing on "big data" and travel demand model opportunities	Info & Disc	25	Ryan	June	Workshop with TTC and TAC?

Item	Title/Description	Policy Implications/ Requirements	Agenda Type	Time	Presenter	Proposed Agenda	TTC and/or TAC Agenda
	Title VI/EJ Plan Updates	Required by WSDOT	Info & Disc	10	Staci	June	May
	SFY2019 UPWP	Adoption	Action	10	Sabrina/ Greg	June	May
	Transit Peformance Measures	Adoption	Action	5	Eve	June	May
14	US 195/I-90 Study	Briefing on scope development	Info & Disc	30	Ryan	July	June
16	Young people program, app or other	Improving participation of all segments of the population	Info & Disc	10	Staci	July	June
17	Data purchase and travel survey	Update on recommendation for purchasing data subscription and conducting travel survey to update model	Info & Disc	20	Ryan	July	June
19	Interlocal agreement-Dues structure	Changes with the UPWP timeline and city of Spokane services	Info/Disc	15	Sabrina	July	N/A
20	Quarterly budget update	For second quarter 2018	Info & Disc	10	Greg	July	N/A
21	Proposed 2019 Transportation Fair	Priority under strategic planning plan	Info & Disc	10	Staci	July	June
22	Call for Projects	Preliminary Results	Info & Disc	30	Anna	July	June
23	Data purchase and travel survey contract (s)	Decision on travel data and survey contract (s)	Action	15	Ryan	August	June
24	Performance Measures update	Required- Bridge, Pavement & Congestion	Info & Disc	10	Eve	August	July
26	Call for Projects	Project Selection & Contingency List approval	Action	60	Anna	August	July

Item	Title/Description	Policy Implications/ Requirements	Agenda Type	Time	Presenter	Proposed Agenda	TTC and/or TAC Agenda
27	Division Street Re-imagined	Briefing on scope development	Info & Disc	30	Jason	August	July
28	Interlocal agreement- Benefits and financial policies	Status of changes	Info/Disc.	20	Sabrina	August	N/A
29	2019-2022 TIP	TIP overview – first touch	Info and Disc	15	Anna	September	August
30	Performance Measures- set targets	Required- Bridge, Pavement & Congestion	Info and Disc	10	Eve	September	August
31	WTP from the WA Transportation Commission	Washington State Trans Plan Presentation	Info and Disc	25	Paul Parker	September	N/A
32	Interlocal Agreement and Employee Manual	Continued discussion on organizational changes and related documents	Info & Disc/ possible Action	30	Sabrina	September	N/A
33	Quarterly budget update	For third quarter 2018	Info & Disc	10	Greg	October	N/A
34	Performance Measures Update	Required-Bridge, Pavement, Congestion & CMAQ	Action	10	Eve	October	September
35	Coordinated Public Transit- Human Services Transportation Plan	Joint plan between SRTC and STA- required	Info & Disc	15	Jason	October	September
36	FY2019 Budget	Financial projections, tasks, timelines	Info & Disc	30	Sabrina/ Greg	October	August/ Sept tasks
37	2019-2022 TIP	TIP approval	Action	10	Anna	October	September
38	FY2019 Budget / Indirect Cost Plan FY 2019	Draft FY2019 for review and comment	Info & Disc	30	Sabrina/ Greg	November	N/A
	Debrief education series	Discuss education series	Info & Disc	15	Sabrina/St aci	November	October
39	Coordinated Public Transit- Human Services Transportation Plan	Joint plan between SRTC and STA- required	Action	15	Jason	November	October

<i>Item</i>	<i>Title/Description</i>	<i>Policy Implications/ Requirements</i>	<i>Agenda Type</i>	<i>Time</i>	<i>Presenter</i>	<i>Proposed Agenda</i>	<i>TTC and/or TAC Agenda</i>
40	New TAC Committee Members	Required by bylaws	Action	15	Mike	December	N/A
41	FY2019 Budget / Indirect Cost Plan FY 2019	Final draft	Action	15	Sabrina/ Greg	December	N/A
42	SNAP Ride to Care program presentation	SNAP/CHAS plan to submit as project for Human Svc Transp. Plan. SRTC evaluates apps for that CFP	Educational presentation-requested	20	Julie Honekamp /SNAP	Not yet determined	TAC

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

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.

Julie Meyers-Lehman
Recording Secretary

Speaking about more voting:

MEETING MINUTES

Spokane Regional Transportation Council Transportation Technical Committee
 March 28, 2018
 421 W Riverside Ave Suite 504, Spokane, Washington

1. Call to Order

As the Chair and Vice-Chair were not present; Mr. Brandon Blankenagel called the meeting to order at 1:32 p.m.

Mr. Larson made a motion to delegate Mr. Blankenagel as Chair for this meeting. Mr. Otterstrom seconded the motion, which passed unanimously.

2. Roll Call

Committee Members Present

Todd Ableman	City of Cheney	Brandi Colyar	Spokane County
Roger Krieger	City of Deer Park	Lisa Corcoran	Spokane International Airport
Andrew Staples	City of Liberty Lake	April Westby	Spokane Regional Clean Air
Louis Meuler	City of Spokane	Heleen Dewey	Spokane Regional Health Dist
Inga Note	City of Spokane	Gordon Howell	Spokane Transit Authority
Brandon Blankenagel	City of Spokane	Karl Otterstrom	Spokane Transit Authority
Gloria Mantz	City of Spokane Valley	Larry Larson	WSDOT-Eastern Region
Mike Basinger	City of Spokane Valley	Darrel McCallum	WSDOT-Eastern Region

Committee Alternates Present

Mark Bergam	City of Airway Heights	Barry Greene	Spokane County
Keith Martin	WSDOT-Eastern Region		

Guests

Mike Tressider	Spokane Transit Authority
----------------	---------------------------

Staff

Anna Ragaza-Bourassa	Senior Transportation Planner	Jason Lien	Senior Transportation Planner
Eve Nelson	Senior Transportation Planner	Julie Meyers-Lehman	Administrative Assistant
Greg Griffin	Admin. Services Manager		

3. Approval of Prior Meeting Minutes

Mr. Krieger made a motion to approve the February 28, 2018 minutes and Ms. Mantz seconded the motion.

Mr. Otterstrom noted that on page 3 the word “will” was missing from the sentence “additionally, the TTC be asked to assist in grouping and packaging the applications for presentation to the Board”.

Mr. Otterstrom remarked that he was not at the February 28 meeting and asked for an explanation of why the TTC had not been asked to make a recommendation on the 2018 Call for Projects funding allocation process. He noted from the minutes that the item was presented to the TTC as an update only, rather than as an action item to make a recommendation to the Board; historically a request for recommendation from the TTC was part of the Call for Projects process. Ms. Ragaza-Bourassa replied that she does not have an answer right now other than that was the direction given to staff.

Mr. Otterstrom stated he attended the last Board meeting and the TTC's discussion from the February meeting and their concerns about the lack of pre-set funding targets was not brought up. He said this committee's purpose is to provide input on the programming of projects and plan development to the Board and the two means of doing that are by actions and by the TTC Chair representing the perspectives of the committee to the Board. He said the TTC Chair was not asked to provide the TTC's comments when the Board discussed the item and did not address them voluntarily. He said the February minutes provide adequate information about the discussion and concerns, but it's too late for purposes of sharing that input with the Board.

Mr. Blankenagel noted that unless TTC members had directly related information to Board members, they did not have an opportunity to see or hear about the TTC's in-depth discussion before taking action on the topic on March 8.

Mr. Otterstrom said the Board always has discretion to do as they choose with TTC comments, but in this case they were not given the opportunity to receive the input. Mr. Otterstrom noted, as an observation and concern, there is not a mechanism in place to ensure that TTC comments, advice, concerns, or discussions on informational/non-action agenda items reach the Board. He said TTC members should be cognizant of their role of providing input to the Board primarily through recommendations; otherwise it should not be assumed that input will reach the Board.

A vote was taken on the minutes as amended and passed unanimously.

4. Public Comments

There were no public comments.

5. Technical Member Comments

Ms. Colyar said the County is working on the Bigelow Gulch/Forker Rd Intersection and also hopefully going out to ad on the 5A project, which is the section that realigns Forker road behind the church.

Mr. Otterstrom said STA kicked off the first part of the planning design for the Monroe High Performance transit line and they have closed on property at 57th Ave and Palouse Highway for the Park & Ride. He stated that he would like to do a presentation on this topic at the next TTC meeting. He said ground breaking for the new Boone Northwest Garage recently took place, Central City Line (CCL) work continues, and spoke about CCL funding. Division Street bus stop improvements are out to bid, in partnership with the City of Spokane and WSDOT. Mr. Otterstrom asked how the SRTC Monthly Messaging campaign was going.

Ms. Dewey reported that SRHD just wrapped up the 2018 community health assessment and she spoke about the priorities identified. She noted the next step to develop a Community Health Improvement Plan, which is updated every five years.

Mr. Martin talked about a STIP Training session on May 8. He discussed project phase end dates and said the Federal Highway Administration is considering adding a year to the PE phase.

Mr. Howell reported that eight project applications from six applicants have been received for the Section 5310 Call for Projects. He said applications are currently being evaluated with the assistance of Mr. Lien.

Mr. Basinger announced that the Barker Road Grade Separation project is now completely funded as Spokane Valley received \$9 million in TIGER grant funding. He said the City Council approved the design for an overpass and a roundabout.

Mr. Bergam said the second phase of the Garfield/Russell Road project is out right now. He said bids will be opened on April 12 for the ADA ramp project, noted the Kalispel Tribe is rebuilding the main entrance to their

facility and the Spokane Tribe is meeting with WSDOT for discussions about a roundabout on Craig Road/Hwy 2.

Mr. Krieger announced that WSDOT is out to bid for two roundabouts on Highway 395, so travel along 395 in the Deer Park area this summer could have delays.

Mr. Meuler gave an update of the WSDOT NSC Charrette process. He said they hope to have City of Spokane Valley participate at the next event, which is on April 7 and will cover the entire Children of the Sun trail corridor. He noted there have been discussions about forming a steering committee which will distill all the ideas that have been obtained through the charrettes so far.

Ms. Corcoran thanked SRTC for hosting the recent State Legislative Session Debrief event.

Mr. Larson announced that WSDOT is getting ready to pave on Division and on Trent.

Ms. Mantz spoke about the City of Spokane Valley going forward with the ITS infill project as they were able to secure \$100,000 in funding from WSDOT.

Mr. Blankenagel said construction is well underway and there has been extensive public outreach ahead of the Monroe Street project. He said 181 people completed the survey for the Riverside Avenue project and more outreach is to come. He said the City has initiated outreach on the Sprague Avenue Phase II project and is contracting for the Bike Share design.

6. 2018-2021 Transportation Improvement Program (TIP) April Amendment

Ms. Ragaza-Bourassa said this amendment entails changes to four existing projects and provided an overview of each. She called for questions and Mr. Otterstrom asked for clarification on the budget and estimated total project cost for Appleway Trail projects, asking if both Appleway projects were currently in the STIP and if the total project cost actually increased with this funding transfer. Ms. Ragaza-Bourassa replied yes, that both projects are currently in the STIP, but referred to Spokane Valley staff to provide clarification on the changes to the total estimated project cost and budget

Mr. Bassinger then added some additional detail about the budget, stating that the total project cost for the Evergreen to Sullivan segment is \$2.3 million. He discussed the secured funding of \$1.645 million and the \$698,000 gap in funding. Mr. Bassinger said since the park and library across the street from City Hall is not built yet, it made more sense at this time to transfer the \$750,000 funds from the University/Balfour segment and finish the Evergreen/Sullivan segment so the Appleway Trail will run uninterrupted from University Road to Liberty Lake by 2019/2020.

Mr. Otterstrom concurred, but noted for transparency purposes the record should reflect that the requested funds transferred between University/Balfour and Evergreen/Sullivan actually increases the total project budget by \$60,000 and Mr. Bassinger agreed. Mr. Bassinger and Ms. Mantz further reassured the group that any leftover funds would go back to the pot for redistribution.

Mr. Otterstrom made a motion to approve the 2018-2010 TIP April Amendment, with a notation acknowledging a budget increase for the Appleway Trail. Mr. Martin seconded the motion, which passed unanimously.

7a. 2019 Unified Planning Work Program (UPWP)

Mr. Griffin reported that the latest guidance from WSDOT had no significant changes from last year and the first draft of the UPWP document has been sent to WSDOT. He said the document will be emailed to TTC members by the second Friday in April for comments; May 3 is the deadline to submit comments. Mr. Griffin requested that members focus specifically on Task 7 for TTC comments as it includes additional tasks. He said the final draft of the UPWP will be brought before the TTC for action in May.

7b. Human Services Transportation Plan

Mr. Lien defined the Coordinated Public Transit-Human Services Transportation Plan, which focuses on transportation needs beyond the conventional transit system for the elderly, disabled, low income or rural populations. He noted this is an update to the existing plan and outlined the federal requirements, the plan objectives and plan partners (Kaltran, Spokane Transit, SMS, Spokane Tribe, etc.) Mr. Lien described the strategies for partner coordination, presented the project timeline, spoke about upcoming meetings and noted the plan should be finalized and adopted by the Board in November 2018.

The group discussed Consolidated Grant criteria and project prioritization. Mr. Otterstrom thanked Mr. Lien for his efforts.

7c. Bicycle and Pedestrian Count Program

Mr. Lien stated the TTC last received information about this program in January 2016 and the committee indicated their support. He said staff is requesting opinions from the TTC on initiating the program, remarking that SRTC will apply for STBG funding from the current Call for Projects.

He provided 2016 and 2017 data from the four existing permanent bike/ped counters and described the different mix of methods and technologies that can be utilized for future counters. Mr. Lien explained the types of data which can be gathered using the counters and what the data can be used for. He showed an example of counter data obtained by a regional planning commission in Philadelphia. He stated the point is to develop a program administered by SRTC that can provide useful information to TTC members.

The group discussed the various types of bike/ped counters and the best uses of data and considered if data would be used to identify trends or just for trail/bike lane use. Mr. Otterstrom and Ms. Note stressed the importance of factoring in the cost of labor to install and maintain the counters and other construction costs. Mr. Larson spoke about Strava Metro, which is a smart phone app that has the ability to function much like a bike/ped counter, and noted Strava Metro has partnered with 150 cities so far to provide data.

Mr. Lien stated that it appears to be the group's consensus that he should look at big data sources and re-evaluate estimated costs. He asked the group if developing a bike/ped count program would be useful for member agencies. Mr. Meuler said a system that can provide data at problem locations/intersection or information that could be used as part of a safety analysis would be helpful. He also stated that he prefers the idea of short-term counts instead of permanent counters.

7d. WSDOT & SRTC Performance Measures Target Setting Update

Ms. Nelson reported that the as part of federal performance management requirements, the State must set targets by May 20 for Bridge Condition, Pavement Condition, System Performance & Freight and Congestion Mitigation & Air Quality Improvement. She said the State just announced this morning the targets for several areas and in other areas the target is still unknown at this point. Ms. Nelson reported that SRTC has a responsibility to make a decision within six months to either set their own targets or accept the WSDOT targets and this topic will be discussed with the TTC and the Board. She noted the target for Safety was set previously in conjunction with the update to Horizon 2040 and the Target Zero trend line was utilized. She spoke about the way in which the federal regulators define the term "target". She stated that SRTC staff and other agencies' staff are working with the state to assist in this process.

Ms. Nelson asked for volunteers for a Target Setting Working Group to advise the Board on how the region should proceed with either accepting the WSDOT targets or generating our own. Mr. Tressider, Mr. Greene and Mr. Larson said they would participate. City of Spokane Valley and City of Spokane representatives said they would find someone from their agencies to participate.

The group discussed performance measures and how they are used in the 2018 SRTC Call for Projects.

8. TIP Working Group Update

Ms. Ragaza-Bourassa reported that net obligations are in the positive; \$349,000, or 4%, of the target has been obligated and we expect many more projects to obligate in the new few months. She encouraged agencies to submit their obligation paperwork as soon as possible.

9. Agency Update

Ms. Ragaza-Bourassa asked members to please copy SRTC on FMSIB submissions. She announced a handout was available with details about the STIP training in May and said the SRTC 2017 Project Obligation Report was posted to the website earlier today. She reported on the SRTC Monthly Messaging program, noting this month and last month's topics and locations in which posters were placed.

10. Future Agenda Items

Ms. Dewey noted that the Transportation Improvement Board will be coming out with a next round of Complete Street funds this summer and Chris Workman from TIB does a good Complete Street policy/funding presentation and that might be helpful for jurisdictions without a Complete Streets policy to hear.

Mr. Meuler asked if the group would be interested receiving a high-level overview of the role of the TTC and learning more about the role of the TTC and how it impacts and informs the Board. He said part of the dialogue should include on what issues should the group be approving, reviewing and making recommendations and what the Board expects from the TTC. Mr. Larson and Mr. McCallum agreed.

11. Adjournment

There being no further business, the meeting adjourned at 3:06 pm.

Julie Meyers-Lehman
Recording Secretary