

MEMORANDUM

Date: June 7, 2018
To: Members of the SRTC Board of Directors
From: Commissioner Al French, Chair
Subject: Meeting Notification and Transmittal of Meeting Agenda

Meeting Date: June 14, 2018

Time: 1:00 p.m.

Location: SRTC Office, The Paulsen Center Building
421 W Riverside Ave Suite 504, Spokane WA 99201

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

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

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

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



Board of Directors Meeting Agenda

Date: June 7, 2018	Time: 1:00 pm
Location: SRTC, 421 W Riverside Ave (The Paulsen Building) Suite 504, Spokane WA	

1. Call to Order
2. Roll Call / Record of Attendance / Excused Absences
3. Public Comments
4. Executive Director's Report (*Sabrina Minshall*)
5. **Action – Consent Agenda**
 - a) May 10, 2018 Meeting Minutes Page 3
 - b) May 2018 Vouchers Page 7
 - c) 2018-2021 Transportation Improvement Program June Amendment Page 8
6. **Action** – Transit Performance Measures (*Eve Nelson*) Page 11
7. **Action** – Transportation Advisory Committee Replacement Members (*Mike Ulrich*) Page 13
8. **Action** – State Fiscal Year 2019 Unified Planning Work Program (*Greg Griffin*) Page 16
9. **Potential Action – Guest presentation and request for letter of support** Page 93
Federal Highway Administration (FHWA) Advance Transportation and Congestion Management Technologies Deployment Update Initiative (*Kim Zentz*)
10. **Information & Discussion - Guest presentation** n/a
Transportation Planning in an Age of Uncertainty (*Jeff Pierson, Fehr & Peers*)
The presentation will focus on how disruptive forces in technology, demographics, and socioeconomics may affect transportation planning decisions. The presentation will include conclusions from research and development efforts on scenarios related to the continued development of autonomous vehicles (AVs) and presence of transportation network companies (TNCs).
11. **SRTC Board Comments**
12. **Adjournment**

Attachments

- Future SRTC Board of Directors Meeting Agenda Items Page 110
- Transportation Technical Committee - April minutes Page 113

MEETING MINUTES

Agenda Item 5a

Spokane Regional Transportation Council Board
Thursday, May 10, 2018
SRTC Office, 421 W Riverside Ave, Ste 504, Spokane WA

1. Call to Order

Vice-Chair Ben Wick brought the meeting to order at 1:05 pm.

2. Roll Call/Record of Attendance – Excused Absences

Board Members Present:

Ben Wick, Council Member, City of Spokane Valley
Paul Schmidt, Council Member, City of Cheney
Mayor Steve Peterson, City of Liberty Lake
Lori Kinnear, Council Member, City of Spokane
Kate Burke, Council Member, City of Spokane
Larry Stone, Major Employer Representative

Dee Cragun, Small Towns Representative
Josh Kerns, Spokane County Commissioner
Larry Krauter, Spokane Airports
E. Susan Meyer, Spokane Transit Authority
Kennet Bertelsen, TAC Chair
Joe Tortorelli, WA State Transportation Commission

Board Alternates Present

Albert Tripp, City of Airway Heights
Sean Messner, TTC Vice-Chair

Larry Larson, WSDOT-Eastern Region

Board Members Not in Attendance:

Al French, Spokane County Commissioner
Larry Krauter, Spokane International Airport

Matt Ewers, Freight Representative

Guests Present:

Stanley Schwartz, Legal Counsel
Mayor Rod Higgins, City of Spokane Valley
Paul Kropp, Citizen
Katherine Miller, City of Spokane

Chad Coles, Spokane County
Mark Calhoun, City of Spokane Valley
Karl Otterstrom, Spokane Transit Authority

SRTC Staff Present:

Sabrina Minshall Executive Director
Anna Ragaza-Bourassa, Senior Transportation Planner
Mike Ulrich, Senior Transportation Planner

Staci Lehman, Communications Coordinator
Greg Griffin, Administrative Services Manager
Julie Meyers-Lehman, Administrative Assistant

Vice Chair Wick read the names of the following members who have requested an excused absence from this meeting: Commissioner French and Matt Ewers

Mr. Peterson made a motion to excuse the absences; Ms. Meyer seconded the motion, which passed unanimously.

3. Public Comments

There were no public comments.

4. Executive Director's Report

Ms. Minshall:

- Spoke about SRTC involvement at the Washington Bike Summit and the upcoming Bike to Work day.
- Announced that the Data Scientist position has been filled and Tristan De Alwis starts on June 25. She provided a history of his work experience.
- Said that SRTC is sending out requests for proposals for a long-range IT Services contract and it is likely the contract will come before the Board in July for approval.
- Discussed the May 23 joint TAC/TTC meeting and walkability workshop.
- Reported that the TIGER program (now called BUILT) released additional funds April 20.
- Reminded the group that applications for the 2018 SRTC Call for Projects are due tomorrow by 4:00pm.

5. Consent Agenda – (5a) Minutes of the April 12 Board Meeting, (5b) April 2018 Vouchers, (5c) 2018-2021 Transportation Improvement Program (TIP) April Amendment

Recap for April, 2018:

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

Mr. Peterson made a motion to approve the Consent Agenda. The motion was seconded and the vote passed unanimously.

6a. State Fiscal year 2019 Unified Planning Work Program (UPWP)

Mr. Griffin described the purpose of the UPWP and the federal/state requirements; he said it follows the State Fiscal Year which begins July 1, differing from the January 1 SRTC budget year. He noted there were no significant changes from the 2018 Department of Transportation (DOT), Federal Highways Administration (FHWA) & Federal Transit Administration (FTA) Guidance, the UPWP development process was the same as in prior years, and announced there would be an on-site review with FHWA, FTA and WSDOT on May 16.

He stated that this document incorporated a SFY SRTC budget which ties to the UPWP budget as a step toward aligning the two documents. He addressed the five primary sections of the documents: Federal emphasis areas, 2018 accomplishments, FT 2019 Tasks, STA Planning Tasks and WSDOT Planning Tasks. He said the final version of the document will be brought before the Board for approval next month.

Ms. Minshall addressed highlights of 2018 accomplishments. She noted that for 2019 UPWP tasks, the sub-task lists for Metropolitan Transportation Planning, General Long-Range Planning, TIP and others have expanded to increase transparency and she provided several examples. She discussed Task 7 (Planning Consultation & Studies) and said the two studies have been separated in order to track staff time accurately. She discussed the balance of tracking time dedicated to tasks and efforts to make it more consistent throughout the agency. Ms. Minshall said very specific outcomes are listed so it can be easily determined which have been accomplished.

Ms. Meyer questioned the dollar amount allocated to Task 7; she noted the amount allocated for this task in the 2018 UPWP was about \$75,000 and in the 2019 UPWP it is almost \$500,000, with almost half for personnel and indirect services. She asked how SRTC will accomplish this scale-up. Ms. Minshall replied that the staff cost portion has been adjusted down to \$200,000 and the amount for consultants' costs has been increased. She said staff had been inconsistent in tracking time on tasks; more time in the past should have been tagged as Task 7 and correctly assigning time to this task will increase staff costs here. Ms. Minshall said also in 2017 and 2018 staff spent a lot of time on the MTP update and now that it is done more staff time will be focused in Task

7. She spoke about a plan for budgeting the receipt and distribution of funds over two fiscal years and said the plan will be discussed with FHWA/FTA at the meeting next week.

Ms. Meyer said the UPWP document indicates the 2021 update of the MTP will begin this fall and asked if it was going to be a different process than before. Ms. Minshall replied that staff will begin to work on the update scope this fall which is much earlier than prior updates. She said other changes to the update process are not known at this time as input from the TTC and Board will determine much of how it goes. Ms. Minshall also responded to a question from Ms. Meyer regarding the definition of “regional significance.”

Ms. Minshall described several of the comments on the draft UPWP from TTC members and how they were addressed; she said any comments or changes that occur as a result of the FTA/FHWA meeting next week will be outlined in the June memo. Mr. Griffin said the TAC and TTC will be asked to make a recommendation to the Board at their meeting on May 23. He called for additional comments from WSDOT or STA representatives; there were none.

6b. 2018 SRTC Call for Projects Update

Ms. Ragaza-Bourassa announced that the 2018 SRTC Call for Projects was released on March 9 and she summarized the action taken by the Board at the March 8 meeting, which was approval of:

- \$1.834 million off the top for Spokane Regional Transportation Management Center (SRTMC) Operations
- \$3 million reserve of STBG funds in 2022 and 2023 for capital maintenance projects
- Minimum of 5% STBG (\$1.35 Million) and STBG Set-Aside (\$100,000) for small towns
- SRTC Sponsored off-the-top Projects:
 - SRTC Planning Operations \$350,000/year for 6 years
 - Data Acquisition and Model Development - \$1 million over 6 years
 - Reserve \$150,000 for I-90/US195 Systems Study
 - Reserve \$400,000 for Division Street Reimagined Study

She reviewed the estimated funding amounts available in each category; STBG, STBG Set-Aside, STBG Capital Maintenance Reserve and CMAQ.

Ms. Ragaza-Bourassa stated that the eligibility worksheets and Safe & Complete Streets checklists were due on April 6 and 52 worksheets were received, although two projects have since removed themselves from consideration. She said the 50 project applications received fall into the following categories:

- Bicycle/pedestrian – 8
- New construction/widening – 11
- Transportation System Maintenance & Operations - 6
- Transit - 1
- Capital Maintenance – 19
- Programs - 3
- Planning studies – 2

She showed a map that illustrated where each of the 50 proposed projects are located, described the next steps in the process, presented a schedule of upcoming key dates, and noted that preliminary results will be brought before the Board in July.

Ms. Kinnear asked about the requirement for agencies to use all available tools to obligate funds including eminent domain as sometimes that results in a project getting stuck in court for a long period. Ms. Minshall replied that wording is included so that agencies understand when they are accepting federal funds, they will do everything possible to obligate and as long as that effort is made then funds can be re-programmed.

Ms. Meyer requested that future presentations regarding the amount allocated to SRTC in off-the-top funding be totaled rather than separated by project. Ms. Ragaza-Bourassa stated the total is \$3.15 million

6c. Education Series Update

Ms. Lehman spoke about the five upcoming education events SRTC is hosting:

- May 23 - Looking Glass Academy, an ADA & Accessibility Workshop for TAC & TTC members
- June 6 - Roundabouts Community Conversation
- July 10 & 11 Former Oklahoma City Mayor Mick Cornett, speaking about the benefits of investing in transportation infrastructure
- September 13 & 14 Joe Minicozzi, a consultant from Ashville NC, speaking about shifting the view of development patterns in order to create livable communities
- October 3 Parris Glendening, former Governor of Maryland. He advises state governments on transit and sustainability policies.

She said most events will have a similar format consisting of three separate sessions; one for TAC, TTC and other technical staff, one for the SRTC Board and other elected officials and a session for the public. Ms. Lehman demonstrated where to find complete details about the education series on the SRTC website and asked the group to assist with creating some questions for the Roundabout panelists.

7. SRTC Board Comments

Mr. Peterson commented about the recent article in the Spokesman Review about Susan Meyer and Spokane Transit. He spoke about the recent GSI fly-in event to Washington DC and asked Mr. Higgins to comment. Mr. Higgins said they were told that there could be additional funding that is easier to come by, for example a long-term lending program instead of traditional TIGER grants.

Mr. Messner reported that at the last TTC meeting there was discussion about providing input from the TTC to the Board at the Board meeting immediately following a TTC meeting, in addition to having the minutes from the TTC meeting from two months prior. He said that TTC collectively hopes the Board will entertain either formal paragraph or brief description of the meeting and high points of discussions as part of the Board packet or a verbal report by the TTC Chair or Vice Chair at the Board meeting.

Mr. Stone spoke about a fundraiser for the Museum of Arts & Culture.

Ms. Meyer said the 2017-2018 STA Annual Report is available in a digital format on the STA website.

Mr. Wick announced the Spokane Valley State of the City address will be on May 23 at CenterPlace.

8. Adjournment

There being no further business, the meeting adjourned at 1:54 pm.

Julie Meyers-Lehman
Recording Secretary

VOUCHERS PAID FOR MONTH OF MAY 2018

As of June 14, 2018, the Spokane Regional Transportation Council approves the payment of the May 2018 vouchers included in the list in the amount of: \$ 121,808.90

Chair _____

<u>Date</u>	<u>Voucher</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
4/24/18	V120619	APA-WA	SM registration for Conf. Priest Lake, ID	175.00
	V120620	Washington Trust Bank	Office Splys; SM travel MPO Dir mtg Phx, AZ; Staff Reg Conf's; Sftwr Maint; A	1,882.71
	V120621	Staci Lehman	Per Diem and Airport Parking for PRSA Conf in Seattle, WA April 22-24	133.45
	V120622	Diamond Plaza LLC	Paulsen Center Suite 500/504 Rent for May 2018	6,150.95
5/1/18	V120623	Visionary Communications, Inc.	Telephone: Fiber Services, May 2018	953.31
	V120624	Mike Ulrich	MU PerDiem & Transp. APA Conf New Orleans, LA; mileage reimburse 4/10-2	302.84
	V120625	Jason Lien	JL PerDiem & Transp. GIS Conf. Portland, OR 4/22-24/18	299.00
	V120626	Anna Ragaza-Bourassa	ARB PerDiem for TMUG Mtg. Ellensburg, WA; Mileage Reimb 2/2/18 to 4/30/1	222.92
	V120627	Julie Meyers-Lehman	JML Mileage Reimburse 4/5/18 to 4/21/18	59.62
5/5/18	V120628	WA State Dept of Retirement	Employee and Employer Contributions: April 2018	12,922.64
	V120629	Spokane County Treasurer	PSA Construction Zone PR w/ County	140.00
	V120630	Spokesman Review	SRTC April 2018 TIP amendment	74.22
	V120631	Verizon Wireless	IT Svcs: Wireless Svcs E.D. Phone & Public Outreach Tablets, 4/24/18-5/23/18	87.96
	V120632	Jason Lien	JL Mileage reimburse 1/31/18 to 4/19/18	81.64
5/8/18	V120633	Konica Minolta Business Solution	Lease - Copier: May 2018; Usage April 2018	222.36
	V120634	Intrinium	Managed IT Services - May 2018	1,815.00
	V120635	Spokane County Treasurer	Software Support: ESRI for April 2018	800.07
	V120636	Integra	Telephone: Lines to 6/7/18 and Long Distance for April 2018	510.39
	V120637	ERMSI	Evaluation of Streetlight data for model update	5,400.00
	V120638	American Planning Assoc	APA dues for R Stewart thru 6-30-19	461.00
	V120639	Standard Printworks	May Monthly messaging posters	65.80
	V120640	West Plains Chamber of Commerce	SRTC membership for 2018/19	290.00
	V120641	PTV America Inc.	VISSIM and VISUM software maintenance to 5-31-19	8,979.41
5/17/18	V120642	APA-WA	MU Inland Empire Section Conf, Priest Lake, ID	230.00
	V120643	Witherspoon Kelley Attorneys	Legal Services for April 2018	1,288.00
	V120644	APA-WA	JL Inland Empire Section Conf, Priest Lake, ID	230.00
	V120645	APA-WA	Conf Reg (3); Sponsorship for Ed. Series speaker Oct 3, 2018; Comm Event	3,000.00
		Spokane, City of - Salaries/Benefits	Pay Periods Ending: 5/05/18 and 5/19/18	78,517.13
		Spokane, City of - MIS	IF DP Services: March 2018	284.50
		Reimbursement(s)	PTV Softwr Maint for VISUM - KMPO, City Spokane Share	(3771.02)

TOTAL MAY 2018 \$ 121,808.90

Recap for May, 2018:	
Vouchers: V120619 to V120645	46,778.29
Salaries/Benefits Warrant Nos. 445929-445939 and 448266-448276	78,517.13
Interfund, other expenses, and reimbursements processed directly by the City of Spokane	(3,486.52)
	\$ 121,808.90

MEMORANDUM

DATE: June 7, 2018

TO: Members of the SRTC Board of Directors

FROM: Anna Ragaza-Bourassa, Senior Transportation Planner

SUBJECT: 2018-2021 Transportation Improvement Program June Amendment

Summary

One member agency has requested an amendment to the 2018-2021 TIP (see **Attachment**). The changes necessitating an amendment are:

- **WSDOT – I-90/Barker to Harvard Rd** (*new project*) – This project will improve Barker Rd and Harvard Rd Interchanges and connect local road network north and south at Henry Rd. Only the preliminary engineering and right-of-way phases of this project are included in the 2018 TIP.
- **WSDOT – US 395/NSC I-90 to Sprague Ave** – Add preliminary engineering (\$7,445,100) and right-of-way (\$14,472,000) phases and decreased the construction phase from \$276,000,000 to \$260,833,550 (programmed in 2023). The total project cost increased from \$276,000,000 to \$282,750,650.
- **WSDOT – US 395/NSC Sprague Ave to Spokane River** – Add preliminary engineering (\$10,500,000) and right-of-way (\$45,342,000) phases and increased the construction phase from \$224,000,000 to \$293,908,500. The total project cost increased from \$224,000,000 to \$349,750,500.

TIP Overview

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

Public Involvement

Pursuant to SRTC's Public Participation Plan, this amendment was published for a 10-day public review and comment period from May 23 through June 1 at 4:00 p.m. Notice of the amendment was published in the Spokesman Review and on the SRTC website (www.srtc.org) May 23. No public comments were received.

Policy Implications

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

Technical Implications

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

Pending approval by the SRTC Board, the June amendment will be incorporated into the STIP on or around July 13.

Prior Committee Actions

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

Requested Action

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

**2018-2021 Transportation Improvement Program
June Amendment (18-06)**

Agency	Project Title	Amendment Description	Funding Adjustment		Amendment	
					New Project	Existing Project
1	WSDOT	I-90/Barker to Harvard - Improve Interchanges & Local Roads New project. This project will improve Barker Rd and Harvard Rd Interchanges and connect the local road network north and south at Henry Rd. Only the preliminary engineering and right-of-way phases of this project are included in the 2018 TIP.	CWA	\$2,750,000	✓	
			Local	\$500,000		
			Total	\$3,250,000		
2	WSDOT	US 395/NSC I-90 to Sprague Ave Add preliminary engineering (\$7,445,100) and right-of-way (\$14,472,000) phases and decreased the construction phase from \$276,000,000 to \$260,833,550 (programmed in 2023). The total project cost increased from \$276,000,000 to \$282,750,650.	CWA	\$6,750,650		✓
			Total	\$6,750,650		
3	WSDOT	US 395/NSC Sprague Ave to Spokane River Add preliminary engineering (\$10,500,000) and right-of-way (\$45,342,000) phases and increased the construction phase from \$224,000,000 to \$293,908,500. The total project cost increased from \$224,000,000 to \$349,750,500.	CWA	\$125,750,500		✓
			Total	\$125,750,500		

CWA Connecting Washington Funding Package

MEMORANDUM

DATE: June 7, 2018
 TO: Members of the SRTC Board of Directors
 FROM: Eve Nelson, Senior Transportation Planner
 Karl Otterstrom, Director of Planning and Development (STA)
 SUBJECT: Spokane Transit Authority, Asset Management Performance Targets

Summary

SRTC is continuing the process of setting performance targets for the region’s transportation system. Spokane Transit Authority (STA), under Transit Asset Management (TAM) requirements, must set State of Good Repair performance targets for their assets. SRTC and STA are required to coordinate on these targets and target-setting processes.

Spokane Transit, in accordance with 49 CFR Part 625 and 630, reported the following State of Good Repair Asset Management Targets to SRTC. STA is the only public transportation provider required to report these targets to SRTC at this time.

Spokane Transit Authority, State of Good Repair Targets

Asset Category	Asset Class	Current Performance	STA Target & Proposed Regional Target
Rolling Stock	Buses	100%	Maintain the bus fleet that 90% or greater of the vehicles meet STA's State of Good Repair Standards
	Paratransit Vans	100%	Maintain the paratransit van fleet that 90% or greater of the vehicles meet STA's State of Good Repair Standards
	Rideshare Vans	100%	Maintain the rideshare van fleet that 90% or greater of the vehicles meet STA's State of Good Repair Standards
	Special Use Vans	100%	Maintain the special use van fleet that 90% or greater of the vehicles meet STA's State of Good Repair Standards
Equipment	Support of Non-Revenue Vehicles	95%	Maintain the support or non-revenue fleet that 90% or greater of the vehicles meet STA's State of Good Repair Standards
Facilities	Administration, Maintenance, passenger and parking facilities	100%	Maintain all facilities equal to or greater than 90% have a TERM condition rating of 3(adequate) or better

Per federal requirements, anytime a public transit provider adopts new TAM targets, SRTC has 180 days to review and adopt TAM performance targets and bring them into the regional performance management efforts. Staff from both agencies have agreed to keep in regular contact regarding these performance targets so that consistency can be maintained between the two organizations.

Public Involvement

Stakeholder workshops, surveys and meetings including members of the public have been ongoing since 2015 regarding performance measure development at the regional level. The targets have been reviewed with a committee of the STA Board of Directors at an open public meeting and will be incorporated as an appendix to STA's 2018 Transit Development Plan (TDP).

Policy Implications

Establishing a performance management process intends to provide more objectivity in developing, implementing, and measuring the effectiveness of future transportation projects and programs.

Technical Implications

The SRTC Board of Directors has three key responsibilities under federal surface transportation regulations that are directly related to the Horizon 2040 Implementation Toolkit. First, the Board is responsible for selecting projects for Surface Transportation Block Grant Program (STBG) Regional funds, STBG set-aside funds and Congestion Mitigation and Air Quality (CMAQ) funds. Second, the Board is responsible for ensuring that all federally funded transportation projects are consistent with Horizon 2040. Third, the Board is responsible for determining that all regionally significant transportation projects meet air quality conformity requirements.

Prior Committee Actions

The SRTC Board approved Horizon 2040 and the safety performance targets on December 14, 2017. The Technical Transportation Committee (TTC) recommended on May 23, 2018 that the SRTC Board of Directors include the TAM targets into SRTC's performance management efforts.

Requested Action

Approve to include Spokane Transit TAM targets into the SRTC performance management planning efforts.

MEMORANDUM

DATE: June 7, 2018
TO: Members of the SRTC Board of Directors
FROM: Mike Ulrich, Senior Transportation Planner
SUBJECT: Transportation Advisory Committee (TAC) Replacement Members

Summary

There are two positions open on the Transportation Advisory Committee (TAC); one member resigned his position to pursue other volunteer opportunities and, very sadly, one member passed away.

A matrix of current and recommended TAC members, their occupations, geographic locations and areas of concern is **Attached**.

At the November 2017 Board meeting, a subcommittee of four Board members was established to review submitted TAC applications and to recommend applicants for appointment. Subcommittee members consisted of Susan Meyer - STA, Lori Kinnear - City of Spokane, and Mayor Steve Peterson - City of Liberty Lake, and outgoing TAC Chair Ben Wick. This group met on December 5, 2017 and selected five members. They also selected three applicants for future appointment if any TAC member was unable to fulfill their term.

The subcommittee, in addition to current TAC Chair Kennet Bertelsen, reconvened on May 3, 2018 to evaluate the three replacement members. Subcommittee members considered geographic location, community involvement and areas of concern of each of the applicants. After review, the subcommittee recommended that the following individuals be appointed to the TAC:

- Justin Botejue
- Carlie Hoffman

Public Involvement

The initial application period was publicized through press releases, a newspaper ad, Craigslist posting, website and social media postings, community calendar postings and by word-of-mouth by SRTC committee members and partners.

Policy Implications

Per SRTC's Committee Bylaws, the TAC shall have 13 members. Approving two replacement members will put the TAC at the correct number for the remainder of 2018.

Technical Implications

None.

Prior Committee Actions

This item was discussed at the November Board meeting and at the November TAC meeting.

Requested Action

Appointment of the following recommended individuals to the two open positions on the Transportation Advisory Committee for the term starting June 25, 2018 and ending December 31, 2019:

- Justin Botejue
- Carlie Hoffman

Existing Members	Representing Area					Occupation	Areas of Concern								
	City of Spokane Central	North	South	Spokane Valley	Small Towns		Spokane County	Automobile Congestion	Freight/Rail	Fiscal Responsibility	Non- Motorized	Public Transit	Accessibility	Economic Vitality	Preservation - Maintenance
Bertelsen, Kennet							Engineer/Consultant								Comprehensive Infrastructure Planning
Francis, Greg							Information Technology								sustainability/environmental stewardship
Dietzman, John							Retired								
Race Sr, Robert							Retired								traffic planning
Simon, James							Gonzaga University								
Szabo, Greg							Public Relations								
Beaulac, Fred							Long Haul Trucking Manager								area of concern to be determined
Moore, Donald							Mobility Manager								environmental
Schmidt, Rosemarie							Retired								
Trulove, Tom							Retired								
Watson, Margaret							Retired								

Proposed New Members	Representing Area					Occupation	Areas of Concern								
	City of Spokane Central	North	South	Spokane Valley	Small Towns		Spokane County	Automobile Congestion	Freight/Rail	Fiscal Responsibility	Non- Motorized	Public Transit	Accessibility	Economic Vitality	Preservation - Maintenance
Justin Botejue							Senior Program Manager								
Carlie Hoffman							Library Services Manager								

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MEMORANDUM

DATE: June 7, 2018
 TO: SRTC Board of Directors
 FROM: Greg Griffin, Administrative Services Manager
 SUBJECT: SFY 2019 SRTC Unified Planning Work Program (UPWP)
Requesting Board approval of the SRTC SFY 2019 UPWP (see Attachment).

The Unified Planning Work Program (UPWP) contains information about the transportation planning projects to be undertaken by Spokane Regional Transportation Council (SRTC) during the 2019 state fiscal year (SFY): July 1, 2018 – June 2019. The UPWP also includes major planning activities identified by Spokane Transit Authority (STA) and Washington State Department of Transportation (WSDOT) Eastern Region in a separate appendix. It is a fundamental document that spells out the core functions, planning studies, technical support and ongoing planning activities being conducted by the agency, as well as the federal, state, and/or local funding sources for this work. The SFY 2019 UPWP addresses SRTC’s core programs and functions as well as emerging transportation planning needs identified in Horizon 2040.

The attached version contains additional language throughout added after the on-site review 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.

SRTC SFY 2019 UPWP Development Schedule	
Key Due Dates	Key Action Due
May 16, 2018	On-site review meeting with WSDOT, Public Transportation Division, FHWA and FTA
May 23, 2018	TAC and TTC unanimously recommended Board approval of SFY 2019 UPWP
June 7, 2018	Board action on SFY 2019 UPWP
June 15, 2018	Approved SFY 2019 UPWP submitted to WSDOT
June 21, 2018	WSDOT submits approved SFY 2019 UPWP to FHWA/FTA
June 30, 2018	FHWA/FTA UPWP approval date
July 1, 2018	SFY 2019 UPWP takes effect

Public Involvement

The draft SFY 2019 SRTC UPWP was discussed at the March TTC meeting, the April TAC meeting, as well as the March and May SRTC Board of Directors meetings, all of which were open to the public.

Policy Implications

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

Technical Implications

On May 16, 2018, the WSDOT Transportation Planning Office, Public Transportation Division, and Eastern Region Planning Office, along with the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA), conducted an on-site review of the SFY 2019 UPWP.

After Board approval on June 14, 2018 the UPWP will be submitted to WSDOT who will in turn submit it to FHWA and FTA for approval by the end of June. The FY 2019 UPWP will be in effect beginning July 1, 2018.

Prior Committee Actions

The draft SFY 2019 UPWP was discussed at the March TTC meeting and at the April TAC meeting. The draft document was posted on the SRTC website and a link emailed to members of both committees on April 13 for review and comments. The deadline to submit comments was May 1. The TTC recommended approval of the UPWP to the Board on May 23rd. The TAC also recommended approval to the Board on May 23, however they lacked a quorum for official action.

Requested Action

Approval of the SRTC SFY 2019 UPWP.



Spokane Regional Transportation Council

State Fiscal Year 2019 Unified Planning Work Program

July 1, 2018 – June 30, 2019

Spokane Regional
Transportation Council

(509) 343-6370
www.srtc.org

421 W Riverside Ave Ste 500
Spokane WA 99201

SRTC is committed to nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964, and Civil Rights Restoration Act of 1987 (P.O. 100.259) and the Americans with Disabilities Act.

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

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

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

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

SPOKANE REGIONAL TRANSPORTATION COUNCIL
2018 BOARD MEMBERS

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

SPOKANE REGIONAL TRANSPORTATION COUNCIL
2018 TRANSPORTATION TECHNICAL COMMITTEE MEMBERS

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

SPOKANE REGIONAL TRANSPORTATION COUNCIL
2018 TRANSPORTATION ADVISORY COMMITTEE MEMBERS

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

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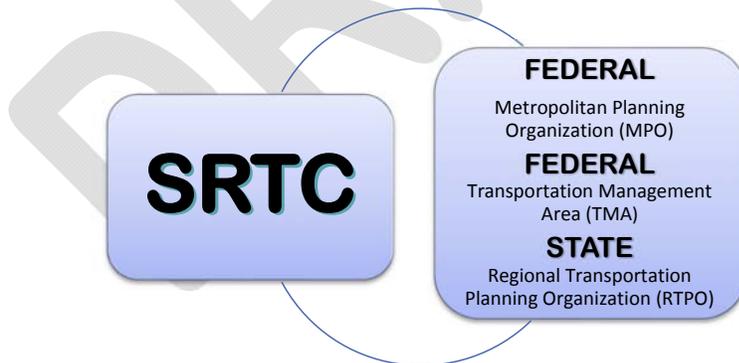
INTRODUCTION

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

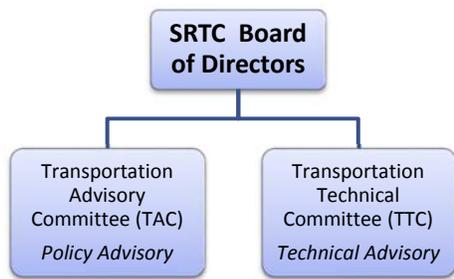


Purpose

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.).¹ Because these new requirements are not fully funded through the FAST Act, SRTC has balanced performance-based planning requirements with other MPO requirements. In striking this balance, SRTC's mission is to meet core MPO and RTPO planning functions. These goals are reflected in SRTC's SFY 2019 UPWP. In updating the new metropolitan/regional transportation plan, Horizon 2040, SRTC has identified several emerging planning issues to be addressed in the SFY 2019 UPWP and subsequent years. These include continuing to implement performance-based planning, aligning and supporting WSDOT's practical solutions framework, and understanding linkages between land use and transportation decisions.

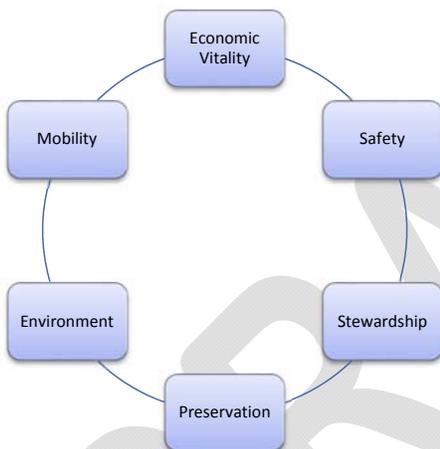
Federal and State Planning Factors

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

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

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

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



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

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

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



Coordination with Adjacent MPOs

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

SFY 2018 Key Accomplishments

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

1. Program Administration and Coordination
<ul style="list-style-type: none"> Completed SFY 2018 UPWP. Completed and submitted Title VI Annual Update to WSDOT. Completed SFY 2017 UPWP Annual Report. Completed 2017 MPO Self-Certification Report. Developed Calendar Year 2018 Budget and Indirect Cost Plan. Hired new Executive Director and two Senior Transportation Planners, maintaining 11 FTE. Developed a Strategic Plan adopted by the Board of Directors in December 2017. Participated in Washington MPO Coordination Committee. Participated in North Spokane Corridor Executive Committee. Participated in Spokane Regional Transportation Management Center Board and Committees.
2. Public and Stakeholder Participation and Coordination
<ul style="list-style-type: none"> 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. <u>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.</u> 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 <u>specifically, transportation committees.</u>

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

3. Systems Analysis and Information Management

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

4. Metropolitan Transportation Plan (MTP)

- Completed an update to the MTP, Horizon 2040, which was approved by the SRTC Board of Directors on December 14, 2017.
- Conducted an interagency consultation process with FHWA, FTA and EPA for Horizon 2040.
- Performed evaluation of projects submitted for inclusion in Horizon 2040 update. Evaluation Tool process was developed via Horizon 2040 Toolkit and refined by staff with significant input. The Evaluation Tool process ties project selection to federal, state, and regionally adopted performance measures and targets.

- Compiled federal, state, and regionally adopted performance management data and targets in the Horizon 2040 Toolkit performance data library.
- Conducted nation-wide peer review and hosted meetings with local jurisdictions and agencies and active transportation organizations to identify opportunities for active transportation improvements in the MTP.
- Supported WSDOT Corridor Sketch program.
- Participated in North Spokane Corridor charrettes.

5. Transportation Improvement Program (TIP)

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

6. Congestion Management Process (CMP)

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

7. Planning Consultation and Studies

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

8. RTPO Planning Functions

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

9. Unfunded Planning Activities

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

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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 2018. 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

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

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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:

Federal and State Areas of Emphasis	
<p>1. Transition from MAP-21 and FAST Act Implementation – Transition to Performance Based Planning and Programming.* Highlights:</p> <ul style="list-style-type: none"> • SRTC will continue tracking Federal notices of proposed rulemaking as they pertain to performance management (task 4) and will inform and aid local agencies of the notices and changes. • SRTC will update, monitor, and maintain performance management data as determined by the FAST Act, and SRTC’s Horizon 2040 Implementation Toolkit (task 4). • <u>SRTC has integrated Performance Based Planning into all steps of its process from our the MTP- Horizon 2040, to the TIP Application Process and application questions, to project level checklists.</u> 	<p>Formatted: No bullets or numbering</p>
<p>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:</p> <ul style="list-style-type: none"> • SRTC will coordinate development of SFY 2020 UPWP with FHWA, FTA, STA, and WSDOT’s Transportation Planning Office and Eastern Region’s Planning Office (task 1.6). • SRTC will coordinate with federal, state, local, and Tribal agencies regarding regional transportation issues (task 1.1). • SRTC will monitor federal and state legislative actions (task 1.3). • SRTC will participate and coordinate in WSDOT performance management target-setting work groups (task 4). • SRTC will provide input and technical assistance as needed on WSDOT’s Corridor Sketch Initiatives and Practical Solutions (task 7). • SRTC will review and certify local updates and amendments to comprehensive plans and the CWPP for consistency with SRTC’s Plan Review and Certification Process Instruction Manual (task 8). • SRTC will continue interaction with Intermountain MPO group, and other MPOs and agencies, to share information, MPO practices, data uses, techniques, and plans (task 7). 	
<p>3. Ladders of Opportunity – Access to essential services – as part of the transportation planning process, identify transportation connectivity gaps in access to essential services.* Highlights:</p> <ul style="list-style-type: none"> • SRTC will incorporate text related to access gaps into future MTP updates within the Title VI and Americans with Disabilities Act (ADA) sections (task 2 and task 4). • SRTC will reach out to “traditionally underserved” populations for the purpose of education and awareness regarding the long-range transportation plan, Horizon 2040 (task 2 and task 4) through coordination with local agencies. 	
<p>4. Tribal Consultation – Coordinate and invite participation with tribal governments on the development of their regional transportation plans and programs.**</p>	

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 RTPs.***

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

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

1.1 Program Management and Support

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

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

- Fiscal management and reporting.
- Development and administration of agency policies and procedures.
- Staff management and leadership.

<i>Expected Outcomes</i>	<i>Schedule</i>
Coordination and support to the SRTC Board, TTC, and TAC. <u>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 long-range plan update.</u>	Ongoing
Coordination with federal, state, local, and Tribal agencies, and other partners regarding regional transportation issues, plans, studies, funding, and implementation programs.	Ongoing
Coordination with Tribal agencies.	Ongoing
Provide two-way, collaborative and continuing communication with SRTC and member agencies through the liaison program, where each member agency is assigned a staff person for ongoing contact.	Ongoing

1.2 Federal Transportation Planning Certification

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

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

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

1.3 MPO Agreements

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

<i>Expected Outcomes</i>	<i>Schedule</i>
Review progress to date on existing MOU (signed January 15, 2013) in coordination with WSDOT and STA. <u>Review for possible changes, a process for target setting and adoption, and adopt amendment(s) if necessary.</u>	<u>March 2019</u> Ongoing
Review the 2013 ILA for potential changes to SRTC's Fiscal Year, utilized services from City of Spokane, and establishment of WA State non-profit status. Make changes if directed.	<u>September</u> July 2018

1.4 Coordination with State and Federal Legislators

Periodically, SRTC staff is asked to provide technical information about the status of transportation plans and programs to both state and federal legislators. SRTC staff also provides updates on metropolitan planning activities where legislators and/or their staff members may be present. In addition, pursuant to RCW 47.80.040, any member of the House of Representatives or the State Senate whose districts are wholly or partly within the boundaries of the regional transportation planning organization are considered ex officio, nonvoting board members of the regional transportation planning organization. As such, SRTC staff coordinates with area members of the state legislature as regular ex officio members of the SRTC Board. SRTC does not use federal revenue when expenditures include staff time, travel, lodging, or meals for legislative functions. SRTC maintains a binder with anti-lobbying rules and regulations regarding unallowable costs. It is periodically reviewed by SRTC staff who interact with policy makers or manage contracts.

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

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

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

1.5 Professional Development and Training

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

American Planning Associations (APA) AICP Certification program and other professional training for Geographic Information Systems (GIS) and Data Scientist certifications.

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

1.6 Unified Planning Work Program

SRTC will develop and maintain the SFY 2020 UPWP to coordinate metropolitan planning activities between SRTC and its member agencies, define planning activities, and identify funding sources for those activities. The UPWP is a core MPO function and identifies and organizes RTPO planning activities.

Responsibilities

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

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

2. Public and Stakeholder Participation and Coordination

Overview

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



Source of Funds/Budget

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



Responsibilities

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

Expected Outcomes/Schedule

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

2.1 Public Coordination and Outreach

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

- Roundtables or focus groups on regional transportation issues and priorities,
- Presentations to groups of various sizes and interest areas,
- Open houses and public meetings for major SRTC activities and projects,
- Participation in open houses and public meetings hosted by other jurisdictions and agencies,
- Quarterly publication of newsletters distributed via email,
- Publication of annual reports,
- Surveys,
- Social media sites including a blog, Facebook and Twitter,
- Press releases to local media,
- SRTC presence at community events,
- Email distribution lists and flyers and/or direct mailings to publicize meetings and events,

- Coordination with member agencies and community groups to promote SRTC activities through websites, social media posts and other methods,
- Collaboration with GIS staff members on improving public and partner dissemination of SRTC data, online maps, and programs via the web and social media,
- Maintaining coordination with Tribal and Land Management agencies per SRTC's Tribal and Land Management Coordination policies,
- An education series aimed at providing best practices and training modules for SRTC Board and committee members, transportation stakeholders, local elected and civic leaders and members of the general public as to local transportation activities and issues, and
- A monthly messaging program that aims to reach members of the general public outside of phones and computers through posters and other education materials posted in public places.

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

2.2 Stakeholder Coordination

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



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

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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.

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

Gather meaningful input from all sectors of the public regarding SRTC projects and activities, including under-served populations such as the elderly, disabled, low-income, people who speak English as a second language, minorities, and those who may be disproportionately impacted by transportation planning and projects.	Ongoing
Include representatives on the Transportation Advisory Committee of people interested in transportation options for the populations listed above.	Ongoing
Update the Title VI Plan and Environmental Justice information in planning documents as needed.	Ongoing



2.4 Webpage and Social Media Management

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

<i>Expected Outcomes</i>	<i>Schedule</i>
Update and maintain an attractive, easy-to-use, informative, and timely website that allows members of the public to view SRTC plans, projects and documents and informs users of upcoming meetings, public comment periods, and other SRTC activities.	Ongoing
Develop and utilize informative and interesting social media sites such as SRTC’s blog, Facebook and Twitter pages, and any other technology or social media options that could be effectively used to reach members of the public.	Ongoing
Include links to SRTC’s ArcGIS Online site on SRTC’s main website and in social media posts to provide easily accessible information in an easy-to-understand format.	Ongoing
Embed maps from SRTC’s ArcGIS Online site in website and social media posts.	Ongoing

3. Systems Analysis and Information Management

Overview

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



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

Source of Funds/Budget

FHWA/FTA/STBG/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.



Expected Outcomes

Schedule

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

3.2 Travel Demand Modeling

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

Responsibilities

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

<i>Expected Outcomes</i>	<i>Schedule</i>
Maintenance of the 2015/2040 model set to include: 2015 base year and 2040 forecast year. Model maintenance includes making any updates or corrections to the transportation network or input files. Revisions will be incorporated in the next model update.	Ongoing
Reconcile jobs and households with cities' comprehensive plans and economic development efforts as a step in model improvement plan. Evaluate options for a land use model to help inform land use allocation	Ongoing
Complete model data requests for member agencies and/or public, as needed (Ongoing). (Note: Significant modeling requests or analysis are considered under Task 7 Planning Consultation and Studies).	Ongoing

Undertake activities to implement recommendations from the model peer review.	Ongoing
Assess options for data acquisition, present to advisory committees and Board and recommend most advantageous. Integrate into overall data architecture.	Ongoing
Conduct a regional travel survey and/or acquire travel data to update the travel demand model and inform planning efforts.	FY 2019 & 2020

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

Overview

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



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

Source of Funds/Budget

STBG/RTPO/Local - \$215,483

Responsibilities

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

4.1 General Long-Range Transportation Planning

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

4.2 Active Transportation

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

<i>Expected Outcomes</i>	<i>Schedule</i>
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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.

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

4.4 Freight

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

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

4.5 Performance Management

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

<i>Expected Outcomes</i>	<i>Schedule</i>
Participate and coordinate in WSDOT performance management target-setting work groups.	Ongoing

Update, monitor, and report performance management data and targets as determined by the FAST Act.	Ongoing
With the assistance of a TTC working group, set quantitative performance targets or agree to state performance targets.	November 2018
Coordinate with WSDOT and local agencies regarding asset management plans.	Ongoing
<u>Integrate performance management throughout all aspects of SRTC operations, including long-range long-range plan scope update, project selection, programming, project evaluation, and mode specific plans.</u>	<u>Ongoing</u>

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

<u>Expected Outcomes</u>	<u>Schedule</u>
Develop and approve the 2019-2022 TIP in accordance with federal and state regulations and the policies set forth in the <i>2019 TIP Guidebook</i> .	October 2018
Develop and approve the <i>2019 TIP Guidebook</i> to include, but not limited to: updates to policies and procedures for TIP amendments, calls for projects, project prioritization, delayed/deferred projects, and project tracking (pre- and post- obligation).	December 2018
Complete <i>2018 Project Obligation Report</i> in full compliance with federal regulations, FFY 2018 Annual CMAQ and TAP reports.	March 2019
Final project selections for STBG, STBG Set-Aside and CMAQ call for projects.	August 2018
Track project status (pre- and post-obligation) of Title 23 and Title 49, Chapter 53 federal funds in accordance with the <i>2018 TIP Policies and Procedures Guidebook</i> .	Ongoing
Coordinate Tribal participation in the TIP process.	Ongoing

Maintenance of the current TIP; includes processing amendments and/or administrative modifications to the current TIP, as necessary.	Ongoing
Provide mapping/cartographic products and other GIS support as necessary.	Ongoing
Track local agency obligations of federal funds. Status reports for local agency obligations of federal funds will be reported to SRTC committees and Board periodically as needed.	Ongoing
Develop and maintain a TIP database and reporting tool.	Ongoing

5.2 Air Quality and Transportation Conformity

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

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

5.3 Coordination and Tracking Projects

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

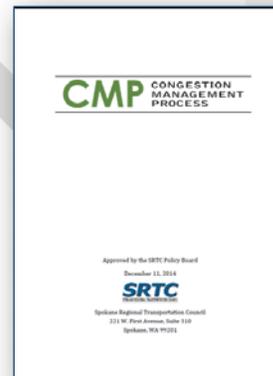
<i>Expected Outcomes</i>	<i>Schedule</i>
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Compile needs assessment information from partner agencies; Report to Board.	December 2018
Quarterly (or more frequently if needed) check-in meetings with partner agencies to maintain accurate needs assessment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

6. Congestion Management Process (CMP)

Overview

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



Source of Funds/Budget

FHWA/FTA/Local - \$54,501

Responsibilities

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

Expected Outcomes/Schedule

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

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

7. Planning Consultation and Studies

Overview

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

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

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

Sources of Funds/Budget

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

Responsibilities

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

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

With coordination and depending on availability, conduct special project-level travel demand modeling.	Ongoing
Continue interaction with Intermountain MPO group, and other MPOs and agencies, to share information, MPO practices, data uses, techniques, and plans.	Ongoing
Provide mapping/cartographic products and other GIS and data support as necessary.	Ongoing

7.1 US 195 / Interstate 90 Systems Study

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

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

7.2 Division Street Reimagined

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

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

8. RTPO Planning Functions

Overview

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

Sources of Funds/Budget

RTPO/Local - \$128,398

Responsibilities

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

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

9. Unfunded Planning Activities

Overview

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

- Implement a regional bicycle and pedestrian count program.
- Develop a system for tracking regional transportation expenditures.

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

Potential Outcome

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

Unfunded Purchases to Support Planning Activities

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

UPWP Amendments

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

DRAFT

Appendix A

SFY 2019 Budget Information

Revenue Forecast

FHWA-PL	657,382
FTA-5303	217,716
FHWA-STBG-Metro Planning	633,028
RTPO	174,438
<u>Local</u>	<u>488,062</u>
Total	2,170,626

Expenditure Forecast by Revenue Source and Task

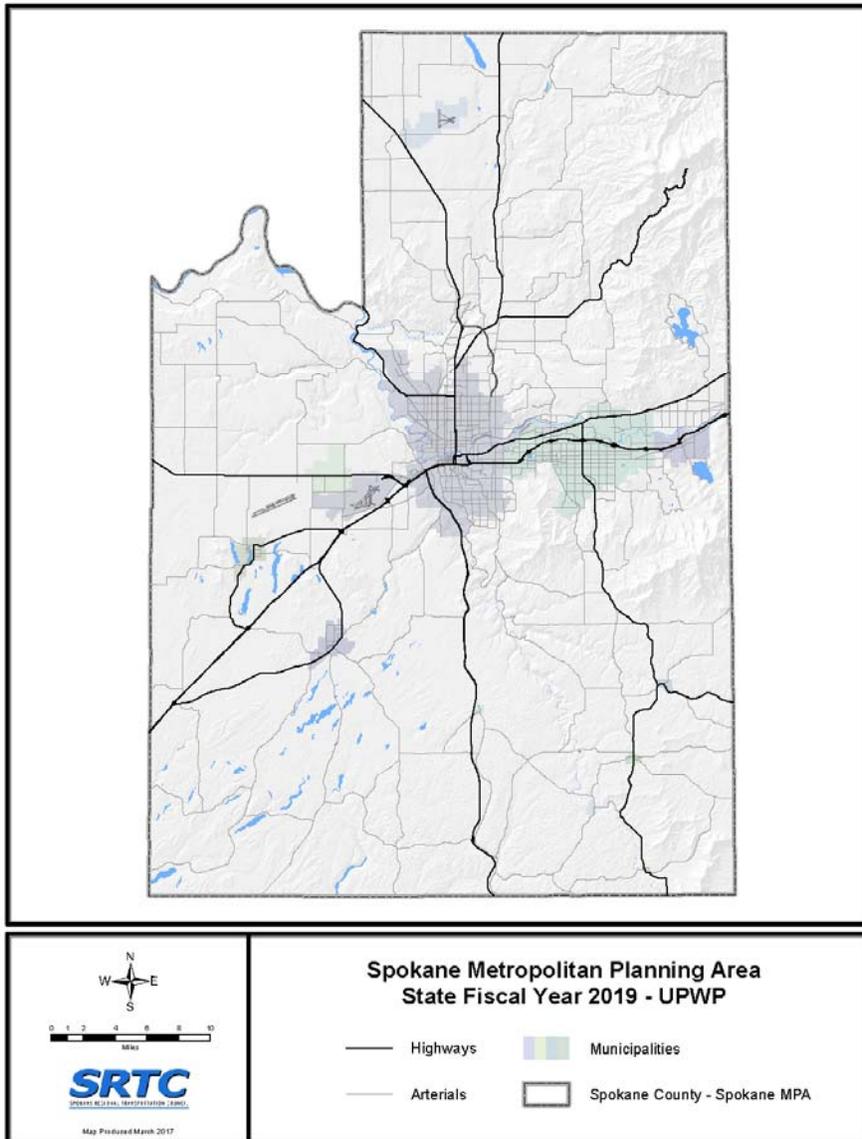
Task	FHWA-PL	FTA	FHWA-STBG	RTPO	Local	Total
1. Program Administration and Coordination	204,875	86,300	-	15,005	30,442	336,622
2. Public/Stakeholder Participation & Education	127,100	36,257	-	15,910	9,590	188,857
3. Systems Analysis/Information Management	150,050	63,000	250,000	40,660	32,120	535,830
4.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

Expenditure Forecast by Activity

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

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

Appendix B



Appendix C

Transportation Planning Projects to be conducted by other agencies

Spokane Transit Authority

Washington State Department of Transportation

DRAFT

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

Implement STA Moving Forward

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

Expected Outcomes/Products

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

Schedule

2014-2028

Source of Funds/Budget

Local, State, Federal

2019 Transit Development Plan

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

Expected Outcomes/Products

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

Schedule

December 2018 – September 2019

Source of Funds/Budget

Local

Transit Asset Management Plan

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

Expected Outcomes/Products

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

Schedule

December 2017- October 2018

Source of Funds/Budget

Local

Bus Stop Accessibility Improvement Program

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

Expected Outcomes/Products

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

Schedule

June 2018-December 2018

Source of Funds/Budget

Local

Division High Performance Transit Study

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

Expected Outcomes/Products

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

Schedule

November 2018 – March 2020

Source of Funds/Budget

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

Title VI Planning and Systems Analysis

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

Expected Outcomes/Products

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

Schedule

Ongoing

Funding

Local

I-90 HPT Corridor Preliminary Scoping and Facilities TSL Study

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

Expected Outcomes/Products

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

Schedule

March 2018 – February 2019

Funding

Local

Zero Emission Fleet Transition Plan

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

Expected Outcomes/Products

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

Schedule

April 2018 – July 2019

Funding

Local



WASHINGTON STATE DEPARTMENT OF TRANSPORTATION EASTERN REGION

UNIFIED PLANNING WORK PROGRAM

BIENNIUM YEAR 2017 - 2019

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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.

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

Source: US-Census

State Highways

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

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

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

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

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

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

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

** Denotes state route with Interstate designation

Source: 2016 WSDOT Highway Log

Scenic Byways

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

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

Rail

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

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

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

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

Airports

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

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

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

Ferries

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

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

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

Public Transit

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

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

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

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

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

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

TRIBES

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

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

EASTERN REGION PLANNING OVERVIEW

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

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

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

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

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

PRIMARY PLANNING SERVICES

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

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

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

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

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

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

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

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

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

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

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

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

CORE FUNCTIONS

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

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

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

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

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

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

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

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

Growth Management and Development Review

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

Grant Administration/ Program Management

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

Data Collection, Research, and Analysis

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

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

WSDOT STATEWIDE MULTIMODAL PLANNING: 2017-2019 Work Program Highlights

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

Practical Solutions

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

Community Engagement

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

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

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

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

Growth Management Act (GMA) Enhanced Collaboration

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

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

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

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

Governor’s Executive Order 14-04, Transportation Efficiency

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

314 and Interlocal Agreement

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

Framework for MAP-21 Target Setting

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

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

Transportation Plans and Corridor Studies

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

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

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

Statewide Multimodal Travel Demand Model

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

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

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

Data

Travel Data Analysis

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

Crash Data Analysis

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

System Performance Analysis

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

WSDOT Strategic Plan

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

Economic Forecasting & Analysis

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

Traffic Modeling

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

GIS Services

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

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

Collaborative Planning

Local Agency Planning Coordination

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

Tribal & Regional Coordination

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

Enhanced Collaboration

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

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

Multimodal System Planning

Statewide Multimodal Transportation Plan

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

Modal Plans and Modal Planning Integration

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

Statewide Planning and Corridor Planning

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

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

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

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

Planning Work Force Capacity (Training)

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

EASTERN REGION VISIONARY PLANNING PROJECTS - Partially or Not Funded

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

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

Washington State Scenic Byway

WSDOT Eastern Region

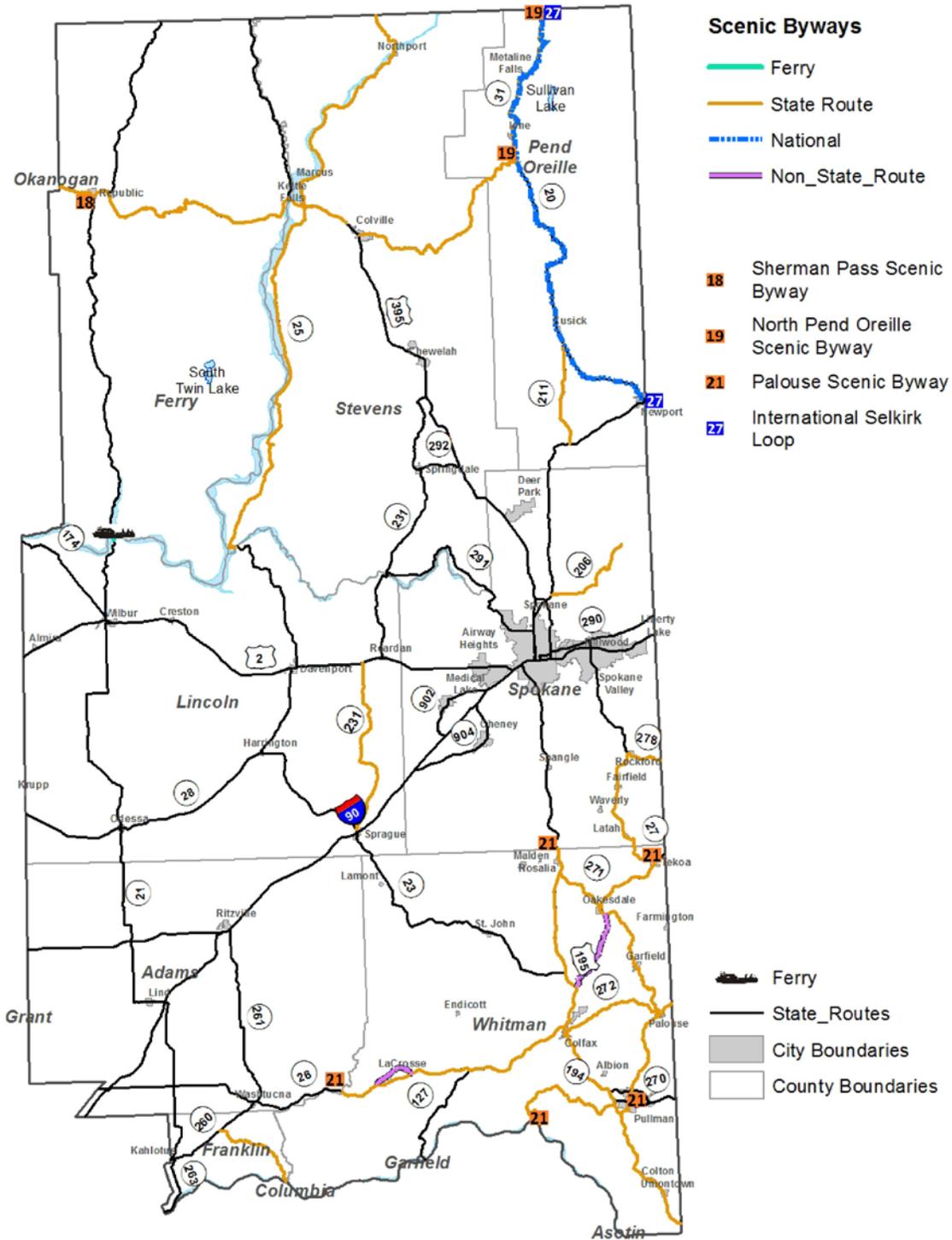


EXHIBIT 3 - Palouse River and Coulee City Railroad

The Six Segments of the PCC Line



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

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

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

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

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

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

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

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

Eastern Region

-  Sea Plane Bases
-  Airports



Freight & Goods Transportation System

WSDOT Eastern Region

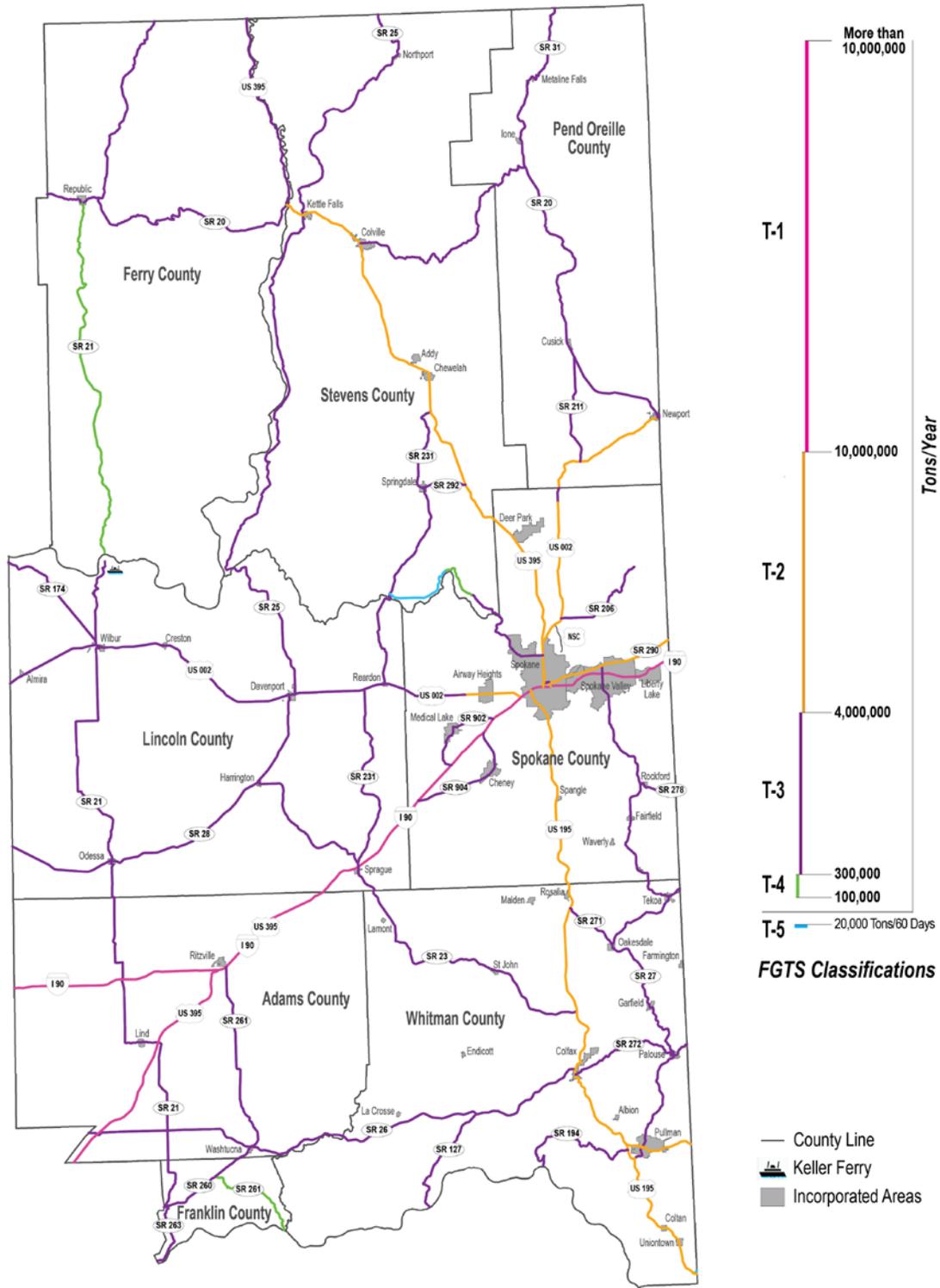
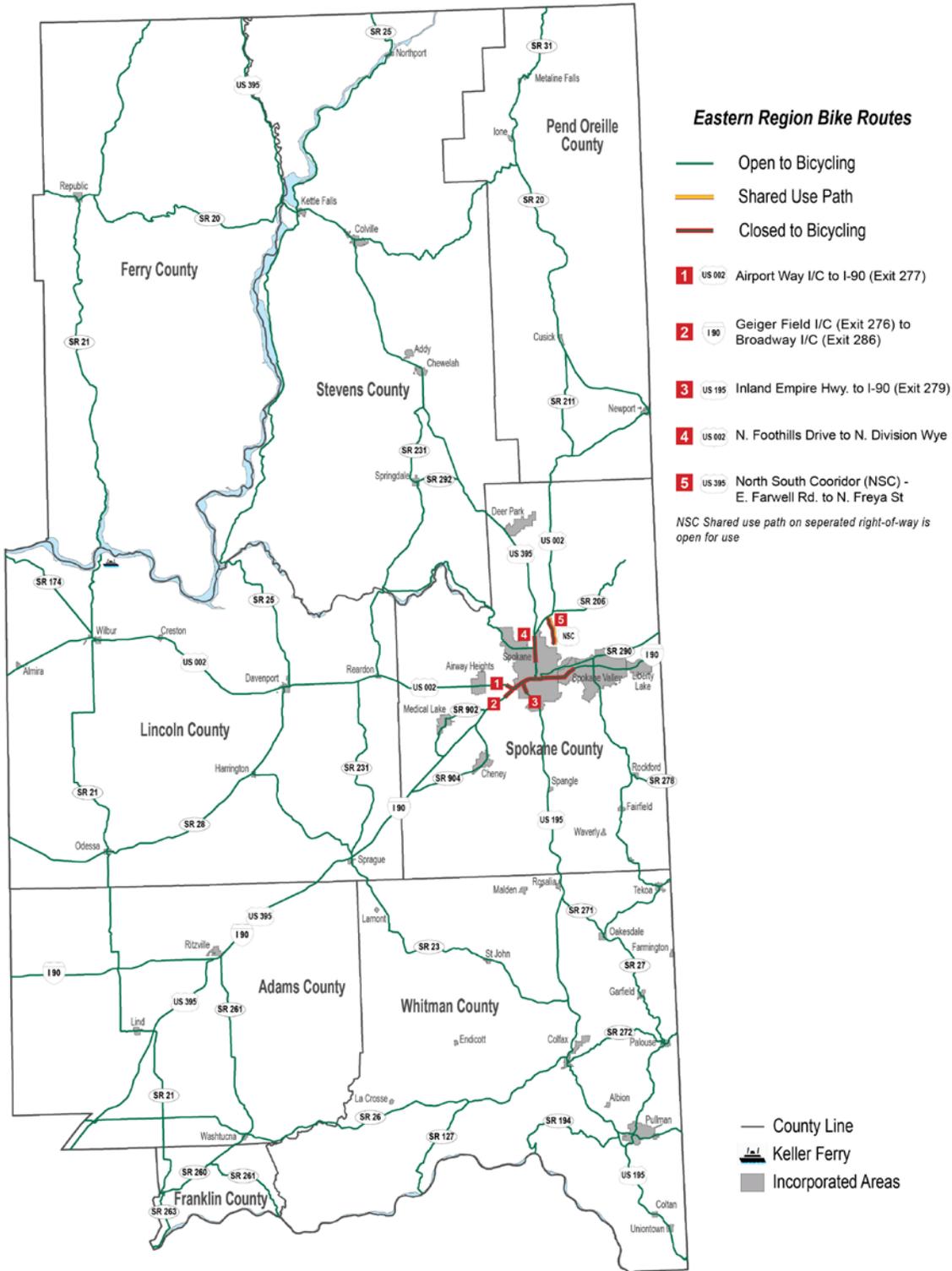


EXHIBIT 6

State Highways Bicycle Map

WSDOT Eastern Region





Community Engagement Guiding Principles

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

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

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

CONNECT AND ENGAGE

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

LISTEN AND ACT

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

FACILITATE COMMUNICATIONS

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

HELP EACH OTHER SUCCEED

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

MAXIMIZE CREATIVITY AND INNOVATION

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

BLEND DIVERSE INPUTS

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

PROVIDE ACCESS TO THE PROCESS AND FOSTER INCLUSIVENESS

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

BE A WISE STEWARD OF THE PUBLIC'S MONEY

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

CONSIDER THE NEEDS OF THE MULTIMODAL SYSTEM

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

BE CLEAR AND OPEN ABOUT THE PROCESS

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

INVOLVE COMMUNITIES

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

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

Secretary of Transportation Roger Millar

**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.

4. Page 29 – TIP Development and Maintenance Expected Outcomes

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 tool, 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.

MEMORANDUM

DATE: June 7, 2018
TO: Members of the SRTC Board of Directors
FROM: Eve Nelson, Senior Transportation Planner
SUBJECT: FHWA Advanced Transportation and Congestion Management Technologies Deployment Initiative

Summary

SRTC has been contacted by Kim Zentz, CEO of [Urbanova](#) to support a proposal that grants up to \$12 million in Federal Funding to eligible entities to develop model deployment sites for large scale installation and operation of advanced transportation technologies to improve safety, efficiency, system performance, and infrastructure return on investments. The draft proposal is titled, *Mobility as a Service from Private Fleets of Autonomous Electric Vehicles (AEV) in Two Washington Cities* and can found in the **Attachment** with the proposed budget and a sample letter of support.

The proposal outlines that WSU will lead a consortium of state, regional and local governments, transit agencies, utilities, businesses and community groups representing diverse constituencies to pilot the deployment of AEV in Spokane and Auburn, Washington. This project will provide mobility services to a cross-section of residents including last mile connections to transit service & mobility for the low-income, elderly, and disabled.

The grant proposal also supports the following:

- development of model state & city policies for regions to support the safe deployment of AEV fleets to improve mobility, reduce congestion, reduce emissions, and provide incentives for pooling during peak periods:
- deployment of autonomous electric vehicles by the beginning of 2020 that will provide miles of service to residents, reducing emissions of GHGs and criteria pollutants
- development of electric charging infrastructure near high-voltage service sites to enable private fleet operators to manage efficient charging of hundreds of vehicles at once and for those fleet operators to provide smartgrid services back to the utility; and
- competitive solicitation for urban mobility services from AEV fleet providers such as Waymo, Uber, Lyft, GM.

Public Involvement

There has been no specific public involvement on this proposal.

Policy Implications

Horizon 2040 reports how advancements in technology are quickly changing how transportation works. Strategy 8 in Horizon 2040, Promote Regional Leadership was intended to provide the policy language for SRTC to lead and participate in opportunities that require

cross-jurisdictional coordination and solutions to issues such as innovative technology to ensure maximum public benefit.

Technical Implications

As new technologies are introduced over the next 20 years their range of impacts on people, infrastructure, mobility, safety, congestion and the environment will affect SRTC's regional goals. To what extent these technologies become a significant element of transportation system will depend on both private and public decisions, policies and priorities made over the next few years. Technical implications could potentially impact work programs, future project criteria, funding programs and streams, and performance outcomes.

Prior Committee Actions

No prior actions.

Requested Action

Direct the Executive Director whether to prepare a letter of support to FHWA for the proposed grant and for staff to participate in the consortium.

Mobility as a Service from Private Fleets of Autonomous Electric Vehicles in Two Washington Cities

Due July 18, 2018

Submittal documents

Table D.2 – Application Volumes

Volume	Section	Page Limitations
Volume I. Technical Application	I - Cover Page	One (1) file, 30-page limit
	II - Project Description	
	III – Management Structure	
	IV - Staffing Plan and Résumés	
	Appendix - Résumés	No page limit

Volume II. Budget Application	I - Application Standard Forms	One (1) file, no page limit
	II – Summary Budget Information	
	III – Cost Share Information	
	IV - Organizational Information	

Note: Applicants shall provide résumés in Volume 1 of the application. Resumes will not count against the page limit. Applicants shall provide letters of commitment in Volume 2.

**VOLUME 1 – TECHNICAL APPLICATION
Section I - Cover Page**

Project Name	Mobility as a Service from Private Fleets of Autonomous Electric Vehicles in Two Washington Cities
Eligible Entity Applying to Receive Federal Funding	Washington State University
Total Project Cost (from all sources) \$	~\$30M
ATCMTD Request \$	\$6M to \$8M
Are matching funds restricted to a specific project component? If so, which one?	Department of Commerce matching funds restricted to EV charging infrastructure
State(s) in which the project is located	Washington
Is the project currently programmed in the:	
• Transportation Improvement Program (TIP)	
• Statewide Transportation Improvement Program (STIP)	
• MPO Long Range Transportation Plan	Yes, in Puget Sound
• State Long Range Transportation Plan	
Technologies Proposed to Be Deployed (briefly list)	Autonomous electric passenger vehicles operated by private fleet owners Electric vehicle charging infrastructure to support fleet charging and rapid demand response services for grid

Section II - Project Narrative

Table of Contents

Project Description

Introduction

Individually-owned automobiles powered by internal combustion engines provide flexible, on-demand mobility that meets most people's transportation needs but they also impose increasing costs to drivers and society in dollars, congestion, diminished air quality, uncertainty about arrival times, and other external costs. Autonomous electric vehicles owned by fleets rather than individuals have the potential to dramatically lower the personal and social costs of mobility and improve the efficient utilization of our existing road, highway and transit infrastructure.

Autonomous vehicle technology has progressed rapidly in the last ten years and companies like Waymo, GM, Ford, Uber, and Lyft have announced plans to offer Mobility as a Service (MaaS) in 2019 or 2020. The private sector has invested over \$40 billion in developing this technology and companies are pursuing aggressive plans for deployment. As is often the case with rapidly evolving technology, the public sector must play catch up to set the rules so MaaS is deployed safely to maximum public benefit.

The purpose of this project is to establish a policy framework and make public investments to enable the safe deployment of MaaS in two Washington cities as pilots and use the lessons learned to inform public decision-making in Washington and the rest of the country to accelerate broadscale adoption of MaaS that serves the public interest.

Washington State University (WSU) will lead a consortium of state, regional and local governments, transit agencies, utilities, businesses and community groups to pilot the deployment of autonomous electric vehicle fleets in the cities of Auburn and Spokane to provide new mobility services to a broad cross-section of citizens including last mile connections to transit service and mobility for the low-income and disadvantaged. As medium-sized cities, Auburn and Spokane, have proven track records of working with public and private partners to deliver innovative projects on time; they embrace advanced technology as integral to their economic competitiveness.

The grant will support the development of model state and city policies to support the deployment of MaaS fleets. In Washington, local jurisdictions have the right to regulate for-hire transportation services and so can approve electric robo-taxi service. No certification of autonomous vehicle safety has yet been established by federal or state government so the project includes funding for outside evaluation of the safety of proposed technology for the two cities as well as urban design for safe and well-integrated pick-up and drop-off zones.

The project includes funding to clarify roles and responsibilities between state and local governments in the context of a state working group on AVs to provide greater regulatory certainty for private fleet providers. The grant will also support the development of electric charging infrastructure at designated charging lots close to high-voltage service sites to enable private fleet operators to manage the efficient

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charging of hundreds of vehicles at once and for those fleet operators to provide “smart grid” services back to the utility.

Auburn and Spokane will run competitive solicitations for urban mobility services from AEV fleet providers in 2019. The grant will support the deployment of at least 200 autonomous electric vehicles by the beginning of 2020 that will provide 20 million miles of service annually delivered by safe, non-polluting, clean, hydro-electric powered vehicles.

Project Objectives

Deploy autonomous electric vehicles in Auburn and Spokane to:

- Reduce congestion
- Reduce emissions
- Improve connections to transit
- Improve first and last mile mobility
- Improve mobility for disadvantaged
- Remove regulatory barriers to AV deployment

Transportation Systems & Services Included in Project

Cities will secure sites, design and permit charging infrastructure, and deploy high-capacity electric service at charging lots for lease to private fleets of autonomous electric vehicles.

Private fleet providers will:

- Provide at least 200 autonomous vehicles for service in each city
- Use “surge pricing” to encourage pooling during peak periods
- Provide vouchers for use by disadvantaged communities
- Charge fees for their service that will sustain long-term operation and maintenance of their fleets if pilot is successful.

Regulatory Challenges & Other Obstacles

There don't yet exist driver's tests for robots. The proposed project includes funding for external safety evaluation of the proposed technology for both cities.

Project also includes funding to clarify roles and responsibilities between federal, state and local governments in context of state working group on AVs.

Industry leaders including Waymo, GM, Tesla, and Uber have claimed that the service will be available in 2019; however, have missed past promises for delivery schedules. Cities may not have enough credible companies able to bid to offer service in 2020 or 2021 and so the project has provisions for early termination if that is the case.

Quantifiable Improvements in System Performance

- 20 million miles per year of EV service, a 10% increase in E-VMT for the state.
- Lower cost mobility for convenient door-to-door service without car ownership
- Reduced accidents
- Better first and last mile access to transit
- Increase vehicle occupancy in AEV compared to owner-driven vehicles

Vision, goals, and objectives

Within 10 years of completing pilot, over half of trips originated within city limits will use autonomous electric fleet vehicles that users summon with smartphones. Travelers using these services save thousands of dollar per year compared to those who continue to drive their own cars. Emissions are slashed and congestion is reduced as most riders carpool during peak periods to lower their trip costs. The need for parking drops dramatically; lots are converted to housing, commercial use, and open space. Autonomous vehicles feed data to regional transportation control centers to improve signal operations and traffic flow.

Connections to other transportation technology investments

- Supports AV working group of WA State Transportation Commission
- Connects to Spokane Regional Transportation Management System
- Connects to Sounder commuter rail and commuter bus terminals.
- Supports new mobility options on smart phone applications

Scope of Work

Task 1 - Manage	
	<i>WSU provides project leadership, coordination, and ensure grant compliance</i>
1.1	Project management & coordination
1.2	Grant planning, reporting and compliance (<5%)
Task 2 - Discover and Learn	
	<i>Shared research to support state and local policy development and private partner selection</i>
2.1	Research topic areas and options for new state policy to support MaaS
2.2	Research best practices for curb use, pick-up and drop off zone design, connections to transit
2.3	Evaluate mechanisms for safety testing of self-driving technology
2.4	Establish range of local government policy options for MaaS rules
2.5	Research EV charging requirements from MaaS providers & utilities
2.6	Gather information on readiness of MaaS providers
Task 3 - Get Ready	
	<i>Auburn and Spokane prepare for MaaS. Go/No Go (Same task# for cities with "a" or "s" suffix)</i>
3.1	Develop local ordinances to set rules for MaaS providers & partner selection
3.2	Develop plans with transit agencies to enable last mile connections
3.3	Develop plans with agencies serving elderly and disabled
3.4	Develop agreement with utility for management & use of the EV charging infrastructure
3.5	Council action on all policies: Go/No Go
Task 4 - Build	
	<i>Utilities lead design and construction of EV charging facilities to support MaaS ("a" and "s")</i>
4.1	Select engineering firm
4.2	Develop design requirements
4.3	Identify site(s)
4.4	Design and permit: Go/No Go
4.5	Bid and construct
4.6	Commission and accept
Task 5 - Deploy	
	<i>Cities select MaaS partners and deploy service ("a" and "s")</i>
5.1	Evaluate and select MaaS partner among competing firms
5.2	Scale up deployment of MaaS
5.3	Monitor performance and coordinate among partners to improve outcomes
Task 6 - Evaluate & Share	
	<i>Research partners design evaluation framework, analyze outcomes, and publish results</i>
6.1	Design evaluation framework and data acquisition plan to assess impacts of MaaS deployment
6.2	Gather data on corridor conditions before and after deployment
6.3	Survey MaaS users
6.4	Identify opportunities to improve corridor performance
6.5	Analyze and report on results

Schedule

	2019				2020				2021			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Task 1 - Manage	[Red bar]											
Task 2 - Discover and Learn	[Red bar]											
Task 3 - Get Ready	[Green bar]											
Task 4 - Build	[Blue bar]											
Task 5 - Deploy	[Green bar]											
Task 6 - Evaluate & Share	[Red bar]											
	Go/No Go											
Task Lead												
	[Red] WSU		[Green] Auburn & Spokane				[Blue] Avista & PSE					
Task Description												
1	WSU provides project leadership, coordination, and ensures grant compliance											
2	Shared research to support state and local policy development and selection of MaaS providers											
3	Cities take steps to get ready for MaaS deployment. Go/No Go											
4	Utilities lead design and construction of EV charging facilities to support MaaS											
5	Cities select MaaS partners and deploy service											
6	Research partners design evaluation framework, analyze outcomes, and publish results											

Budget Summary

Year	FHWA Grant Funds				Matching Funds				Project Total
	19	20	21	Total	19	20	21	Total	
Task 1 - Manage	304	304	304	911				0	911
Task 2 - Discover and Learn	958	114	0	1,072	274	150	150	574	1,646
Task 3 - Get Ready	958	0	0	958	274	150	150	574	1,532
Task 4 - Build				0	2,000			2,000	2,000
Task 5 - Deploy	0	933	933	1,865		10,000	10,000	20,000	21,865
Task 6 - Evaluate & Share	329	593	718	1,640				0	1,640
Total	2,548	1,944	1,955	6,446	2,548	10,300	10,300	23,148	29,594
				Match Ratio	50%	84%	84%	78%	
Sources of Matching Funds									
WSDOT/Metro/Agency	[Blue bar]								
WA Dept of Commerce/Utilities	[Green bar]								
Private MaaS Providers	[Purple bar]								

Project Map to NOFO Objectives

NOFO Goals Addressed by WSU Proposal	How WSU Proposal Meets NOFO Goal
Technologies (Section A.3)	
Advanced traveler information systems	MaaS will provide real-time predicted and individualized information about travel choices via mobile phones and other devices to allow travelers to make informed decisions regarding the cost and time of travel to destinations, alone or in a carpool, using MaaS or MaaS plus transit.
Advanced transportation management technologies	MaaS providers will use “surge pricing” during congested periods to encourage pooling and transit use to raise vehicle occupancy and mitigate congestion.
Infrastructure maintenance, monitoring, and condition assessment	MaaS providers will use real-time traffic information collected from their systems to set “surge pricing” that will optimize resource allocation by encouraging pooling and transit use.
Advanced public transportation systems	The project will identify the most promising markets for MaaS to improve connections to buses and to the regional commuter rail system in Puget Sound. Project partners will explore using MaaS to service low-productivity bus routes so transit agency can improve service on high-productivity routes.
Transportation system performance data collection, analysis, and dissemination systems	The project will explore feeding real-time data from MaaS to traffic management centers to adjust signal timing to improve traffic flow.
Advanced safety systems, including ... technologies associated with autonomous vehicles, and other collision avoidance technologies...	Cities will establish requirements for safe MaaS operations and deploy proven autonomous vehicle technology to reduce accidents, more than 90% of which are caused by human error.
Integration of intelligent transportation systems with the Smart Grid and other energy distribution and charging systems	The project will design, permit, and construct electric vehicle charging stations for MaaS fleets in cooperation with local utilities to enable the fleet operators to time charging to lower their rates and to offer “smart grid services” back to the utilities.
Electronic pricing and payment systems	MaaS users will provide for electronic payment among other payment options.
Advanced mobility and access technologies, such as dynamic ridesharing and information systems to support human services for elderly and disabled.	The project will provide travel vouchers for MaaS service to non-for-profit organizations that serve disadvantaged populations to test adoption rates and assess the benefits to these communities.

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Goals (Section A.4)	
<ul style="list-style-type: none"> • Reduced costs and improved return on investments, including through the enhanced use of existing transportation capacity 	Project will increase vehicle occupancy in MaaS during peak periods by using “surge pricing” to encourage pooling which should increase road capacity utilization.
<ul style="list-style-type: none"> • Delivery of environmental benefits that alleviate congestion and streamline traffic flow 	All project vehicles will be electric, powered mostly with clean hydro-electricity from the Pacific Northwest.
<ul style="list-style-type: none"> • Measurement and improvement of the operational performance of the applicable transportation networks 	Project will include congestion monitoring before and after the introduction of MaaS service and an evaluation of whether the services increased overall system capacity.
<ul style="list-style-type: none"> • Reduction in the number and severity of traffic crashes and an increase in driver, passenger, and pedestrian safety 	The project will deploy safe autonomous vehicle technology to reduce accidents, over 90% of which are caused by human error.
<ul style="list-style-type: none"> • Collection, dissemination, and use of real time transportation related information to improve mobility, reduce congestion, and provide for more efficient and accessible transportation, including access to safe, reliable, and affordable connections to employment, education, healthcare, freight facilities, and other services; 	MaaS providers will provide real-time transportation information to users with a particular focus on lowering the cost of travel to and from work during the morning and evening peaks by making it easier to pool and make last mile connections to transit service
<ul style="list-style-type: none"> • Delivery of economic benefits by reducing delays, improving system performance and throughput, and providing for the efficient and reliable movement of people, goods, and services; 	Project will measure the economic benefits of improved mobility from the MaaS by estimating changes in consumer surplus for people using the service.
<ul style="list-style-type: none"> • Accelerated deployment of vehicle-to-vehicle, vehicle-to-infrastructure, and automated vehicle applications, and autonomous vehicles and other advanced technologies; 	The project will accelerate the deployment of autonomous vehicles by removing regulatory uncertainty about the state and local rules that will apply to MaaS service.
<ul style="list-style-type: none"> • Integration of advanced technologies into transportation system management and operations; 	The project will explore feeding real-time data from MaaS to traffic management centers to adjust signal timing to improve traffic flow
<ul style="list-style-type: none"> • Demonstration, quantification, and evaluation of the impact ...[on] improved safety, efficiency, and sustainable movement of people and goods; and 	The project will collect data on congestion and transit ridership before and after the introduction of MaaS service and survey MaaS users to quantify and evaluate impacts on efficient and sustainable movement of people.
<ul style="list-style-type: none"> • Reproducibility of successful systems and services for technology and knowledge transfer to other locations facing similar challenges. 	WSU and Sightline will publish project results for technical and general audiences to make lessons learned broadly accessible.

Focus areas (Section A.4)	
Multimodal Integrated Corridor Management (ICM)	The project will address congestion in several corridors where travelers can choose among SOVs, buses, commuter rail, carpools, walking, bikes, MaaS, and various combinations of these modes.
Technologies to support connected communities	Project will provide dynamic mobility and ridesharing through using mobile devices and support workforce development for disadvantaged groups including those with disabilities and the elderly.
Objectives (Section A.4)	
Supporting economic vitality at the national and regional level	Mobility as a Service is projected to be a \$?? Billion industry by 20XX. This project will demonstrate how states and cities can work together to accelerate the deployment of AVs for maximum community benefit.
Leveraging Federal funding to attract other, non-Federal sources of infrastructure investment, as well as accounting for the life-cycle costs of the project	With private sector support, the project will leverage more than 3 private and state dollars for every 1 federal dollar.
Using innovative approaches to improve safety and expedite project delivery	This project relies on private fleets to provide public transportation services with the most innovative technologies and emerging business models to lower transportation costs
Holding grant recipients accountable for their performance and achieving specific, measurable outcomes identified by grant applicants	The project work program has a well-defined set of deliverables and pre-established Go/No Go points to evaluate progress and the value of continued federal support.

Schedule of Deliverables per NOFO A.5

TBD

Connections to DOT Intelligent Transportation Systems Initiatives

TBD

Section III – Management Structure

The Applicant shall provide a description of the proposed management structure that will oversee the implementation of the project and provide administration of the agreement. The Applicant shall include all of the following information to describe their proposed Management Structure:

1. A description of the Applicant's organization that will be designated as the recipient entering the agreement (i.e., receiving Federal funding) with FHWA including:

- a) membership of any partnership or entity proposed to carry out the deployment;*
- b) a description of how the entity will manage the program including management of project funding.*

2. A plan for partnering with the private sector or public agencies, including multimodal and multijurisdictional entities, research institutions, organizations representing transportation and technology leaders, or other transportation stakeholders.

Designation of all proposed sub-recipients, and their role in delivering the project. See 2 CFR § 200.330 for the definition and distinction between a sub-recipient and a sub-contractor.

4. A diagram or flow chart depicting the organizational structure of the project team. Organizations that are designated as sub-recipients or subcontractors should be clearly identified.

5. Applicants that are multijurisdictional groups or consortia of research or academic institutions do not necessarily have to be an existing organization or coalition but should show evidence that a cooperative agreement, memorandum of understanding (MOU), or other organizational mechanism can be executed in a reasonable timeframe after selection.

Note: A multijurisdictional group is any combination of State governments, local governments, metropolitan planning agencies, transit agencies, or other political subdivisions of a State for which each member of the group has signed a written agreement to implement the advanced transportation technologies deployment initiative across jurisdictional boundaries, and is an eligible entity under this paragraph.

Organization chart

Partnering plan

Show evidence of ability to execute MOU with team members
Approach & schedule

Role of WSU and Sub-recipients

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Washington State University

- Coordinate statewide consortium to advance deployment of private fleets of autonomous electric vehicles
- Oversee compliance with FHWA requirements and project delivery within contracted scope, schedule, and budget
- Assist the cities of Auburn and Spokane and other public entities in evaluating autonomous vehicle technologies and the competing companies' readiness to provide AV fleet services
- Provide electrical engineering support for design and development of fleet charging infrastructure
- Design and implement studies to gather data and report on project impacts on congestion, pooling behavior, air quality, improved mobility, transit usage and other key performance metrics
- Identify technology pathways for data from autonomous vehicles to flow into regional transportation management systems to improve overall system performance
- Quantify the economic benefits to AEV fleet users as measured by changes in consumer surplus
- Provide embedded project support at WSDOT, Auburn and Spokane

Sightline Institute

- Facilitate coordination and communication among project participants to meet project objectives
- Analyze project's impact on reducing emissions and congestion and adding flexible reserves to electric grid
- Publish series of articles for policy makers, transportation professionals, and the general public on the project's results and implications

University of Washington

- Support cities in urban design efforts to ensure safe pick-up and drop-off zones for AEV fleets on city streets and at transit stops
- Help cities evaluate the safety of the self-driving computer technology used by the competing companies

Washington State Transportation Commission and Department of Transportation

- Lead state-level working group to identify and remove regulatory barriers in state law to the safe and effective deployment of private AEV fleets.
- Recommend state policy changes to make the state attractive to private AEV fleet operators while ensuring safety and competition among qualified service providers.
- Share learnings from project with other interested stakeholders in state and local government

City of Auburn

- Develop local policies & plans for city
- Secure fleeting charging site and design and deploy AV fleet charging infrastructure
- Recruit private AV fleet providers
- Evaluate competitors and select AV fleet provider
- Support state & regional policy development
- Implement policy changes
- Initiate AEV fleet service
- Monitor and reporting
- Engage partners to enable project success:
 - King County Metro Bus System - Daniel Roe at King County leads Innovative Mobility Team
 - Sound Transit - Uber and Lyft at Park & Rides, don't
 - Puget Sound Regional Council - model ordinance development
 - PSE
 - Community/senior groups

City of Spokane

- Develop local policies & plans for city
- Secure fleeting charging site and design and deploy AV fleet charging infrastructure
- Recruit private AV fleet providers
- Evaluate competitors and select AV fleet provider
- Support state & regional policy development
- Implement policy changes
- Initiate AEV fleet service
- Monitor and reporting
- Engage partners to enable project success:
 - Spokane Transit Authority
 - Spokane Regional Traffic Management Center
 - University District
 - Urbanova
 - Avista
 - Community non-profits

Section IV - Staffing Description

WSDOT, Auburn and Spokane will each get one full-time person to work exclusively on this project at their location.

Applicants shall provide a staffing description that includes the following information:

1. A description of the organization of staffing to manage and conduct the project, including identification of key personnel with résumés, organization, role, and responsibility.
2. A primary point of contact and provide complete contact information for this individual.

Résumés for Key Personnel

Applicants shall provide the résumés for all designated Key Personnel. The applicant shall designate no more than five (5) Key Personnel.

DRAFT- Distribution of Federal Grant Funds By Task and Subrecipient (\$000s)

(Work in progress, funds not yet allocated to all subtasks as of 5/29/18)

	Year	WSU			UW			EW			Sightline			City of Auburn			WSDOT/PSRC			City of Spokane			Spokane Transit			Task Total	
		19	20	21	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21		
Task 1 - Manage		229	229	229							75	75	75											911	14%		
<i>WSU provides project leadership, coordination, and ensures grant compliance</i>																											
1.1 Project management & coordination																								0			
1.2 Grant planning, reporting and compliance (<5%)																								0			
Task 2 - Discover and Learn		458	114		200			50			50						150						50		1,072	17%	
<i>Shared research to support state and local policy development and private partner selection</i>																											
2.1 Research topic areas and options for new state policy to support MaaS		229	114							25															368		
2.2 Research best practices for curb use, pick-up and drop off zone design, connections to transit					100			50															50		200		
2.3 Evaluate mechanisms for safety testing of self-driving technology					100																				100		
2.4 Establish range of local government policy options for MaaS rules										25						150									175		
2.5 Research EV charging requirements from MaaS providers & utilities		114																							114		
2.6 Gather information on readiness of MaaS providers		114																							114		
Task 3 - Get Ready		458			100									200								200			958	15%	
<i>Auburn and Spokane prepare for MaaS. Go/No Go (Same task# for cities with "a" or "s" suffix)</i>																											
3.1 Develop local ordinances to set rules for MaaS providers & partner selection					50																				50		
3.2 Develop plans with transit agencies to enable last mile connections					50																				50		
3.3 Develop plans with agencies serving elderly and disabled																									0		
3.4 Develop agreement with utility for management & use of the EV charging infrastructure																									0		
3.5 Council action on all policies: Go/No Go																									0		
Task 4 - Build																									0	0%	
<i>Utilities lead design and construction of EV charging facilities to support MaaS ("a" and "s")</i>																											
4.1 Select engineering firm																									0		
4.2 Develop design requirements																									0		
4.3 Identify site(s)																									0		
4.4 Design and permit: Go/No Go																									0		
4.5 Bid and construct																									0		
4.6 Commission and accept																									0		
Task 5 - Deploy			458	458										200	200							200	200	75	75	1,865	29%
<i>Cities select MaaS partners and deploy service ("a" and "s")</i>																											
5.1 Evaluate and select MaaS partner among competing firms																									0		
5.2 Scale up deployment of MaaS																								50	50	100	
5.3 Monitor performance and coordinate among partners to improve outcomes																								25	25	50	
Task 6 - Evaluate & Share		229	343	343	50	100	150	25	50	75	25	100	150													1,640	25%
<i>Research partners design evaluation framework, analyze outcomes, and publish results</i>																											
6.1 Design evaluation framework and data acquisition plan to assess impacts of MaaS deployment																										0	
6.2 Gather data on corridor conditions before and after deployment																										0	
6.3 Survey MaaS users																										0	
6.4 Identify opportunities to improve corridor performance																										0	
6.5 Analyze and report on results																										0	
Subtotal		1,373	1,144	1,030	350	100	150	75	50	75	150	175	225	200	200	200	150	0	0	200	200	200	50	75	75	Total	100%
Total				3,546			600			200			550			600			150			600			200	6,446	0
<i>WSU Project Staff Embedded With Partners</i>																											
Subtotal		-686	-572	-458										229	229	229	229	114				229	228.8	228.8		0	
Total		686	572	572	350	100	150	75	50	75	150	175	225	429	429	429	379	114	0	429	429	429	50	75	75		
Total				1,830			600			200			550			1,286			493			1,286			200	6,446	
Prime Contract Totals		2,548	1,944	1,955																						0	

DRAFT SUPPORT LETTER - SAMPLE

June 8, 2018

To: Reviewers for Advanced Transportation and Congestion Management Technologies Deployment Initiative, NOFO 693JJ318NF00010

From: Name, Title, Washington State Department of Transportation

RE: Washington State University Proposal “Mobility as a Service from Private Fleets of Autonomous Electric Vehicles in Two Washington Cities”

I write to express our strong support for the above referenced proposal from Washington State University. State policy supports pilots and deployments of autonomous vehicles. In his Executive Order 17-02 on autonomous vehicles, Governor Inslee listed the benefits of state action to support self-driving cars which include:

- *The development of autonomous vehicle technology will promote economic growth, bring new jobs, provide research opportunities for the State’s academic institutions, and allow the State to serve as host to the emergence of new technologies and innovation.*
- *The safe testing and operation of autonomous vehicles may produce transformational societal benefits: reducing injuries and saving lives lost to vehicle collisions, reclaiming time spent in traffic, maximizing our ability to move people and goods quickly and safely throughout the state, improving mobility for the elderly and disabled, reducing property damage and serving as an important tool in our efforts to combat climate change.*

The Washington State Legislature this year passed SHB 2970 which directs the Washington State Transportation Commission “to convene an executive and legislative work group to develop policy recommendations to address the operation of autonomous vehicles on public roadways in the state.” WSDOT and other state agencies will support the Commission in developing state policy for the safe and efficient operations of autonomous vehicle fleets. The WSU proposal will support our efforts to research and develop supportive policies on behalf of the Commission by connecting them to planned pilot projects in Spokane and Auburn.

WSDOT can provide matching funds for this project in the form of in-kind staff time for research and policy development in the amount of XX per year in calendar years 2019, 2020, and 2021.

Autonomous electric vehicles, owned and operated by private fleets rather than individuals, offer tremendous potential to lower the cost of mobility, reduce emissions, lower congestion, improve connections to transit and improve the safety and comfort of passengers and pedestrians. Our state is ready to take the lead in the safe deployment of this transformative technology in two cities, which can serve as a model for our state and the nation.

WORKSHEET FOR SRTC BOARD AGENDA

<i>Item</i>	<i>Title/Description</i>	<i>Policy Implications/ Requirements</i>	<i>Agenda Type</i>	<i>Time</i>	<i>Presenter</i>	<i>Proposed Agenda</i>	<i>TTC and/or TAC Agenda</i>
1.	Public Comment	Meets WA Code and various grant requirements	Regular	-	N/A	Monthly	N/A
2.	Executive Directors Report	Keep Board up to date of issues from the month	Regular	10	Sabrina	Monthly	N/A
3.	Approve Minutes from most recent Board Meeting	Meets WA Code and various grant requirements.	Consent Agenda	_	N/A	Monthly	N/A
4.	Approve Vouchers	Required	Consent Agenda	_	N/A	Monthly	N/A
5.	Approve TIP Amendment	Required	Consent Agenda	_	Anna	Monthly	Monthly
6.	Receive Future Meeting Agenda Worksheet	Aid in communication for future board topics	Attachment	n/a		Monthly	N/A
7.	Receive Inactive Project List from WSDOT	Ensure Board is aware of projects with delays in spending	Attachment	n/a	N/A	As Available	N/A
8.	US 195/I-90 Study	Briefing on scope development	Info & Disc	30	Ryan	July	June
9.	Title VI/EJ Plan Updates	Required by WSDOT	Info & Disc	10	Staci	July	May
10.	TAC Mission Statement	Adoption of mission statement and input to charter	Info & Disc. More at Admin	15	Kennet	July	June Admin
11.	Young people program, app or other	Improving participation of all segments of the population	Info & Disc	10	Staci	July	June
12.	Data purchase and travel survey	Update on recommendation for purchasing data subscription and conducting travel survey to update model	Info & Disc	20	Ryan	July	June

Item	Title/Description	Policy Implications/ Requirements	Agenda Type	Time	Presenter	Proposed Agenda	TTC and/or TAC Agenda
13.	Quarterly budget update	For second quarter 2018	Info & Disc	10	Greg	July	N/A
14.	Call for Projects	Preliminary Results	Info & Disc	40	Anna	July	June
15.	Data purchase and travel survey contract (s)	Decision on travel data and survey contract (s)	Action	15	Ryan	August	July
16.	Performance Measures update	Required- Bridge, Pavement & Congestion	Info & Disc	10	Eve	August	July
17.	Call for Projects	Project Selection & Contingency List approval	Action	60	Anna	August	July
18.	Division Street Re-imagined	Briefing on scope development	Info & Disc	15	Jason	August	July
19.	2019-2022 TIP	TIP overview – first touch	Info and Disc	15	Anna	September	August
20.	Performance Measures-set targets	Required- Bridge, Pavement & Congestion	Info and Disc	15	Eve	September	August
21.	WTP from the WA Transportation Commission	Washington State Trans Plan Presentation	Info and Disc	25	Paul Parker	September	N/A
22.	Input into multi-year action plan/check in on strategic plan	Continued discussion on organizational work and action planning	Info & Disc	20	Sabrina	September	N/A
23.	Quarterly budget update	For third quarter 2018	Info & Disc	10	Greg	October	N/A
24.	Performance Measures Update	Required-Bridge, Pavement, Congestion & CMAQ	Action	15	Eve	October	September
25.	Coordinated Public Transit- Human Services Transportation Plan	Joint plan between SRTC and STA- required	Info & Disc	15	Jason	October	September
26.	FY2019 Budget	Financial projections, tasks, timelines, dues	Info & Disc	30	Sabrina/ Greg	October	August/ Sept tasks
27.	2019-2022 TIP	TIP approval	Action	10	Anna	October	September

<i>Item</i>	<i>Title/Description</i>	<i>Policy Implications/ Requirements</i>	<i>Agenda Type</i>	<i>Time</i>	<i>Presenter</i>	<i>Proposed Agenda</i>	<i>TTC and/or TAC Agenda</i>
28.	FY2019 Budget / Indirect Cost Plan FY 2019	Draft FY2019 for review and comment	Info & Disc	30	Sabrina/ Greg	November	N/A
29.	Debrief education series	Discuss education series	Info & Disc	15	Sabrina/ Staci	November	October
30.	Coordinated Public Transit- Human Services Transportation Plan	Joint plan between SRTC and STA- required	Action	15	Jason	November	October
31.	New TAC Committee Members	Required by bylaws	Action	15	Mike	December	N/A
32.	FY2019 Budget / Indirect Cost Plan FY 2019	Final draft	Action	15	Sabrina/ Greg	December	N/A

MEETING MINUTES

Spokane Regional Transportation Council Transportation Technical Committee
April 25, 2018
421 W Riverside Ave Suite 504, Spokane, Washington

1. Call to Order

Mr. Mike Tedesco, Chair, called the meeting to order at 1:30 pm.

2. Roll Call

Committee Members Present

Mike Tedesco	Spokane Tribe of Indians	Brandi Colyar	Spokane County
Derrick Braaten	City of Airway Heights	Lisa Corcoran	Spokane International Airport
Roger Krieger	City of Deer Park	Heleen Dewey	Spokane Regional Health Dist.
Inga Note	City of Spokane	Gordon Howell	Spokane Transit Authority
Brandon Blankenagel	City of Spokane	Karl Otterstrom	Spokane Transit Authority
Gloria Mantz	City of Spokane Valley	Larry Larson	WSDOT-Eastern Region
Mike Basinger	City of Spokane Valley	Darrel McCallum	WSDOT-Eastern Region

Committee Alternates Present

Keith Martin	WSDOT-Eastern Region	Joe Southwell	Spokane Regional Clean Air
Barry Greene	Spokane County		

Guests

Ryan Brodwater	Spokane Transit Authority
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Staff

Anna Ragaza-Bourassa	Senior Transportation Planner	Staci Lehman	Communications Coordinator
Sabrina Minshall	Executive Director	Mike Ulrich	Assoc. Transportation Planner
Eve Nelson	Senior Transportation Planner	Julie Meyers-Lehman	Administrative Assistant

3. Approval of March 28, 2018 Minutes

Mr. Otterstrom made a motion to approve the March 28, 2018 minutes as presented. Mr. Martin seconded the motion, which passed unanimously.

4. Public Comments

There were no public comments.

5. Technical Member Comments

Ms. Dewey announced that on June 13 SRHD is hosting a health impact assessment training session.

Mr. Otterstrom said the STA website now has an opt-in page for project newsletters and other STA news.

Mr. Martin spoke about a STIP training opportunity on May 8 at the WSDOT office.

Chair Tedesco announced that due to unexpected heavy traffic congestion on I-90, Mr. Braaten is running late; he suggested moving agenda items 6 and 7 to after agenda items 8a through 8d. There were no objections.

8a. Monroe High Performance Transit (HPT) Update

Mr. Otterstrom gave a background of the Monroe Regal Corridor as part of STA's long range comprehensive plan, Connect Spokane, and STA's 10-year plan, Moving Forward. He showed a map that identified corridors for potential future HPT route networks throughout the service area. He said this corridor brings several different STA routes together which have very high ridership and are relevant because of the locations that they serve.

Mr. Brodwater stated the Monroe Regal Corridor consolidates Route 24 (Monroe), Route 44 (Grand) and Route 45 (Regal) and it will touch 12 out of 29 City of Spokane neighborhoods, making it very accessible. He outlined the budget for corridor design/construction, the budget for the Moran Station Park & Ride design/construction, reviewed the 2017 timeline and described the next steps and public outreach for 2018/2019.

Mr. Brodwater described proposed station design and amenities and explained not all stations along the route will have the same set of amenities. He said STA was able to get a jump on corridor development by working in coordination with City of Spokane on their Monroe Street Project, which will have six HPT stops between Montgomery and Alice. He explained the collaboration effort and station design elements will be similar to the City's Sprague Avenue project which was completed last year.

He noted an important piece of the project is the Moran Station Park & Ride. He said STA has coordinated station planning with Moran Prairie Elementary School, which is very close to the site, and with Spokane County, in order to tie in the station to the Ben Burr Trail. He outlined the timeline for the creation of the Park & Ride which is scheduled to begin operation in September 2019.

Mr. Otterstrom explained that during peak times this corridor will have an express route and he described the ways in which HPT differs from traditional bus service.

8b. Title VI Plan and Update

Ms. Lehman provided a history of Title VI, stated that because SRTC receives federal funding it is required to maintain a Title VI plan, and said staff is currently working on an update to the existing plan from 2014. She described the times at which plan updates must be made and noted a copy of the existing plan was included in the packet. She asked the group to review the document and submit comments to her by email. Ms. Lehman outlined the next steps in the process, including a 30-day public comment period. Ms. Dewey suggested that a simple one-page summary of Title VI and its requirements would be a helpful addition to the document.

8c. Freight Working Group

Mr. Ulrich noted at its last meeting the Board gave an informal go-ahead to SRTC staff to convene a Freight Working Group for the purpose of designing a scope for a Regional Freight Mobility Plan, which will align with local freight needs. He provided a history of three prior freight planning studies; Bridging the Valley, Inland Pacific Hub and the Joint Transportation Commission (JTC) Road/Rail Study Phase I and Phase II.

He explained that information contained in freight project applications is currently the only source of regional freight needs data. He presented a map which showed:

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

Mr. Ulrich stated that the Regional Freight Mobility Plan will not be SRTC directed; the working group will be organized by SRTC, but will be working group participants aggregating local needs into a regional plan. He noted that the SRTC Strategic Plan approved by the Board in December 2017 includes a freight needs assessment.

He noted it may be more helpful to think of the Working Group as creating a strategy, instead of a plan, which will allow local agencies and jurisdictions to be more competitive in freight project application processes. He described several recent freight project successes: Bigelow Gulch, Barker Road grade separation, Havana Street Bridge and the North Spokane Corridor.

Mr. Ulrich described potential working group members: member jurisdictions freight planning, land-use staff, and capital improvement staff along with private sector freight stakeholders. He said having the group be sufficiently representative, a manageable size and fully supportive of the strategy will be key. He asked the group for recommendations and input as to who needs to be included in the working group.

Members discussed the ideal size of the working group, private sector outreach and the availability of rail data. Suggestions were made to contact the US-395 group and to reach out to other nearby RTPs about their freight plans. They also discussed the strategy's intent and deliverables. Mr. Ulrich discussed the timeline and said he would like to get the working group set as soon as possible. He noted the group's initial conversations will drive the process and it will be the group that determines the type of plan to be created. Mr. Ulrich said to contact him if anyone would like to participate in the working group or if there were additional suggestions.

8d. TTC Formal Opinions to SRTC Board of Directors

Chair Tedesco reported that he, Mr. Messner, and Mr. Blankenagel met with Ms. Minshall last week to discuss the role of the TTC and how the TTC group formalizes opinions in a way which the Chair can communicate to the Board, with the premise being it is the TTC Chair's responsibility, which he agrees with. He said two recommendations came out of the meeting last week:

- (1) Requesting of the SRTC Board Chair to include a Board meeting agenda item for a generalized TTC update; the TTC Chair will provide a brief summary of the most recent TTC meeting.
- (2) Making distinctions between individual agency opinions and the formal opinion of the TTC body as a whole.

He said in the event that a TTC information and discussion agenda item evolves into something that the Board needs to be informed about, it can be designated as an item for action at the following month's TTC meeting. If time is of the essence, the TTC could make a motion to develop an opinion at the time of the conversation to be relayed to the Board at their next meeting.

Mr. Blankenagel spoke about the requirement to advertise action items on an agenda ahead of time and he discussed the challenge in informing the Board in a situation where there was discussion on a topic, but opinion was divided. He said part of the recent discussion was in regard to how to identify if TTC opinions were from one or two members or representative of a larger portion of the group.

Ms. Ragaza-Bourassa said another option discussed was having a memo in the Board packet summarizing items that were discussed by the TTC and any other information that may require the Board's attention. She said they also discussed SRTC staff doing a better job of engaging the TTC earlier on in the process; maybe more than two touches on an item to allow for input throughout the process. Ms. Minshall said SRTC staff will strive to engage the TTC earlier in the process on larger planning or strategy type efforts as well, not just technical project discussions.

Mr. Otterstrom said his understanding of Roberts Rules of Order are that a prohibition on unannounced action items is specific to special meetings; at a regularly scheduled meeting action items may be added if the group decides to do so and still be in compliance with the Open Public Meetings Act.

The group discussed the timing challenges of discussions on informational items at one meeting evolving into action items a month later.

Mr. Larson asked if these issues were covered by existing committee bylaws. Ms. Minshall said there are bylaws, but they are extremely broad. Mr. Larson said, as a fairly new member, he would like more information about the role and purpose of the TTC. Chair Tedesco agreed with that suggestion and also said receiving information

about MPO best practices would be helpful. Mr. McCallum also stated he would like an informational session about roles and responsibilities of the TTC.

Chair Tedesco said he feels it would be difficult to relay information to the Board without formal decision made by a vote. Mr. Blankenagel said if each discussion became a formal decision it may be difficult to have regular discussions and ask simple questions; he feels the informal nature of the TTC is great and allows members to remain open to receiving information.

The group discussed other options such as the; TTC Chair commenting on agenda items at the Board meeting, reading from prior meeting minutes, and TTC receiving prior notice of upcoming Board action items on their agenda.

The group did not come to any conclusions for action or make recommendations on specific procedural changes. Chair Tedesco stated this will continue to be a work in progress.

6. City of Airway Heights Highway 2 Shared Use Path Gap Scope Change Request

Ms. Ragaza-Bourassa provided a background of the project and overview of the proposed scope change. She explained that this item is before the TTC because scope changes of projects with SRTC regional funds need to be approved by the SRTC Executive Director with TTC review and concurrence prior to approval. She noted no additional funds are being requested.

Mr. Braaten gave additional details about the scope change, noting that the City of Airway Heights agreed to cover the additional costs in exchange for a better project and he explained how the project would look if the scope change was not done.

Mr. Otterstrom made a motion to recommend SRTC Executive Director approval of the City of Airway Heights Scope Change Request as presented. Ms. Note seconded the motion, which passed unanimously.

7. 2018-2021 Transportation Improvement Program (TIP) May Amendment

Ms. Ragaza-Bourassa reported that the May amendment consists of the following projects:

- City of Airway Heights – Hwy 2 Shared Use Path Gap
- SRTC – Metropolitan Transportation Planning
- SRTC – Data Acquisition
- Spokane County – Mill Rd
- Spokane County – Monroe Bridge
- Spokane County: Signal Safety

Mr. Otterstrom made a motion to recommend Board approval of the 2018-2021 TIP May Amendment and Mr. Martin seconded. The motion passed unanimously.

9. TIP Working Group Update

Ms. Ragaza-Bourassa announced that the region has obligated \$3.2 million, or 38% of the target, and reminded the group that the obligation deadline is August 1.

10. Agency Update

Ms. Ragaza-Bourassa noted that the May 23 meeting will be a combined TTC/TAC workshop from 12:00 – 5:00 and the topic is walkability. She said there will be a very brief TTC business session at the beginning of the workshop. She spoke about two additional TTC meetings on June 7 and July 11, both from 10:00 am to 12:00 pm and said the purpose of these meetings is to make sure there is plenty of time to discuss and gather input on the best way to present the results and investment strategies to the Board. She said SRTC received 50

eligibility worksheets and is looking for volunteers to score the applications; Mr. Howell, Mr. Blankenagel, Ms. Mantz, Mr. Braaten and Ms. Colyar volunteered.

She said the SRTC Unified Planning Work Program was out for comment and May 1 was the deadline to submit comments.

Ms. Lehman announced SRTC is presenting a roundabout symposium on June 6. She said there will be a technical presentation during the day and a more general presentation in the evening aimed at the public. She asked for volunteers to craft questions for the public session. Mr. Larson, Mr. Braaten and Ms. Dewey volunteered. Ms. Lehman provided a status update of the SRTC Monthly Messaging program.

11. Future Agenda Items

There were no suggestions for future agenda items.

12. Adjournment

There being no further business, the meeting adjourned at 3:02 pm.

Julie Meyers-Lehman
Recording Secretary

Minutes from the April 23, 2018 Transportation Advisory Committee (TAC) meeting are not included in this Board packet because the May 23 TAC meeting lacked a quorum; therefore, they were unable to take action to approve the minutes.