MEMORANDUM

DATE: May 17, 2018

TO: Members of the Transportation Advisory Committee (TAC)

FROM: Greg Griffin, Administrative Services Manager

SUBJECT: SFY 2019 SRTC Unified Planning Work Program (UPWP)

Summary
On Monday, May 14, 2018, the TAC received a draft UPWP as part of a SRTC staff request for a committee recommendation of approval to the SRTC Board of Directors. This action is being requested at the TAC meeting on May 23, 2018.

The attached updated UPWP draft has minor language revisions and additions after an onsite review conducted on May 16, 2018 with FHWA, FTA, and WSDOT. The language is not substantive; the intent is to provide additional detail and focus on federal emphasis areas and clarification given that the SRTC certification review will be at the end of SFY 2019/early SFY 2020. The certification process is on a four-year cycle. It was recommended that the accomplishments and work proposed be as specific as possible to aid in the desk audit process.

The changes have been made in a red-lined version so they can easily be identified. If you have any questions, please call Sabrina Minshall, SRTC Executive Director at (509) 343-6370.
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.
**SPOKANE REGIONAL TRANSPORTATION COUNCIL**
**MEMBER JURISDICTIONS, AGENCIES, AND PARTICIPATING TRIBES**

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>Agency</th>
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<tr>
<td>City of Airway Heights</td>
<td>Spokane County</td>
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<td>City of Cheney</td>
<td>Spokane Transit Authority</td>
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<td>City of Deer Park</td>
<td>Spokane Tribe of Indians</td>
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<td>City of Liberty lake</td>
<td>Town of Fairfield</td>
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<td>City of Medical Lake</td>
<td>Town of Latah</td>
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<td>Washington State Transportation Commission</td>
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<td>Spokane Airports</td>
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**SPOKANE REGIONAL TRANSPORTATION COUNCIL**
**2018 BOARD MEMBERS**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Al French (Chair)</td>
<td>Spokane County Commissioner</td>
</tr>
<tr>
<td>Ben Wick (Vice Chair)</td>
<td>City of Spokane Valley, Council Member</td>
</tr>
<tr>
<td>Dave Malet</td>
<td>City of Airway Heights, Council Member</td>
</tr>
<tr>
<td>Paul Schmidt</td>
<td>City of Cheney, Council Member</td>
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<tr>
<td>Steve Peterson</td>
<td>City of Liberty Lake, Mayor</td>
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<tr>
<td>Lori Kinnear</td>
<td>City of Spokane, Council Member</td>
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<tr>
<td>Kate Burke</td>
<td>City of Spokane, Council Member</td>
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<tr>
<td>Larry Stone</td>
<td>Major Employer Representative</td>
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<tr>
<td>Dee Cragun</td>
<td>City of Deer Park, Council Member (representing small towns)</td>
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<td>Larry Krauter</td>
<td>Spokane Airports</td>
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<tr>
<td>Josh Kems</td>
<td>Spokane County Commissioner</td>
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<tr>
<td>Matt Ewers</td>
<td>Spokane Rail Representative (Ex-Officio)</td>
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<tr>
<td>E. Susan Meyer</td>
<td>Spokane Transit Authority</td>
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<tr>
<td>Kennet Bertelsen</td>
<td>Transportation Advisory Committee Chair (Ex-Officio)</td>
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<tr>
<td>Mike Tedesco</td>
<td>Transportation Technical Committee Chair (Ex-Officio)</td>
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<tr>
<td>Mike Gribsen</td>
<td>Washington State Department of Transportation</td>
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<tr>
<td>Joe Tortorelli</td>
<td>Washington State Transportation Commission</td>
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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
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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.). 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;

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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.
- 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.
- Transportation Advisory Committee (TAC), the Citizen Advisory Committee, had 6 new members appointed by the Board. This resulted in a representative of a more diverse group, both geographically and demographically.
- 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.
Operationalized “full circle” public involvement, utilizing feedback from outreach into planning efforts. Examples include hearing ongoing questions from the TAC and others events regarding roundabouts being constructed, and subsequently developing and hosting a roundabout educational event. The TAC committee and safety data indicates ongoing safety concerns related to walkability and bike safety. SRTC has a walkability training scheduled. SRTC application now reflects “year around system”, with questions on design and maintenance, as public feedback reflects concerns regarding investments and maintenance in all modes of infrastructure and mobility during winter months.
Scheduled to host educational events regarding roundabouts and pedestrian, bicycle and transit accessibility by July 1, 2018.

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.


- 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.
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.

Six of the fourteen board members at SRTC are new in calendar year 2019. Four of SRTC staff have joined the organization within the last year. With these factors, much of SFY2019 is focused on organizational capacity building and the integration of performance management and data strategy throughout the fabric of SRTC.

Table 1: SFY 2019 UPWP Tasks and Subtasks

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<th>Task</th>
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<td>1.2 Professional Development and Training</td>
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<td>1.3 Coordination with State and Federal Legislators</td>
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<td><strong>2. Public and Stakeholder Participation and Coordination</strong></td>
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<td>2.1 Public Coordination and Outreach</td>
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<td>2.2 Board Member &amp; Stakeholder Coordination</td>
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<td>2.3 Title VI &amp; Environmental Justice</td>
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<td>2.4 Webpage and Social Media Management</td>
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<td><strong>3. Systems Analysis and Information Management</strong></td>
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<td>3.1 Information Management and Mapping Services</td>
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<td><strong>4. Metropolitan Transportation Plan (MTP) and General Long Range Planning</strong></td>
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<td>4.4 Freight</td>
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<td><strong>5. Transportation Improvement Program</strong></td>
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<td>5.1 TIP Development and Maintenance</td>
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<td>5.2 Air Quality and Transportation Conformity</td>
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<td>5.3 Coordinate and track projects needing funding</td>
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<td><strong>7. Planning Consultation and Studies</strong></td>
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<td>7.1 I-90/US 195 Systems Study</td>
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<td>7.2 Division Street Reimagined</td>
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<td><strong>8. RTPO Planning Functions</strong></td>
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<td><strong>9. Unfunded Planning Activities</strong></td>
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Details for each task identified in Table 1 are provided below. The estimated month and year of completion is indicated, or an “Ongoing” designation is included after each task if the task occurs throughout the entire year 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:

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**Federal and State Areas of Emphasis**

1. **Transition from MAP-21 and FAST Act Implementation** – *Transition to Performance Based Planning and Programming.*

   **Highlights:**
   - 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).
   - SRTC has integrated Performance Based Planning into all steps of its process from the MTP- Horizon 2040 to the TIP Application Process and application questions, to project level checklists.

2. **Models of Regional Planning Cooperation** – *Promote cooperation and coordination across MPO boundaries and across state boundaries where appropriate to ensure a regional approach to transportation planning.*

   **Highlights:**
   - 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).

3. **Ladders of Opportunity** – *Access to essential services – as part of the transportation planning process, identify transportation connectivity gaps in access to essential services.*

   **Highlights:**
   - 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.

4. **Tribal Consultation** – *Coordinate and invite participation with tribal governments on the development of their regional transportation plans and programs.*

---
Federal and State Areas of Emphasis

Highlights:
- 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).
- 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).
- SRTC’s TTC and Board of Directors will consider the targets financial implication and relationship to its efforts on performance based planning. SRTC will integrate this approach into its work on a freight mobility plan, land use modeling, and project funding.

*Federal 2018 Emphasis Areas; **State and Federal Emphasis Areas
1. **Program Administration and Coordination**

**Overview**
Program Administration is a core MPO and RTPO 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 RTPO compliance with RCW 47.80 and Chapter 468-86 WAC. Program Administration is a core MPO and RTPO function and includes the development and tracking of the Unified Planning Work Program. **As mentioned in the introduction, with a substantial number of new board members and staff, make capacity building and training will be a focus area in SFY2019.**

**Source of Funds/Budget**
FHWA/FTA/RTPO/Local - $336,622

**Responsibilities**
SRTC staff

<table>
<thead>
<tr>
<th><strong>Expected Outcomes</strong></th>
<th><strong>Schedule</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration of the metropolitan transportation planning process that complies with applicable federal and state regulations.</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

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.

### Expected Outcomes

<table>
<thead>
<tr>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordination and support to the SRTC Board, TTC, and TAC. <strong>TTC will have a focus in understanding implementation and integration of target setting and performance measurement, especially as it relates to a funding strategy and the next long range plan update.</strong></td>
</tr>
<tr>
<td>Ongoing</td>
</tr>
<tr>
<td>Coordination with federal, state, local, and Tribal agencies, and other partners regarding regional transportation issues, plans, studies, funding, and implementation programs.</td>
</tr>
<tr>
<td>Ongoing</td>
</tr>
<tr>
<td>Coordination with Tribal agencies.</td>
</tr>
<tr>
<td>Ongoing</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Ongoing</td>
</tr>
</tbody>
</table>

### 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.

### Expected Outcomes

<table>
<thead>
<tr>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ongoing</td>
</tr>
<tr>
<td>Submit Self Certification to WSDOT Tribal and Regional Coordination Liaison.</td>
</tr>
<tr>
<td>October 2018</td>
</tr>
</tbody>
</table>

### 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.
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)

<table>
<thead>
<tr>
<th>Expected Outcomes</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monitoring federal and state legislative issues and actions.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>SRTC staff review of anti-lobbying rules and regulations.</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

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.

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

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.

<table>
<thead>
<tr>
<th>Expected Outcomes</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance of the SFY 2019 UPWP that identifies transportation planning activities</td>
<td>Ongoing</td>
</tr>
<tr>
<td>to be undertaken in the SMPA using federal, state, and local funds.</td>
<td></td>
</tr>
<tr>
<td>Annual Performance and Expenditure Report as required by federal regulations.</td>
<td>September 2018</td>
</tr>
<tr>
<td>Periodic updates to the SRTC Board on progress in implementing the SFY 2018 UPWP.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Development of the SFY 2020 UPWP, including review of outcomes from the SFY2019 UPWP.</td>
<td>March 2019</td>
</tr>
<tr>
<td>Submit UPWP Amendments to the SRTC Board for approval and subsequently to FHWA</td>
<td>As needed</td>
</tr>
<tr>
<td>and FTA.</td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Expected Outcomes</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continue to address the recommendations in the February 8, 2016 FHWA &amp; FTA</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Transportation Planning Certification Review Final Report related to public</td>
<td></td>
</tr>
<tr>
<td>participation.</td>
<td></td>
</tr>
<tr>
<td>Provide and consider how information can be disseminated so individuals can</td>
<td>Ongoing</td>
</tr>
<tr>
<td>access meeting minutes and other public documents and assess how public</td>
<td></td>
</tr>
<tr>
<td>comments can be handled to meet the needs of the public.</td>
<td></td>
</tr>
<tr>
<td>Maintain comprehensive contact databases.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Develop and utilize dynamic presentation and educational materials for</td>
<td>Ongoing</td>
</tr>
<tr>
<td>outreach to the public and stakeholders.</td>
<td></td>
</tr>
<tr>
<td>Provide information to the public through the website, open houses, social</td>
<td>Ongoing</td>
</tr>
<tr>
<td>media, and other media.</td>
<td></td>
</tr>
<tr>
<td>Coordinate and implement public involvement procedures and public</td>
<td>Ongoing</td>
</tr>
<tr>
<td>participation plans.</td>
<td></td>
</tr>
<tr>
<td>Produce a quarterly SRTC newsletter in January, April, July, and October of each</td>
<td>Ongoing</td>
</tr>
<tr>
<td>year.</td>
<td></td>
</tr>
<tr>
<td>Hold open houses and public meetings that encourage discussion between the</td>
<td>Ongoing</td>
</tr>
<tr>
<td>agency and members of the public and to solicit public comment.</td>
<td></td>
</tr>
<tr>
<td>Provide alternate methods of communication for those who do not have access</td>
<td>Ongoing</td>
</tr>
<tr>
<td>to the Internet.</td>
<td></td>
</tr>
<tr>
<td>Consider new types of information, formats, and outlets for information</td>
<td>Ongoing</td>
</tr>
<tr>
<td>distribution and dissemination.</td>
<td></td>
</tr>
<tr>
<td>Develop and distribute “Monthly Messaging” as coordinated through the TAC</td>
<td>Ongoing</td>
</tr>
<tr>
<td>committee. Display at public locations, targeting a wide variety of sub-</td>
<td></td>
</tr>
<tr>
<td>populations.</td>
<td></td>
</tr>
<tr>
<td>Focus enhanced outreach efforts on traditionally underserved populations.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Host an education series to provide identification of gaps in the work plan,</td>
<td>Ongoing</td>
</tr>
<tr>
<td>increased coordination, and implementation of best practices.</td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Expected Outcomes</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outreach and coordinate with area Native American Tribes.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Outreach and coordinate with area land management agencies.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Develop and update email distribution lists of potential stakeholders to be used to disseminate information on the MPO’s activities and projects.</td>
<td>January/ongoing</td>
</tr>
<tr>
<td>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.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Utilize stakeholder and focus groups in agency transportation sub-area, and other, studies.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Include staff from other agencies on SRTC committees and sub-committees and working groups.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Evaluate outreach and public feedback for integration into planning activities. Document how feedback is used in processes, documents, and strategies.</td>
<td>March</td>
</tr>
<tr>
<td>Facilitate and encourage information-sharing between member agencies.</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Expected Outcomes</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continue to address the recommendations in the February 8, 2016 FHWA &amp; FTA Transportation Planning Certification Review Final Report related to Environmental Justice, Title VI, and the Americans with Disabilities Act (ADA).</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>
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.

Include representatives on the Transportation Advisory Committee of people interested in transportation options for the populations listed above.

Update the Title VI Plan and Environmental Justice information in planning documents as needed.

### 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.

<table>
<thead>
<tr>
<th>Expected Outcomes</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>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.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>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.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Embed maps from SRTC’s ArcGIS Online site in website and social media posts.</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

### 3. Systems Analysis and Information Management

**Overview**
This task is a core MPO and RTPO 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/RTPO/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.

<table>
<thead>
<tr>
<th>Expected Outcomes</th>
<th>Schedule</th>
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</table>

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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.

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.

Collaborate with other agencies in data and analysis sharing.

Assess data management process; catalog data sources, develop data architecture plan and recommendations.

Provide mapping/cartographic products and support.

Research new developments in GIS and information technology for analysis and public dissemination of data and plans.

Manage the GIS software environment and provide agency support and guidance in GIS.

Disseminate releases from US Census Bureau surveys and programs, and other statistical agencies as appropriate.

### 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.

<table>
<thead>
<tr>
<th>Expected Outcomes</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Reconcile jobs and households with cities’ comprehensive plans and economic development efforts as a step in model improvement plan. Evaluate options for a land use model to help inform land use allocation</td>
<td>Ongoing</td>
</tr>
<tr>
<td>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).</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Task</td>
<td>Timeframe</td>
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<tr>
<td>----------------------------------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Undertake activities to implement recommendations from the model peer review.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Assess options for data acquisition, present to advisory committees and Board and recommend most advantageous. Integrate into overall data architecture.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Conduct a regional travel survey and/or acquire travel data to update the travel demand model and inform planning efforts.</td>
<td>FY 2019 &amp; 2020</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Expected Outcomes</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continue tracking Federal notices of proposed rulemaking as they pertain to transportation planning; begin modal planning.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Initiate planning for 2021 metropolitan transportation plan update specifically reviewing the regional significance definition. Develop scope, schedule and budget.</td>
<td>September 2018</td>
</tr>
<tr>
<td>Coordinate public and stakeholder participation activities for long range planning activities as delineated in Task 2.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Develop multi-year planning schedule with partner agencies, with high level milestones and required deliverables to evaluate staff capacity, budgets, and alignment.</td>
<td>October 2018</td>
</tr>
</tbody>
</table>

### 4.2 Active Transportation

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

<table>
<thead>
<tr>
<th>Expected Outcomes</th>
<th>Schedule</th>
</tr>
</thead>
</table>

---

*Spokane Regional Transportation Council | SFY 2019 UPWP*
Continue coordination efforts regarding Active Transportation specifically through a working group. Evaluate and recommend development of a regional pedestrian/bicycle safety strategy aligned with target zero. Ongoing: April 2019

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.

<table>
<thead>
<tr>
<th>Expected Outcomes</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinated Public Transit-Human Services Coordination Plan update.</td>
<td>Adopt Nov 2018 fall 2018</td>
</tr>
<tr>
<td>Convene and facilitate coordinated HSTP working group.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Review and submit regionally ranked list of projects for WSDOT consolidated grant program.</td>
<td>December 2018</td>
</tr>
</tbody>
</table>

### 4.4 Freight

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

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

### 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.

<table>
<thead>
<tr>
<th>Expected Outcomes</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participate and coordinate in WSDOT performance management target-setting work groups.</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>
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
**Integrate performance management throughout all aspects of SRTC operations, including long-range plan scope update, project selection, programming, project evaluation, and mode specific 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

<table>
<thead>
<tr>
<th>Expected Outcomes</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop and approve the 2019-2022 TIP in accordance with federal and state regulations and the policies set forth in the 2019 TIP Guidebook.</td>
<td>October 2018</td>
</tr>
<tr>
<td>Develop and approve the 2019 TIP Guidebook 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).</td>
<td>December 2018</td>
</tr>
<tr>
<td>Complete 2018 Project Obligation Report in full compliance with federal regulations, FFY 2018 Annual CMAQ and TAP reports.</td>
<td>March 2019</td>
</tr>
<tr>
<td>Final project selections for STBG, STBG Set-Aside and CMAQ call for projects.</td>
<td>August 2018</td>
</tr>
<tr>
<td>Track project status (pre- and post-obligation) of Title 23 and Title 49, Chapter 53 federal funds in accordance with the 2018 TIP Policies and Procedures Guidebook.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Coordinate Tribal participation in the TIP process.</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Expected Outcomes</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Annual CMAQ report.</td>
<td>January 2019</td>
</tr>
<tr>
<td>Conduct Air Quality Conformity determinations for the MTP, TIP, and TIP amendments.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Complete project-level air quality analysis for CO and PM$<em>{10}$ as required in the CO Maintenance Plan and PM$</em>{10}$ Limited Maintenance Plan.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>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.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>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.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Initiate Air Quality Interagency Consultation Process as needed.</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

5.3 Coordination and Tracking Projects
Activities under this task are focused on 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.

<table>
<thead>
<tr>
<th>Expected Outcomes</th>
<th>Schedule</th>
</tr>
</thead>
</table>
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:

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

<table>
<thead>
<tr>
<th>Expected Outcomes</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participate on plan/study technical and advisory committees as requested.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Coordinate with local government to assure consistency between proposed developments and metropolitan transportation plans and policies.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>As appropriate, incorporate outcomes of plans into the next MTP, TIP, CMP, and other MPO planning activities.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Provide mapping and GIS support for Spokane Regional Health District’s transportation demand program “Walk. Bike. Bus”.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Continue planning consultation (as prescribed under FAST Act) with all local jurisdictions throughout this fiscal year.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Provide existing traffic count and travel forecast data.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Provide guidance on the metropolitan public involvement process and provide contact information for potential agency stakeholders and organizations.</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Expected Outcomes</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>Begin in 2018, Multi-year</td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Expected Outcomes</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>January 2019, Multi-year</td>
</tr>
</tbody>
</table>

### 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.
### Expected Outcomes

<table>
<thead>
<tr>
<th>Expected Outcomes</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Review and certify local updates and amendments to comprehensive plans and the CWPP consistent with SRTC's Plan Review and Certification Process Instruction Manual.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Coordinate with Tribal governments on the development of their regional transportation plans and programs, as needed.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>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.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Stay engaged with CTR Board and prepare annual CTR updates.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Provide mapping/cartographic products and other GIS and data support as necessary.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Update to the Spokane County Coordinated Public Transit-Human Services Transportation Plan.</td>
<td>October 2018</td>
</tr>
<tr>
<td>Develop regional ranked list of projects for WSDOT Consolidated Public Transportation Grant Program.</td>
<td>December 2018</td>
</tr>
</tbody>
</table>

### 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.
### Appendix A

#### SFY 2019 Budget Information

**Revenue Forecast**
- FHWA-PL: 657,382
- FTA-5303: 217,716
- FHWA-STBG-Metro Planning: 633,028
- RTPO: 174,438
- Local: 488,062
- Total: 2,170,626

**Expenditure Forecast by Revenue Source and Task**

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

**Expenditure Forecast by Activity**

<table>
<thead>
<tr>
<th>Task</th>
<th>Personnel and Indirect Expenses</th>
<th>Travel &amp; Training</th>
<th>Equipment &amp; Software</th>
<th>Consultant Contracts and Data Collection</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Program Administration and Coordination</td>
<td>280,633</td>
<td>55,989</td>
<td>-</td>
<td>-</td>
<td>336,622</td>
</tr>
<tr>
<td>2. Public/Stakeholder Participation &amp; Education</td>
<td>186,657</td>
<td>2,200</td>
<td>-</td>
<td>-</td>
<td>188,857</td>
</tr>
<tr>
<td>3. Systems Analysis/Information Management</td>
<td>260,030</td>
<td>-</td>
<td>20,800</td>
<td>255,000</td>
<td>535,830</td>
</tr>
<tr>
<td>4. Metropolitan Transportation Plan (MTP)</td>
<td>215,483</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>215,483</td>
</tr>
<tr>
<td>5. Transportation Improvement Program (TIP)</td>
<td>213,030</td>
<td>500</td>
<td>-</td>
<td>-</td>
<td>213,530</td>
</tr>
<tr>
<td>7. Planning Consultation and Special Studies</td>
<td>197,405</td>
<td>-</td>
<td>-</td>
<td>300,000</td>
<td>497,405</td>
</tr>
<tr>
<td>8. RTPO Planning Functions</td>
<td>128,398</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>128,398</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,535,637</td>
<td>58,689</td>
<td>21,300</td>
<td>555,000</td>
<td>2,170,626</td>
</tr>
</tbody>
</table>
## SRTC FY 2019 DRAFT Budget (May 10, 2018)

<table>
<thead>
<tr>
<th>Revenue Source</th>
<th>CY 2018 Approved</th>
<th>FY 2019 Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>FHWA PT (Federal Public Law Funds)</td>
<td>730,845</td>
<td>657,362</td>
</tr>
<tr>
<td>FTA (Federal Section 5303 Funds)</td>
<td>291,000</td>
<td>217,715</td>
</tr>
<tr>
<td>STBG Planning Funds</td>
<td>250,000</td>
<td>283,238</td>
</tr>
<tr>
<td>STBG Data &amp; Study Project Funds</td>
<td>250,000</td>
<td>350,000</td>
</tr>
<tr>
<td>RTPO (State Planning Funds)</td>
<td>140,436</td>
<td>174,438</td>
</tr>
<tr>
<td>Local Dues</td>
<td>166,062</td>
<td>180,062</td>
</tr>
<tr>
<td>Other Local Study Project Funds</td>
<td>50,090</td>
<td>403,000</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td><strong>1,906,345</strong></td>
<td><strong>2,170,626</strong></td>
</tr>
</tbody>
</table>

## Expenditures

<table>
<thead>
<tr>
<th>Category</th>
<th>CY 2018 Approved</th>
<th>FY 2019 Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>679,513</td>
<td>631,501</td>
</tr>
<tr>
<td>Accrued Leave Payroll</td>
<td>35,200</td>
<td>35,200</td>
</tr>
<tr>
<td>FICA</td>
<td>68,446</td>
<td>69,005</td>
</tr>
<tr>
<td>WA State Retirement System</td>
<td>108,986</td>
<td>112,512</td>
</tr>
<tr>
<td>Insurance</td>
<td>179,349</td>
<td>165,371</td>
</tr>
<tr>
<td>Total Personnel</td>
<td>1,270,877</td>
<td>1,308,489</td>
</tr>
<tr>
<td><strong>Contractual and Professional Services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Services</td>
<td>15,000</td>
<td>15,000</td>
</tr>
<tr>
<td>Consultant Services &amp; Projects</td>
<td>325,000</td>
<td>595,000</td>
</tr>
<tr>
<td>State Audit Charges</td>
<td>9,765</td>
<td>7,765</td>
</tr>
<tr>
<td>IT Professional Services</td>
<td>50,600</td>
<td>31,600</td>
</tr>
<tr>
<td><strong>Total Contractual and Professional Services</strong></td>
<td><strong>386,385</strong></td>
<td><strong>613,385</strong></td>
</tr>
<tr>
<td><strong>Materials and Services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publications</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>Postage</td>
<td>225</td>
<td>225</td>
</tr>
<tr>
<td>Operating Supplies</td>
<td>1,500</td>
<td>1,500</td>
</tr>
<tr>
<td>Minor Furniture</td>
<td>2,200</td>
<td>1,500</td>
</tr>
<tr>
<td>Telephone</td>
<td>8,585</td>
<td>8,585</td>
</tr>
<tr>
<td>Advertising</td>
<td>2,090</td>
<td>2,090</td>
</tr>
<tr>
<td>Rent - Office Space</td>
<td>75,055</td>
<td>77,600</td>
</tr>
<tr>
<td>Rent - Meeting Rooms</td>
<td>400</td>
<td>400</td>
</tr>
<tr>
<td>Lease - Copier (and usage charges)</td>
<td>4,990</td>
<td>4,990</td>
</tr>
<tr>
<td>Property and Liability Insurance</td>
<td>10,700</td>
<td>10,700</td>
</tr>
<tr>
<td>Printing</td>
<td>1,000</td>
<td>2,000</td>
</tr>
<tr>
<td>Interfund Charges City of Spokane (Actg/IMIS/Rep/graphics)</td>
<td>12,500</td>
<td>5,000</td>
</tr>
<tr>
<td><strong>Total Materials and Services</strong></td>
<td><strong>119,405</strong></td>
<td><strong>115,200</strong></td>
</tr>
<tr>
<td><strong>Travel, Training, and Staff Development</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Misc./Misc.</td>
<td>3,500</td>
<td>3,500</td>
</tr>
<tr>
<td>Travel/Training (Staff)</td>
<td>35,000</td>
<td>33,500</td>
</tr>
<tr>
<td>Travel/Training (Board)</td>
<td>10,000</td>
<td>10,000</td>
</tr>
<tr>
<td>Educational Speaker Series</td>
<td>16,000</td>
<td>16,000</td>
</tr>
<tr>
<td>Dues, Subscriptions, and Memberships</td>
<td>7,875</td>
<td>8,010</td>
</tr>
<tr>
<td><strong>Total Travel, Training, and Staff Development</strong></td>
<td><strong>72,475</strong></td>
<td><strong>71,110</strong></td>
</tr>
<tr>
<td><strong>IT Operations</strong></td>
<td></td>
<td></td>
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<tr>
<td>Software</td>
<td>28,000</td>
<td>28,500</td>
</tr>
<tr>
<td>Hardware - New and Replacement</td>
<td>13,500</td>
<td>18,500</td>
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<tr>
<td>Hardware - Repairs, Maintenance, and Upgrades</td>
<td>5,125</td>
<td>5,125</td>
</tr>
<tr>
<td>Online Services</td>
<td>12,526</td>
<td>12,287</td>
</tr>
<tr>
<td><strong>Total IT Services</strong></td>
<td><strong>57,153</strong></td>
<td><strong>64,442</strong></td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td><strong>1,906,345</strong></td>
<td><strong>2,170,626</strong></td>
</tr>
</tbody>
</table>
Appendix B

Spokane Metropolitan Planning Area
State Fiscal Year 2019 - UPWP

- 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
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 programmed 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.
**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
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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.

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

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.

<table>
<thead>
<tr>
<th>State Highway Surface Types</th>
<th>Centerline Miles</th>
<th>Lane Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bituminous Surface Treatment</td>
<td>1,083.10</td>
<td>2,179.15</td>
</tr>
<tr>
<td>Asphalt</td>
<td>399.14</td>
<td>1,211.63</td>
</tr>
<tr>
<td>Concrete</td>
<td>85.50</td>
<td>285.38</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>State Route</th>
<th>Begin Milepost</th>
<th>End Milepost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>* 207.78</td>
<td>334.87</td>
<td>Lincoln Co. Line to Idaho State Line</td>
</tr>
<tr>
<td>20</td>
<td>297.23</td>
<td>436.91</td>
<td>Okanogan County to SR 2 in Newport</td>
</tr>
<tr>
<td>21</td>
<td>0</td>
<td>191.34</td>
<td>SR 260/Kahlotus to Canada</td>
</tr>
<tr>
<td>23</td>
<td>0</td>
<td>66.01</td>
<td>SR 195/Steptoe to Harrington</td>
</tr>
<tr>
<td>25</td>
<td>0</td>
<td>121.23</td>
<td>SR 2/Davenport to Canada</td>
</tr>
<tr>
<td>26</td>
<td>61.80</td>
<td>133.51</td>
<td>SR 395 to SR 195</td>
</tr>
<tr>
<td>27</td>
<td>0</td>
<td>87.73</td>
<td>Pullman to SR 290, Trent Ave.</td>
</tr>
<tr>
<td>28</td>
<td>79.02</td>
<td>131.18</td>
<td>Lincoln Co. Line to Davenport</td>
</tr>
<tr>
<td>31</td>
<td>0</td>
<td>26.79</td>
<td>Tiger to Canada</td>
</tr>
<tr>
<td>90</td>
<td>** 191.89</td>
<td>299.82</td>
<td>Adam's Co. Line to Idaho State Line</td>
</tr>
<tr>
<td>127</td>
<td>10</td>
<td>27.05</td>
<td>Snake River to SR 26</td>
</tr>
<tr>
<td>174</td>
<td>23.38</td>
<td>40.66</td>
<td>Lincoln Co. Line to SR 21</td>
</tr>
<tr>
<td>194</td>
<td>0</td>
<td>21.01</td>
<td>Almota to SR 195</td>
</tr>
<tr>
<td>195</td>
<td>* 0</td>
<td>95.99</td>
<td>Idaho State Line to I-90</td>
</tr>
<tr>
<td>206</td>
<td>0</td>
<td>15.39</td>
<td>SR 2 to Mt. Spokane State Park</td>
</tr>
<tr>
<td>211</td>
<td>0.09</td>
<td>15.24</td>
<td>SR 2 to SR 20/Usk</td>
</tr>
<tr>
<td>231</td>
<td>0</td>
<td>75.16</td>
<td>SR 23 to SR 395/Valley</td>
</tr>
<tr>
<td>260</td>
<td>24.73</td>
<td>39.49</td>
<td>Franklin Co. Line to SR 26</td>
</tr>
<tr>
<td>261</td>
<td>15.2</td>
<td>62.83</td>
<td>Snake River to I-90</td>
</tr>
<tr>
<td>263</td>
<td>0</td>
<td>9.24</td>
<td>Snake River to Kahlotus</td>
</tr>
<tr>
<td>270</td>
<td>0</td>
<td>9.89</td>
<td>SR 195 to Idaho State Line</td>
</tr>
<tr>
<td>271</td>
<td>0</td>
<td>8.48</td>
<td>SR 27/Oakesdale to SR 195</td>
</tr>
<tr>
<td>272</td>
<td>0</td>
<td>19.23</td>
<td>SR 195/Colfax to Idaho State Line</td>
</tr>
<tr>
<td>274</td>
<td>0</td>
<td>1.92</td>
<td>SR 27/Tekoa to Idaho State Line</td>
</tr>
<tr>
<td>278</td>
<td>0</td>
<td>5.5</td>
<td>Rockford to Idaho State Line</td>
</tr>
<tr>
<td>290</td>
<td>0</td>
<td>18.38</td>
<td>SR 2/Spokane to Idaho State Line</td>
</tr>
<tr>
<td>291</td>
<td>0</td>
<td>33.09</td>
<td>SR 2/Spokane to SR 231</td>
</tr>
<tr>
<td>292</td>
<td>0</td>
<td>5.91</td>
<td>SR 231/Springdale to SR 395/Loon Lake</td>
</tr>
<tr>
<td>Route</td>
<td>Start to End</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td>395</td>
<td>* 65.70 130.71</td>
<td>SR 26 Road to Lincoln County</td>
<td></td>
</tr>
<tr>
<td>395</td>
<td>* 130.71 270.26</td>
<td>Lincoln County to International Boundary, Canada</td>
<td></td>
</tr>
<tr>
<td>395NSC</td>
<td>162.03 167.45</td>
<td>North Spokane Corridor (Freya St. to SR 395)</td>
<td></td>
</tr>
<tr>
<td>902</td>
<td>0 12.36</td>
<td>I-90/Salhove to I-90/to Medical Lake</td>
<td></td>
</tr>
<tr>
<td>904</td>
<td>0 16.96</td>
<td>I-90/Tyler to I-90/Four Lakes</td>
<td></td>
</tr>
</tbody>
</table>

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 Code 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.

<table>
<thead>
<tr>
<th>Transit Service</th>
<th>Type</th>
<th>Service Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colville Confederated Tribes Transit</td>
<td>Public and Tribal</td>
<td>Colville Reservation into Okanogan County</td>
</tr>
<tr>
<td>Gold Line - WSDOT Intercity Bus Program</td>
<td>Provide services in smaller communities that are no longer served by national bus lines</td>
<td>Kettle Falls to Spokane</td>
</tr>
<tr>
<td>Kalispel Tribal Transit System (KALTRAN)</td>
<td>Public transportation service for both Tribal members and the surrounding regional</td>
<td>Kalispel Reservation, Pend Oreille, Spokane and surrounding regional</td>
</tr>
<tr>
<td>People For People</td>
<td>Paratransit services for special needs along with free intercity bus routes.</td>
<td>Grant, Lincoln, and Adams counties</td>
</tr>
<tr>
<td>-------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>Pullman Transit</td>
<td>Public Transit Agency</td>
<td>City of Pullman</td>
</tr>
<tr>
<td>Rural Resources Community Action</td>
<td>Public and special transportation needs</td>
<td>Chewelah, Colville, Republic, Kettle Falls, and Newport</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Limited services in Ferry, Stevens, Pend Oreille, Kalispel Indian Reservation.</td>
</tr>
<tr>
<td>Special Mobility Services</td>
<td>Medicaid Recipients</td>
<td>Spokane to Newport</td>
</tr>
<tr>
<td>Spokane Transit (STA)</td>
<td>Public Transit Agency</td>
<td>City of Spokane and surrounding communities</td>
</tr>
<tr>
<td>Spokane Tribe – Moccasin Express</td>
<td>Public and Tribal transit</td>
<td>Spokane Reservation and service into Airway Heights, WA</td>
</tr>
</tbody>
</table>

**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)
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/](http://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](http://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 WSDOT Enhanced Collaboration see: [www.wsdot.wa.gov/planning/community/GMA.htm](http://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](http://www.commerce.wa.gov/Documents/GMS-GMA-Update-Schedule-2015-2018.pdf) (pdf 90 kb), [Washington Carbon Pollution Reduction and Clean Energy Action](http://www.wsdot.wa.gov/planning/community/GMA.htm) 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](http://www.wsdot.wa.gov/planning/community/GMA.htm) 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](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.

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

REGIONAL TRANSPORTATION PLANNING ORGANIZATIONS
- Benton Franklin Walla Walla
- Northeast Washington
- Palouse
- Quad County
- Spokane Regional Transportation Council (SRTC)

METROPOLITAN PLANNING ORGANIZATIONS
- Spokane Regional Transportation Council

TRANSPORTATION MANAGEMENT AREA
- Spokane Regional Transportation Council

Incorporated Areas
- City Limits

County Line
- Keller Ferry
## EXHIBIT 3 - Palouse River and Coulee City Railroad

### The Six Segments of the PCC Line

<table>
<thead>
<tr>
<th>Segment</th>
<th>Length (Miles)</th>
<th>Operators</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>107.8</td>
<td>EWGR</td>
</tr>
<tr>
<td>2</td>
<td>83.1</td>
<td>WIR</td>
</tr>
<tr>
<td>3</td>
<td>3.7</td>
<td>WIR</td>
</tr>
<tr>
<td>4</td>
<td>51.6</td>
<td>PCC</td>
</tr>
<tr>
<td>5</td>
<td>31.7</td>
<td>PCC</td>
</tr>
<tr>
<td>6</td>
<td>19.0</td>
<td>WIR</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>296.9</strong></td>
<td></td>
</tr>
</tbody>
</table>

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 Pottatch, 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.
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 is.

“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
UPWP Comments
Received May 1

1. Page 15
Section 1 Transition from MAP-21 and FAST Act Implementation

Comment: Would like to add to the first bullet “and will inform and aid local agencies of the notices and changes” or something similar.

Done

2. Page 15
Section 3 – Ladders of Opportunity – second bullet point

Comment: Please add “through coordination with local agencies”

Done

3. Page 26 – Travel Demand Modeling Expected Outcomes –

Comment: Can we tie these down to years? True that models should always evolve, but a line has to be drawn toward a “published model” versus a “working model”. For this row as the 2nd and 3rd from the bottom of the table.

Until a strategy is agreed upon for data acquisition, for both the travel demand model and for land use allocation a schedule is premature. Certain parts of the travel demand model must be updated at least 18 months prior to the long-range plan update to provide the inputs necessary for meaningful travel behavior and project selection.


Final Project Selection for STBG, STBG Set-Aside and CMAQ call for Projects – August 2019

Comment: 2018?

Yes, Corrected

5. Page 29 – TIP Development and Maintenance Expected Outcomes

Develop and maintain a TIP database and reporting tool

Comment: What is the TIP reporting tool?

The intention of a TIP reporting too, which can take many different formats, is to be able to provide electronic reports in different formats, specifically obligation, phase of project, and sponsor.
Page 11 states as an accomplishment: “Started a liaison program to provide each member jurisdiction with a specific member point-of-contact.” I understand Jason Lien is the transit lead, but I didn’t realize each jurisdiction has a designated POC. Is this written somewhere or disseminated in some fashion uniformly at some point?

Yes, this information was sent to all member agencies in a letter on Jan 25, 2018. Board members and TTC members were cc’d on the letter.

Page 27: I’m interested in learning more the schedule for the 2021 MTP update, as Task 4.1 indicates it will begin this fall and focus on the definition of regional significance. What will this entail?

Scoping will begin this month, and developing the schedule is part of that process. Defining “regional significance” is broader than the air quality definition, which is in the CFR. We have a variety of other examples from MPO’s to review. This will entail conversations with the TAC and TTC committees and ultimately a Board recommendation. This is only one portion of the MTP scope.

Page 28, Task 4.5: Should there be an outcome related to the TTC or other workgroup on performance management?

This has been added for specificity on page 28

Task 7 Planning Consultation and Studies: I agree this makes sense to keep broad to take advantage of opportunities; however, the fact this Task grows from $75,000 in the current UPWP to nearly $500,000 in the draft UPWP (including $240,000 in personnel and indirect expenses) should require some additional explanation on how to accomplish a scaling up of that magnitude. Additional details are warranted to be able to accomplish that much work.

This has been addressed with the Board of Directors. Some activities historically that belonged in Task 7 have been recorded in Task 4, although they are eligible for the funding sources billed either way. In SFY 16-18, much of staff time was on development of the MTP, so task 4 was much higher. SFY2019 includes more time for member agency support, specifically WSDOT as well as time for two regional planning initiatives. We re-evaluated the time and have dropped the staffing and indirect, however the direct funds for consulting in the proposed version has now increased to reflect funding to be received by WSDOT and the City of Spokane for these planning initiatives. In consultant with WSDOT and FHWA, we show these funds as received and potentially expended. We do not anticipate they will be fully expended in SFY2019, and we will re-budget them into SFY2020 when the time comes.

Task 7.2 (Division Street Reimagined) seems reasonable as a starting point for the collaborative work

We concur. See above response for financial implications. In on-site review FHWA and WSDOT HDQ concurred the collaborative work was an appropriate and standard activity for MPO’s of our size.