MEMORANDUM

Date: February 7, 2019
To: Members of the SRTC Board of Directors
From: Commissioner Al French, Chair
Subject: Meeting Notification and Transmittal of Meeting Agenda

Meeting Date: February 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 most Spokane Transit routes. Please refer to STA's website for routes to the Paulsen Center building here: https://www.spokanetransit.com/

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

**Date:** Thursday, February 14, 2019  
**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

## 5. **Action - Consent Agenda**

a) January 18, 2019 Meeting Minutes  
b) January 2019 Vouchers  
c) 2019-2022 Transportation Improvement Program (TIP) February Amendment

## 6. **Action**

a) Interlocal Agreement Terms: Appointed Officials as Alternates for Elected Board Members *(Board Chair and/or Stan Schwartz)*  
b) Re-appointment of Transportation Advisory Committee (TAC) Chair *(Board Chair)*  
c) Appointment of Work Group for TAC Analysis *(Board Chair)*  
d) 2019 TIP Guidebook *(Eve Nelson)*

## 7. **Information & Discussion** – US 195/I-90 Study *(Ryan Stewart)*

## 8. Board Comments

## 9. Adjournment

**Attachments**

- Future SRTC Board of Directors Meeting Agenda Items  
- January 2019 Transportation Technical Committee Meeting Summary

**Upcoming Meeting Dates**

- Thursday, March 14 at 1:00pm  
- Thursday, April 4 at 2:00pm
MEETING MINUTES
Spokane Regional Transportation Council Board
Friday, January 18, 2019
SRTC Office, 421 W Riverside Ave, Ste 504, Spokane WA

1. Call to Order - Chair Al French brought the meeting to order at 1:03 pm.

2. Roll Call/Record of Attendance – Excused Absences

Board Members Present:
Al French, Spokane County Commissioner, Chair
Mayor Steve Peterson, City of Liberty Lake, Vice-Chair
Dave Malet, Council Member, City of Airway Heights
E. Susan Meyer, Spokane Transit Authority
Lori Kinnear, Council Member, City of Spokane
Arne Woodward, Council Member, City of Spokane Valley
Dee Cragun, Small Towns Representative
Sean Messner, TTC Chair
Josh Kerns, Spokane County Commissioner
Larry Krauter, Spokane Airports
E. Susan Meyer, Spokane Transit Authority
Joe Tortorelli, WA State Transportation Commission
Mike Gribner, WSDOT-Eastern region
Kennet Bertelsen, TAC Chair

Board Members Not Present:
Paul Schmidt, Council Member, City of Cheney
Mayor David Condon, City of Spokane
Matt Ewers, Rail/Freight Representative
Larry Stone, Major Employer Representative

Board Alternates Present

Guests Present:
Stan Schwartz, Legal Counsel
Chad Coles, Spokane County
Adam Jackson, City of Spokane Valley
Larry Larson, WSDOT-Eastern Region

SRTC Staff Present:
Sabrina Minshall Executive Director
Jason Lien, Senior Transportation Planner
Julie Meyers-Lehman, Administrative Assistant
Eve Nelson, Senior Transportation Planner
Mike Ulrich, Senior Transportation Planner
Greg Griffin, Administrative Services Manager

Chair French read the names of the following members who have requested an excused absence from this meeting: Paul Schmidt, Mayor David Condon, Matt Ewers and Larry Stone

Mr. Woodard made a motion to excuse the absences. Ms. Cragun seconded the motion, which passed unanimously.

3. Public Comments - There were no public comments.

4. Executive Director’s Report

Ms. Minshall reported on:
- A history of Board seats by jurisdiction and membership of each seat’s 3-year term history
- SRTC Senior Transportation Planner Eve Nelson was recently elected President of the WTS Spokane-CDA Chapter and provided details of the upcoming Awards Gala
- SRTC staff and a team of other local agencies (City of Spokane, Spokane Public Schools, Spokane Regional Health District) received a highly competitive grant from the CDC to attend a Walkability Institute training in Decatur, Georgia in April. The team’s focus area will be neighborhoods in northeast Spokane.
A recent report from WSDOT on the effect of the federal government shutdown on local projects and SRTC operation. Ms. Minshall said that SRTC has sufficient cash reserve to cover three to four months of operating costs; additionally, prior to the shutdown WSDOT released planning funds for the year, which constitutes another seven to eight months of funding. Mr. Gribner stated that shutdowns don’t initially impact WSDOT but the longer they go on, the greater the possibility impacts down the road; he provided several examples. Ms. Meyer noted that STA cash flow has not been impacted but continued shutdown could impact the progress working with FTA on the Central City Line. Mr. Krauter said TSA staff and FAA air traffic controllers have experienced effects from the shutdown, but no significant impacts as of yet at the security checkpoints Mr. Woodard addressed shutdown affects in City of Spokane Valley in the area of floodplain insurance issues.

5. Consent Agenda – Minutes of the December 13, 2018 Board Meeting, December 2018 Vouchers, Approval of 2019 Transportation Technical Committee (TTC) Officers

Mr. Woodard noted two corrections on page 1 of the minutes; a misspelling of his name and a grammatical error.

Mr. Krauter made a motion to approve the consent agenda with minutes as amended. Mr. Woodard seconded the motion, which passed unanimously.

<table>
<thead>
<tr>
<th>Recap for December, 2018:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vouchers: V120783 to V120803</td>
</tr>
<tr>
<td>Salaries/Benefits Warrant Nos. 482058-482068 &amp; 484351-484360</td>
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<tr>
<td>Interfund, other expenses, and reimbursements processed directly by the City of Spokane</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

6. 2019-2022 Transportation Improvement Program (TIP) January Amendment

Ms. Nelson noted that generally TIP amendments are part of the consent agenda, but due to the large number of projects included in the amendment it is being considered separately. She recapped the Board action in December 2018 to approve funding for 27 new projects as part of the 2018 call for projects and noted another 11 projects in the amendment being modified by need. She drew attention to the documents in the packet describing the projects and a summary of the expected programming by calendar year; she discussed how tracking by calendar year helps SRTC staff determine fiscal constraint and assists the TIP Working Group to move projects around if need be. Ms. Nelson reported that in December the Transportation Technical Committee unanimously recommended approval of the TIP January amendment and that no public comments were received during the 10-day public comment period.

Ms. Cragun made a motion to approve the 2019-2022 Transportation Improvement Program (TIP) January Amendment and Mr. Krauter seconded the motion.

The group discussed the changes in phasing of the I-90/Medical Lake/Geiger project.

The motion passed unanimously.

7a. Calendar Year 2018 Quarterly Budget Update

Mr. Griffin addressed several sub-items that were slightly over budget, noted a $60,000 increase in the cash balance, and spoke about savings in expenditures by outsourcing IT services.

Mr. Woodard asked if adjustments would be made to the budget for items that are consistently running over budget. Mr. Griffin and Ms. Minshall addressed the reasons the items were over budget and how these areas
were reviewed and adjusted in 2019 budget preparation. She noted that budget status is reported to the Board on a quarterly basis.

Ms. Kinnear asked about reporting cash reserves. Ms. Minshall replied that the cash balance is the last item on the budget update document and that she and Mr. Griffin review the balance monthly.

7b. Division Street Study Briefing

Mr. Lien provided the background of the Division Street Corridor Study, which stemmed from the SRTC Board Strategic Planning effort in late 2017. He said funding came as part of “off-the-top” Surface Transportation Block Grant (STBG) dollars approved by the Board in March 2018.

He discussed the purpose is to complete a multi-jurisdictional integrated study focusing on the Division Street Corridor in terms of high performance transit (HPT), upcoming completion of the North Spokane Corridor, and identification of possible infrastructure improvements from a multimodal perspective. He outlined the agency partners and their roles in the study. He noted the study has been amended into the 2018-2021 TIP and a draft RFQ has been created to select the most qualified consultant team. The draft RFQ is currently under review by WSDOT Local Programs.

Mr. Lien outlined the total dollar amounts budgeted for STA’s HPT study effort and the Division corridor study:

- Spokane Transit STP Award $400,000
- Spokane Transit Match $100,000
- SRTC STBG Set-Aside $400,000
- WSDOT Contribution $100,000

Mr. Lien described the upcoming schedule, the phased approach of the study to make it more manageable, and how it will be coordinated through the agency partners. He outlined the anticipated results of phases 1 – 3 and the next steps in the process.

Mr. Gribner spoke about the scheduled North Spokane Corridor construction for 2019. Ms. Kinnear said the City will be doing a sub-area study around Northtown Mall and inquired about coordination of the timing of the two studies; she wants to ensure all agencies remain in close communication.

7c. Spokane County BUILD Grant

Mr. Coles, Spokane County Engineer, noted that partnerships with Spokane Transit, WSDOT, Spokane Intl. Airport, Amazon, City of Spokane, SRTC and others were key in winning the grant. He said the scope of the project is a range of infrastructure improvements to Geiger Blvd on the stretch from the Geiger interchange to the Medical Lake interchange. He outlined some of the planned improvements, including utilities, lighting, shared use pathway, etc.

He said the total amount of the project cost in the grant application is $44.7M; he provided a breakdown of costs and funding contributions by organization. Mr. Coles noted that WSDOT will own the interchanges and the water/sewer facilities will be owned and operated by the City of Spokane. He described the scheduled construction for Phase 1 in 2019 and Phase 2 in 2020, presented a project schedule. Ms. Miller spoke about the areas where water and sewer mains are to be installed. Mr. Coles addressed some of the anticipated challenges with the project.
Chair French announced the order in which agenda items 8 and 9 are addressed will be reversed.

9. SRTC Member Comments

Mr. Peterson spoke about the City of Liberty Lake’s hope for a successful State Legislative season for their Henry Road and Barker interchange projects. Ms. Kinnear announced the City of Spokane passed an infill ordinance for residential multi-family high density. Mr. Krauter reported that preliminary numbers for 2018 show that Spokane International Airport had 3,998,272 passengers, which is 12.6% increase from last year and 22.6% growth in past two years.

8. Executive Session to Review the Performance of a Public Employee, under RCW 42.30.110(g)

At 1:53 pm Chair French announced the meeting would move into Executive Session, would last approximately 10 minutes, and those present will consist only of voting Board members and legal counsel.

At 2:03 pm Mr. Schwartz announced Executive Session had ended; the regular meeting reconvened and then immediately adjourned.

10. Adjournment

There being no further business, the meeting adjourned at 2:03 pm.

__________________________________
Greg Griffin,
Acting Recording Secretary
As of February 14, 2019, the Spokane Regional Transportation Council approves the payment of the January 2019 vouchers included in the list in the amount of: $ 133,933.29

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<tr>
<th>Date</th>
<th>Voucher</th>
<th>Vendor</th>
<th>Description</th>
<th>Amount</th>
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<td>1/2/19</td>
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<td>SM per diem for Rucklehaus RTPO mtg 1-14-19 SeaTac, WA</td>
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<td>1/17/19</td>
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<td>Sabrina Minshall</td>
<td>SM mileage reimburse 10-2-18 to 12-18-18</td>
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Spokane, City of - Salaries/Benef Pay Periods Ending: 12/29/18 and 1/12/19 88,922.46
Spokane, City of - MIS IF Accounting Services: First Quarter 2019 1,807.00

TOTAL JANUARY 2019 $ 133,933.29

Recap for January, 2019:

- Vouchers: V120804 to V120823 43,203.83
- Salaries/Benefits Warrant Nos. 486599-486607 & 488857-488863 88,922.46
- Interfund, other expenses, and reimbursements processed directly by the City of Spokane 1,807.00

$ 133,933.29
MEMORANDUM

DATE: February 7, 2019

TO: Members of the SRTC Board of Directors

FROM: Eve Nelson, Senior Transportation Planner

SUBJECT: 2019-2022 Transportation Improvement Program (TIP) February Amendment

Summary
One member agency has requested an amendment to the 2019-2022 TIP (see Attachment One). The changes necessitating an amendment are:

- **Spokane County: Geiger Blvd – MP.10 to Electric Ave.** The amendment includes a scope change to a variety of infrastructure improvements, additional phases, funding adjustments and an updated total project cost.

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 January 18 through January 28 at 4:00pm. Notice of the amendment was published in the Spokesman Review and on the SRTC website (www.srtc.org) on January 18. One public comment was received (see Attachment Two).

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 January 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 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 January amendment will be incorporated into the STIP on or around March 15.

Prior Committee Actions
At their January 23, 2019 meeting the TTC unanimously recommended SRTC Board approval of the February Amendment to the 2019-2022 TIP.

Requested Action
Approval of the February amendment to the 2019-2022 TIP, as shown in Attachment One.
<table>
<thead>
<tr>
<th>Agency</th>
<th>Project Title</th>
<th>Amendment Description</th>
<th>Funding Adjustment</th>
</tr>
</thead>
</table>
| 1 Spokane County | **Geiger Boulevard** | Revise scope to include a range of infrastructure improvements to the existing Geiger Boulevard including; interchange ramp terminal roundabouts, illumination, roadway widening to include center turn lanes, intersection improvements, utilities, a shared use pathway and pedestrian facilities, transit stop improvements, and extended shoulders. Add RW and CN phases and recently awarded BUILD funds, TIB funds, WSDOT and local match funds and increase the total estimated project cost from $611,350 to $20,300,002. | BUILD $14,300,000  
WSDOT $2  
TIB $1,490,000  
Local $3,898,650  
Total $19,688,652 |

BUILD=Federal BUILD transportation grant program  
TIB=WA State Transportation Improvement Board grant program
Name: Charles Hansen
Date Received: 01-17-2019
Method Received: SRTC Facebook page
Project: Spokane County Geiger Blvd
Comment: I think all the amendments look great.
SRTC Response: Thank you for taking the time to review the amendments and post your thoughts, Charles! We really appreciate it!
Agency Response: None needed.
MEMORANDUM

DATE: February 7, 2019

TO: Members of the SRTC Board of Directors

FROM: Sabrina Minshall, AICP, SRTC Executive Director
       Stan Schwartz, SRTC Legal Counsel

SUBJECT: Interlocal Agreement Terms: Appointed Officials as Alternates for Elected Board Members

Summary
The 2013 SRTC Interlocal Agreement was the product of committee authorship and at times, interpretation, either legal or clarification of intent, is required. Recently, the SRTC Board interpreted the language concerning the length of Board terms. Another clarification is sought regarding eligibility of Alternate Board members.

The applied interpretation from SRTC Legal Counsel in 2017 was that an appointed official, such as a City Manager, can be an alternate for a Board Member. The interpretation was based upon language in Section 5(k) of the ILA that states "serve in the same capacity" on the SRTC Board; meaning that the alternate can exercise all voting and other rights of the principal member.

The Interlocal Agreement, Section 5(k) states:

All Board appointments shall be for a term of three (3) years or the tenure of office of the representative in his/her respective jurisdiction, whichever is the lesser time. Alternate Board representatives may serve in the absence of the designated representative so long as the alternate representative is an elected or appointed official of the appointing Member’s parent agency (or governing body, as appropriate) and whose name has been placed on record with the Council. All alternate Board representatives must serve in the same capacity as the regularly designated representative as defined hereinabove.

The language in Section 5(k) when read in conjunction with Section 5 (a)- (d), (see page 2) relating to elected official appointments can be interpreted to mean the alternates must represent their jurisdictions in the same capacity as the appointed board member to become an alternate.

This interpretation means that jurisdictions identified in Sections 5(a) through 5(d) may only appoint alternates who are elected officials. It is suggested that, following Board action, the above interpretation be set forth in the SRTC Rules of Procedure.
Section 5: GOVERNING BODY AND OFFICERS

The governing body (the "Board") of the Council, presently consisting of fourteen (14) voting persons, shall be established by the following thresholds:

(a) Jurisdictions under 5,000 people - One (1) person jointly selected by jurisdictions with populations fewer than 5,000 people. The person selected shall be an elected official from a small town/city;

(b) Jurisdictions between 5,001 and 50,000 people – Three (3) persons separately selected by the City of Airway Heights, City of Cheney and City of Liberty Lake. The persons selected shall be elected officials;

(c) Jurisdictions between 50,001 to 100,000 people – one (1) person appointed by each respective governing body, who shall be an elected official;

(d) Jurisdictions over 100,001 people – two (2) persons appointed by each respective governing body, who shall be elected officials; (The population of Spokane County includes the population of its cities and towns);

(e) One (1) person from STA, who shall be the STA Chief Executive Officer or his or her designee;

(f) Two (2) State Transportation representatives, one (1) from the Washington State Department of Transportation and appointed by the Secretary of Transportation, and one (1) from the Washington State Transportation Commission appointed by the Chair of the Commission;

(g) One (1) person who represents a major employer, with preference for a provider of private sector transportation services within the region who shall be appointed by a majority vote of the Board; and

(h) One (1) person representing SAB, who shall be the Chief Executive Officer or his or her designee.

(i) There shall be three (3) ex officio, non-voting members serving on the Board representing different modes of transportation, which shall include:
   (1) One (1) person representing Rail; who shall be appointed by the Members; and
   (2) The Chair of the TTC; and
   (3) The Chair of the TAC

Requested Action
Board motion to clarify intent that elected official alternates are required to be elected officials from that jurisdiction.
MEMORANDUM

DATE: February 7, 2019

TO: Members of the SRTC Board of Directors

FROM: Sabrina Minshall, AICP, SRTC Executive Director

SUBJECT: 1) Re-appointment of Transportation Advisory Committee (TAC) Chair  
2) Appointment of Work Group for TAC Review

Summary

Two actions are requested from the Board as part of this item:

1) Re-appoint Kennet Bertelsen to the TAC and appoint to the Board as the TAC Chair through 2019 and;

2) Appoint a work group to evaluate the structure, membership, function, and responsibilities of the committee and make recommendations to the full Board.

The 2013 SRTC Interlocal Agreement (ILA) empowers the Board of Directors to create committees as necessary to advise the Board on regional transportation matters. At minimum this shall include:

a. The Transportation Advisory Council (TAC) whose composition and responsibilities shall be defined by the Board.

b. The Transportation Technical Committee (TTC) whose composition and responsibilities shall be defined by the Board.

The ILA also requires the Chair of both committees be on the Board as non-voting members. As such, the first action item requested is to re-appoint the 2018 TAC Chair, Kennet Bertelsen to the TAC and to the Board of Directors through 2019. Although Mr. Bertelsen’s term expired 12/31/2018, he has served six years on the committee and is fully acquainted with work of the TAC as well as areas that could be improved. His perspective would be a valuable contribution to the working group.


9.1. Standing Committees: The Board establishes the following advisory committees:

9.1.1 Transportation Advisory Committee (TAC): The Transportation Advisory Committee provides comments, recommendations and reports on plans, programs, activities conducted by SRTC. The TAC shall draft and amend its Committee Charter, which shall be reviewed and approved by the Board.

9.1.2. Transportation Technical Committee (TTC). The Transportation Technical Committee is comprised of professional staff from various local and state agencies. The TTC reviews projects, work programs, consultant contracts and offers comments, expertise and recommendations to the Board.
It is best practice to periodically review committee structure and membership to align committee work plans and membership with Board needs and direction. The Transportation Advisory Committee serves a vital role in providing a public perspective to policy issues the Board undertakes. SRTC’s Transportation Advisory Committee currently has five vacant seats due to expired terms. Traditionally, the SRTC Board convenes a selection committee to fill these vacancies. However, prior to filling the vacant seats, the second action request is for the Board to appoint a work group to evaluate the structure, membership, function, and responsibilities of the committee. That evaluation will allow the Board to ensure the committee is maximizing its value to the region’s transportation planning process. A subcommittee could consider changes to the TAC that more effectively leverages the public perspective to advance to the mission of SRTC.

**Requested Action**

1) Re-appoint Kennet Bertelsen to the TAC and appoint to the Board as the TAC Chair through 2019 and;

2) Appoint a work group to evaluate the structure, membership, function, and responsibilities of the committee and make recommendations to the full Board.
MEMORANDUM

DATE: February 7, 2019

TO: Members of the SRTC Board of Directors

FROM: Eve Nelson, Senior Transportation Planner

SUBJECT: Request for Approval of SRTC 2019 TIP Guidebook

Summary
The Transportation Technical Committee (TTC) unanimously recommended the revisions to the Transportation Improvement Program Guidebook (TIP) at their January 2019 committee Meeting. The TIP Guidebook is a programming resource for SRTC’s member agencies, Board of Directors, and advisory committee members. The document establishes the goals and objectives for the SRTC Transportation Improvement Program (TIP), specific programming policies, and provides timelines and information for various processes. The Guidebook was first established in 2013 and is updated annually to incorporate new programming policies, procedures, and schedules.

At the November 2018 Board meeting, the SRTC Board awarded projects with partial funding both in geographical segments as well as phases related to design, right of way, or construction. More projects received partial funding than in the past with the intent to provide leverage for agencies to apply for other funding opportunities. Subsequently, the TIP Guidebook was reviewed for any changes necessary to provide clarity in the programming and obligation process, see Attachment.

The revised 2019 TIP Guidebook for Board approval reflects discussions at both the TIP working group on December 12, 2018 and the TTC Committee meeting on December 19, 2018 and January 23, 2019. The TTC was in unanimous agreement that edited policies better align with how the Board most recently awarded projects and anticipates obligations and on-going management of projects. The edited polices include 4.7, 6.1, 6.2, 6.6, and 6.7. The TIP Guidebook schedules have also been updated to reflect important 2019 dates.

Highlights of these revised policies include clarification to the following:
- Contingency list projects are selected through a regional process and approved by the Board;
- The definition of cost overruns; and
- Geographical segments, in addition to project development phases can be selected for partial funding.

Not included in the TIP Guidebook revisions was TTC discussion regarding SRTC Project promotion. Additional discussion at the January 23, 2019 TTC meeting occurred regarding a potential new policy on SRTC project promotion. This was proposed due to the number of partially funded projects on the SRTC Board approved priority list and how those projects might be supported or prioritized for future funding. The proposed policy language is:
“The SRTC Executive Director may promote funding applications for federal and state programs outside the purview of the SRTC Board. Such promotions may include letters expressing concurrence with regional plans, policies, or programs. Promotion may also include assistance, as desired, to prepare applications and communications on behalf of SRTC member agencies. SRTC promotion will be conducted at the request of a member agency only for projects that are consistent with the MTP. Promotions will be unbiased, and no project/agency will be prioritized above another project from this region. Any promotion will be reported to the Board and committees.”

The consensus on the project promotion topic was to have SRTC staff conduct an evaluation of current policies and to see specifically where the suggested policy might be best addressed and then return to the TTC for further discussion. Before returning to the TTC for discussion, Staff is seeking some direction from the Board on the following:

1. Would the policy unintentionally limit opportunities by defining the types of promotion that could be used; and

2. Certain projects are more competitive based on the funding sources available. Does remaining neutral or a lack of priority conflict with the Board’s intent to be more competitive statewide?

Public Involvement
Updating of the Guidebook was discussed as part of the Call for Projects process at the December TTC meeting, the January TTC meeting and at the November Board of Directors Meeting. All SRTC Committee and Board meetings are open to the public.

Policy Implications
Once approved, the 2019 TIP Guidebook will provide funding policies and critical TIP timelines to provide clarity and transparency to the regional transportation program.

Technical Implications
Once approved, this Guidebook will serve as a resource for member agencies and SRTC’s Policy Board and committees throughout the 2019 program year.

Prior Committee Actions
The TTC reviewed the TIP Guidebook at December and January committee meetings. This is the first Board of Director’s review of the SRTC 2019 TIP Guidebook revisions.

Requested Action
1) Approval of the SRTC 2019 TIP Guidebook, as found in the Attachment.
2) Board direction on questions presented regarding the draft of SRTC Policy Promotion.
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Appendix A SRTC Member Agencies, Committees & Map
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Appendix C Definitions of Amendments and Administrative Modifications
INTRODUCTION

Purpose

The Transportation Improvement Program (TIP) Policies and Procedures Guidebook is a transportation programming resource for SRTC’s member agencies. The purpose of the document is to: (1) outline the goals and objectives of SRTC’s program and to (2) identify the policies and procedures necessary to implement the program.

About SRTC

The Spokane Regional Transportation Council (SRTC) is the federally designated Metropolitan Planning Organization (MPO) for the Spokane region. SRTC is the lead agency for transportation planning and decision-making for the Spokane Metropolitan Planning Area (SMPA), which includes all of Spokane County.

SRTC is governed by a Board of Directors composed of elected officials from member agencies and representatives from the following: Washington State Department of Transportation (WSDOT), Washington State Transportation Commission, Spokane Transit Authority (STA), Spokane International Airport, transportation private sector, and SRTC’s Transportation Technical Committee (TTC) and Transportation Advisory Committee (TAC). Member agencies include all local jurisdictions within Spokane County, as well as WSDOT and STA.

For more information on SRTC’s member agencies, committees, and SRTC’s planning area boundary map, please see Appendix A.

Effective Date

Goals and Objectives

The goals and objectives of the program and development process are defined below. For the purposes of this document, goals describe the long-term desired outcome for the program and objectives describe specific actions that will be taken to achieve these goals.

**Goal 1 | SRTC's Transportation Improvement Program (TIP) will provide for the efficient use of federal, state and local funds for regionally significant projects that advance the long-term transportation goals of the Spokane region.**

- 1.1 | Projects in the TIP will implement the strategies and projects of the current Metropolitan Transportation Plan (MTP), Horizon 2040.
- 1.2 | SRTC will fully obligate annual allocations of Federal funds (STBG, CMAQ, and STBG Set-Aside).
- 1.3 | Projects in the TIP will be completed on budget and schedule.

**Goal 2 | SRTC’s TIP will provide an open and transparent process that is accessible to stakeholders and the public.**

- 2.1 | The TIP will comply with applicable federal and state regulations and requirements.
- 2.2 | Information on federal and state regulations will be made readily available to all local agencies and the public.
- 2.3 | TIP documents will be presented in clear and accessible language and formatting.
- 2.4 | Programming decisions will be made in a public forum and will be consistent with the goals, objectives and policies of the Guidebook.
- 2.5 | Timelines for the TIP development process will be made available to stakeholders and the public well in advance.
SECTION 1 - REGIONAL TRANSPORTATION PROGRAMMING

Transportation Planning and Programming

At least once every four years, SRTC prepares a Metropolitan Transportation Plan (MTP) that establishes the long-range goals for the region and identifies projects and strategies that will be necessary to implement them.

The current MTP, Horizon 2040, was approved by the SRTC Board on December 14, 2017. For more information on Horizon 2040, please refer to SRTC’s website, www.srtc.org, or click here.

With a long-range plan in place, the Transportation Improvement Program (TIP) serves as a short-range programming document for projects that are planned over the next four years. The purpose of the TIP is to ensure that projects planned for implementation in the near future are consistent with the projects and strategies identified in the MTP.

The 2018-2021 TIP was approved by the SRTC Board October 12, 2017 and will go into effect at the beginning of the 2018 program year (approximately January 1, 2018). For more information about the 2018-2021 TIP, the document can be accessed at: https://www.srtc.org/transportation-improvement-program/

For the purposes of SRTC’s TIP, years one and two of the TIP constitute an agreed to list as defined by CFR 45.330. This means that once a project has been programmed into year one or two of the approved TIP, the project’s sponsor(s) can begin implementation of the project by accessing funds to start preliminary engineering, right-of-way acquisition, or construction. Projects that are programmed in years three and four of the TIP are not part of the agreed to list and are not eligible for obligation without prior approval by the SRTC Board.

Projects Included in the TIP
Projects in the TIP are required to be consistent with the MTP. In order to be considered consistent, a project in the TIP must be listed in the MTP as a planned regionally significant project (i.e. a new or expanded roadway) or otherwise captured in a program of projects (i.e. preservation program or bicycle/pedestrian program).

The TIP must include all projects that are federally funded through U.S. Code Title 23 (Federal Highway Administration) and Title 49 (Federal Transit Administration), and all regionally significant projects regardless of source of funds.

**Regionally Significant Projects**

Regionally significant projects must be included in the TIP, MTP and added to the transportation demand model for purposes of air quality conformity. SRTC classifies a transportation project as regionally significant if the project:

1. Cannot be grouped in the TIP and/or State TIP (STIP), and/or it is not listed as an exempt project type in the Environmental Protection Agency’s (EPA’s) regional transportation conformity regulation (40 C.F.R. part 93); and
2. Is on a facility which serves regional transportation needs (federally classified as a principal arterial, highway or freeway) and alters the number of through-lanes for motor vehicles for a length greater than a half mile, or impacts a freeway or freeway interchange (other than maintenance projects); or
3. Is a new or extended fixed guideway transit service (dedicated bus lanes, vehicle track or wires) or capital expenditures related to a new fixed-route transit service on a facility which serves regional transportation needs (federally classified as principal arterial or higher).  
4. Is determined by the SRTC Policy Board to be regionally significant or have the potential for adverse emissions impacts for any reason.

SRTC is responsible for determining whether or not a project is regionally significant. Project sponsors are responsible for providing the necessary project information to SRTC in order to make the determination on regional significance.

It is important to note that although a project may not meet the definition of regionally significant, that does not impact the importance of the project to the region, nor does it impact the project’s

---

1 The federal definition for regionally significant is defined in 23 C.F.R. § 450.104.
2 U.S.C. 135(g)(4)(C)(ii) states that projects that are categorically excluded from the National Environmental Policy Act (NEPA) process and are not regionally significant can either be identified individually or grouped with other projects of the same funding source in the STIP.
3 40 CFR § 93.126 states that certain highway and transit projects are exempt from conformity requirements (highway safety, transit, bike and pedestrian facilities, travel demand management programs, and other activities that do not lead directly to construction of a project), unless it is determined by the Interagency Consultation group that the project it has potentially adverse emissions impacts for any reason. 40 CFR § 93.127 identifies several project types that are exempt from regional emissions analysis (intersection channelization or signalization, interchange reconfiguration, transit terminals, weigh stations, and changes in alignment), unless it is determined by the Interagency Consultation group that the project it has potentially adverse emissions impacts for any reason.
ability to receive future federal or state grants. The purpose of defining projects as regionally significant is to ensure that all projects that could impact transportation conformity are analyzed.

One example of a project that would not meet the definition of regionally significant, but is considered a regional priority project is the completion of the Fish Lake Trail. The project is a bicycle and pedestrian facility and is exempt from transportation conformity requirements. However, the project is an important project to the region; it was listed on the SRTC Policy Board’s 2012 Regional Project Priorities.

**Interagency Consultation Group and Process**

Interagency consultation is required as part of the conformity determination process as stated in 40 C.F.R. Part 93.105, which covers the requirements for determining conformity to State or Federal Implementation Plans; transportation plans or programs; or projects developed, funded, or approved under Title 23 or FTA transit laws. Currently, the agencies involved in SRTC’s interagency consultation group include the Federal Transit Administration (FTA), Federal Highway Administration (FHWA), WSDOT, Washington State Department of Ecology, Spokane Regional Clean Air Agency and the U.S. Environmental Protection Agency.

The interagency consultation group has many roles related to transportation conformity determinations. As it pertains to the TIP, this group assists SRTC in determining which transportation projects should be considered regionally significant for purposes of regional emissions analysis. In addition, this group has a role in evaluating whether projects that are otherwise exempt from meeting conformity (40 C.F.R. Part 93.126 and 93.127) should be treated as non-exempt in cases where potential adverse air quality impacts may exist.
SECTION 2 - TIP DEVELOPMENT PROCESS

The development of the TIP involves three separate but interrelated processes; SRTC project selection, STA project selection, and local agency six-year transportation programs.

SRTC Project Selection

SRTC, in consultation with WSDOT and STA, is responsible for selecting projects for regional allocations of federal highway funds – Surface Transportation Block Grant Program (STBG), Congestion Mitigation Air Quality (CMAQ), and STBG Set-Aside (formerly TAP) program. The next call for projects will be in 2018. In the event that regional funds are returned prior to the next call for projects, SRTC will follow policy 6.5.1 related to the utilization of leftover funds.

Surface Transportation Block Grant Program (STBG):

The purpose of the STBG program is to provide a flexible source of funding that can be tailored to meet the specific needs of the region. STBG funds can be used for roadway construction, reconstruction or preservation; transit projects; bicycle and pedestrian facilities or programs; bridges; and planning efforts.

In November 2018, SRTC selected projects to fund using the estimated STBG allocations (formerly STP) for 2020-2021.

Congestion Mitigation & Air Quality (CMAQ):

The purpose of the CMAQ program is to implement transportation projects and programs that improve air quality by increasing the efficiency of existing transportation facilities or reducing travel demand. CMAQ-funded projects and programs must be capable of demonstrating a reduction of
either carbon monoxide (CO) or particulate matter (PM-10) within the Spokane CO and PM-10 boundaries.

In November 2018, SRTC selected projects to fund using the estimated CMAQ allocations for 2021-2023.

**STBG Set-Aside (formerly TAP):**

The purpose of the STBG Set-Aside program is to implement on- and off-road facilities for bicyclists and pedestrians and fund other enhancements to surface transportation. Eligible projects include sidewalks, bicycle facilities, signals, traffic calming projects, projects that bring a facility into compliance with the Americans with Disabilities Act (ADA), conversion of rail corridors for non-motorized users, scenic overlooks and viewpoints, historic preservation, environmental mitigations, Safe Routes to School projects, and recreational trails.

In November 2018, SRTC selected projects to fund using the estimated CMAQ allocations for 2021-2023.

**Other Federal, State Programs:** For projects funded with federal National Highway Performance Program (NHPP), Surface Transportation Program (STP), and Federal Lands Highway programs, and any projects on the National Highway System (NHS), WSDOT is responsible for selecting projects in cooperation with SRTC (23 C.F.R. §450.330(c)).

Other federal programs (various discretionary programs, Freight Mobility Strategic Investment Board, Highway Safety Improvement Program, etc.) and state programs (Pedestrian and Bicycle Safety, Safe Routes to School, Transportation Improvement Board, etc.) may also award funds to projects within the Spokane region. Although the prioritization processes for these funding programs are conducted outside of SRTC, SRTC must cooperatively select all projects programmed in the TIP.

**STA Project Selection**

As the designated recipient of regional allocations of federal transit funds, STA is responsible for selecting projects for the Federal Transit Administration (FTA)’s Urbanized Area Formula Program (Section 5307), Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310), and Bus and Bus Facilities Formula Program (Section 5339). SRTC assists in soliciting and prioritizing projects for Section 5310 funds; however, the STA Board of Directors is responsible for selecting a program of projects for those funds.

**Six-Year Transportation Programs**

SRTC annually reviews the six-year transportation improvement programs adopted by local agencies. Projects that are consistent with the MTP, are regionally significant, and/or federally funded through U.S. Code Title 23 and Title 49 are incorporated into the TIP. These projects must be submitted to SRTC in the Washington STIP system, Secure Access Washington (https://secureaccess.wa.gov/myAccess/saw/select.do) no later than August 1.
The schedule for local agency’s six-year transportation programs is included below.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Jun 30</td>
<td>Cities and towns must have six-year transportation programs adopted</td>
</tr>
<tr>
<td>Jul 5</td>
<td>Cities and towns, Spokane County⁴ and STA⁴ submit adopted six-year programs to SRTC for TIP review</td>
</tr>
<tr>
<td>Jul 19</td>
<td>SRTC notifies agencies of all regionally significant and/or federally funded projects that will need to be included in the regional TIP. Some projects may also require a completed Safe &amp; Complete Streets checklist.</td>
</tr>
<tr>
<td>Aug 1</td>
<td>All agencies must submit the required information for all regionally significant and/or federally funded projects to SRTC via the Washington STIP system, Secure Access Washington (SAW). Safe and Complete Streets checklists are also due.</td>
</tr>
</tbody>
</table>

**2020-2023 TIP Development**

After SRTC has selected projects for regional allocations of federal funds and has selected projects from local six-year transportation programs for inclusion in the TIP, the projects are compiled into the 2020-2023 TIP.

The schedule for the 2020-2023 TIP development is included below.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Aug 1</td>
<td>Safe and Complete Streets checklists due to SRTC for projects that are not exempt from the Safe and Complete Streets policy or were not previously submitted with an SRTC call for projects.</td>
</tr>
<tr>
<td>Aug 1</td>
<td>Agencies must submit the required information for all regionally significant and/or federally funded projects to SRTC via Secure Access Washington (SAW).</td>
</tr>
<tr>
<td>Jul - Aug</td>
<td>TIP development – review project information in SAW, finalize project list, fiscal constraint analysis, air quality conformity determination, maps, project pages, and appendices.</td>
</tr>
<tr>
<td>Aug 28</td>
<td>TTC meetings – Review TIP development timeline</td>
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<tr>
<td>Sep 1 – 30</td>
<td>30-day public comment period</td>
</tr>
<tr>
<td>Sep (TBD)</td>
<td>Public meeting to review draft TIP</td>
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<tr>
<td>Sep 12</td>
<td>Board meeting – Overview of draft TIP</td>
</tr>
<tr>
<td>Sep 23</td>
<td>TAC meeting – Overview of draft TIP</td>
</tr>
<tr>
<td>Sep 25</td>
<td>TTC meeting – Recommend approval of draft TIP</td>
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<tr>
<td>Oct 10</td>
<td>SRTC Board Approval</td>
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</tbody>
</table>

⁴ According to state regulation, counties must adopt a six-year transportation program by December 31st (RCW 36.81.121) and transit agencies must adopt a six-year transit plan by September 1st (RCW 35.58.2795). The deadlines for these two entities conflict with the TIP development schedule, which must be submitted to WSDOT in October. In developing the TIP, SRTC will review the most recently adopted six-year plan for incorporation into the TIP.
Safe and Complete Streets Policy

The SRTC Policy Board approved the SRTC Safe and Complete Streets Policy in September 2012, with the effective date of January 2013. The primary purpose of the policy is to ensure that the safety and convenience of all transportation system users (pedestrians, bicyclists, transit users, motorists, freight providers, and emergency responders) are considered during the planning and programming of projects. The policy and checklist are provided in Appendix B.

The SRTC Safe and Complete Streets Policy shall apply to all roadway construction and roadway reconstruction projects (any phase) that are required to be included in SRTC’s TIP.

Several project types are exempt from the policy and are not required to submit a Safe and Complete Streets Checklist, including:

- Roadway preservation,
- Intelligent Transportation Systems (ITS),
- Projects located on a facility that prohibits bicyclists or pedestrians AND transit does not operate on, nor is planned to, for the next 15 years,
- Non-motorized,
- Transit,
- Safety projects (funded with safety funds, for example Highway Safety Improvement Program or Safe Routes to School)
- Programs, and
- Planning studies.

Project sponsors will be required to complete the SRTC Safe and Complete Streets Checklist for all applicable projects (see above) submitted for inclusion in the SRTC TIP. This can occur: 1) as part of the annual TIP development process (due August 1), 2) through an amendment to add a new project to the TIP (monthly), or 3) during an SRTC Call for Projects (submitted with the application packet).

Congestion Management Process

The Congestion Management Process (CMP) is a systematic and regionally-accepted approach for managing congestion that provides accurate, up-to-date information on transportation system performance and assesses alternative strategies for congestion management that meet state and local needs. Since the Spokane Region is a Transportation Management Area (TMA), SRTC is required to develop, implement, and monitor a CMP. The Spokane Region is also classified as an EPA air quality maintenance area therefore, certain types of transportation projects may not receive Federal funding unless that project has been addressed through a congestion management process (23 Code of Federal Regulations 450.320 (d) & (e)).
To address compliance with the TIP a decision process was created, called the CMP/TIP Compliance Process. This process will ensure that any project, regardless of funding source, that appears in the SRTC TIP has gone through a least-cost planning process and a justification process, if the project increases Single Occupancy Vehicle (SOV) carrying capacity of roadways. This analysis ensures fair treatment of all projects in the TIP that address congestion.

This process will require that alternative strategies be analyzed and, in most instances, a Roadway Capacity Justification Report be conducted before significant SOV capacity-increasing projects are approved for funding or placed in the SRTC Regional TIP. The Roadway Capacity Justification Report would be reviewed by members of the CMP Working Group and approved by the SRTC Board before such a project could move forward. The CMP/TIP Compliance Process is as follows and is also depicted in Figure 1:

*SOVCAP (Single Occupancy Vehicle Capacity Adding Project) – a transportation project which significantly increases the carrying capacity of a roadway. In areas that are in non-attainment/maintenance zones for air quality, a SOVCAP may not receive federal funding unless consistency with the regional CMP has been demonstrated.

Exempt from this definition, are realignments which replace rather than supplement previous roadways for through traffic, turning lanes, acceleration/deceleration lanes, climbing lanes, bridge replacements, widening without adding new travel lanes, and facilities that are primarily for use by modes other than SOVs (such as bus lanes, HOV lanes, and bicycle and pedestrian facilities).
**Safety Projects**: There is a wide range of strategies and projects for improving safety on public roadways, which can include geometric improvements and intersection improvements that may result in adding roadway capacity, though many small capital projects and policy programs are also used to improve safety on a corridor. Projects that are funded through a safety program are considered safety projects. If not funded through safety program, a project statement must demonstrate how the project will improve safety and be accepted by the CMP Working Group.

**Bottleneck Projects**: A bottleneck is a localized section of highway or principal arterial that experiences reduced speeds and inherent delays due to a recurring operational influence or a nonrecurring impacting event; a bottleneck is distinguished from "congestion" because it occurs on a subordinate segment of a parent facility, and not pervasively along the entire facility. Increasing capacity on a short section of roadway is one of many available methods for combating bottlenecks, along with a variety of operational and demand management strategies. A project statement must indicate the location of the bottleneck, how the project will improve the bottleneck and be accepted by the CMP Working Group.
SECTION 3 - PROJECT CHANGES

As a project gets underway, new information often results in project changes. This can include project cost adjustments, scope changes, newly secured funds, etc. In addition, federal funds may be awarded to new projects throughout the year. When a change is requested for an existing project in the TIP or a new project needs to be added to the TIP, it is classified as either an amendment or an administrative modification. The process for incorporating the change into the TIP is different for each classification.

From the initial request for an amendment or administrative modification to the final federal approval, the process typically takes 8-10 weeks. The process includes the following steps:

1) Project sponsor submits written request for an amendment or administrative modification to SRTC.

2) SRTC staff evaluates request for completeness, financial feasibility, air quality conformity, consistency with the MTP and State and Federal regulations, SRTC's Safe and Complete Street Policy, etc.

3) If the project change is an amendment, a 10-day public comment period is held pursuant to the SRTC Public Participation Plan. Administrative modifications do not require a public comment period and are processed administratively by SRTC staff.

4) The TTC reviews the amendment and makes recommendation for approval to the SRTC Policy Board.

5) The Board takes action on the amendment.

6) If approved by the Board, the amendment is submitted to WSDOT for inclusion in the State TIP (STIP). Administrative modifications are submitted to the STIP at the same time as any approved amendments.

7) WSDOT reviews the project changes and forwards the amended STIP to FHWA and FTA for approval.

8) FHWA and FTA review the revised STIP for approval.

2019 Amendment and Administrative Modifications Schedules

The amendment and administrative modifications schedules, which is subject to change, is provided below. If a change occurs to the schedule, revised schedules will be published on SRTC's website and member agencies will be notified.
### 2019-2022 Transportation Improvement Program (TIP) Amendment Schedule

<table>
<thead>
<tr>
<th>January Amendment</th>
<th>July Amendment</th>
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*The SRTC Board will also be approving 2020-2023 TIP at this meeting.*

No amendments will be processed by WSDOT in November or December; the amendment process for the 2019 TIP is closed after the October cycle.
## 2019-2022 Transportation Improvement Program (TIP) Administrative Modifications Schedule

<table>
<thead>
<tr>
<th>Month</th>
<th>Administrative Modifications</th>
<th>STIP Approval</th>
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<tbody>
<tr>
<td><strong>January</strong></td>
<td>Admin Mod Request Due Date: January 11</td>
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<tr>
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<td>SRTC Staff Review: January 14-17</td>
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<td><strong>February</strong></td>
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<td>SRTC Staff Review: September 16-19</td>
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<tr>
<td></td>
<td>FHWA/FTA STIP Approval: November 15</td>
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**Note:** No administrative modifications will be processed by WSDOT in November or December; the amendment and administrative modifications process for the 2019 STIP is closed after the October cycle.
Types of Project Changes

Project changes are classified as amendments or administrative modifications. SRTC is responsible for determining whether or not a project change is an amendment or administrative modification.

Amendments

Amendments include adding a new project, deleting a project, major scope changes, changes to a project’s total programmed amount greater than 30% (or over $3 million), changes to a project that impact air quality conformity, adding a future phase of a project, and adding federal funds to a project currently programmed in the TIP without federal funds.

Administrative Modifications

Administrative modifications are project changes that are not considered amendments and typically include: revisions to lead agency, adding a prior phase of a project not previously authorized, changes to a project’s total programmed amount less than 30%, minor changes in scope, and minor changes or errors in project information (environmental type, right-of-way required, project limits, improvement type, typographical errors, etc.), changes in a project’s federal fund source, moving a project within the first four years of the TIP (as long as the project timing remains consistent with the MTP), authorization for any federal funds currently programmed in the TIP without consideration of the phase split, and adjustments in a project’s funding authorization for award of contract.

Administrative modifications requested by local agencies are reviewed by the jurisdiction and SRTC staff prior to being implemented. A list of modifications is maintained by SRTC as part of the TIP. Once a modification has been made, a revised TIP will be sent to WSDOT, FHWA, and FTA and will be linked on SRTC’s website.

For full definitions of amendments and administrative modifications please see Appendix C.
SECTION 4 - PROJECT DELIVERY

The final step in the programming process is project delivery; construction, procurement, or implementation. SRTC monitors project delivery by annually publishing a list of obligations from the preceding year and by presenting project status reports to the SRTC Policy Board twice annually.

Annual Listing of Federal Obligations

Every year, SRTC is required to complete a list of federal obligations that occurred in the preceding program year (23 C.F.R. § 450.332). For each project, the listing shall include the amount of federal funds that: were programmed in the TIP, obligated in the preceding year, and remaining for future years. The list is prepared cooperatively with WSDOT and STA, and must be published no later than 90 calendar days following the end of the program year.

The schedule for completing the Annual Listing of Federal Obligations is included below.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event details</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>SRTC compiles information on 2018 federal obligations</td>
</tr>
<tr>
<td>Feb 1</td>
<td>SRTC will notify agencies of any requested information necessary to complete the 2018 Annual Listing</td>
</tr>
<tr>
<td>Feb 15</td>
<td>Deadline for local agencies to submit requested information to SRTC for compilation of the 2018 Annual Listing</td>
</tr>
<tr>
<td>Mar 25, 27</td>
<td>TAC, TTC meetings – present the 2018 Annual Listing</td>
</tr>
<tr>
<td>Mar 31</td>
<td>2018 Annual Listing will be posted to the SRTC website and sent to WSDOT, FHWA, and FTA no later than March 31</td>
</tr>
<tr>
<td>Apr 11</td>
<td>SRTC Board – present the 2018 Annual Listing</td>
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</tbody>
</table>

Project Tracking

In addition to tracking annual obligations, SRTC also tracks the status of projects receiving regional funds. The purpose of tracking the status of these projects is to ensure that regional allocations of federal funds are being obligated efficiently and that projects are making continuous progress towards construction or implementation.
SECTION 5 - PUBLIC INVOLVEMENT

SRTC’s Public Participation Plan includes the policies and procedures SRTC follows to ensure that the public is given adequate opportunity to participate in and comment on SRTC’s programming process. Participating agencies and the general public are provided an opportunity to comment on the TIP development through a variety of means. Throughout the year, the public is invited to attend SRTC advisory committee meetings to discuss project selection, TIP amendments, and the development of the next four-year TIP. Documentation from the meetings is also posted on the SRTC website.

In addition to the adopted policies and procedures for public involvement, SRTC strives to make the programming process as clear and accessible to the public as possible.

For more information on SRTC’s Public Participation Plan, please refer to SRTC’s website.

SECTION 6 - POLICIES AND PROCEDURES

1. Regional Transportation Programming

Policy 1.1 – For the purposes of SRTC’s TIP, years one and two of the TIP constitute an agreed to list as defined by CFR 45.330.

Policy 1.1.1 - Once a project has been programmed in year one or two of an approved TIP, the project sponsor(s) can begin project implementation by obligating funds.

Policy 1.1.2 - Projects that are programmed in years three and four of the TIP are not part of the agreed to list and are not eligible for obligation without prior approval by the SRTC Board.

Policy 1.2 – All projects in the TIP must be consistent with the Metropolitan Transportation Plan (MTP). In order to be considered consistent with the MTP, a project in the TIP must be listed in the MTP as planned regionally significant project (i.e. a specific capital project that adds or impacts vehicular capacity) or program of projects (i.e. arterial preservation, sidewalk infill).

Policy 1.3 – SRTC shall determine consistency with the MTP. If it is unclear whether or not a project is consistent with the MTP, SRTC shall convene the Interagency Consultation group (WSDOT, STA, FTA, and FHWA) and/or the Air Quality Interagency Consultation Group (members of the Interagency Consultation group with the addition of Environmental Protection Agency and the Washington State Department of Ecology) pursuant to SRTC’s Interagency Consultation Procedures. The results of the consultation process are presented to the SRTC Policy Board for final determination on a project’s consistency with the MTP.
Policy 1.4 – **All projects receiving federal funds through U.S.C. Title 23 and Title 49 must be included in the TIP.** Projects receiving other federal funds do not need to be included in the TIP unless the project is regionally significant.

Policy 1.5 – **All regionally significant projects must be included in the TIP.** Regionally significant projects are defined on page 4.

Policy 1.6 – **SRTC shall determine whether or not a project is regionally significant.** If it is unclear whether or not a project is regionally significant, SRTC shall convene the Interagency Consultation group (WSDOT, STA, FTA, and FHWA) or the Air Quality Interagency Consultation Group (members of the Interagency Consultation group with the addition of Environmental Protection Agency and Washington State Department of Ecology) pursuant to SRTC’s Interagency Consultation Procedures. The results of the consultation process are presented to the SRTC Policy Board for final determination on a project’s regional significance.

Policy 1.7 – **Project sponsors shall provide the necessary project information to SRTC in order to make the determination on consistency with the MTP and regional significance.** This includes a description of the project, location, length, and planned year of completion.

2. TIP Development

Policy 2.1 – **Agencies must submit approved TIP to SRTC no later than July 1 each year.** The projects may be submitted in any format; however, agencies must provide sufficient detail in their TIP for SRTC to identify projects for inclusion in the TIP (including project name, length, description of work, total estimated cost, and amount of secured funds).

Policy 2.2 – **SRTC shall notify agencies no later than July 15 with a list of all regionally significant and/or federally funded projects that will need to be included in the regional TIP and that will require a completed Safe and Complete Streets checklist.**

Policy 2.3 – **Agencies must submit the required information for all regionally significant and/or federally funded projects to SRTC in the State’s STIP system, Secure Access Washington (https://secureaccess.wa.gov/myAccess/saw/select.do), as well as a completed Safe and Complete Streets checklists no later than August 1.**

Policy 2.4 – **SRTC shall publish the draft TIP during the first week of September for the required 30-day public comment period.** The timing of the public comment period must allow sufficient time for public comments to be incorporated into the draft TIP prior to the SRTC Policy Board approval.

Policy 2.5 - **The SRTC Safe and Complete Streets Policy stipulates that roadway construction and roadway reconstruction projects (any phase) that are required to be included in SRTC’s TIP must complete and submit a Safe and Complete Streets Checklist.** The timelines for submitting the checklists are detailed in Policy 2.2 and 2.3. Several project types are exempt from the policy and are not required to submit a Safe and Complete Streets Checklist, including: roadway preservation; Intelligent Transportation Systems (ITS); projects located on a facility that prohibits bicyclists or pedestrians AND transit...
does not operate on, nor is planned to, for the next 15 years; non-motorized; transit; safety (funded with safety funds); programs; and planning studies.

3. Project Changes

Policy 3.1 – All scope changes must be approved by the Executive Director, with TTC concurrence.

Policy 3.2 – SRTC is responsible for determining whether or not a project change is an amendment or administrative modification.

Policy 3.3 – Project sponsors shall submit a written request to SRTC to initiate a project change, whether it is an amendment or administrative modification. The request must provide sufficient detail for SRTC to make the determination on the type of project change that is required.

Policy 3.4 – SRTC shall maintain a full accounting of all amendments and administrative modifications made to the current TIP. The history of these project changes will be made available on SRTC’s website for the TIP.

Policy 3.5 – In the event that the TIP amendment/administrative modification schedule should be revised, SRTC shall notify all member agencies and post an updated schedule on SRTC’s website for the TIP.

4. Project Delivery

All Projects

Policy 4.1 – SRTC will track the status of all projects receiving regional federal funds in the TIP. Project sponsors shall provide sufficient information for tracking the status of projects upon request. This information will be provided to the Board of Directors and committees as it relates to the Region’s ability to meet the Federal Fiscal Year (FFY) 2018 obligation target.

Policy 4.2 – SRTC will provide delivery status updates on all projects obligating or de-obligating regional federal funds during the FFY. SRTC shall present these updates to the SRTC Policy Board and committees periodically throughout the year.

Policy 4.3 – SRTC shall publish a listing of all annual federal obligations from the preceding program year no later than March 30. This policy is consistent with federal regulations for annual obligations reporting. The annual listing will be presented to the SRTC Board of Directors and advisory committees and will be posted to SRTC’s website for the TIP.

STBG, CMAQ, STBG Set-Aside Projects
Policy 4.4 – If a project phase does not meet its targeted obligation date; SRTC may administratively grant the project sponsor a one-time extension of up to two (2) years. The project sponsor has 30 calendar days from the date it was notified of the administrative extension to submit a revised project delivery schedule for the project to SRTC. If a revised schedule has not been received within that time period, the project will be presented to the SRTC Policy Board for direction and possible removal from the TIP.

Policy 4.5 – If a project sponsor is unable to meet a targeted obligation date after the one-time grace period, the project sponsor may request an extension from the SRTC Policy Board. The Board may grant the extension or may act to remove the project from the TIP. If the agency is permitted an extension, it must submit a revised schedule to SRTC within 30 calendar days of the Board action. If the Board acts to remove the project from the TIP, any regional federal funds awarded to the project shall be returned to SRTC for reallocation. If the project is eligible to receive regionally selected federal funds, it may be placed on the contingency list of projects for that fund source at the discretion of the Board.

Policy 4.6 – Planning projects and preliminary engineering phases for all projects are not eligible for an administrative grace period for obligation of funds. If a planning project or preliminary engineering phase cannot meet its scheduled date for obligation, the project will be reviewed by the SRTC Policy Board. The Board may grant the agency a one-time grace period of up to one (1) year or may act to remove the project from the TIP. If the agency is permitted a grace period, a revised schedule must be received by SRTC within 30 calendar days of the Board action. If the Board acts to remove the project from the TIP, any regional federal funds awarded to the project shall be returned to SRTC for reallocation. If the project is eligible to receive regionally selected federal funds, it may be placed on the contingency list of projects for that fund source at the discretion of the Board.

Policy 4.7 – SRTC will maintain a contingency list of projects selected through a regional process and approved by the SRTC Policy Board for each source of regionally selected federal funds. Projects on the contingency lists may be selected for funds that become available if previously selected projects from that fund source are removed from the TIP by Board action, funds are voluntarily returned by the sponsoring agency, or additional funds become available for some other reason (for example: annual allocations higher than anticipated). The contingency list can include projects partially funded by the SRTC Policy Board. The most recently approved contingency list for a particular fund source replaces and supersedes any previously approved contingency lists for that fund source.

Policy 4.8 – SRTC will consider the following strategies to demonstrate fiscal constraint in the event that regional allocations are reduced because of failure to meet SRTC’s obligation target:

- Utilization of returned funds from project de-obligations and closeouts, if any.
- Accounting of obligations by agency to provide a quantitative methodology for delaying or removing regional funds from an agency’s projects.
5. Public Involvement

Policy 5.1 – **SRTC will follow the policies and procedures for public involvement throughout the TIP development and amendment process outlined in SRTC’s Public Participation Plan**, located on SRTC’s website, [here](#).

Policy 5.2 – **SRTC will make all decisions related to transportation programming in a public forum.** This includes meetings of the TTC, TAC, and/or SRTC Policy Board.

Policy 5.3 – **SRTC will strive to make the programming process (including any documents) understandable and accessible to the public.** This includes using plain language, as appropriate; including definitions for technical terms; providing lists of abbreviations; and including graphics to illustrate complex processes.

6. Funding Policies (STBG, CMAQ, STBG Set-Aside funds only)

**Cost Overruns**

*Cost overruns are defined as costs that exceed the project budget as it was determined at the time of project application to SRTC.*

Policy 6.1 - **After a project has been selected by SRTC for regional allocations of federal funds, any cost overruns are the responsibility of the project sponsor.** Project sponsors are required to sign SRTC’s Local Agency Project Endorsement Form, which states that any cost overruns are the responsibility of the project sponsor.

Policy 6.2 - **Although cost overruns are the responsibility of the project sponsor, for eligible cost overruns (see Policy 6.3) on projects awarded on regional allocations of federal funds, the project sponsor may request additional funds through the SRTC Executive Director or the SRTC Board.** The process for requesting a fund increase is described below.

Policy 6.2.1 - For a project with a total estimated project cost less than $1 million (as originally programmed in the TIP), the SRTC Executive Director may increase the project’s award amount up to 15% of the total estimate project cost. At the Executive Director’s discretion, the request may be brought to the TTC for discussion and input. Fund increase requests approved or denied by the Executive Director will be noted at an SRTC Board meeting.

Policy 6.2.2 - For a project with a total estimated project cost equal to or greater than $1 million (as originally programmed in the TIP), the SRTC Executive Director may increase the project’s award amount up to 15% of the total project cost, not to exceed $300,000. At the Executive Director’s discretion, the request may be brought to the
TTC for discussion and input. Fund increase requests approved or denied by the Executive Director will be noted at an SRTC Board meeting. Requests greater than 15% of the total project cost or greater than $300,000 would require SRTC Board action. Fund increase requests requiring SRTC Board action will be brought first to the TTC for discussion and input. Fund increase requests approved or denied by the SRTC Board will take place during an SRTC Board meeting, which are open to the public.

Policy 6.2.3 - It is the responsibility of the project sponsor to submit a written request to SRTC for the increase in the award amount. The request shall document the circumstances of the cost overrun and describe why the cost overrun should be considered eligible by SRTC and/or the SRTC Board for a fund increase.

Policy 6.2.4 - Fund increases that are considered by the SRTC Executive Director shall be limited to available funds. Available funds are allocated funds (this includes but is not limited to annual allocations, carryover funds, returned funds from projects that came in under budget) that have not been awarded or programmed for a specific project. If a fund source has been fully programmed in the current TIP (all available funds and forecasted funds are associated with planned projects), approving a fund increase request will impact currently programmed projects. These impacts could include delaying one or more projects out of the first four years of the TIP or reducing the award amount for one or more projects.

Policy 6.2.5 - If a fund increase request is denied by the SRTC Executive Director or the SRTC Board, the project sponsor may finance the cost increase through other funding sources, reduce the scope of the project to available funds (with SRTC concurrence on the scope change), or withdraw the project from the TIP and return any previously obligated funds to SRTC for redistribution. In addition, fund increase requests denied by the SRTC Executive Director may be appealed by the project sponsor; appeals may be considered by the SRTC Board, at their discretion.

Policy 6.3 - Fund increase requests related to cost overruns will be considered on a case-by-case basis. Policies 6.3.1 and 6.3.2 describe possible causes for eligible and ineligible cost overruns. The examples provided below are not exhaustive and do not imply the eligibility or ineligibility of any specific project. The SRTC Executive Director and/or SRTC Board shall make the determination on whether a project cost overrun is considered eligible or ineligible for a fund increase.

Policy 6.3.1 - A cost overrun may be eligible for a fund increase if it is considered outside of the control of the project sponsor. Examples of possible eligible cost overruns could include: unanticipated weather events, “Acts of God”, or other external events including war, labor strikes, or national security threats or events; new federal or state mandatory requirements; significant unanticipated utility, environmental, cultural/historical issues; or significant unanticipated pavement condition.
Policy 6.3.2 - A cost overrun may be ineligible for additional funds through SRTC if the cost overrun is considered to be within the control of the project sponsor. Examples of possible ineligible cost overruns could include: a change in scope for owner betterment; omitted requirements that could have reasonably been anticipated; or poor judgment or inadequate planning, design, or implementation of the project.

Policy 6.4 - **Approved fund increase requests related to cost overruns must maintain or increase the original local match commitment (i.e. percentages).**

**Leftover Funds**

Policy 6.5 - **After a project has been selected by SRTC for regional allocations of federal funds, any unspent funds from the project award must be returned to SRTC for redistribution.** Project sponsors may not change the original scope or extend the length or duration of the project in order to utilize the remaining funds.

Policy 6.5.1 – SRTC staff will provide a recommendation to the SRTC Board on how to best utilize leftover SRTC regional funds. This recommendation will be reviewed and discussed with the TTC prior to going to the Board. The following methods will be utilized in order to develop this recommendation:

1. Applying funds to regional planning needs identified in the Task 9 "Unfunded Planning Activities" of the current Unified Planning Work Program (UPWP) – Board approval required.
2. Advancing projects programmed in the out years of the current TIP –Administrative modification, does not require Board approval.
3. Select projects to fund from the most recently approved contingency list for a particular fund source – TIP amendment requires Board approval.

Policy 6.5.2 – Active Projects (i.e. project that have not closed) that de-obligate SRTC regional funds **may** reapply for future regional funds through SRTC calls for projects; however, there is no guarantee, expressed or implied, that the project will be prioritized and selected for funding.

**Partial Funding**

Policy 6.6 - If a project has been selected for partial funding, **whether by phases (PE, ROW, CN) or geographical segment (PE and/or RW only), it is the responsibility of the project sponsor to secure the remaining funds necessary to complete the project.** The project sponsor may apply for additional funds through future SRTC calls for projects; however, there is no guarantee, expressed or implied, that the project will be prioritized and selected for funding.
Policy 6.7 - Unless approved in advance by the SRTC Policy Board, projects selected for PE or RW PE and/or RW (replace with partial funding) only are permitted to transfer any remaining funds to a later phase of the project, if the project is programmed for construction within the first four years of the TIP. If the construction phase is not programmed within the first four years of the TIP, the project sponsor must return any remaining funds after the completion of the PE and RW phase.

Contingency Funds

Policy 6.8 - SRTC will not establish a contingency fund for STBG, CMAQ, or STBG Set-Aside at this time. As such, any fund increase requests approved by the SRTC Executive Director and/or SRTC Board are subject to Policy 6.2.4.

Eligible Phases and Project Types

Policy 6.9 - The SRTC Policy Board shall define the eligible phases and types of projects for each Call for Projects process. For example, for each Call for Projects, the Board may choose to only fully fund projects, allow some partially funded projects, fund only the construction phase of projects, and/or fund regional or local planning studies. This policy grants SRTC the flexibility to respond to the changing needs of individual agencies and the region as a whole.
MEMORANDUM

DATE: February 7, 2019

TO: Members of the SRTC Board of Directors

FROM: Ryan Stewart, Senior Transportation Planner

SUBJECT: US 195/Interstate 90 Study

Summary

SRTC staff is providing this update to the Board on the status of the US 195/Interstate 90 Study and the pending release of a Request for Qualifications (RFQ) for consultant assistance. WSDOT staff will also provide information on the history of agreements and development in the corridors.

The US 195 corridor has experienced increasing operational and safety issues, particularly at the interchange with Interstate 90 and at local access points (please see Attachment for map of study area). The issues are a result of a combination of factors including infrastructure design and increasing traffic volumes due to residential growth in the corridor. Current challenges include:

- Safety – collisions, active transportation
- Reliability – congestion at the interchange and on the I-90 mainline, local network connectivity
- Land use and environment – access management, future development, potential land use/zoning changes, recreational uses (e.g., Fish Lake Trail), Latah Creek
- Infrastructure – bridge conditions and age, capacity, railroads

While WSDOT is actively addressing some of these issues, there is an identified regional need to balance the function of US 195 as a state highway while improving local access and mobility. Horizon 2040 identifies two long term projects in the corridors at a total cost of $369 million:

- I-90/US 195 Interchange Latah Creek Bridges: Replace I-90 Latah Creek Bridges, add width on I-90 & bridges for US 195 ramps auxiliary lanes, reconstruct BNSF RR Bridge for increased roadway width and vertical clearance on I-90 and provide option to braid Maple St EB Off Ramp.
- US 195 - Hatch to I-90: This is a full corridor redesign, purchase of Right-of-Way and access control, constructing frontage roads and interchanges.

The purpose of the US 195/I-90 study is to develop a holistic strategy for addressing these issues while considering practical solutions as well as the need for more coordinated land use planning and access management between agencies. Topographical constraints, sensitivity to the natural environment, sustaining recreation access, and supporting active transportation will be considered. The condition of infrastructure, specifically the aging I-90 Latah Bridges, is also included in the scope.
The US 195/I-90 Study will be undertaken using a systems approach. The study will examine the interface of all modal systems including local, regional, and state facilities and services. All modes of travel will be considered such as public transportation, private vehicles, pedestrian, biking, and freight. The study will consider the needs of all users. Solutions identified will be developed with an explicit understanding that the resulting projects will need collaborative and innovating approaches from all funding sources for success.

A project team comprised of planners and engineers from WSDOT, SRTC, STA, the City of Spokane, and the County will assist the Project Manager with reviewing the work of the consultant and providing feedback on deliverables. Other key participants will include representatives from neighborhoods, the business community, Spokane and Cheney Public Schools, emergency services, freight, and recreation interests. The total budget for the study is $400,000 with $150,000 in Surface Transportation Block Grant (STBG) funds, $200,000 contributed by WSDOT, and $50,000 provided by the City of Spokane. The study is expected to be complete in 2020.

**Public Involvement**
Once the study begins, public and stakeholder outreach will be initiated. The conversation will provide an opportunity to discuss opportunities and challenges in the corridors. The effort will piggyback on previous outreach efforts by WSDOT in the US 195 corridor.

**Policy Implications**
The study was identified as part of the SRTC Board’s Strategic Plan. It is consistent with several Guiding Principles and Policies in Horizon 2040. Final study findings and recommendations will be incorporated into the next update of the MTP and in local plans for implementation.

**Technical Implications**
The study will include extensive technical analysis by consultant experts to examine potential alternatives for the US 195 corridor and its interface with I-90. The outcome will be a preferred strategy of capital projects and programs that can be implemented over time.

**Prior Committee Actions**
Funding for the study was approved by the SRTC Board in March 2018. This consisted of a $150,000 STBG set-aside as part of the 2018 SRTC Call for Projects. The Board amended the study into the 2018-2021 TIP at the September 2018 meeting.

**Requested Action**
None. For information and discussion only. Once negotiations with the selected consultant have concluded, the contract will be brought back to the SRTC Board for award.
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<td>10</td>
<td>Sabrina</td>
<td>Monthly</td>
<td>N/A</td>
</tr>
<tr>
<td>Approve Minutes from most recent Board Meeting</td>
<td>Meets WA Code and various grant requirements.</td>
<td>Consent Agenda</td>
<td>-</td>
<td>N/A</td>
<td>Monthly</td>
<td>N/A</td>
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<tr>
<td>Approve Vouchers</td>
<td>Required</td>
<td>Consent Agenda</td>
<td>-</td>
<td>N/A</td>
<td>Monthly</td>
<td>N/A</td>
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<tr>
<td>Approve TIP Amendment</td>
<td>Required</td>
<td>Consent Agenda</td>
<td>-</td>
<td>Anna</td>
<td>Monthly</td>
<td>Monthly</td>
</tr>
<tr>
<td>Receive Future Meeting Agenda Worksheet</td>
<td>Aid in communication for future board topics</td>
<td>Attachment</td>
<td>n/a</td>
<td></td>
<td>Monthly</td>
<td>N/A</td>
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<tr>
<td>2019 Education Series</td>
<td>Briefing on status, partnerships, topics. Receive input from Board.</td>
<td>Information</td>
<td>10</td>
<td>Sabrina Minshall</td>
<td>March</td>
<td>February</td>
</tr>
<tr>
<td>SRTC Outreach presentation</td>
<td>Board review and recommendations</td>
<td>Information</td>
<td>15</td>
<td>Sabrina Minshall</td>
<td>March</td>
<td>n/a</td>
</tr>
<tr>
<td>RPTO functions/GMA Briefing</td>
<td>Training on requirements/SRTC Manual</td>
<td>Information/ Training</td>
<td>30</td>
<td>Stan Schwartz</td>
<td>March</td>
<td>February</td>
</tr>
<tr>
<td>2019-2021 TIP Contingency List</td>
<td>Projects for funding if de-obligations occur or other funds become available</td>
<td>Information</td>
<td>20</td>
<td>Eve Nelson</td>
<td>March</td>
<td>February</td>
</tr>
<tr>
<td>2019 TIP Guidebook</td>
<td>Provides policy guidance for obligation of projects in the TIP</td>
<td>Action</td>
<td>10</td>
<td>Sabrina Minshall</td>
<td>March (possibly Feb)</td>
<td>February</td>
</tr>
<tr>
<td>Interlocal Agreements – Division &amp; 195/I-90</td>
<td>Agreements with STA, WSDOT, and City</td>
<td>Action</td>
<td>15</td>
<td>Jason / Ryan</td>
<td>March</td>
<td>n/a</td>
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<tr>
<td>Status of TIP Obligations</td>
<td>Critical Information for financial requirements for TIP management</td>
<td>Information</td>
<td>5</td>
<td>Eve Nelson</td>
<td>March</td>
<td>February</td>
</tr>
<tr>
<td>Data/ Technical Tools Effort briefing</td>
<td>Briefing on data strategy and schedule prior to RFQ release</td>
<td>Information</td>
<td>20</td>
<td>Mike Ulrich</td>
<td>April</td>
<td>February</td>
</tr>
<tr>
<td>2019-2021 TIP Contingency List</td>
<td>Projects for funding if de-obligations occur or other funds become available</td>
<td>Action</td>
<td>10</td>
<td>Eve Nelson</td>
<td>April</td>
<td>March</td>
</tr>
<tr>
<td>Quarterly budget update</td>
<td>For 1st Q. 2019</td>
<td>Information</td>
<td>10</td>
<td>Greg Griffin</td>
<td>April</td>
<td>n/a</td>
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<tr>
<td>TITLE / DESCRIPTION</td>
<td>POLICY IMPLICATIONS/ REQUIREMENTS</td>
<td>AGENDA TYPE</td>
<td>TIME</td>
<td>PRESENTER</td>
<td>PROPOSED AGENDA</td>
<td>TTC AND/OR TAC AGENDA</td>
</tr>
<tr>
<td>---------------------</td>
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<tr>
<td>FFY2020 UPWP</td>
<td>First touch for board</td>
<td>Information</td>
<td>15</td>
<td>Sabrina/Greg</td>
<td>April</td>
<td>March</td>
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<tr>
<td>FFY2020 UPWP</td>
<td>Required core document</td>
<td>Information</td>
<td>30</td>
<td>Sabrina Minshall</td>
<td>May</td>
<td>April</td>
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<tr>
<td>US 195/I-90 Study – Contract Award</td>
<td>Required Board action before NTP</td>
<td>Action</td>
<td>15</td>
<td>Ryan Stewart</td>
<td>May</td>
<td>April</td>
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<tr>
<td>Board capacity building</td>
<td>Board training</td>
<td>Training</td>
<td>75</td>
<td>Trainer selected by Board</td>
<td>May/June</td>
<td>n/a</td>
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<tr>
<td>FFY2020/2021 UPWP and 2-year budget</td>
<td>Required core document</td>
<td>Action</td>
<td>15</td>
<td>Sabrina Minshall</td>
<td>June</td>
<td>May</td>
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<tr>
<td>Status of TIP Obligations</td>
<td>Critical information for financial requirements for federal stewardship</td>
<td>Information</td>
<td>10</td>
<td>Eve Nelson</td>
<td>June</td>
<td>May/June</td>
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<tr>
<td>CY2019 Budget Revision</td>
<td>Amendment for Division Street/ STA $ in budget/ update financials and timing for consultant efforts</td>
<td>Information/ Action</td>
<td>10</td>
<td>Sabrina Minshall</td>
<td>June</td>
<td>N/A</td>
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<tr>
<td>Division Street Study Contract Award</td>
<td>Authorize Exec. Dir. to sign contract</td>
<td>Action</td>
<td>15</td>
<td>Jason Lien</td>
<td>June</td>
<td>May</td>
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<tr>
<td>Freight Mobility Draft Scope</td>
<td>First briefing to Board</td>
<td>Info and Disc</td>
<td>20</td>
<td>Mike Ulrich</td>
<td>July</td>
<td>June</td>
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<tr>
<td>Quarterly budget update</td>
<td>For 2nd Q. 2019</td>
<td>Information</td>
<td>10</td>
<td>Greg Griffin</td>
<td>July</td>
<td>n/a</td>
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<tr>
<td>SRTC Compensation Plan</td>
<td>Necessary for agency operations</td>
<td>Information</td>
<td>20</td>
<td>Sabrina Minshall/consultant</td>
<td>July</td>
<td>n/a</td>
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<tr>
<td>Set dues for 2020</td>
<td>For 2020 Calendar year budget</td>
<td>Action</td>
<td>15</td>
<td>Greg Griffin</td>
<td>July</td>
<td>N/a</td>
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<tr>
<td>Data Tools and Modeling Contract Award</td>
<td>Authorize Exec. Dir. to sign contract</td>
<td>Action</td>
<td>15</td>
<td>Mike Ulrich</td>
<td>August</td>
<td>July</td>
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<tr>
<td>SRTC Compensation Plan</td>
<td>Agency Operations</td>
<td>Action</td>
<td>10</td>
<td>Sabrina Minshall</td>
<td>September</td>
<td>n/a</td>
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<tr>
<td>SRTC Employee Manual</td>
<td>Agency Operations</td>
<td>Information</td>
<td>20</td>
<td>Sabrina Minshall</td>
<td>October</td>
<td>n/a</td>
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<tr>
<td>Quarterly Budget update</td>
<td>For 3Q. 2019</td>
<td>Information</td>
<td>10</td>
<td>Greg Griffin</td>
<td>October</td>
<td>N/a</td>
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<td>TITLE / DESCRIPTION</td>
<td>POLICY IMPLICATIONS/ REQUIREMENTS</td>
<td>AGENDA TYPE</td>
<td>TIME</td>
<td>PRESENTER</td>
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<td>TTC AND/OR TAC AGENDA</td>
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</tr>
<tr>
<td>CY2020 Budget Revision 1 / IDR</td>
<td>Calendar Year budget / IDR</td>
<td>Information</td>
<td>15</td>
<td>Greg Griffin</td>
<td>November</td>
<td>N/a</td>
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<tr>
<td>SRTC Employee Manual</td>
<td>Agency Operations</td>
<td>Action</td>
<td>10</td>
<td>Sabrina Minshall</td>
<td>November</td>
<td>n/a</td>
</tr>
<tr>
<td>CY2020 Budget / Indirect Cost Rate</td>
<td>Calendar Year budget / IDR</td>
<td>Action</td>
<td>10</td>
<td>Greg Griffin</td>
<td>December</td>
<td>n/a</td>
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<tr>
<td>MTP due Dec 2021- Scope and Charter</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>May-Information</td>
<td>April/May</td>
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<tr>
<td>Perf. Measures I.</td>
<td></td>
<td></td>
<td></td>
<td>Eve Nelson</td>
<td>June</td>
<td>May</td>
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<tr>
<td>Perf. Measures II</td>
<td></td>
<td></td>
<td></td>
<td>Eve Nelson</td>
<td>October</td>
<td>September</td>
</tr>
<tr>
<td>Financial Assessment for MTP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>September</td>
<td></td>
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<tr>
<td>Public Survey discussion</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>September</td>
<td></td>
</tr>
<tr>
<td>Demonstrate new website/performance dashboard</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>November</td>
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</tbody>
</table>
MEETING SUMMARY
Spokane Regional Transportation Council
Transportation Technical Committee (TTC) Meeting – January 23, 2019 1:30pm
421 W Riverside Ave Suite 504, Spokane, Washington

2019-2022 Transportation Improvement Program (TIP) February Amendment – Eve Nelson provided information about the amendment and the TTC unanimously recommended Board approval.

2019 TIP Guidebook – Ms. Nelson recapped the purpose of the Guidebook and noted that suggested policy changes and additions discussed at the last meeting are included in the red-line document included in the packet. Several members stated they felt the red-line version contained the revisions the group discussed. The TTC unanimously recommended Board approval of the 2019 TIP Guidebook.

Then TTC Chair Sean Messner brought attention to the proposed “SRTC Project Promotion” policy. Ms. Nelson read the language drafted by City of Spokane TTC members:

“The SRTC Executive Director may promote funding applications for federal and state programs outside the purview of the SRTC Board. Such promotions may include letters expressing concurrence with regional plans, policies, or programs. Promotion may also include assistance, as desired, to prepare applications and communications on behalf of SRTC member agencies. SRTC promotion will be conducted at the request of a member agency only for projects that are consistent with the MTP. Promotions will be unbiased, and no project/agency will be prioritized above another project from this region. Any promotion will be reported to the Board and committees.”

The group discussed the topic at length. Some comments/questions included:

- Does this mean blanket support by SRTC for all agencies for all projects in the region?
- During the Call for Projects statements were made regarding SRTC’s helping to promote projects in order to make up the gap in funding and there was concern over whether one agency would be prioritized over another.
- SRTC said they were committed to help agencies to find outside funding to fill the gap which resulted from partially funding projects.
- This may be an opportunity to be a little more specific in connecting the statement with the mission of SRTC, focusing on transportation and land use.
- In the interest of transparency, perhaps SRTC should make the TTC aware of all support being provided.
- Is this a change in SRTC policy? Should it be brought before the Board as a potential new policy?
- Clarifying terms and method of support is important, but doesn’t really fit into the TIP Guidebook.
- Suggestion that staff might research to see if there is another document into which SRTC project support fits better.
- Make sure the Board is made aware of this policy and the surrounding discussions.
- Likes that the language is not too strict; makes the policy more flexible.
- Wording seems broad enough that it’s possible this policy already covered in an existing document; although this statement does address programming specifically.

Ms. Nelson said staff will review to see if this policy might be better placed in the MTP, or Guiding Principles statements, or maybe Interlocal Agreements. The TTC Chair requested that notes from this meeting be included in the next Board packet and next month the TTC can finalize the discussions. The group consented.

Division Street Corridor Study – Staff provided information on the status, funding, schedule and next steps of the study.

Spokane County Build Grant – Ms. Colyar shared information about the recent grant award, project scope and upcoming construction of the Geiger Boulevard project.