

DATE: March 20, 2019
TO: Members of the Transportation Technical Committee
FROM: Sean Messner, Spokane County, Chair
SUBJECT: **Agenda for TTC Meeting Wednesday, March 27, 2019 – 1:30pm**
SRTC, 421 W. Riverside Avenue, Suite 504 (The Paulsen Building)

AGENDA

1. Call to Order
2. Roll Call / Record of Attendance
3. **Action** – Approval of February 27, 2019 Meeting Minutes Page 2
4. Public Comments
5. Technical Member Comments
6. Chair Report on SRTC Board of Directors Meeting
7. **Action**
 - a) 2019-2022 Transportation Improvement Program (TIP) April Amendment (*Eve Nelson*) Page 6
 - b) Contingency List Process (*Eve Nelson*) Page 9
 - c) Performance Management - Annual Safety Targets (*Eve Nelson*) Page 12
8. **Information & Discussion**
 - a) Mobility for Populations with Vision Loss (*Raychel Callary, Lilac Services for the Blind*) n/a
 - b) 2020-2021 Unified Plan Working Program (*Greg Griffin*) Page 21
 - c) SRTC Advocacy Policy Update (*Sabrina Minshall*) Page 60
 - d) Education Series Update (*Sabrina Minshall*) n/a
9. TIP Working Group Update (*Eve Nelson*) n/a
10. Agency Update
11. Adjournment Next Meeting: April 24

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MEETING MINUTES

Spokane Regional Transportation Council Transportation Technical Committee
February 27, 2019
421 W Riverside Ave Suite 504, Spokane, Washington

1. **Call to Order** - Mr. Sean Messner, Chair, called the meeting to order at 1:33 p.m.

2. **Roll Call**

Committee Members Present

Sean Messner	Spokane County	Brandon Blankenagel	City of Spokane
Mark Bergam	City of Airway Heights	Gloria Mantz	City of Spokane Valley
Todd Ableman	City of Cheney	Karl Otterstrom	Spokane Transit Authority
Roger Krieger	City of Deer Park	Gordon Howell	Spokane Transit Authority
Scott Bernhard	City of Liberty Lake	Mike Tedesco	Spokane Tribe
Inga Note	City of Spokane	Larry Larson	WSDOT
Louis Meuler	City of Spokane		

Committee Alternates Present

Barry Greene	Spokane County	Keith Martin	WSDOT
Mike Basinger	City of Spokane Valley		

Guests

LeAnn Yamamoto	Spokane County	Char Kay	WSDOT-Eastern Region
Rachelle Bradley	Spokane Tribe		

Staff

Eve Nelson	Senior Transportation Planner	Sabrina Minshall	Executive Director
Mike Ulrich	Senior Transportation Planner	Ryan Stewart	Senior Transportation Planner
Shauna Harshman	Assoc. Transportation Planner	Julie Meyers-Lehman	Administrative Assistant

3. **Approval of January 23, 2019 Minutes**

Mr. Martin made a motion to approve the January 23, 2019 meeting minutes as presented. Mr. Greene seconded the motion, which passed unanimously.

4. **Public Comments** - There were no public comments.

5. **Technical Member Comments** - Members shared information about current projects or programs in their jurisdiction or agency. Mr. Tedesco introduced Ms. Rachelle Bradley, a new planner with the Spokane Tribe and said she will be a TTC alternate.

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

Ms. Nelson stated the March amendment consists of two projects from City of Spokane Valley funded through Highway Safety Improvement Program and three WSDOT projects funded through Connecting Washington.

Mr. Otterstrom made a motion to recommend Board approval of the 2019-2022 TIP March amendment as presented and Mr. Blankenagel seconded. Motion carried unanimously.

7a. US 195 / I-90 Study

Mr. Stewart described the purpose of the study as a multimodal analysis of the corridor to develop strategies for addressing safety, operations, access and infrastructure issues. The study will consider practical solutions as well as the need for more coordinated land use planning and access management between agencies. He noted that the study will utilize data from the recently completed WSDOT I-90 Operations Study as well as other past efforts. It will analyze current and future conditions for access, infrastructure, road conditions, and land use.

He said the project team consists of staff from the City of Spokane, Spokane County, Spokane Transit, WSDOT and SRTC; there have been three team meetings discussing scope. He described the four main objectives

- Preserve limited access
- Analyze alternate routes
- Develop safety improvements
- Solve interchange issues

The study approach will include a multimodal systems analysis to arrive at strategies for a preferred alternative. He outlined the funding sources: Surface Transportation Block Grant - \$150,000; WSDOT - \$200,000; City of Spokane - \$50,000.

Mr. Stewart presented a tentative timeline for study completion and said the next steps are to execute funding agreements, finalize the RFQ for release, select the consultant, and then Board approval of the consultant contract.

There were no questions or discussion.

7b. 2020-2023 Contingency List

Ms. Nelson provided some background of the programming process. She noted the Board approved a program of projects from the SRTC Call for Projects; 2020-2023 for STBG programming and 2021-2023 for CMAQ programming. She said historical practice has been to select a contingency list after the initial programming decision for funding that becomes available through de-obligations or other funding opportunities. Ms. Nelson stated that development of a prioritized list of projects as part of the call for projects was a new procedure. She brought attention to the handout of the prioritized list and highlighted which were funded (either in full or partially) and which were not.

Ms. Nelson said staff is requesting the TTC to discuss (1) How a contingency list process should occur since a priority list has already been developed and (2) Should the newly approved contingency list and process replace the old list approved as part of the 2014-2017 STP call for projects. Chair Messner stated this item is for discussion this month and will be brought back for action next month.

The group discussed the pros and cons of keeping the existing contingency list or using the new project prioritization list. Comments included:

- Staff noted that past practice has been to move to a new list
- There could be some value in keeping the existing list as some projects on the existing list have made advancements to the point where they are nearly ready to use the funds
- The Board made clear that some partial funding was done to leverage other opportunities for funding.
- Many projects on the existing list applied again through the new call for projects
- Projects that received partial funding from the contingency list through the last call the old list could leave agencies on the hook for repayment of funds if they don't deliver
- If a project received funding for one phase, perhaps it should be kept high enough on the list for the next phase
- Concern that the status of funding for projects on the existing list is unknown

- There have been many conversations about agencies acknowledging risk when they accept funds, they must be able to accept the responsibility for the next step; can't rely on SRTC for all phases
- SRTC should have the ability via policy to say if a project is worthy of funding for PE phase, then we as a body feel its worthy to fund the construction phase
- A desire to see a policy or a side-board that uses de-obligated funds to fully fund the projects that received partial funding before going on to the contingency list
- A consideration of when funds would be used; project readiness is key
- Perhaps the TTC should just say they will make programming decisions as money becomes available based on principles of readiness, size, etc so the process will be strategic
- Caution against instituting too many policies; it's important to retain flexibility

Ms. Minshall said the Board had specific conversations about moving projects up in the prioritization list which had received partial funding in the previous call and they made a conscious decision not to move those projects. She said it is Board's intent is not to be a sole funder of all projects from beginning to end; they want to be one of the funders, when it makes sense.

Chair Messner said part of the conversation is also the process of how de-obligated funds are applied and asked if the group preferred to provide input to staff or receive input from staff; he stated that on behalf of Spokane County, he would like the TTC provide input. Several members agreed.

Ms. Nelson said she will assemble today's comments into a draft and bring back before the TTC next month.

7c. Commute Smart NW

Ms. Yamamoto announced that as of 02/01/2019 the Commute Trip Reduction program changed its name to Commute Smart NW, with a new name, look, logo and website. She highlighted the features on the new website and spoke about the new awards program. She spoke about the Community Impact and Commute Calendar pages on the website. Ms. Yamamoto spoke about the March advertising campaign in which they are partnering with Spokane Regional Clean Air Agency and other upcoming marketing campaigns. She noted they will be using social media, billboards, newspaper aids and will be working on building partnerships.

TTC Chair Report of Board Meeting

Chair Messner relayed a summary of the February Board meeting.

8. TIP Working Group Update

Ms. Nelson said the obligation target for expenditures of funds through SRTC is \$10.07 million and approximately \$8 million has been reached, and ideally there will be a million or so above the target just to be on the safe side. The TIP Working Group will continue to meet and strategize.

10. Agency Update

Ms. Minshall introduced new SRTC Associate Transportation Planner Shauna Harshman and said another new Associate Planner will start March 11. Ms. Minshall reported that next month the TTC will be presented with details for the Education Series.

Mr. Lien said that SRTC is the coordinating agency for the federal Participant Statistical Area Program (PSAP), which allows participating jurisdictions to review and update select statistical area boundaries for the 2020 Census. Mr. Lien asked the TTC to provide suggested staff contacts from area jurisdictions for stakeholder outreach.

Mr. Lien provided a brief update on the Division Street Corridor Study. He noted that the SRTC Board is scheduled to take action on two interagency agreements at their March meeting. One agreement establishes

the joint management relationship between SRTC and STA, and the second agreement is with WSDOT concerning their funding contribution to the study.

11. Adjournment - There being no further business, the meeting adjourned at 2:42 pm.

Julie Meyers-Lehman
Recording Secretary

MEMORANDUM

DATE: March 20, 2019
TO: Members of the Transportation Technical Committee
FROM: Eve Nelson, Senior Transportation Planner
SUBJECT: 2019-2022 Transportation Improvement Program (TIP) April Amendment

Summary

Two agencies have requested an amendment to the 2019-2022 TIP (see **Attachment**). The changes necessitating an amendment are:

- **City of Spokane: Riverside Avenue-Wall to Monroe**-Project separated from full length project (0.71 miles) due to this segment (0.22 miles) has fully secured funding. Project includes full depth pavement reconstruction, sidewalk repair, secure vaulted sidewalks, lane reconfiguration, bicycle facilities, signal upgrades, conduit and lighting and corrects funding to reflect the project scope.
- **City of Spokane Valley: Barker Road-Spokane River to Grade Separation**-Amendment consolidates multiple segments along this corridor into one project and the total cost for all Barker Corridor improvements has not changed. This update reflects that pavement reconstruction and widening from Euclid to Trent of current segment 1 & 3 will be completed in 2019 with local funds instead of federal funds. This updates the federalized portion of the project limits to include two project elements and revises the project limits to Spokane River to the Barker Grade Separation Project (GSP). First, road improvements cover the Barker Road reconstruction and widening between the Spokane River and the north limits of the Euclid intersection. Second, the project constructs a multi-use path between the Spokane River and the Barker Road/BNSF Grade Separation Project. Updated total project cost are adjusted to include \$530,800 for path from Euclid to GSP (4,089,000+530,800). This was the same project cost for previous segment 2 and the multiuse path from Euclid to the GSP.

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 will be published for a 10-day public review and comment period from March 20 through March 29 at 4:00 p.m. Notice of the amendment will be published in the Spokesman Review and posted on the SRTC website (www.srtc.org) March 20. Public comments received during the public comment period will be addressed by SRTC staff and presented to the SRTC Board of Directors in their April meeting packet.

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 April amendment has been reviewed by SRTC staff for compliance with federal and state requirements and consistency with Horizon 2040.

Technical Implications

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

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

Prior Committee Actions

This item is being presented to the TTC for the first time.

Requested Action

Recommendation for SRTC Board approval of the April amendment to the 2019-2022 TIP, as shown in the **Attachment**.

Agency	Project Title Amendment Description	Funding Adjustment		Amendment	
				New Project	Existing Project
1 Spokane	Riverside Avenue-Wall to Monroe Project separated from from full length project due to this section has fully secured funding. Project includes ull depth pavement reconstruction, sidewalk repair, secure vaulted sidewalks, lane reconfiguration, bicycle facilities, signal upgrades, conduit and lighting and corrects funding to reflect the project scope.	STP	\$4,895,700		✓
		Local	\$1,094,450		
		Total	\$5,990,150		
2 Spokane Valley	Spokane River to Grade Seperation at Trent This amendment consolidates multiple segments along this corridor into one project and the total cost for all Barker Corridor improvements has not changed. This update reflects that pavement reconstruction and widening from Euclid to Trent of current segment 1 & 3 will be completed in 2019 with local funds instead of federal funds. This updates the federalized portion of the project limits to include two project elements and revises the project limits to Spokane River to the Barker Grade Separation Project (GSP). First, road improvements cover the Barker Road reconstruction and widening between the Spokane River and the north limits of the Euclid intersection. Second, the project constructs a multi-use path between the Spokane River and the Barker Road/BNSF Grade Separation Project. Updated total project cost are adjusted to include \$530,800 for path from Euclid to GSP (4,089,000+530,800). This was the same project cost for previous segment 2 and the multiuse path from Euclid to the GSP.	STP			
		(UL)	\$2,050,000		✓
		HSIP	\$231,000		
		FMSIB	\$763,280		
		Local	\$1,575,520		
		Total	\$4,619,800		

MEMORANDUM

DATE: March 20, 2019

TO: Members of the Transportation Technical Committee

FROM: Eve Nelson, Senior Transportation Planner

SUBJECT: 2020-2023 Contingency List Process

Summary

On December 13, 2018 SRTC Policy Board selected a list of projects to fund with 2020-2023 regional allocations of the Surface Transportation Program Block Grant (STBG) and 2021-2023 Congestion Mitigation Air Quality (CMAQ) funds. The TTC will be asked to recommend a contingency list process as future funds become available.

At their February 27, 2019 meeting the TTC discussed ways to establish a contingency list process to use on the 2018 Call for Projects Prioritized List (**see Attachment**). This recommendation also included no longer carrying forward the older contingency lists from 2015 so that SRTC pulls from the list that best represents the current priorities of the region.

The TTC suggested a contingency list process. The process would include a TTC discussion on the following areas when money becomes available:

- Evaluate the technical requirements and amount of the funding that is available;
- Identify from the **2018 Prioritized List**, projects that meet such requirements;
- Review project readiness from the above identified projects;
- Review the capability of available funding to complete a project or phase; and
- Recommend a project or projects for Board approval.

Public Involvement

The 2020-2023 SRTC call for projects has been discussed at the TTC, TAC and SRTC Board meetings throughout 2018, all which were open to the public.

Policy Implications

The SRTC Policy Board selected projects for funding based on prioritization developed in the regional application process. The project applications and evaluation criteria were developed to ensure consistency with Horizon 2040 and applicable project types.

Technical Implications

Once approved by the Board, the contingency list process will direct how additional STBG and CMAQ funds are awarded, as they come available. Additional STBG funds could arise if annual allocations of either program are higher than anticipated, or if currently funded projects come in under budget or are withdrawn from the TIP (i.e. resulting from Board action).

Prior Committee Actions

At their February 27, 2019 meeting, the TTC discussed a contingency list process.

Requested Action

Recommendation to the SRTC Policy Board on a contingency list and process.

2018 SRTC Call for Projects - Priority & Programming History

				STBG			CMAQ	STBG Set-Aside		HIP			Small Towns-min	AWARD
				Urban	Urban Small-min	Rural-min	inside AQ boundaries	Urban Large	Rural-min	Urban Large	Urban Small	Rural		
Priority	Project #	Project Name	Requested	\$12,670,000	\$530,000	3,100,000	\$9,800,000	\$1,800,000	\$208,000	\$1,040,000	\$28,000	\$165,000	\$1,500,000	Total Award
1	SC-1	Bigelow Gulch Project 5	\$1,568,000			\$1,403,000						\$165,000		\$1,568,000
2	COS-3	Thor-Freya Couplet	\$8,119,105	\$5,684,000										\$5,684,000
3	SRHD-1	Safe Routes to School Walking School Bus	\$611,181					\$600,000						\$600,000
4	SV-1	Pines Grade Separation (RW only)	\$3,795,000	\$1,890,000										\$1,890,000
5	COS-1	Riverside-Monroe to Wall	\$5,003,141	\$850,000										\$850,000
6	SRHD-2	Walk Bike Bus Downtown Spokane	\$304,202				\$304,000							\$304,000
7	SC-12	Commute Trip Reduction	\$898,157				\$881,327							\$881,327
8	STA-1	Upgrate 6diesel buses to electric	\$2,670,000				\$2,670,000							\$2,670,000
10	MW-1	Argonne Rd, Frederick to Liberty congestion relief	\$1,270,000				\$1,270,000							\$1,270,000
11	SC-2	Bigelow Gulch Project 6	\$4,085,000	\$1,774,000						\$1,040,000				\$2,814,000
12	SV-2	Barker Corridor reconstruction & widening (can be split into 3 segments)	\$6,331,800	\$2,050,000										\$2,050,000
15	DP-1	Crawford & Colville Roundabout/N Colville reconstructions	\$1,943,514			\$1,944,000							\$1,944,000	\$1,944,000
18	COS-7	Maple-Wellesley Intersection	\$761,822				\$762,000							\$762,000
21	SV-4	Pines and Mission intersection improvement (can be split into 2 segments)	\$1,211,000				\$509,000							\$509,000
25	COS-5	Centennial Trail Summit Gap	\$2,532,198				\$2,532,000							\$2,532,000
26	SC-6	57th Avenue & Freya St Roundabout	\$728,300				\$728,000							\$728,000
27	COS-6	Ben Burr Crossing Improvements	\$746,099					\$746,000						\$746,000
29	COS-8	Driscoll-Alberta-Cochran Sidewalk Infill	\$1,060,452					\$530,000						\$530,000
34	SV-3	Sprague & Barker intersection improvement	\$1,159,979				\$349,000							\$349,000
37	CH-1	Washington St (Cheney)	\$730,691		\$703,000						\$28,000			\$731,000
46	FF-2	First St Sidewalk Phase 2	\$272,034						\$315,000				\$315,000	\$315,000
9	SC-3	Bigelow Gulch Project 2	\$2,601,000											\$0
13	STA-2	5-Mile Park & Ride Study	\$200,000											\$0
14	COS-12	Havana St-Sprague to Broadway	\$5,836,971											\$0
16	SV-6	Argonne Rd preservation (PE + RW only option)	\$2,508,500											\$0
17	WSDOT-1	US 2 Garfield Rd intersection improvement	\$2,220,000											\$0
19	SC-5	57th Avenue	\$2,126,000											\$0
20	AH-2	21st Ave Craig Rd to Deer Heights Rd (Property Survey)	\$89,545											\$0
22	COS-10	Spokane Falls Blvd-Lincoln to Division	\$7,305,931											\$0
23	DP-3	Colville Reconstruction Third St to north City Limits	\$2,021,738											\$0
24	SV-7	Park Road reconstruction (RW only)	\$268,150											\$0
28	SC-14	Harvard Rd	\$4,827,000											\$0
30	COS-4	Washington-Stevens, Spokane Falls to Boone	\$2,014,581											\$0
31	SC-13	Centennial Trail at Argonne	\$719,000											\$0
32	COS-2	Freya St - Wellesley to Decatur	\$3,658,690											\$0
33	COS-13	North Bank Trail Study	\$166,250											\$0
35	COS-9	Napa-2nd Ave to Sprague	\$1,508,697											\$0
36	SC-9	Craig Rd	\$962,700											\$0
38	AH-1	10th Ave Garfield Rd to Hayford Rd	\$3,203,000											\$0
39	DP-2	E Crawford Preservation	\$575,650											\$0
40	COS-11	37th Ave Sidewalk	\$726,183											\$0
41	SC-11	Cascade Way	\$601,200											\$0
42	SC-4	Brooks Rd Phase 1	\$1,608,000											\$0
43	SV-5	Mullan Road preservation	\$1,211,000											\$0
44	SC-8	Greta to Whitworth Bike Route	\$299,300											\$0
45	SC-10	Columbia Dr	\$1,536,000											\$0
47	SV-8	Wilbur Rd sidewalk	\$557,060											\$0
48	FF-1	Rattler Run Road reconstruction	\$799,433											\$0
49	SC-7	Cheney-Spokane Rd	\$2,132,000											\$0
				\$12,668,000	\$703,000	\$3,347,000	\$10,005,327	\$1,983,000	\$315,000	\$1,040,000	\$28,000	\$165,000	\$2,259,000	\$29,727,327

MEMORANDUM

DATE: March 20, 2019
TO: Members of the Transportation Technical Committee
FROM: Eve Nelson, Senior Transportation Planner
SUBJECT: Performance Management- Annual Safety Targets

Summary

Pursuant to national goals, State Departments of Transportation (DOTs) are required by the federal Highway Safety Improvement Program (HSIP) regulations under 23 CFR 924 to **annually set five safety performance targets**, last set in August 2018. SRTC is required to review the new State safety targets and has options to *support the State safety targets, maintain our current targets or readjust our own safety targets*.

The five required performance targets use five year rolling averages for (1) number of fatalities, (2) rate of fatalities per 100 million VMT, (3) number of serious injuries, (4) rate of serious injuries per 100 million VMT, and (5) number of non-motorized fatalities and non-motorized serious injuries. These targets are required for all public roads regardless of ownership or functional class. DOTs may incur penalties if they do not make significant progress towards their targets. MPOs do not incur penalties for progress. However, MPOs are required to annually review state targets and act on them as note above and address safety throughout our planning and project selection processes.

The method used by WSDOT to set the 2019 safety targets is as follows:

- The annual number of fatalities, serious injuries, and Vehicle Miles Traveled (VMT) is determined for a 10-year period.
- A 5-year rolling average is calculated for each performance measure.
- The most recent rolling 5-year average value serves as the baseline.
- The linear trend line through the rolling 5-year average values is determined along with its projected value in 2019 (the target year).
- If the projected value for 2019 is higher than the baseline value, the baseline value becomes the 2019 target. If the projected value for 2019 is lower than the baseline value, then this lower value is selected as the 2019 target.

This differs from the 2018 approach of drawing a straight line from the current 5-year rolling average to target zero in 2030. The new approach was encouraged by the Washington Transportation

Commission and is consistent with the approach used in the HSIP authored by WSDOT. Both tables below are represented visual in the **Attachment**.

Adopted 2019 and 2018 WSDOT Statewide Targets

	Statewide 2019 Targets	Statewide 2018 Targets
Fatalities	489.2	415.5
Fatality Rate	0.813	0.709
Serious Injuries	1855	1788
Serious Injury Rates	3.068	3.058
Non-Motorist Fatalities & Serious Injuries	511.8	431.5

All 2019 targets are higher than previous year.

Potential 2019 and 2018 SRTC Targets

	Potential SRTC 2019 Target (using the same WSDOT Method)	SRTC 2018 Targets
Fatalities	33.2	26.1
Fatality Rate	.891	.710
Serious Injuries	119.9	114
Serious Injury Rates	3.135	3.102
Non-Motorist Fatalities & Serious Injuries	39.4	32.6

All potential 2019 targets are higher than previous year.

Public Involvement

The public involvement process for performance management has been ongoing and continuous. SRTC last established safety performance targets on December 14, 2017, this was in accordance with 23 CFR 924.

Policy Implications

Federal rules from MAP-21 require performance-based planning and target setting with transparent linkages between project outcomes and deliverables and funding policies and investment decisions. Evaluation and prioritization tools have been used throughout the Horizon 2040 and TIP development. Continued Board and member agency engagement will occur during TIP project selection, regional needs evaluations, and target setting as federal rule setting matures and SRTC's project evaluation capacities evolve.

Technical Implications

Developing performance targets aides in developing priorities that guide the project selection for Surface Transportation Block Grant (STBG) Program (formally STP), Congestion Mitigation and Air

Quality (CMAQ), and STBG Set-Aside (formally TAP) funding. Additionally, the Board is responsible for ensuring that all federally funded transportation projects are consistent with Horizon 2040.

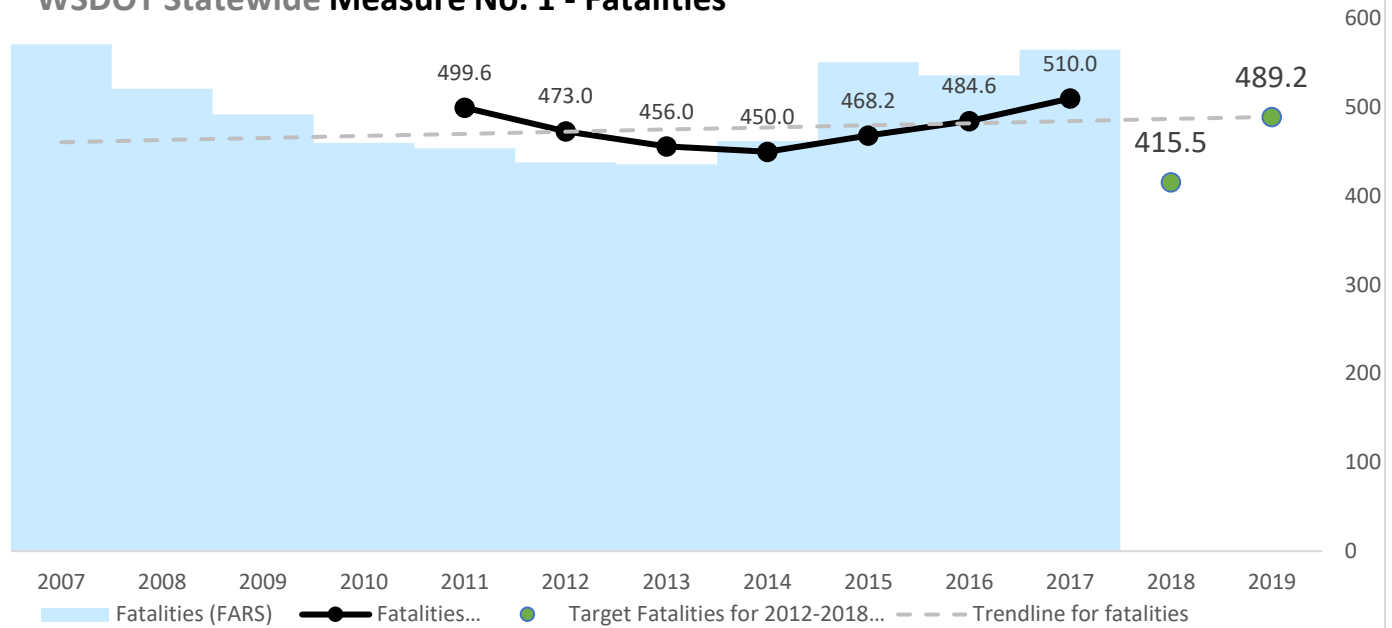
Prior Committee Actions

On November 27, 2017, the Transportation Technical Committee (TTC) unanimously recommended approval of Horizon 2040 which included adoption of annual safety targets.

Requested Action

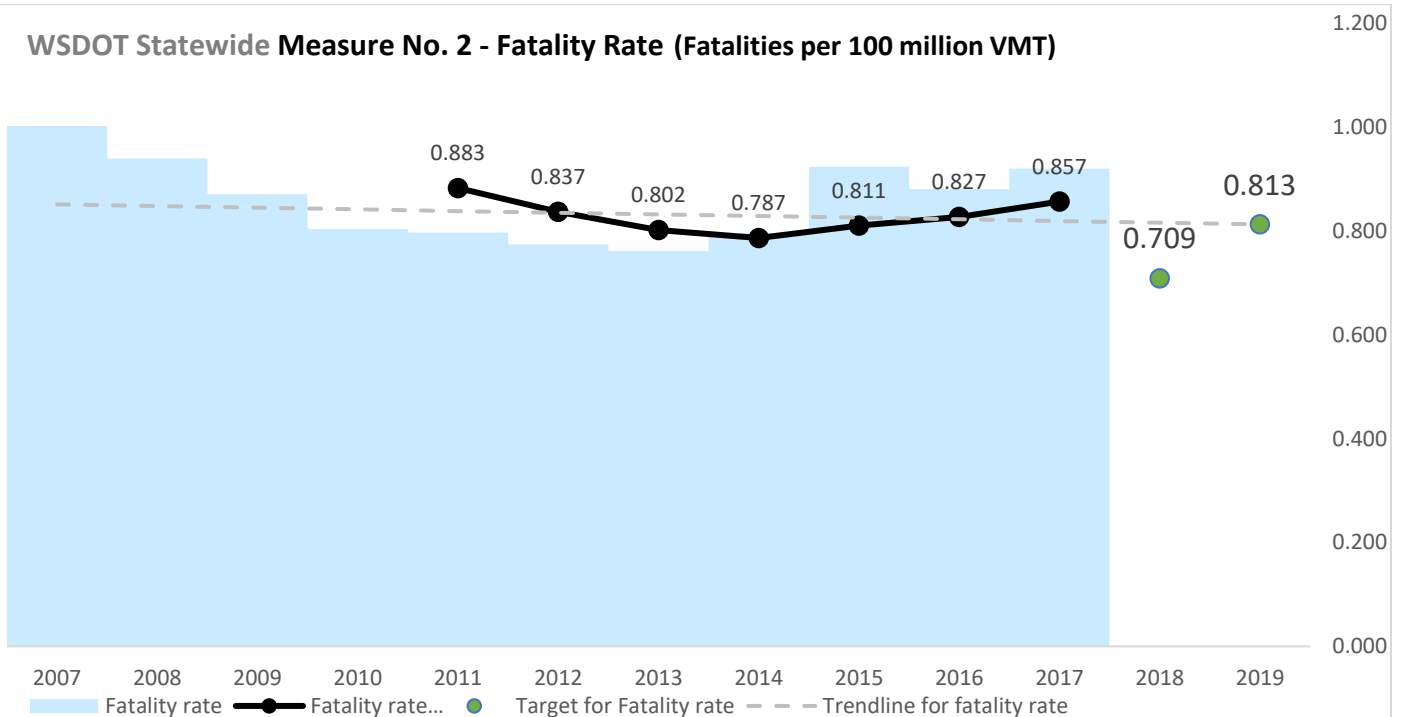
For Information and education.

WSDOT Statewide Measure No. 1 - Fatalities



Data Source: Fatality Analysis Reporting System, Preliminary 2017 Q4 release (ARF) (April 2018), Washington Traffic Safety Commission.

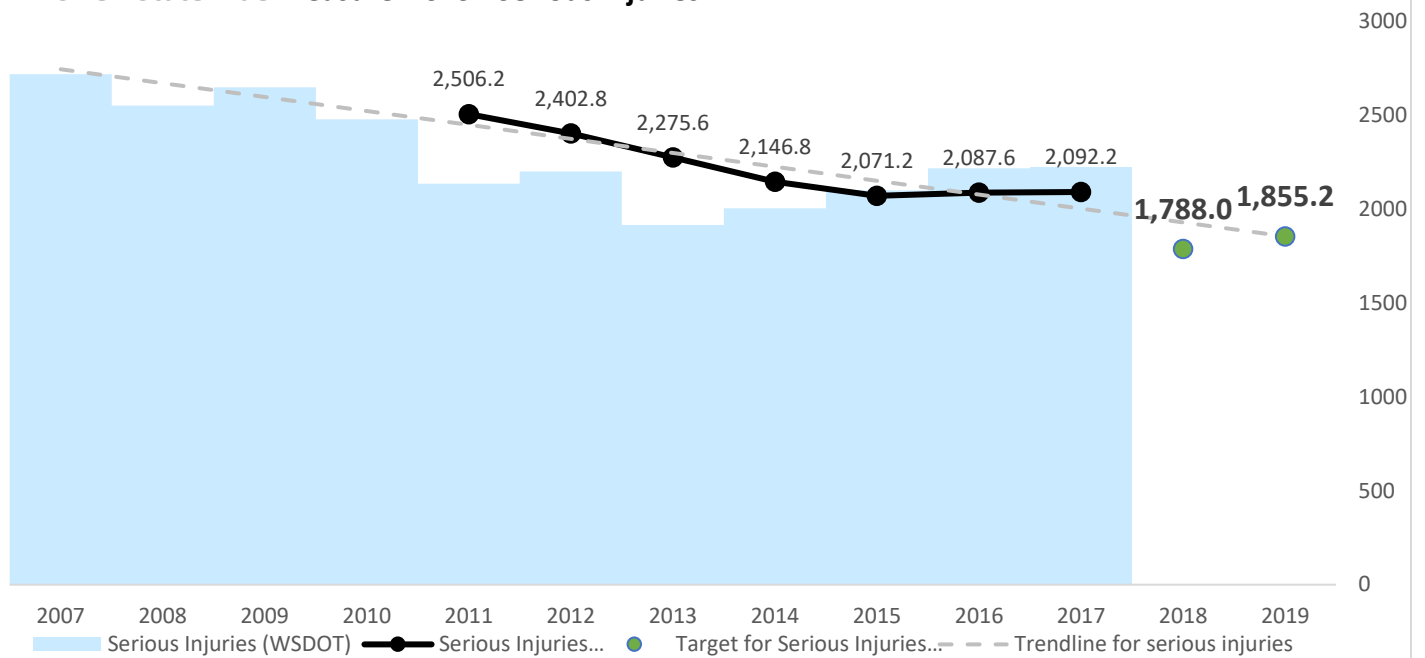
WSDOT Statewide Measure No. 2 - Fatality Rate (Fatalities per 100 million VMT)



Data Source: Fatality Analysis Reporting System, Preliminary 2017 Q4 release (ARF) (April 2018), Washington Traffic Safety Commission; VMT Monitoring System, Washington State Department of Transportation.

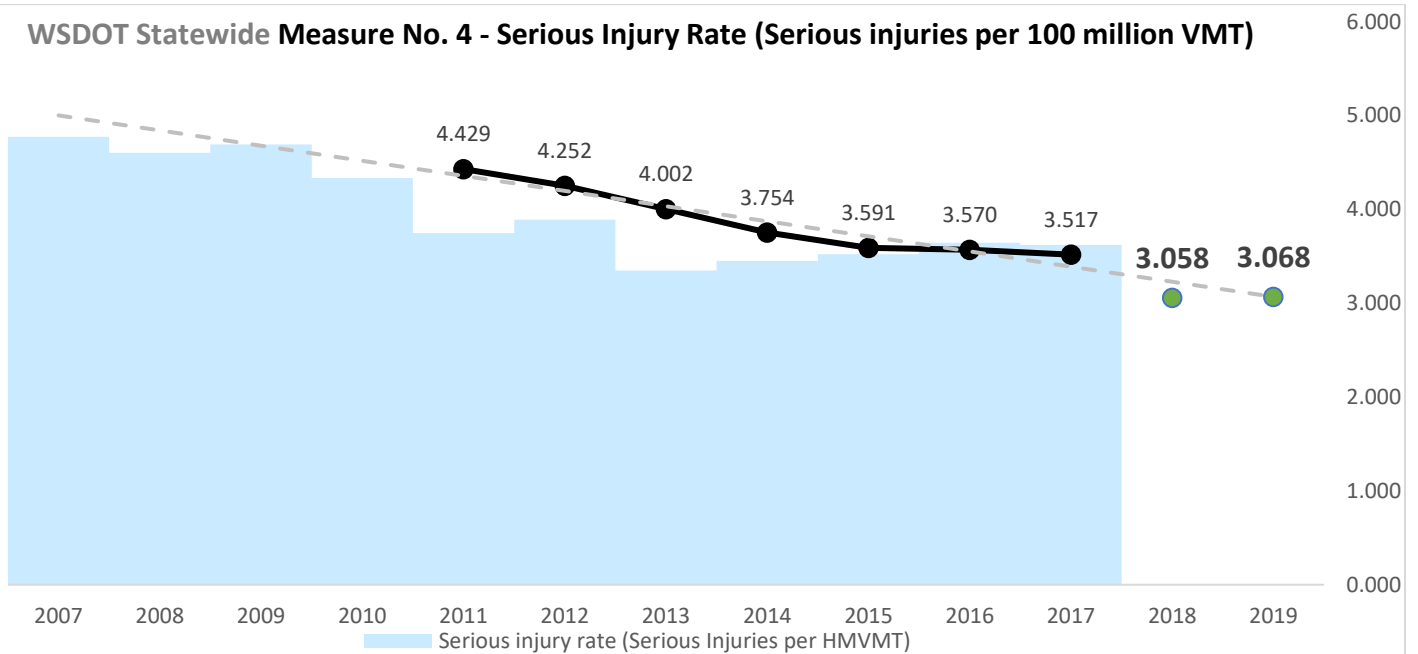
Under 23 U.S. Code § 148 and 23 U.S. Code § 409, safety data, reports, surveys, schedules, lists compiled or collected for the purpose of identifying, evaluating, or planning the safety enhancement of potential crash sites, hazardous roadway conditions, or railway-highway crossings are not subject to discovery or admitted into evidence in a Federal or State court proceeding or considered for other purposes in any action for damages arising from any occurrence at a location mentioned or addressed in such reports, surveys, schedules, lists, or data.

WSDOT Statewide Measure No. 3 - Serious injuries



Data Source: WSDOT Engineering Crash Data (June 2018), Washington State Department of Transportation.

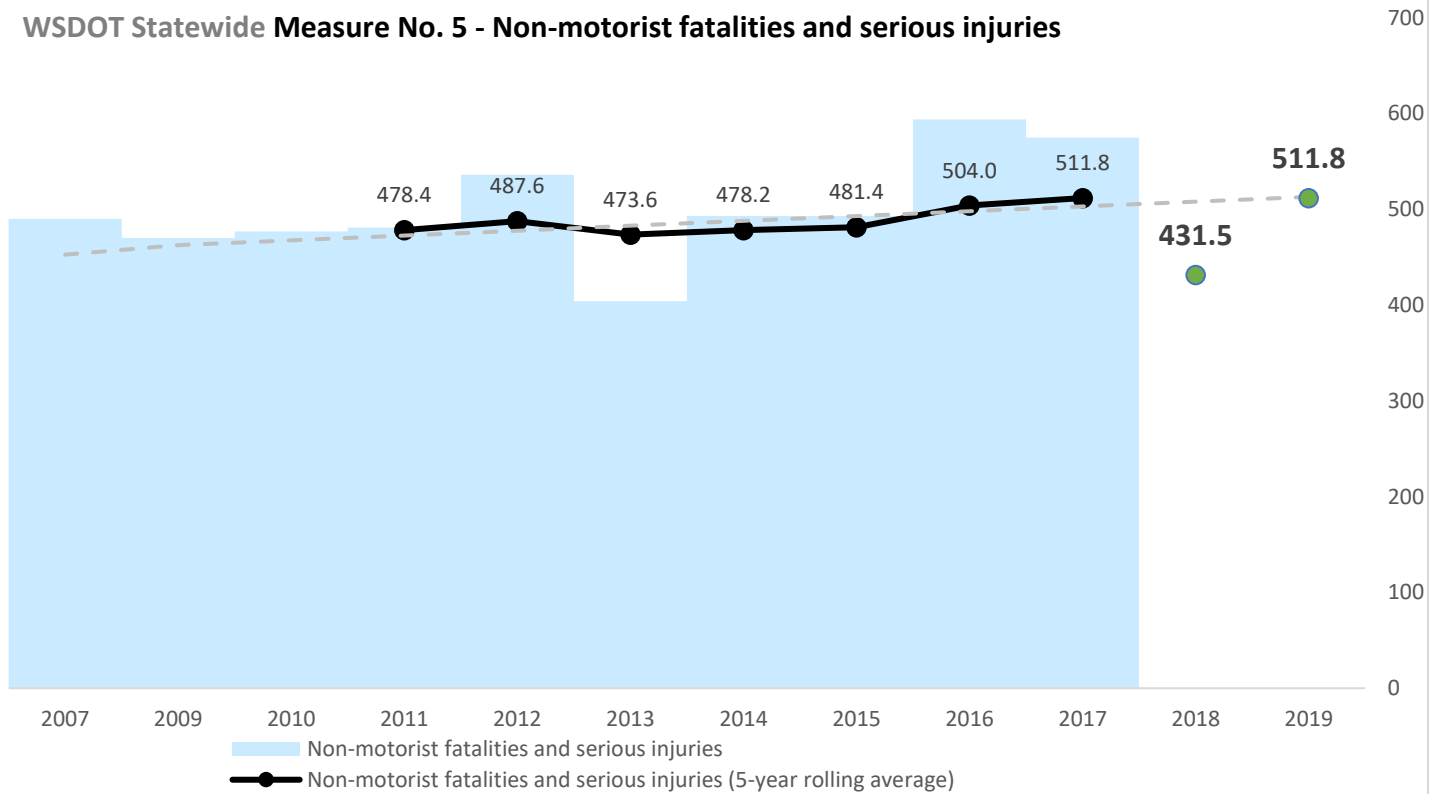
WSDOT Statewide Measure No. 4 - Serious Injury Rate (Serious injuries per 100 million VMT)



Data Sources: WSDOT Engineering Crash Data (June 2018); VMT from Highway Safety Performance Monitoring System - WSDOT

Under 23 U.S. Code § 148 and 23 U.S. Code § 409, safety data, reports, surveys, schedules, lists compiled or collected for the purpose of identifying, evaluating, or planning the safety enhancement of potential crash sites, hazardous roadway conditions, or railway-highway crossings are not subject to discovery or admitted into evidence in a Federal or State court proceeding or considered for other purposes in any action for damages arising from any occurrence at a location mentioned or addressed in such reports, surveys, schedules, lists, or data.

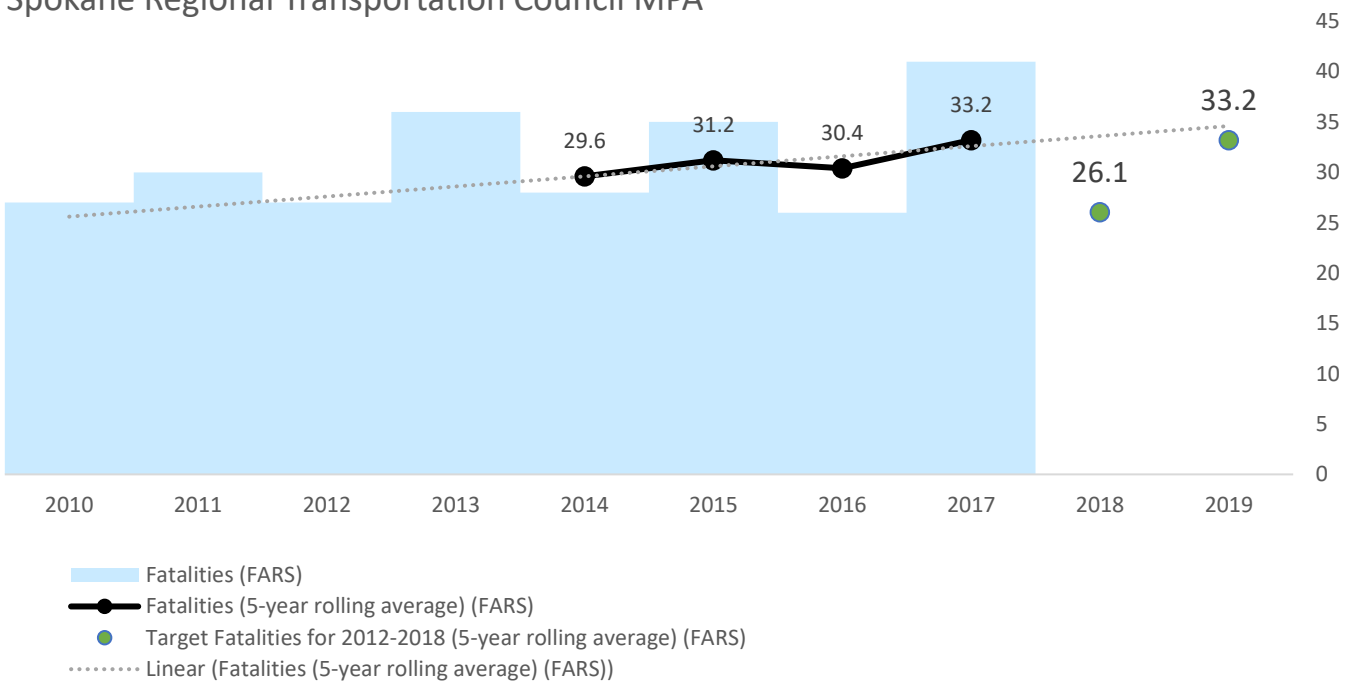
WSDOT Statewide Measure No. 5 - Non-motorist fatalities and serious injuries



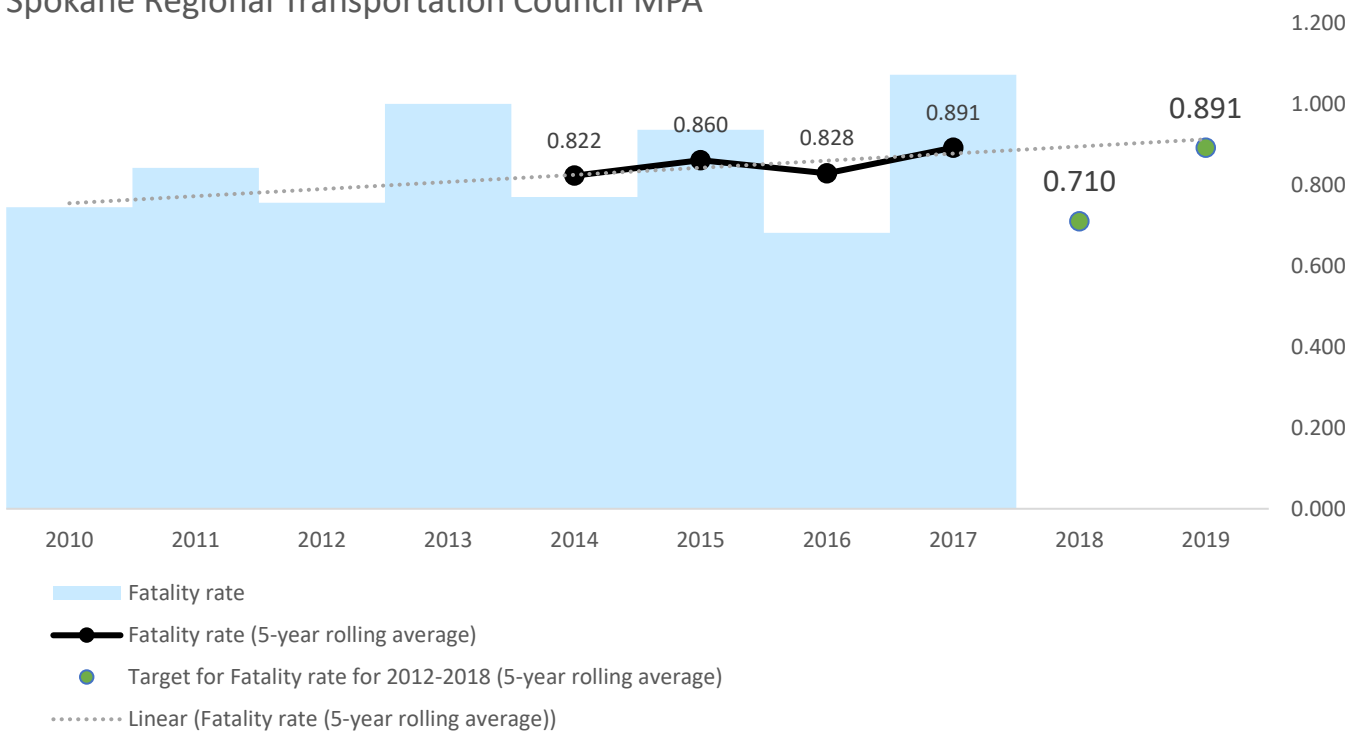
Data Sources: WSDOT Engineering Crash Data, WSDOT(June 2018); Fatality Analysis Reporting System, Preliminary 2017 Q4 release (ARF), Washington Traffic Safety Commission (April 2018).

Under 23 U.S. Code § 148 and 23 U.S. Code § 409, safety data, reports, surveys, schedules, lists compiled or collected for the purpose of identifying, evaluating, or planning the safety enhancement of potential crash sites, hazardous roadway conditions, or railway-highway crossings are not subject to discovery or admitted into evidence in a Federal or State court proceeding or considered for other purposes in any action for damages arising from any occurrence at a location mentioned or addressed in such reports, surveys, schedules, lists, or data.

Measure No. 1 - Fatalities 2006 through 2030
Spokane Regional Transportation Council MPA



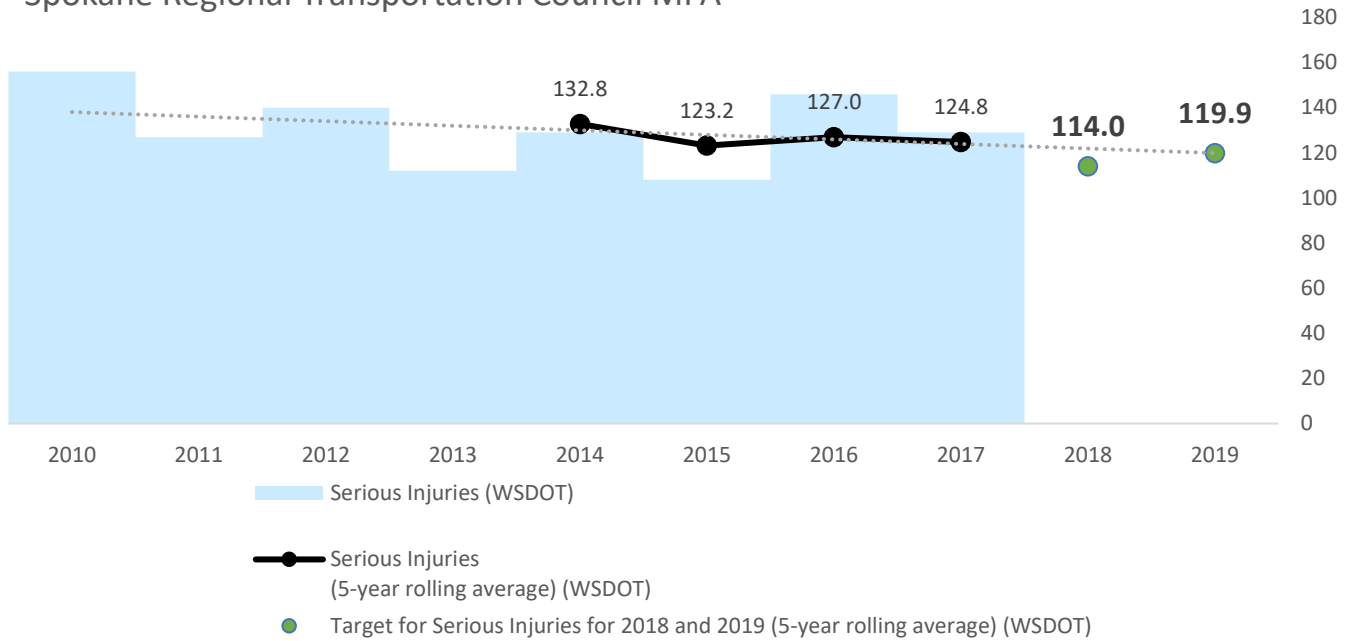
Measure No. 2 - Fatality Rate (Fatalities per 100 million VMT)
Spokane Regional Transportation Council MPA



Under 23 U.S. Code § 148 and 23 U.S. Code § 409, safety data, reports, surveys, schedules, lists compiled or collected for the purpose of identifying, evaluating, or planning the safety enhancement of potential crash sites, hazardous roadway conditions, or railway-highway crossings are not subject to discovery or admitted into evidence in a Federal or State court proceeding or considered for other purposes in any action for damages arising from any occurrence at a location mentioned or addressed in such reports, surveys, schedules, lists, or data.

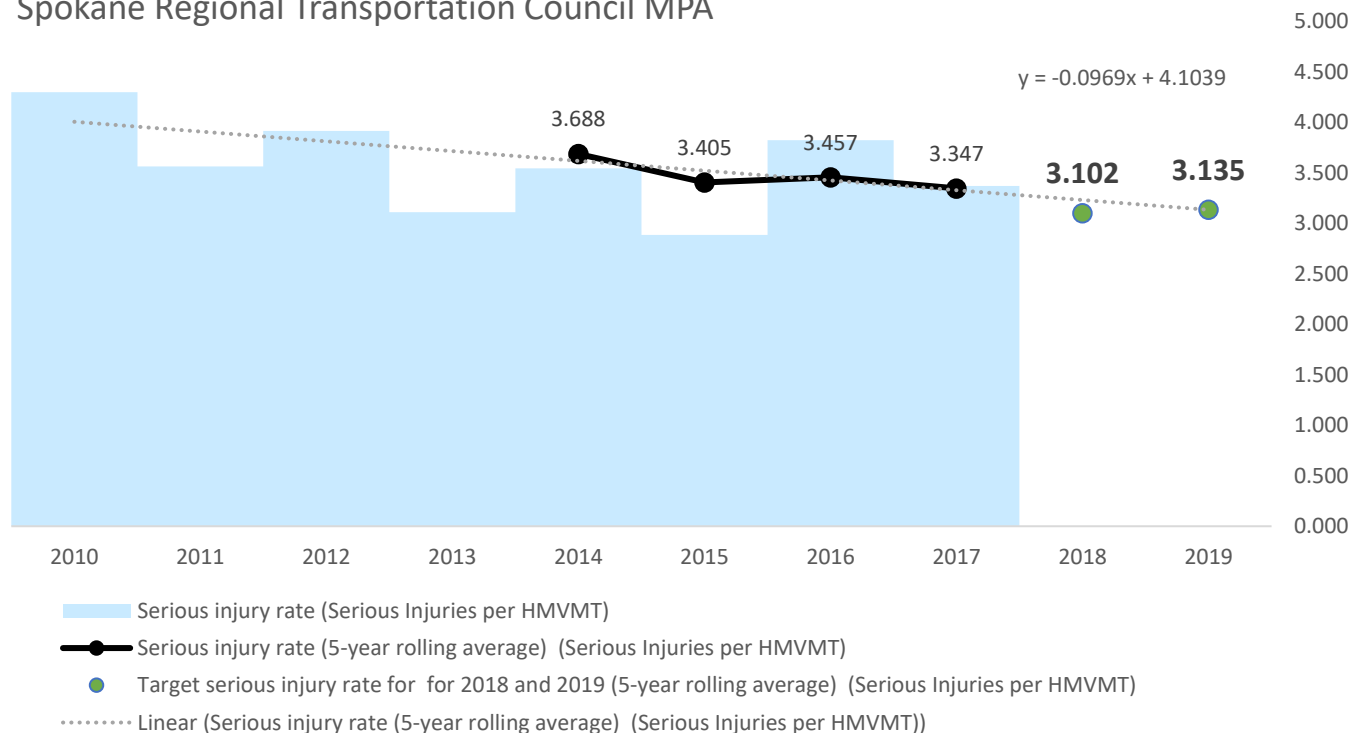
Measure No. 3 - Serious injuries

Spokane Regional Transportation Council MPA



Measure No. 4 - Serious injury rate (Serious injuries per 100 million VMT)

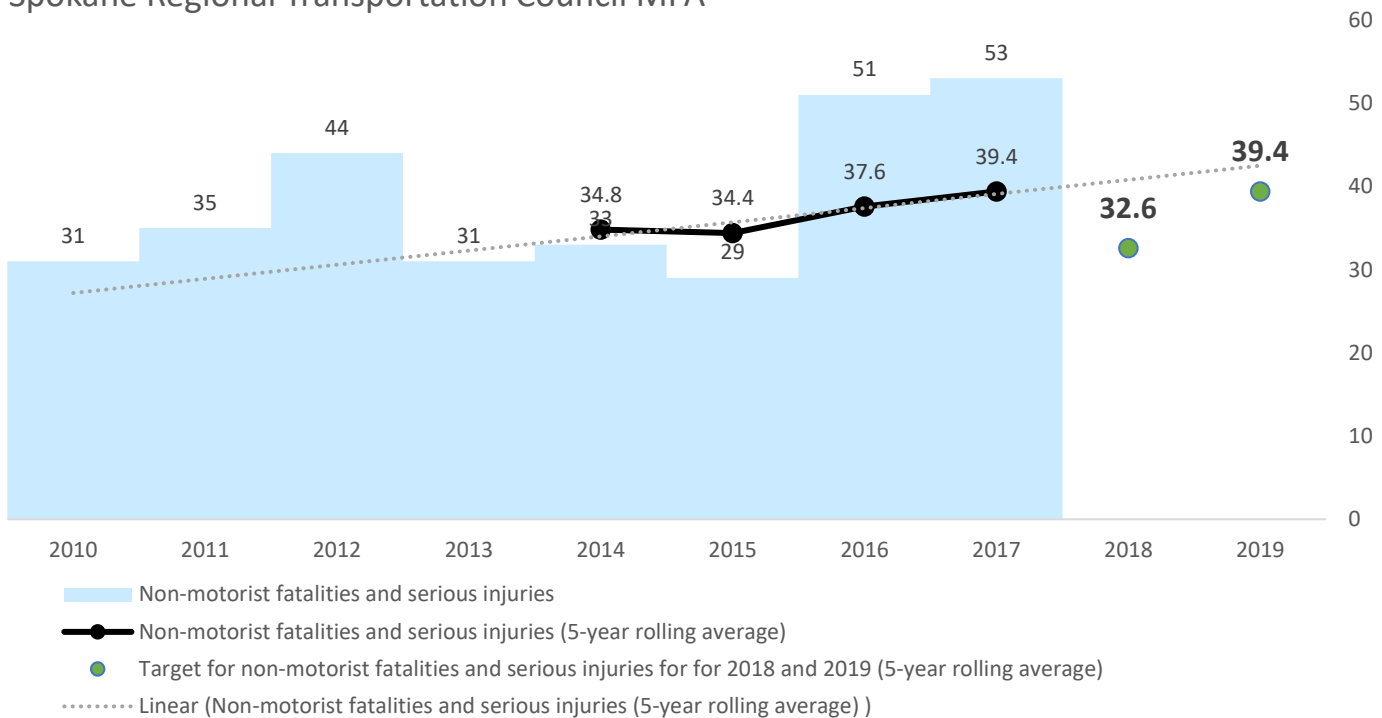
Spokane Regional Transportation Council MPA



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Measure No. 5 - Non-motorist fatalities and serious injuries

Spokane Regional Transportation Council MPA



Under 23 U.S. Code § 148 and 23 U.S. Code § 409, safety data, reports, surveys, schedules, lists compiled or collected for the purpose of identifying, evaluating, or planning the safety enhancement of potential crash sites, hazardous roadway conditions, or railway-highway crossings are not subject to discovery or admitted into evidence in a Federal or State court proceeding or considered for other purposes in any action for damages arising from any occurrence at a location mentioned or addressed in such reports, surveys, schedules, lists, or data.

MEMORANDUM

DATE: March 20, 2019

TO: Members of the Transportation Technical Committee

FROM: Sabrina C. Minshall, AICP, Executive Director
Greg Griffin, Administrative Services Manager

SUBJECT: State Fiscal Year (SFY) 2020-2021: Two-Year Unified Planning Work Program Overview

Summary

Each Metropolitan Planning Organization, in cooperation with WSDOT and the public transportation operator is required to develop a Unified Planning Work Program (UPWP) that includes a discussion of the planning priorities within the Metropolitan Planning area. Certain basic, high level information is required including the work proposed for the next one or two-year periods by major activity or task, also addressing the federal and state planning factors and additional emphasis areas.

Details about the planned tasks such as who will conduct them, the schedule, the resulting products, and the funding must be included. UPWP guidance by WSDOT specifies the narrative and budget information which must be addressed related to:

- Review of interlocal agreements;
- Statewide planning efforts and coordination with WSDOT;
- Production of the Transportation Improvement Program (TIP);
- Fiscal constraint and;
- Reporting.

Planning activities by WSDOT and Spokane Transit Authority are added to the UPWP by appendix.

For the SFY 2020-2021, SRTC is preparing a two-year UPWP, rather than the traditional one-year work plan as the majority of SRTC work tasks are not done on a one-year schedule. Major projects such as the Metropolitan Transportation Plan (MTP) update work, Data/Model and Technical Tools update, and studies (such as Division Street Corridor, US 195/I-90, and Freight Strategy) are multiple year efforts. The UPWP can be revised and updated mid-period if needed and monitored by SRTC staff for any needed changes. The SRTC periodic federal certification review is expected at the end of calendar year 2019, and if additional work tasks are needed to respond to this review, the UPWP will need to be modified, but the magnitude is unknown.

The calendar for the preparation of the UPWP is below. In accordance with the UPWP Guidance Manual, the first draft of the UPWP was sent to WSDOT and federal agencies for review on March 15, 2019. During April and May, comments and feedback will be received from the Transportation Technical Committee and the SRTC Board Administrative Committee. An on-site meeting with the review agencies will be held on May 21. All comments shall be compiled and changes made prior to the Board consideration for adoption at the June meeting.

Schedule for Update:

SRTC SFY 2020-2021 UPWP Development Schedule	
Key Due Dates	Key Action Due
March 14, 2019	SFY 2020-21 UPWP Overview provided to SRTC Board
March 22, 2019	Preliminary draft SFY 2020-21 UPWP to WSDOT
March 27, 2019	SFY 2020-21 UPWP Overview provided to TTC
April 24, 2019	Preliminary draft SFY 2020-21 UPWP to TTC
May 21, 2019	On-site review meeting with WSDOT, Public Transportation Division, WSDOT, FHWA, and FTA
May 1, 2019	Comments due from committee members on preliminary draft
May 9, 2019	Draft SFY 2020-21 UPWP presented to Board
May 22, 2019	TTC recommendation of Board approval of preliminary draft SFY 2020-21 UPWP
June 8, 2019	Board approval of SFY 2020-21 UPWP
June 16, 2019	Approved SFY 2020-21 UPWP submitted to WSDOT
June 21, 2019	WSDOT submits approved SFY 2020-21 UPWP to FHWA/FTA
June 30, 2019	FHWA/FTA UPWP approval date
July 1, 2019	SFY 2020-21 UPWP takes effect

Policy Implications

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

Technical Implications

On May 21 2019 the WSDOT Transportation Planning Office, Public Transportation Division, and Eastern Region Planning Office, along with the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA), will conduct a review of the FY 2020-2021 UPWP. SRTC sent a first draft FY 2020-2021 UPWP to the review committee on March 15, 2019. After Board approval in early June, the UPWP will be submitted to WSDOT who will in turn submit it to FHWA and FTA for approval by the end of June. The FY 2020-2021 UPWP will be in effect beginning July 1, 2019.

Prior Committee Actions

None.

Requested Action

For information and discussion.

Spokane Regional Transportation Council

Agenda Item 8b
Attachment

**State Fiscal Years
2020 – 2021**

Unified Planning Work Program

DRAFT

July 1, 2019 to June 30, 2021



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

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

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

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

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

SPOKANE REGIONAL TRANSPORTATION COUNCIL
2019 BOARD MEMBERS

Al French (Chair)	Spokane County Commissioner
Steve Peterson (Vice Chair)	City of Liberty Lake, Mayor
Dave Malet	City of Airway Heights, Council Member
Paul Schmidt	City of Cheney, Council Member
Dee Cragun	City of Deer Park, Council Member (representing small towns)
Lori Kinnear	City of Spokane, Council Member
David Condon	City of Spokane, Mayor
Arne Woodard	City of Spokane Valley, Council Member
Larry Stone	Major Employer Representative
Matt Ewers	Rail/Freight Representative (Ex-Officio)
Larry Krauter	Spokane Airports
Josh Kerns	Spokane County Commissioner
E. Susan Meyer	Spokane Transit Authority
Kennet Bertelsen	Transportation Advisory Committee Chair (Ex-Officio)
Sean Messner	Transportation Technical Committee Chair (Ex-Officio)
Mike Gribner	Washington State Department of Transportation
Joe Tortorelli	Washington State Transportation Commission

Sabrina C. Minshall	Executive Director
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SPOKANE REGIONAL TRANSPORTATION COUNCIL
2019 TRANSPORTATION TECHNICAL COMMITTEE MEMBERS

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

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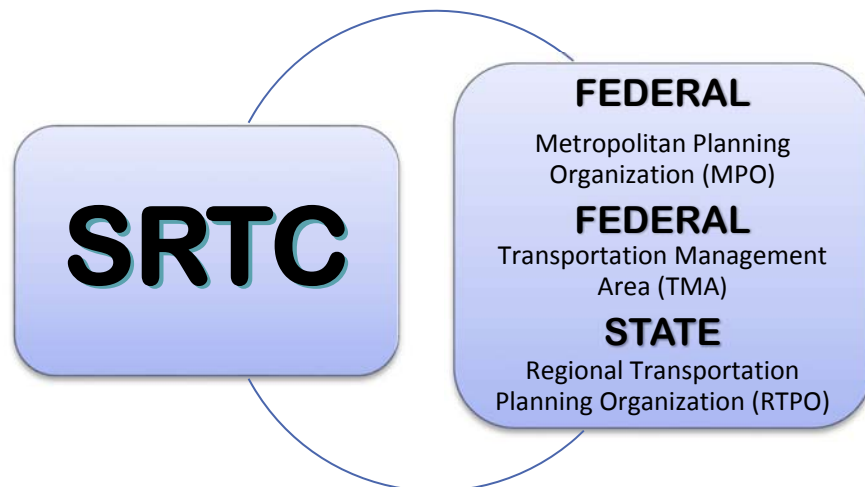
INTRODUCTION

Background

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

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

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

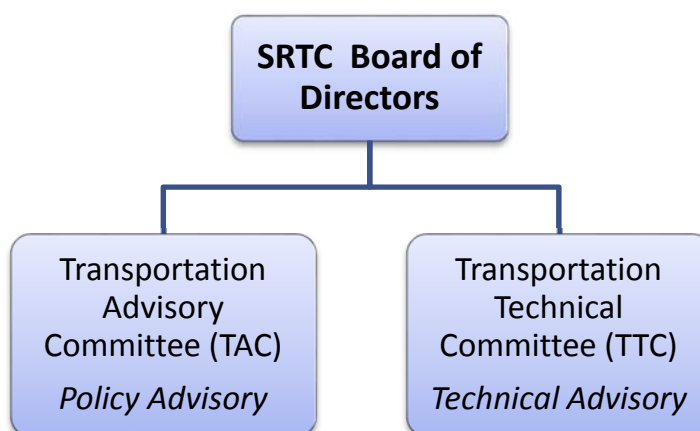


Purpose

The purpose of the UPWP is to identify and align all federally funded transportation planning activities that will be conducted in the metropolitan planning area during a one or two-year period. This State Fiscal Year (SFY) 2020-2021 Unified Planning Work Program defines such activities and their associated financial resources that will be undertaken in the Spokane Metropolitan Planning Area during the July 1, 2019 through June 30, 2021 Washington state fiscal year periods.

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

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



Organization and Process

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

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

The TAC is composed of 13 members from an array of geographic areas, modal and policy expertise, agencies, and constituent groups. A key responsibility of the TAC is to advise

Board on policy issues associated with plans, programs, and activities conducted by SRTC. In addition, the TAC is organized to promote transparency and provide a forum for the public to be involved in SRTC's overall transportation planning program.

In developing the SFY 2020-2021 UPWP, SRTC worked cooperatively with WSDOT and the Spokane Transit Authority (STA) to define planning priorities, work activities, and associated financial resources.

Issues Addressed in the Planning Process

Current Planning Environment

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

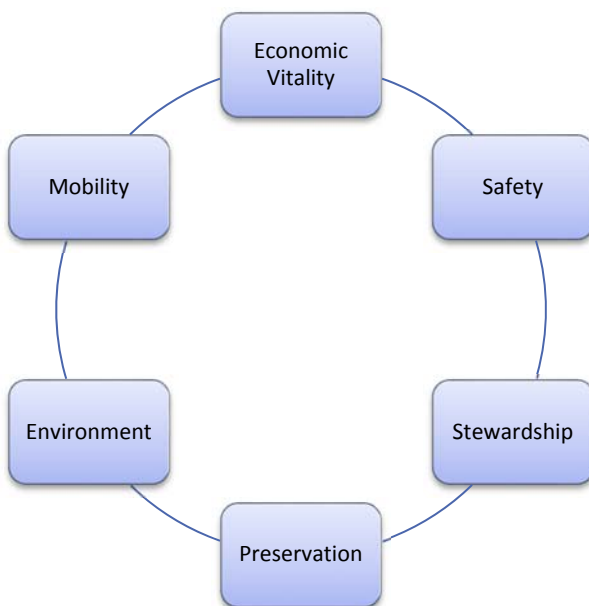
In SFY 2020-2021, SRTC will continue to work on several key activities related to FAST Act performance-based planning requirements. It is anticipated that the performance-based planning approach will enhance SRTC's long-range planning and project selection processes. However, it should be recognized that the FAST Act performance-based planning requirements are an extension of the MAP-21 performance-based planning requirements, and as such, will involve a significant and continuing investment in resources (e.g., staffing, data collection, etc.).¹ Because these new requirements are not fully funded through the FAST Act, SRTC has balanced performance-based planning requirements with other MPO requirements. In striking this balance, SRTC's mission is to meet core MPO and RTPO planning functions. These goals are reflected in SRTC's SFY 2020-2021 UPWP. In updating the new metropolitan/regional transportation plan, Horizon 2040, SRTC has identified several emerging planning issues to be addressed in the SFY 2020-2021 UPWP and subsequent years. These include continuing to implement performance-based planning, aligning and supporting WSDOT's practical solutions framework, and understanding linkages between land use and transportation decisions.

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

Federal and State Planning Factors

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

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



The SFY 2020-2021 UPWP reflects these federal priorities and direction through specific work activities.

The SFY 2020-2021 UPWP also addresses the six Washington State legislative transportation system policy goals of [RCW 47.04.280](#), including Economic Vitality, Preservation, Safety, Mobility, Environment, and Stewardship. In particular, Task 8: RTPO Planning Functions, addresses the specific requirements of RCW 47.04.280.

Finally, the SFY 2020-2021 UPWP also reflects the Guiding Principles, Policies and Strategies established in the Horizon 2040 Metropolitan Transportation Plan and 2019-2022 Transportation Improvement Program, which were both developed within the framework of current federal and state planning requirements.



Coordination with Adjacent MPOs and RTPOs

As of March 2003, Kootenai County, Idaho became a federally designated urbanized area. Associated with that designation was the establishment of the Kootenai Metropolitan Planning Organization (KMPO). KMPO's eleven-member board is comprised of local elected officials from highway districts, local jurisdictions, District 1 of the Idaho Transportation Department, and the Coeur d'Alene Tribe. While the SRTC and KMPO Boards are independent from one another, SRTC and KMPO continue to coordinate planning and modeling efforts that affect both MPO areas. SRTC's work plan for SFY 2020-2021 includes initiating a joint Board meeting of the two MPO's. The UPWP will be sent for comment to adjacent RTPOs.

SFY 2019 Key Accomplishments

The SFY 2020-2021 UPWP identifies SRTC key accomplishments for SFY 2019 organized by UPWP Task.

1. Program Administration and Coordination
<ul style="list-style-type: none">• Completed SFY 2019 UPWP.• Completed SFY 2018 UPWP Annual Report.• Completed 2018 MPO Self-Certification Report.• Developed Calendar Year 2019 Budget and Indirect Cost Plan.• Hired a Data Scientist. Board approved budget with staffing reorganization for 2019. Recruited two Associate Planners and one Assistant Planner to maintain ten FTE by end of FY 2019.• Participated in Washington MPO Coordination Committee.• Participated in North Spokane Corridor Executive Committee.• Participated in Spokane Regional Transportation Management Center Board and Committees.• Participated in Intermountain West MPO Directors Meetings.• Monthly meetings of SRTC Board of Directors, Transportation Technical Committee, and Transportation Advisory Committee.
2. Public and Stakeholder Participation and Coordination
<ul style="list-style-type: none">• Increased social media presence, with 1,562 followers on Twitter and 262 "likes" on Facebook.• Hosted an "Education Series" for the public and the Board consisting of expert speakers; a panel discussion covering roundabouts, a workshop designed to illustrate the challenges faced by pedestrians in urban environments, transportation and land use nexus, and smart growth principles.• Created, printed and distributed to the public a "Year in Review" document.• Held an open house to present the draft 2019-2022 TIP to the public.• Attended community events, festivals and meetings to promote SRTC activities.• Hosted meetings of the Transportation Advisory Committee (TAC), the Citizen Advisory Committee.• Distributed quarterly newsletters on SRTC activities.• Operationalized "full circle" public involvement, utilizing feedback from outreach into planning efforts. Examples include hearing questions from the TAC and others regarding roundabouts being constructed, subsequently developing and hosting a roundabout education event. The TAC committee and safety data indicates ongoing safety concerns related to walkability and bike safety. SRTC conducted a walkability training for both committees and other interested

member staff (over 40 attendees) SRTC application now reflects “year around system”, with questions on design and maintenance, as public feedback reflects concerns regarding investments and maintenance in all modes of infrastructure and mobility during winter months.

3. Systems Analysis and Information Management

- Continued to address recommendations in the regional travel demand model peer review report.
- Began a multi-year effort to improve suite of analytic tools; hosted expert on land use forecasting options for mid-size MPO's.
- Acquired, updated, and maintained demographic, socioeconomic, land use, and transportation data in geospatial and other formats in support of transportation planning as appropriate. Used analysis tools to assist planning processes, inform decision makers and reveal new trends and patterns in support of planning functions.
- Collaborated with other agencies in data and analysis sharing as needed.
- Provided GIS support, managed the GIS software environment, and processed statistical and demographic data.
- Provided GIS data, mapping and GIS support to member jurisdictions.
- Expanded the use of ArcGIS Online interactive mapping and data capabilities to provide partner agencies and the public transportation relevant maps and data.
- Continued the annual development of the online, interactive, regional road construction map to avoid delays, improve public sentiment regarding delays, improve vehicular and worker safety, and share information publicly.
- Provided model data and modeling support to member agencies for several projects, studies and other planning efforts.

4. Metropolitan Transportation Plan (MTP)

- Convened a multi-jurisdictional Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP) Working Group. Created an update to the CPT-HSTP Plan. Approved by the Board in November 2018.
- Participated in quarterly interagency consultation process with FHWA, FTA and EPA.
- Agreed to support WSDOT's performance targets for PM2 and PM3 federal rules.
- Participated in WSDOT performance management coordination meetings.
- Coordinated with WSDOT to improve and further implement the WA State Bicycle Count Program.

5. Planning Consultation and Studies

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

6. RTPO Planning Functions

- Conducted reviews and multi-modal level of service analyses of local jurisdictions' comprehensive plan updates and amendments in accordance with SRTC policies and procedures.
- Managed SRTC's internal Commute Trip Reduction program. Promoted the countywide program to the community. Provided data and analysis to support countywide CTR program.
- Assisted Spokane County with scope of work for Comprehensive Plan update
- Participated in Rucklehouse discussion meetings with WSDOT and other RTPO's
- Began reevaluation of household and job allocations with member agencies.
- Participated in WSDOT HWY2 Corridor Plan

7. Unfunded Planning Activities

- SRTC Regional Bicycle and Pedestrian County Program with local agencies, stakeholders and jurisdictions.

SFY 2020 UPWP Tasks

The SFY 2020-2021 UPWP identifies priorities for the Spokane Metropolitan Planning Area and allocates resources to specific needs and projects. It also assists local, state, and federal agencies in coordination of urban transportation planning activities. The tasks and subtasks to be accomplished and developed under the SFY 2020-2021 UPWP are listed in Table 1. In addition, Table 1 provides a generalized illustration of whether a particular task or subtask is primarily undertaken to satisfy federal (MPO), state (RTPO), or both federal and state requirements. Subtasks have been added to provide SRTC the ability to track staff time and deliverables under areas of interest and to align that effort with the areas of focus.

Table 1: SFY 2020-2021 UPWP Tasks and Subtasks

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

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

Federal and State Areas of Emphasis

Federal and state emphasis areas are addressed in the SFY 2020-2021 UPWP including:

Federal and State Areas of Emphasis	
1. MAP-21 and FAST Act Implementation – <i>Transportation Performance Management</i> <i>Highlights:</i>	<ul style="list-style-type: none"> • SRTC will continue tracking Federal notices of proposed rulemaking as they pertain to performance management and will inform and aid local agencies of the notices and changes. • SRTC will update, monitor, and maintain performance management data as determined by the FAST Act, and SRTC’s Horizon 2040 Implementation Toolkit. • SRTC has integrated Performance Based Planning into all steps of its process from the MTP- Horizon 2040, to the TIP Application Process and application questions, to project level checklists. • SRTC will continue to collaborate with WSDOT to set statewide and MPO performance measure targets. • SRTC’s TTC and Board of Directors will consider the targets financial implication and relationship to its efforts on performance-based planning. SRTC will integrate this approach into its’ work on a freight strategic plan, land use modeling, and project funding.
2. Models of Regional Planning Cooperation – <i>Promote cooperation and coordination across MPO boundaries and across state boundaries where appropriate to ensure a regional approach to transportation planning.</i> <i>Highlights:</i>	<ul style="list-style-type: none"> • SRTC will coordinate development of SFY 2020-2021 UPWP with FHWA, FTA, STA, and WSDOT’s Transportation Planning Office and Eastern Region’s Planning Office. • SRTC will coordinate with federal, state, local, and Tribal agencies regarding regional transportation issues. • SRTC will monitor federal and state legislative actions. • SRTC will participate and coordinate in WSDOT Plan Alignment Work Group (PAWG). • SRTC will provide input and technical assistance as needed on WSDOT’s Corridor Sketch Initiatives and Practical Solutions. • SRTC will review and certify local updates and amendments to comprehensive plans and the county wide plan policies for consistency with SRTC’s Plan Review and Certification Process Instruction Manual. • SRTC will continue interaction with Intermountain MPO group, and other MPOs and agencies, to share information, MPO practices, data uses, techniques, and plans.
3. Ladders of Opportunity – <i>Access to essential services: as part of the transportation planning process, identify transportation connectivity gaps in access to essential services.</i> <i>Highlights:</i>	

Federal and State Areas of Emphasis

- SRTC will incorporate text related to access gaps into future MTP updates within the Title VI and Americans with Disabilities Act (ADA) sections.
- SRTC will reach out to “traditionally underserved” populations for the purpose of education and awareness regarding corridor plans and the long-range transportation plan, Horizon 2040 through coordination with local agencies.

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

Highlights:

- SRTC will coordinate and consult with Tribal governments.
- SRTC will maintain coordination with Tribal and Land Management agencies per SRTC’s Tribal and Land Management Coordination policies.
- SRTC will coordinate Tribal participation in the TIP process.

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

Highlights:

- SRTC will review existing MOU (signed January 15, 2013) for any changes necessary in coordination with WSDOT and STA.
- SRTC will begin an update of Interlocal Agreement for federal and state required changes, membership and voting changes due to population from census results, dues, and other changes directed by the Board.

1. Program Administration and Coordination

Overview

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

WAC. Program Administration is a core MPO and RTPO function and includes the development and tracking of the Unified Planning Work Program. Three new staff members are joining SRTC in 2019, making capacity training a focus area in SFY2020.



Source of Funds/Budget

FHWA / FTA / RTPO / Local - \$ 749,790

Responsibilities

SRTC staff

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

1.1 Program Management and Support

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

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

Expected Outcomes	Schedule
Coordination and support to the SRTC Board, TTC, and TAC. TTC will have a focus in understanding implementation and integration of target setting and performance measurement, especially as it relates to a funding strategy and the next long-range plan update.	Ongoing
Coordination with federal, state, local, and Tribal agencies, and other partners regarding regional transportation issues, plans, studies, funding, and implementation programs.	Ongoing
Coordination with Tribal agencies.	Ongoing
Provide two-way, collaborative and continuing communication with SRTC and member agencies through the liaison program, where each member agency is assigned a staff person for ongoing contact.	Ongoing

1.2 Federal Transportation Planning Certification

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

During the review, the FHWA and FTA noted significant improvement in the status of the planning process lead by SRTC and determined that all corrective actions from the 2012 review were adequately resolved. It was certified that the transportation planning process in the Spokane metropolitan area meets the applicable program and regulatory requirements of 23 CFR 450. The next certification review on-site is expected to begin in early fall 2019.

Expected Outcomes	Schedule
Implement recommendations from the February 8, 2016 Federal Transportation Planning Certification Review Final Report.	Ongoing
Participate in Federal Transportation Planning Certification Review, respond to recommendations, and implement recommendations.	August 2019 - August 2020
Submit Self Certification to WSDOT Tribal and Regional Coordination Liaison.	October 2019

1.3 MPO Agreements

In 2013, the SRTC Board approved a new Interlocal Agreement (ILA) that details the governance structure and cooperative process for carrying out the metropolitan transportation planning process.

- Updating the ILA and associated bylaw's will be during the 2020-2021 UPWP cycle, in anticipation of census data to finalize population-based representation and voting structure for membership. The new ILA will include all new state and federal requirements as applicable.
- ILA between SRTC and WSDOT, as well as SRTC and Spokane Transit Administration (STA) will be reviewed and modified if any changes are needed.
- ILA between SRTC and the City of Spokane for administrative services will be amended during 2019.

Expected Outcomes	Schedule
Review progress to date on existing MOU (signed January 15, 2013) in coordination with WSDOT and STA. Review for possible changes, a process for target setting and adoption, and adopt amendment(s) if necessary.	August 2019
Update ILA for potential changes including membership structure due to state and federal requirements, census data, dues, and any other Board directed alterations.	July 2019 - June 2021

1.4 Coordination with State and Federal Legislators

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

During SFY 2020-2021, the Executive Director may participate in the following community organized trips to meet with state and federal legislators. Both trips will be paid for solely with local funds:

- Regional Olympia Fly-In (January 2020, January 2021)
- Regional Washington DC Fly-In (April 2020, April 2021)

<i>Expected Outcomes</i>	<i>Schedule</i>
Monitoring federal and state legislative issues and actions.	Ongoing
SRTC staff review of anti-lobbying rules and regulations.	Ongoing
Provide information regarding regional transportation project and Board approved priority projects and policies.	Ongoing

1.5 Professional Development and Training

This subtask provides for ongoing staff training to include attending conferences, seminars, and training sessions within budget constraints. Professional development and training are fundamental components of maintaining a qualified, up-to-date professional staff. Training requirements are particularly important for a small MPO staff responsible for staying abreast of changing federal and state regulations and planning requirements, travel demand modeling, air quality conformity modeling, Geographic Information Systems, and computer hardware, software, and network systems.

On an annual basis SRTC compiles a detailed spreadsheet to determine the training needs and costs for staff members to attend needed training. This task also includes costs for professional and trade associations such as the Association of Metropolitan Planning Associations (AMPO) and National Association of Regional Councils (NARC).

SRTC is also focused on attracting and retaining highly qualified employees. This task includes training and certification for professional planners through American Planning Associations (APA) AICP Certification program and other professional training for Geographic Information Systems (GIS).

<i>Expected Outcomes</i>	<i>Schedule</i>
Professional development and training for SRTC staff, including travel demand modeling (VISUM), air quality conformity (MOVES), Geographic Information Systems (ArcGIS), transportation planning and programming, computer programming, statistical data and methods, leadership and management training, project management, Title VI, Environmental Justice and congestion management planning. Includes costs of certification, membership and participation in statewide, regional and national trade organizations. Also included in this is Board training in same areas as appropriate to increase Board capacity and governance.	Ongoing
Report on future professional development and training needs.	March 2021

1.6 Unified Planning Work Program

SRTC will develop and maintain the SFY 2020-2021 UPWP to coordinate metropolitan planning activities between SRTC and its member agencies, define planning activities, and identify funding sources for those activities. The UPWP is a core MPO function and identifies and organizes RTPO planning activities.

Responsibilities

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

Expected Outcomes	Schedule
Maintenance of the SFY 2020-2021 UPWP that identifies transportation planning activities to be undertaken in the SMPA using federal, state, and local funds.	Ongoing
Annual Performance and Expenditure Report as required by federal regulations.	September 2019, September 2020
Periodic updates to the SRTC Board on progress in implementing the SFY 2020-2021 UPWP.	Ongoing
Review of 2020-2021 UPWP for modifications, Preparation of the 2022-2023 UPWP.	Ongoing, February 2020; February 2021
Submit UPWP Amendments to the SRTC Board for approval and subsequently to FHWA and FTA.	As needed

2. Public and Stakeholder Participation and Coordination

Overview

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

Source of Funds/Budget

FHWA / FTA / RTPO / Local - \$ 176,895

Responsibilities

SRTC staff serves as the lead in coordination with member agencies, STA, WSDOT, other resource agencies, and stakeholders. The update to SRTC Website and Regional Survey will be contracted services

Expected Outcomes/Schedule

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



2.1 Public Coordination and Outreach

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



- Roundtables or focus groups on regional transportation issues and priorities,
- Presentations to groups of various sizes and interest areas,
- Open houses and public meetings for major SRTC activities and projects,
- Participation in open houses and public meetings hosted by other jurisdictions and agencies,
- Publication of annual reports,
- Surveys,
- Social media sites including a blog, Facebook and Twitter,
- Press releases to local media,
- SRTC presence at community events,
- Email distribution lists and flyers and/or direct mailings to publicize meetings and events,
- Coordination with member agencies and community groups to promote SRTC activities through websites, social media posts and other methods,
- Maintaining coordination with Tribal and Land Management agencies per SRTC's Tribal and Land Management Coordination policies,
- An education series to provide best practices and training modules for SRTC Board and committee members, transportation stakeholders, local elected and civic leaders and members of the general public as to local transportation activities and issues.

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

Hold open houses and public meetings that encourage discussion between the agency and members of the public and to solicit public comment.	Ongoing
Conduct statistically significant and representative public survey regarding transportation interests, financial tolerances, preferences and concerns. Results will be incorporated into direction of MTP for scenario development, funding options, project prioritization, and work allocation.	Fall 2019-Spring 2021
Provide alternate methods of communication for those who do not have access to the Internet.	Ongoing
Consider new types of information, formats, and outlets for information distribution and dissemination.	Ongoing
Focus enhanced outreach efforts on traditionally underserved populations.	Ongoing
Host an education series to provide identification of gaps in the work plan, increased coordination, and implementation of best practices.	Ongoing

2.2 Stakeholder Coordination

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

Expected Outcomes	Schedule
Outreach and coordinate with area Native American Tribes.	Ongoing
Outreach and coordinate with area land management agencies.	Ongoing
Build and maintain relationships with staff at other agencies for the purpose of coordination on projects and studies and the promotion of other agency's activities on SRTC's social media sites, and vice versa.	Ongoing
Utilize stakeholder and focus groups in agency transportation sub-area, and other, studies.	Ongoing
Include staff from other agencies on SRTC committees and sub-committees and working groups.	Ongoing
Evaluate outreach and public feedback for integration into planning activities. Document how feedback is used in processes, documents, and strategies.	March 2020 March 2021
Facilitate and encourage information-sharing between member agencies.	Ongoing



2.3 Title VI & Environmental Justice

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

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



2.4 Webpage and Social Media Management

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

Expected Outcomes	Schedule
Update and maintain an attractive, easy-to-use, informative, and timely website that allows members of the public to view SRTC plans, projects and documents and informs users of upcoming meetings, public comment periods, and other SRTC activities.	New update by February 2020, maintenance ongoing
Develop and utilize informative and interesting social media sites such as SRTC's blog, Facebook and Twitter pages, and any other technology or social media options that could be effectively used to reach members of the public.	Ongoing
Include links to SRTC's ArcGIS Online site on SRTC's main website and in social media posts to provide easily accessible information in an easy-to-understand format.	Ongoing
Embed maps from SRTC's ArcGIS Online site in website and social media posts.	Ongoing

3. Systems Analysis and Information Management

Overview

This task is a core MPO and RTPO function. All data, analysis and tools from this task are intended to facilitate informed decision-making by elected and governing officials for other tasks identified in this UPWP including the MTP, the TIP, and the CMP. The data is used for travel demand and air quality modeling to identify transportation issues, test scenarios, propose solutions, and evaluate activities to be implemented. This task includes collecting, analyzing, maintaining, reporting, and applying data to inform policy decisions. Information in tabular, database, geospatial, and other formats are used. The products are updated and compiled in various formats and made available to SRTC staff, staff from other state and local governments, and the public. This task also involves maintaining various user licenses and agreements and updating computer hardware and software.



Source of Funds/Budget

FHWA / FTA / STBG / RTPO / Local - \$ 987,565

Responsibilities

SRTC staff coordinates and develops systems and information management tasks with member jurisdictions, STA, WSDOT, Environmental Protection Agency, Washington State Department of Ecology, Spokane Regional Health District and Spokane Clean Air Agency. Technical Tools/Modeling and Data Project in 3.2 will be contracted through an RFQ process. Necessary data to support this task will be purchased through third party vendors.

Expected Outcomes/Schedule

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

3.1 Information Management and Mapping Services

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

<i>Expected Outcomes</i>	<i>Schedule</i>
Acquire, update, and maintain demographic, socioeconomic, land use, and transportation data in geospatial and other formats in support of transportation planning as appropriate. Use analysis tools to assist planning processes, inform decision makers and reveal new trends and pattern for use in planning.	Ongoing
Update, maintain, and add additional maps and data through ArcGIS Online in order to disseminate SRTC programs and data to internal staff, the public, and other agency staff.	Ongoing
Collaborate with other agencies in data and analysis sharing.	Ongoing
Assess data management process; catalog data sources, develop data architecture plan and recommendations.	Ongoing
Provide mapping/cartographic products and support.	Ongoing
Research new developments in GIS and information technology for analysis and public dissemination of data and plans.	Ongoing
Manage the GIS software environment and provide agency support and guidance in GIS.	Ongoing
Disseminate releases from US Census Bureau surveys and programs, and other statistical agencies as appropriate.	Ongoing
Support Census 2020 and updates to Census statistical geographies in coordination with regional partners.	Ongoing

3.2 Travel Demand Modeling

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

Responsibilities

SRTC staff is responsible for maintaining the 2010/2040 regional travel demand model set and related technical tools. Modeling update work will be done with a combination of SRTC in house staff and consultant assistance.

<i>Expected Outcomes</i>	<i>Schedule</i>
Maintenance of the 2015/2040 model set to include: 2015 base year and 2040 forecast year. Model maintenance includes making any updates or corrections to the transportation network or input files. Revisions will be incorporated in the next model update.	Ongoing
Update of base and forecast year models using interim land use.	Sept 2020
Reconcile jobs and housing units with cities' comprehensive plans and economic development efforts as a phase in model improvement plan. Evaluate options for a land use model to help inform land use allocation.	Ongoing
Complete model data requests for member agencies and/or public, as needed (Ongoing). (Note: Significant modeling requests or analysis are considered under Task 7 Planning Consultation and Studies).	Ongoing
Develop and implement a comprehensive improvement plan to enhance the agency's suite of technical tools thereby increasing the understanding of how people and goods move through Spokane County. Project will include data acquisition, model update, implementation of additional tools, training, etc. Scope, timeline, budget, etc. are included as deliverables of the project and will be refined as the effort progresses.	RFQ Release: Summer 2019 Estimated Project Completion: Q4 of 2021
Conduct a regional travel survey and/or acquire data (employment data, travel counts, etc.) to update the travel demand model and inform planning efforts.	2021

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



Overview

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

and beginning to plan for the 2021 update to Horizon 2040.

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

Source of Funds/Budget

FHWA / FTA / STBG / RTPO / Local - \$ 839,505

Responsibilities

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

4.1 General Long-Range Transportation Planning

<i>Expected Outcomes</i>	<i>Schedule</i>
Continue tracking Federal notices of proposed rulemaking as they pertain to transportation planning; begin modal planning.	Ongoing
Update, monitor, and report performance management data and targets as determined by the FAST Act.	Ongoing
Conduct update for Metropolitan Transportation Plan update- due December 2021.	Fall Ongoing
Coordinate public and stakeholder participation activities for long range planning activities as delineated in Task 2.	Ongoing
Update financial assessment of MTP; revenues and expenditures to meet financially constrained requirements.	Fall 2019-Fall 2020
Initiate scenario planning for MTP update once interim year land use and models are ready.	October 2020
Integrate performance management throughout all aspects of SRTC operations, including long-range plan scope update, project selection, programming, project evaluation, and mode specific plans.	Ongoing
Align and integrate data analytics to monitor and report on long range policy objectives.	Ongoing

4.2 Active Transportation

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

<i>Expected Outcomes</i>	<i>Schedule</i>
Continue coordination efforts regarding Active Transportation specifically through a working group. Evaluate and recommend development of a regional pedestrian/bicycle safety strategy aligned with target zero.	Ongoing-
Continue efforts collecting, analyzing and tracking active transportation count data.	Ongoing
Assist to member jurisdictions in relationship to active transportation issues as requested.	Ongoing

4.3 Coordinated Public Transit – Human Services Transportation Plan

This task focuses on working in coordination with STA on the Coordinated Public Transit – Human Services Transportation Plan. One coordination review is anticipated in late calendar year 2019, with an update of project lists by end of 2020.

<i>Expected Outcomes</i>	<i>Schedule</i>
Coordination between stakeholders involved in the HSTP Plan.	Ongoing
Update project lists by review and submittal of regionally ranked projects for WSDOT Consolidated Grant Program.	November 2020

4.4 Freight

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

<i>Expected Outcomes</i>	<i>Schedule</i>
Participate in WSDOT Plan Alignment Work Group (PAWG).	Ongoing
Establish a freight working group to coordinate and collaborate on regional freight issues.	Summer 2019
Conduct a freight Strategic plan to be part of the long-range plan update.	Fall 2019-Spring 2021
Investigate a freight component for the transportation model as outlined in Task 3.	Ongoing

4.5 WSDOT Support and Coordination

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

<i>Expected Outcomes</i>	<i>Schedule</i>
Participate and coordinate in WSDOT performance management target-setting work groups.	Ongoing
Coordinate with WSDOT and local agencies regarding asset management plans.	Ongoing
Coordinate with the development of “State Action Plan” for incorporation into MTP, as defined by the SRTC region.	Ongoing
Assist with “Practical Solutions” efforts as requested.	Ongoing
Assist with Washington Transportation Plan as needed.	Ongoing
Participate on WSDOT project teams on Corridor projects.	Ongoing
Participate in WSDOT modal plans development.	Ongoing
Update on FGTS WSDOT update, State Freight Plan update.	Ongoing

5. Transportation Improvement Program (TIP)

Overview

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

Source of Funds/Budget

FHWA / FTA / STBG / RTPO / Local - \$ 376,180

Responsibilities

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

5.1 TIP Development and Maintenance

<i>Expected Outcomes</i>	<i>Schedule</i>
Develop and approve the 2020-2023 TIP in accordance with federal and state regulations and the policies set forth in the <i>2019 TIP Guidebook</i> .	October 2019
Develop and approve the 2021-2024 TIP in accordance with federal and state regulations and the policies set forth in the most recent TIP Guidebook.	October 2020
Develop and approve the <i>2020 TIP Guidebook</i> to include, but not limited to: updates to policies and procedures for TIP amendments, calls for projects, project prioritization, delayed/deferred projects, and project tracking (pre- and post- obligation).	December 2019
Develop and approve the <i>2021 TIP Guidebook</i> to include, but not limited to: updates to policies and procedures for TIP amendments, calls for projects, project prioritization, delayed/deferred projects, and project tracking (pre- and post- obligation).	December 2020
Complete <i>2019 Project Obligation Report</i> in full compliance with federal regulations, FFY 2019 Annual CMAQ and TAP reports.	March 2020
Complete the <i>2020 Project Obligation Report</i> in compliance with federal regulations, FFY2020 Annual CMAQ and TAP Reports.	March 2021
Track project status (pre- and post-obligation) of Title 23 and Title 49, Chapter 53 federal funds in accordance with the <i>2019-2020 TIP Policies and Procedures Guidebook</i> .	Ongoing
Coordinate Tribal participation in the TIP process.	Ongoing
Maintenance of the current TIP; includes processing amendments and/or administrative modifications to the current TIP, as necessary.	Ongoing
Provide mapping/cartographic products and other GIS support as necessary.	Ongoing

Track local agency obligations of federal funds. Status reports for local agency obligations of federal funds will be reported to SRTC committees and Board periodically as needed.	Ongoing
Develop and maintain a TIP database and reporting tool.	Ongoing

5.2 Air Quality and Transportation Conformity

Activities under this task focus on planning efforts that maintain the National Ambient Air Quality Standards (NAAQS) by assessing and avoiding or mitigating adverse impacts of mobile-source pollutants on existing and future transportation systems. These efforts include applying federal Congestion Mitigation and Air Quality Program (CMAQ) programming criteria that selects projects with the largest air quality impact and ensuring transportation conformity with State Implementation Plans. In SFY 2020 SRTC will continue to work with the Washington State Department of Ecology on refining the data inputs used in EPA's MOVES air quality modeling software.

<i>Expected Outcomes</i>	<i>Schedule</i>
Complete Annual CMAQ report.	January 2020 January 2021
Conduct Air Quality Conformity determinations for the MTP, TIP, and TIP amendments.	Ongoing
Complete project-level air quality analysis for CO and PM ₁₀ as required in the CO Maintenance Plan and PM ₁₀ Limited Maintenance Plan.	Ongoing
Continue coordination with the Washington State Department of Ecology on vehicle miles traveled (VMT) data required for the transportation sector portion of their emissions inventory and necessary input files needed to run MOVES per the federal requirements.	Ongoing
Monitor federal and state legislation and activities related to climate change and National Ambient Air Quality Standards (NAAQS) of criteria pollutants that have current or future impacts to the SMPA.	Ongoing
Initiate Air Quality Interagency Consultation Process as needed.	Ongoing

5.3 Coordination and Tracking Projects

Activities under this task are focused on developing a comprehensive view of projects that need funding from our member agencies. By being able to represent the needs visually in a regional context, strategies can be identified for increasing resources coming into the planning area. Work collaboratively to receive more funding for priority transportation projects by being more competitive in state and national solicitations. Leverage funds granted by SRTC to achieve the Regions' goals

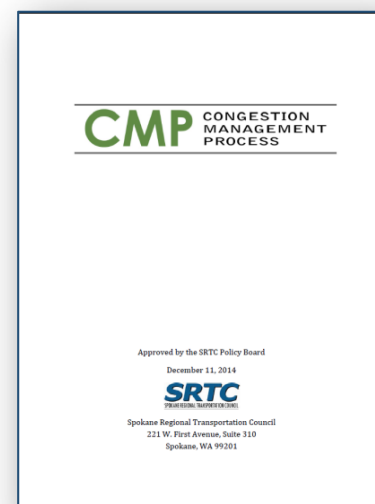
<i>Expected Outcomes</i>	<i>Schedule</i>
Compile needs assessment information from partner agencies; report to Board.	December 2019

Quarterly (or more frequently if needed) check-in meetings with partner agencies to maintain accurate needs assessment information via SRTC's liaison program.	Ongoing
Maintain a list of current and upcoming calls for projects to disseminate to our partner agencies.	Ongoing
Provide letters of concurrence with regional plans for member agencies. Provide assistance on applications, and communications on behalf of members to other funding agencies as requested for projects consistent with MTP.	Ongoing

6. Congestion Management Process (CMP)

Overview

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



Source of Funds/Budget

FTA / Local - \$ 24,380

Responsibilities

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

Expected Outcomes/Schedule

As part of the MPO planning process, SRTC is required to continuously monitor and improve the CMP. The following work is scheduled for SFY 2020:

<i>Expected Outcomes</i>	<i>Schedule</i>
Review Roadway Capacity Justification Reports for inclusion in the MTP or TIP (if needed).	Ongoing
Acquire data to monitor and track performance.	June 2020
Provide data, data analysis, mapping/cartographic products and other GIS support as necessary.	Ongoing
Collaborate and provide support of travel demand strategies through support of the Spokane Regional Transportation Management Center.	Ongoing

7. Planning Consultation and Studies

Overview

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

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

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

Sources of Funds/Budget

FHWA / FTA / STBG / RTPO / Local - \$ 1,340,034

Responsibilities

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

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

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

7.1 US 195 / Interstate 90 Systems Study

SRTC will coordinate a multi-jurisdictional systems analysis of the US 195 and Interstate 90 corridors in the vicinity of the US 195/I-90 interchange. The study will examine issues such as safety, mobility, reliability, land use, access management, and local network requirements. Scope, roles/responsibilities and RFQ have been developed and the study is expected to begin 5/1/19. Primary study tasks will be conducted by a consultant with management by SRTC staff.

<i>Expected Outcomes</i>	<i>Schedule</i>
US 195 / Interstate 90 Study using a systems approach and considering practical solutions. Coordinated with WSDOT, City of Spokane, Spokane County, STA and other member agencies as appropriate.	Began in 2018, estimated completion by end of 2020.

7.2 Division Street Corridor Study

SRTC will coordinate a multimodal study of the Division Street corridor. Primary study tasks will be conducted by a consultant team with management by SRTC staff. The study is in partnership with STA and their Division High Performance Transit Implementation Study.

<i>Expected Outcomes</i>	<i>Schedule</i>
Division Street Corridor Study with identification of preferred transportation alternatives stemming from data analysis and public process. Study recommendations for multimodal capital projects and phasing and strategies for implementation. Coordinated with STA, WSDOT, City of Spokane, Spokane County and other member agencies as appropriate.	RFQ release March 2019, estimated completion by Q2 2022

8. RTPO Planning Functions

Overview

SRTC is the state-designated RTPO for Spokane County. The 1990 Washington State Growth Management Act (GMA) created RTPO's with the purpose of coordinating regional transportation planning activities and to develop a regional transportation plan. The duties of RTPOs largely mirror those of federally-designated Metropolitan Planning Organizations (including development of a long-range transportation plan and a short-range transportation program). The additional tasks required of RTPOs that are not covered in the previous sections of this UPWP are detailed below. RTPO grant funds are included in all tasks listed in Table 1 (page 12) that fulfill state requirements for RTPO related tasks.

Sources of Funds/Budget

RTPO / Local - \$ 183,410

Responsibilities

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

<i>Expected Outcomes</i>	<i>Schedule</i>
Provide technical assistance to local jurisdictions in the required periodic updates to comprehensive plans (required by June 2019). This may include continued discussion with STA, WSDOT, and/or the Washington State Department of Commerce on transportation element requirements and the SRTC certification process. This will also include continued discussion with the above-mentioned agencies as well as affected jurisdictions, designed to provide clarity regarding the new comprehensive plan and CWPP update certification criteria.	Ongoing
Review and certify local updates and amendments to comprehensive plans and the CWPP consistent with SRTC's Plan Review and Certification Process Instruction Manual.	Ongoing
Coordinate with Tribal governments on the development of their regional transportation plans and programs, as needed.	Ongoing
Coordinate with Commute Trip Reduction (CTR) Office, affected worksites, and local jurisdictions and agencies on how to assist worksites in meeting their state-mandated goals and improving program transparency for SRTC Board.	Ongoing
Stay engaged with CTR Board and prepare annual CTR updates.	Ongoing
Coordinate with WA State CTR Community Liaison regarding CTR strategies.	Ongoing
Provide mapping/cartographic products and other GIS and data support as necessary.	Ongoing
Convene a regional discussion about transportation related impacts of growth in the region. Coordinate discussions regarding tradeoffs to development approaches to strategically maximize transportation funding.	Ongoing

9. Unfunded Planning Activities

Overview

SRTC created an illustrative list of projects that were not included in Tasks 1-8 due to limited resources. Given more staff and/or revenue, additional tasks that could be undertaken within the SFY 2020 UPWP include:

- Implement a regional bicycle and pedestrian count program.
- Develop a system for tracking regional transportation expenditures.
- Develop a regional system for consistently assessing pavement conditions, including potential software requirements.
- Establish a regional methodology for forecasting operations, maintenance, and preservation activities.
- Conduct before and after studies of transportation projects in Spokane County.

Potential Outcome

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

UPWP Amendments

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

Appendix A

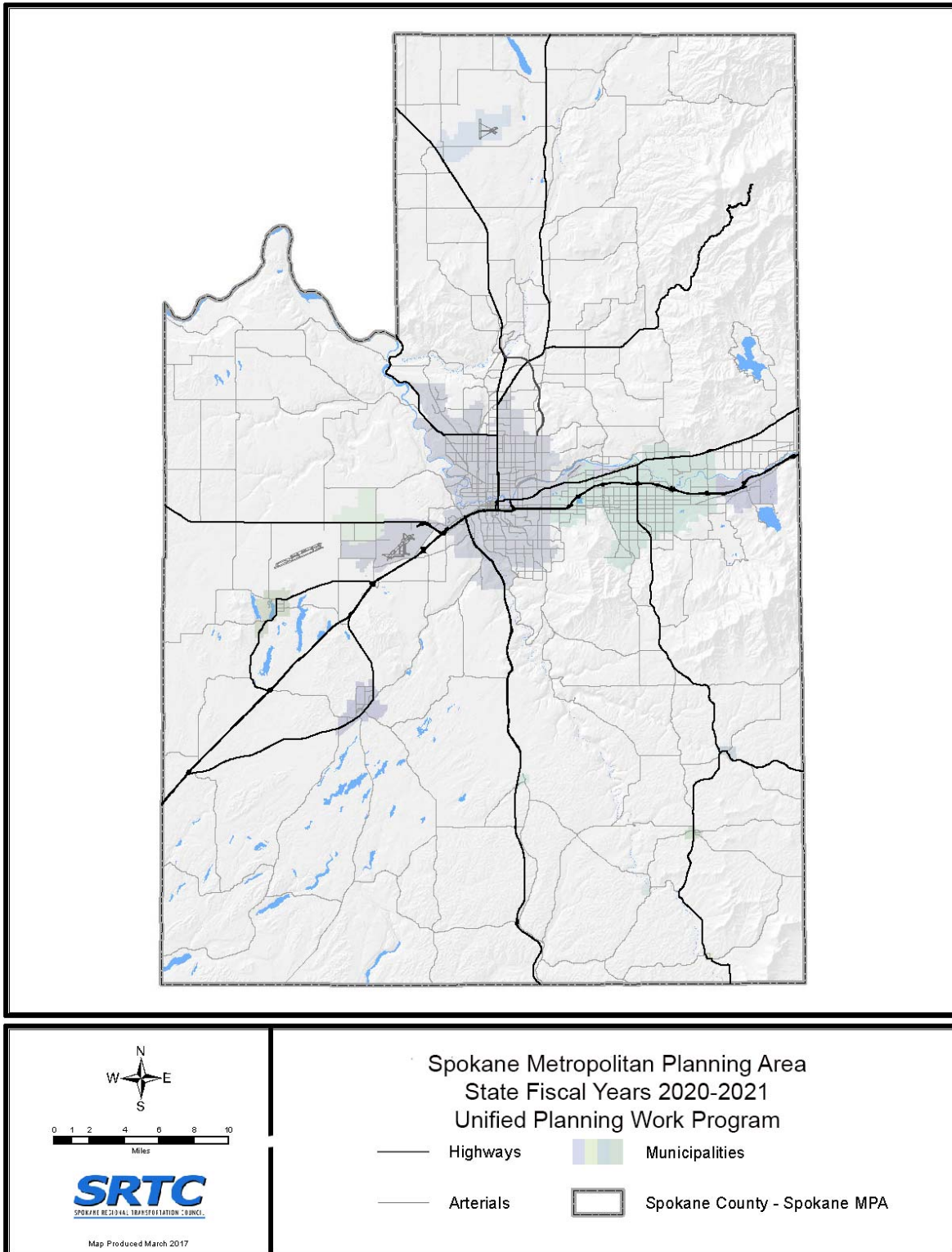
SFY 2020 – 2021 Budget Information

Revenue Forecast	
FHWA-PL	1,394,890
FTA-5303	523,845
FHWA-STBG-Metro Planning	1,700,000
RTPO	310,304
Local	748,720
Total	4,677,759

Expenditure Forecast by Revenue Source and Task						
Task	FHWA-PL	FTA	FHWA-STBG	RTPO	Local	Total
1. Program Administration and Coordination	545,000	103,565	-	50,000	51,225	749,790
2. Public/Stakeholder Participation & Education	103,000	50,000	-	10,000	13,895	176,895
3. Systems Analysis/Information Management	202,650	101,100	550,000	10,000	123,815	987,565
4. Metropolitan Transportation Plan (MTP)	245,200	80,970	400,000	90,304	23,031	839,505
5. Transportation Improvement Program (TIP)	178,360	47,030	100,000	30,000	20,790	376,180
6. Congestion Management Process (CMP)	-	21,080	-	-	3,300	24,380
7. Planning Consultation and Special Studies	120,680	120,100	650,000	-	449,254	1,340,034
8. RTPO Planning Functions	-	-	-	120,000	63,410	183,410
Total	1,394,890	523,845	1,700,000	310,304	748,720	4,677,759

Expenditure Forecast by Activity					
Task	Personnel and Indirect Expenses	Travel & Training	Equipment & Software	Consultant Contracts and Data Collection	Total
1. Program Administration and Coordination	640,790	109,000	-	-	749,790
2. Public/Stakeholder Participation & Education	157,695	2,200	-	17,000	176,895
3. Systems Analysis/Information Management	382,565	3,000	52,000	550,000	987,565
4. Metropolitan Transportation Plan (MTP)	752,505	-	-	87,000	839,505
5. Transportation Improvement Program (TIP)	375,680	500	-	-	376,180
6. Congestion Management Process (CMP)	23,880	-	500	-	24,380
7. Planning Consultation and Special Studies	590,034	-	-	750,000	1,340,034
8. RTPO Planning Functions	183,410	-	-	-	183,410
Total	3,106,559	114,700	52,500	1,404,000	4,677,759

Appendix B



Appendix C

Transportation Planning Projects to be conducted by other agencies

Spokane Transit Authority

Washington State Department of Transportation

PENDING

MEMORANDUM

DATE: March 20, 2019

TO: Transportation Technical Committee (TTC) members

FROM: Sabrina C. Minshall, AICP, Executive Director

SUBJECT: Draft SRTC Advisory Services Policy

Summary

At the December 2018 TTC meeting as part of the conversation on TIP Guidebook revisions, the TTC discussed a new SRTC Advocacy Policy (see following page). As part of the 2018 Call for Projects, the SRTC Board of Directors partially funded numerous projects with the intent to leverage additional funds from sources outside SRTC. The TTC discussed including a mechanism for activating the advocacy on each agency's behalf and maintaining an unbiased process.

The TTC discussed this topic at length at their January meeting, including issues such as definition of the term "advocacy", recent Board discussions about the possibility of a Board vote on SRTC support letters, and the need for rules of engagement and transparency. The TTC also requested that documentation of the advocacy process to be made available to the TTC, and a expressed a desire to have a process of engagement laid out in writing or the creation of a reporting system to document assistance provided. The group questioned if there was a need to establish a priority project selection process in case more than one agency/jurisdiction is seeking additional funding from the same source or if all projects would receive the equal level of support from SRTC.

As part of the 2019 TIP Guidebook update and adoption at the February 2019 SRTC Board meeting, the Board reviewed the work being done by the TTC on a project advocacy policy. The Board discussed the intent of partially funding of projects and agreed the purpose of an advocacy policy would be to give the Executive Director and SRTC staff sideboards for assisting member agencies and helping the region be more competitive with funding. The Board discussed concurrence with regional plans, existing project prioritization and the ways in which the Board could prioritize projects in the future if necessary. The Board also discussed formal and informal communication with funding agencies, provided language suggestions and feedback on the draft policy and referred the advocacy policy back to staff for further language revisions and for input from the Board Administrative Committee. The policy will return to the Board in May for adoption consideration.

SRTC staff will also provide examples and answer questions at the March TTC meeting of services that are available to all members agencies upon request to help with funding pursuits.

SRTC Advocacy Draft policy provided by Mr. Brandon Blankenagel from the City of Spokane *(provided to TTC December 2018, to Board of Directors February 2019)*

“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.”

Revised Advisory Services Draft Policy after SRTC Board and Administrative Committee Input *(March 2019)*

The Spokane Region aspires to work collaboratively to receive more funding for priority transportation projects by being more competitive in state and national solicitations. Spokane Regional Transportation Council (SRTC) grants only a percentage of the overall funding and the Council desires to leverage these funds to achieve the Regions’ goals.

The SRTC Executive Director and staff may advise member agencies on funding applications for federal and state programs outside the purview of the SRTC Board. Such advisory services may include but is not limited to letters expressing concurrence with regional plans, policies or programs, assistance on applications, and communications on behalf of members to other funding agencies. SRTC assistance must be for projects consistent with the Metropolitan Transportation Plan (MTP). SRTC work will be unbiased, and prioritization, if requested, will be conducted by the SRTC Board of Directors.

Requested Action

For information and discussion.