

MEMORANDUM

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

Meeting Date: March 14, 2019

Time: 1:00 p.m.

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

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

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

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

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

Board of Directors Meeting Agenda

Date: Thursday, March 14, 2019

Time: 1:00 pm

Location: SRTC, 421 W Riverside Ave (The Paulsen Building) Suite 504, Spokane WA

1. Call to Order
 2. Roll Call / Record of Attendance / Excused Absences
 3. Public Comments
 4. Executive Director's Report
 5. **Action - Consent Agenda**
 - a) February 14, 2019 Meeting Minutes Page 3
 - b) February 2019 Vouchers Page 9
 - c) 2019-2022 Transportation Improvement Program (TIP) March Amendment Page 10
 - d) Division Street Corridor Study: Joint Management Agreements (1) SRTC and STA; (2) SRTC and WSDOT (*Jason Lien*) Page 13
 6. **Action** – **FFY 2019 Project Delivery Update and Approval to Advance a Project** Page 31
(*Eve Nelson*) 10 minutes
 7. **Information and Discussion**
 - a) **State Fiscal Year 2020 – 2021: Two Year Unified Planning Work Program Overview** (*Greg Griffin*) 10 minutes Page 35
 - b) **US 195 / Interstate 90 - Continued Discussion** (*Chair*) 20 minutes Page 37
 - c) **Roles & Requirements for Regional Transportation Planning Organization** (*Stan Schwartz*) 30 minutes Page 41
 - d) **Census 2020** (*Amber Waldref, Northeast Community Center*) 10 minutes n/a
 8. **Board Comments**
 9. Adjournment
- Attachments**
- Future SRTC Board of Directors Meeting Agenda Items Page 43
 - February 2019 Transportation Technical Committee Meeting Summary Page 47

★ Please Note: The April Board Meeting will be held one week early and at a different time: Thursday April 4 at 2:00pm

MEETING MINUTES

Agenda Item 5a

Spokane Regional Transportation Council Board
Thursday, February 14 2019
SRTC Office, 421 W Riverside Ave, Ste 504, Spokane WA

- 1. **Call to Order** - Chair Al French brought the meeting to order at 1:01 pm.
- 2. **Roll Call/Record of Attendance – Excused Absences**

Board Members Present:

Al French, Spokane County Commissioner	Josh Kerns, Spokane County Commissioner
Dave Malet, Council Member, City of Airway Heights	Larry Krauter, Spokane Airports
Paul Schmidt, Council Member, City of Cheney	E. Susan Meyer, Spokane Transit Authority
Mayor Steve Peterson, City of Liberty Lake	Matt Ewers, Rail/Freight Representative
Lori Kinnear, Council Member, City of Spokane	Kennet Bertelsen, TAC Chair
Mayor David Condon, Council Member, City of Spokane	Sean Messner, TTC Chair
Arne Woodard, Council Member, City of Spokane Valley	Joe Tortorelli, WA State Transportation Commission
Larry Stone, Major Employer Representative	Mike Gribner, WSDOT-Eastern Region
Dee Cragun, Small Towns Representative	

Board Members Not Present:

Board Alternates Present

Guests Present:

Stan Schwartz, Legal Counsel	Char Kay, WSDOT-Eastern Region
Greg Wright, WSDOT-Eastern Region	Mayor Rod Higgins, City of Spokane Valley
Chad Coles, Spokane County	Karl Otterstrom, Spokane Transit Authority
Adam Jackson, City of Spokane Valley	Katherine Miller, City of Spokane

SRTC Staff Present:

Sabrina Minshall Executive Director	Eve Nelson, Senior Transportation Planner
Ryan Stewart, Senior Transportation Planner	Mike Ulrich, Senior Transportation Planner
Jason Lien, Senior Transportation Planner	Julie Meyers-Lehman, Administrative Assistant

- 3. **Public Comments** – There were no public comments.

Chair French took privilege of the Chair to announce that Mr. Krauter testified before the U.S. House of Representatives Committee on Transportation and Infrastructure last week and was the only individual on the panel representing the aviation industry; focusing on the need to increase the passenger facility charge. Mr. Krauter said it was a significant privilege to represent this community in front of the Committee.

Chair French noted that agenda item 6b would be addressed next.

6b. Re-appointment of Transportation Advisory Committee (TAC) Chair

Mr. Schmidt made a motion to re-appoint Mr. Bertelsen as TAC Chair for 2019. The motion was seconded and passed unanimously.

4. Executive Director's Report

Ms. Minshall reported on:

- This week SRTC hired two Associate Transportation Planners and a Geographic Information Systems intern
- On 2/21/19 the STA Board will consider an agreement between SRTC and STA regarding the Division Street Corridor Study. The agreement will be brought before the SRTC Board in March
- The upcoming 2019 Journal of Business Real Estate Forum will focus on banking and transportation and she will be doing a presentation at the event
- Staff is starting preparations for geography related topics in the upcoming 2020 census. She discussed the census reporting change from TAZ structure to census block groups and tracts. She said staff will keep member agencies updated as more information becomes available
- WSDOT's funding request to the legislature has additional funds for RTPO's. Due to the request for a funding increase and a long standing belief by many that the current funding formula is inequitable, WSDOT and the RTPO Coordinating Committee are discussing changes to the funding formula. She spoke about current state funding distribution between the RTPOs, noting that while RTPO responsibilities have increased, state funding has remained stagnant. She expects the formula changes to yield a small increase to SRTC.

5. Consent Agenda – 5(a) Minutes of the January 18, 2019 Board Meeting, 5(b) January 2019 Vouchers, 5(c) 2018-2021 Transportation Improvement Program (TIP) February Amendment

Mr. Peterson made a motion to approve the Consent Agenda is presented. Mr. Woodard seconded the motion, which passed unanimously.

Recap for January, 2019:		
Vouchers: V120804 to V120822		43,203.83
Salaries/Benefits Warrant Nos.	486599-486607 & 488857-488863	88,922.46
Interfund, other expenses, and reimbursements processed directly by the City of Spokane		1,807.00
		\$ 133,933.29

6a. Interlocal Agreement Terms: Appointed Officials as Alternates for Elected Board Members

Chair French said this item is to try to bring closure to an earlier conversation about the Interlocal Agreement (ILA) and said the intent is to provide clarity about who can serve as an Alternate Board member. He said as part of the team that created the ILA, the expectation was that the alternate for an elected official would also be an elected official, because this body deals with administration and distribution of funding, which is a legislative act therefore there should be legislators at the table.

Mr. Schwartz read ILA Section 5(k), summarized Section 5(a) through 5(d), and noted that the interpretation of paragraph 5(k) would mean, with respect to sections (a) through (d), that elected officials are the only persons that can serve as alternates. He briefly discussed the appointed officials outlined in Sections 5(e) through 5(i). He recommended that if this agenda item is approved, then SRTC Rules of Procedure should be amended to include both clarification of this topic and definition of Board terms as discussed at the December 2018 meeting, with the amended Rules of Procedure to be brought before the Board for approval.

Mayor Condon questioned what circumstances brought about this conversation. Chair French replied there was confusion about whether a staff person could sit on the Board in place of an elected official and this is to provide clarity; he noted that City of Airway Heights had the City Manager attending as alternate for a City Council Member and the question was raised.

Mr. Kerns questioned how if the term “in same capacity” were to be used, how could a Mayor have an alternate? A council member isn’t truly in the “same capacity” as a strong mayor.

Mayor Condon stated if SRTC exists as part of an Interlocal Agreement then Board membership selection should be up to each jurisdiction or organization to select the individual who best represents them. He expressed his surprise that the Board should dictate to member organizations who they can or cannot appoint. Chair French remarked that appointed staff cannot make decisions about how funds are spent or about allocations and this Board does.

Mr. Woodard said continuity of information and knowledge of projects between the Board and member agency is more important than the job position of the member. Chair French suggested maybe an alternate who is an appointed official could attend meetings, but not vote.

Mayor Peterson stated he is in agreement with Mayor Condon and pointed out that there are multiple members of the Board that are non-elected already. He said in smaller cities where council positions are part-time, it can be difficult to find members available during the middle of a business day to attend meetings.

Mr. Schmidt stated he agrees with the clarity this change would provide, said it is the agency not the member that selects the alternate, and as elected officials there is accountability for decisions made.

Mr. Schmidt made a motion that Alternates for SRTC Board Members who are Elected Officials must also be Elected Officials. Mr. Stone seconded the motion. Motion carried, with Mayor Condon, Mr. Kerns, Mr. Malet, and Mayor Peterson voting against.

Chair French asked Mr. Schwartz to prepare the Rules and Procedures documents to reflect the decisions of the Board and bring them back before the Board at a later date for action.

6c. Appointment of Work Group for TAC Analysis

Chair French stated that both the Board Administrative Committee and the TAC have held conversations about the ways in which the TAC can be most effective. He said we are looking for a task force or ad hoc committee to help shape direction for TAC input to the Board.

Mr. Bertelsen said there have been several discussions about the role of the TAC and he and staff want to reinvent the committee in order to provide the most value to the Board. The work group can evaluate how that can be done, whether it’s by membership or the work plan.

Mr. Gribner made a motion to authorize the creation of a task force to create scope and direction of the TAC. Ms. Meyer seconded the motion, which passed unanimously.

Chair French asked who would be willing to participate in the task force; Mr. Woodard, Mr. Kerns, Mr. Tortorelli and Mr. Bertelsen volunteered.

6d. 2019 Transportation Improvement Program (TIP) Guidebook

Ms. Nelson explained the purpose of the Guidebook and defined the TIP. She outlined the edits suggested by the TTC and that the Guidebook is being brought before the Board for approval because the partial funding of projects in the SRTC 2018 Call for Projects created some inconsistencies in the policies. The TTC suggested several edits regarding the project contingency list, cost overruns, and geographical segments. She said the

edits can be seen in the red-lined version of the document included in the packet and noted the TTC recommended Board approval of the Guidebook last month.

Ms. Meyer made a motion to approve the 2019 TIP Guidebook as presented. Mr. Woodard seconded the motion and all votes were in favor.

Ms. Nelson said the Board is also being asked to have a discussion regarding a potential new policy on SRTC Project Promotion, which was recommended by the TTC, also in response to partial project funding. She read the proposed language:

“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.”

Ms. Nelson said the Board is being asked to consider (1) would the policy unintentionally limit opportunities by defining the types of promotion that could be used; and (2) certain projects are more competitive based on the funding sources available. Does remaining neutral or a lack of priority conflict with the Board’s intent to be more competitive statewide?

Board members discussed the intent of the language and the challenge with the word “promotion” or “advocacy” as presented in the TTC policy version. Board members agreed “advisory services” could be a better term, and there were different places in the process where SRTC would engage in helping member agencies. Discussion acknowledged different agencies may need different levels of help from SRTC and SRTC staff did not want to choose winners or losers. Board members discussed the intent of the policy would be to give sideboards to the Executive Director and staff of how to engage with projects and members to help the region be successful in funding pursuits.

SRTC staff will take the Board member suggestions given for policy language and provide language for the Board consideration at a later meeting.

7. US 195/I-90 Study

Mr. Stewart described the purpose of the study is to develop a holistic strategy for addressing safety, operations, access and infrastructure while considering practical solutions as well as the need for more coordinated land use planning and access management between agencies. He spoke about the recently completed WSDOT I-90 Operations Study. He spoke about current conditions in access, infrastructure, road conditions, and land use.

Mr. Stewart identified the agencies that will be participating and said there have been three team meetings so far to discuss study scope. The study approach will evaluate existing conditions, future conditions, multimodal systems analysis to arrive at strategies for a preferred alternative. He discussed the current funding plan and noted interlocal agreements are being finalized. He presented a tentative timeline and reported that the study will likely be complete in late 2020. He said the next steps will be to execute funding agreements, finalize RFQ for release, select a consultant and bring the consultant contract before the Board for approval.

Mr. Gribner announced that WSDOT staff will present additional information for further discussion because there are differences in opinion about the study’s scope; he acknowledged the City of Spokane’s concern that their staff has not had had an opportunity to review all of the information prior to today.

Ms. Kinnear requested that public stakeholder outreach extend to the neighborhoods of Eagle Ridge, Latah Creek, West Plains, Grandview Thorpe, lower South Hill, Cliff Cannon and Manito Cannon.

Mr. Gribner noted that WSDOT plans to involve stakeholders at the regional level as well. He said WSDOT staff is here to discuss the history of this project because there has been disagreement about the scope. He said WSDOT has been asked in many different forums about the reasons behind their position and staff is here today to share that. He noted that while the entirety of this information has not been shared with the City of Spokane prior to today, much of it has been; additionally, there have been lengthy discussions regarding the information with City staff.

Mayor Condon said he felt the study is not a good use of resources as the solutions appear to be predetermined. He said WSDOT wants to create a limited access roadway and not allow local access, vehicular or otherwise, so the two agencies are at an impasse. He noted that neighborhoods want more access, not less; many residents in Eagle Ridge work downtown and the 195 issue, combined with discussions about possible closure of existing I-90 on/off ramps, is very problematic. Mayor Condon said the very first step in this study should be to find out what solutions are actually on the table. He re-stated that funding the study seems wasteful because WSDOT is already aware of the only two solutions they are willing to accept: (1) utilization of the Inland Empire Way and other local access roads from the area into downtown or (2) a \$400 million interchange. Mayor Condon highlighted the additional traffic that will come from the projected residential growth on the West Plains and said the idea of having limited access on 195 is unfortunately too late.

Mr. Gribner said from WSDOT's perspective there is a sense of urgency to solve the problem now and the study is an attempt to get people talking about it again. He said people are being harmed on the intersections and the issues need to be addressed without delay. He stated that the discussion needs to be about what agencies and jurisdictions are willing to collectively support together.

Ms. Kay took the floor and presented a historical context of US 195 and spoke about its significance as a national freight corridor, from Canada down to Nevada and California, and provided data on the amount of freight that passes along the corridor yearly. She said the 195 Corridor, through a formal access hearing process, is a limited access facility.

She showed areas of residential development since 1981 when City of Spokane annexed property south on 195; she highlighted the land use milestones along the corridor and noted original documents have been located that support the milestones. In 1992 the City of Spokane approached WSDOT to ask for permission for sewer lines to be extended to support the proposed growth. WSDOT gave permission but noted the interest in preserving the corridor as a regional facility. She said the access management plan was to allow for growth, but to keep limited access along US 195 by utilizing four interchanges; she said this access hearing process was very formalized and extensive public outreach was done. Ms. Kay spoke about past studies of the corridor and noted as this is an era of practical solutions, the proposal being considered is a re-evaluation of the corridor as a whole.

Mr. Gribner said it has been the intent of WSDOT since day one to protect the facility; the position has not changed since sewer lines were installed in the 1980's.

Mayor Condon said launching a study gives a false sense that there will be different outcomes.

Chair French said conversation will resume at next month's meeting.

8. SRTC Board Comments

Mr. Ewers noted the Executive Director of the Washington Trucking Association will be at the Spokane Joint Chambers Transportation Meeting on April 25 to discuss freight issues and other freight topics which were considered by the State Legislature in the recent session. He also reported that Washington State Senator Hobbs has presented a \$17 billion transportation package to the Legislature; however, not all of that package goes directly to transportation. Mr. Ewers said culvert replacement for fish passage is a big issue on the west side of

the state because it is estimated to cost \$3.5 billion and there is no funding. Some legislators relayed to him that if Senator Hobbs bill does not pass, which will help fund the culverts, then they will have to start looking for money elsewhere and that could possibly be Connecting Washington funds, of which the North Spokane Corridor is a part. Mr. Ewers said Eastern Washington officials should monitor this situation closely to protect the NSC funding.

Mr. Tortorelli passed around a list of all the projects included in the \$17 billion transportation package, but none of those funds are scheduled to be spent in Spokane and a very limited amount to be spent in Eastern Washington. He noted that very few Eastern Washington legislators voted in favor of the Connecting Washington program several years ago. He reported that the WSTC is going before the Senate for approval of six commissioners.

Mayor Peterson congratulated Spokane International Airport for the increase in air passenger travel last year.

Chair French reported that State Representative Riccelli recently introduced Bill 1584 to the Legislature which states that RTPOs must provide a voting position on their Board of Directors for local Tribes in a reasonable time frame. He said a legislative committee met yesterday and Spokane County representatives gave testimony, which was primarily neutral because there is a lot that is unclear about the bill. In talking to leadership at other RTPOs, other County Commissioners around the state, there is a lot of concern about the bill because RTPOs are governed by an interlocal agreements and people are questioning how the State can enter as a party to an interlocal agreement and unilaterally change the conditions. He also said there is a lack of clarity about the term "reasonable time frame" in Bill 1584. Mr. Krauter reported that he was invited to meet with the Spokane Tribal Council on behalf of the SRTC Board to discuss the Board's concerns about Tribal membership, but he respectfully declined. Chair French said he and the Board Administrative Committee will continue to research the issue and will keep the Board apprised of the legislation.

9. Adjournment

There being no further business, the meeting adjourned at 3:12 pm.

Julie Meyers-Lehman
Recording Secretary

VOUCHERS PAID FOR THE MONTH OF FEBRUARY 2019

As of March 14, 2019, the Spokane Regional Transportation Council approves the payment of the February 2019 vouchers included in the list in the amount of: \$ 105,544.95

Chair

<u>Date</u>	<u>Voucher</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
1/21/19	V120824	AWC Employee Benefit Trust	SRTC Staff additional Life Insurance Premiums from payroll deductions	159.20
1/29/19	V120825	Diamond Plaza LLC	Paulsen Center Suite 500/504 Rent for February 2019	6,574.48
	V120826	Washington Trust Bank	Office splys; Staff Reg's/air/lodging Conf's; mtg snacks;Conf Calls;minor eqpt;	4,344.29
	V120827	AWC Employee Benefit Trust	February Benefit Insurance Premiums	9,847.75
	V120828	Jason Lien	Rimburse airfare for APA National Conf in SanFran, CA April 12-16,2019	211.00
	V120829	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2019-3	360.00
2/5/19	V120830	Verizon Wireless	IT Svcs: Wireless Svcs E.D. Phone & Public Outreach Tablets, 1/24/19-2/23/1	87.78
	V120831	WA State Dept of Retirement	Employee and Employer Contributions: January 2019	11,136.76
	V120832	Visionary Communications, Inc.	Fiber Services, February 2019	935.31
	V120833	Intrinium	Managed IT Services - February 2019	2,515.00
	V120834	Spokesman Review	Public Notice February TIP Amendment & 2019 Board Meeting Dates	134.31
2/8/19	V120835	Spokane County Treasurer	ESRI Software Support - December 2018	763.42
	V120836	Konica Minolta Business Solutior	Lease - Copier: February 2019; Usage January 2019	254.23
	V120837	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2019-4	360.00
	V120838	Integra	Telephone: Lines to 3/7/19 and Long Distance for January 2019	511.77
	V120839	Association of WA Cities	Associate Membership 2019	300.00
2/19/19	V120840	Sabrina Minshall	SM per diem for MPO Qrtrly Directors Mtg Seattle, WA	158.25
	V120841	AWC Employee Benefit Trust	March '19 Benefit Insurance Premiums	9,847.75
	V120842	Dell	Docking Stations (2) for SH & DF Laptops	496.43
	V120843	Witherspoon Kelley Attnys	Legal Services for January 2019 - Admin	1,222.00
2/22/19	V120844	AWC Employee Benefit Trust	SRTC Staff additional Life Insurance Premiums from payroll deductions	79.60
	V120845	Advance Systems Design	Repair conf call cable connection	92.40
	V120846	Washington Trust Bank	Office splys; Staff Reg's/air/lodging Conf's;Conf Calls;minor eqpt;interviewee tr	4,783.42
	V120847	NewEgg Business Inc	Office Chair for new staff	165.22
		Spokane, City of - Salaries/Benef	Pay Periods Ending: 1/26/19 and 2/4/19	50,436.75
		Spokane, City of - MIS	Reimbursement for Acctg Svcs true-up	(415.26)
		Spokane, City of - MIS	IF DP Services: Jan 2019	183.09
TOTAL FEBRUARY 2019				105,544.95

Recap for February, 2019:			
Vouchers: V120824 to V120847			55,340.37
Salaries/Benefits Warrant Nos.	491105-491110 & 493374-493380		50,436.75
Interfund, other expenses, and reimbursements processed directly by the City of Spokane			(232.17)
			105,544.95

MEMORANDUM

DATE: March 7, 2019

TO: Members of the SRTC Board of Directors

FROM: Eve Nelson, Senior Transportation Planner

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

Summary

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

- **City of Spokane Valley: Citywide Reflective Sign Post Panels** – Add retroreflective panels on sign posts citywide, replace failed signs as needed
- **City of Spokane Valley: Citywide Reflective Sign Backplates** – Add reflective sheeting to traffic signal backplates citywide, replace failing signal heads as needed
- **WSDOT-East: I-90/Barker to Harvard** – Add Lane Harvard Rd Bridge – Add an additional northbound lane from the intersection north across bridge 90/589 to the westbound on ramp. This added capacity will reduce congestion and the I/S conflict.
- **WSDOT-East: I-90/Barker to Harvard–Improve Interchanges & Local Roads** – Improve Barker Rd and Harvard Rd interchanges and connect local road network north and south at Henry Rd
- **WSDOT-East: I-90/Barker to Harvard–WB On-Ramp Improvement** – Combine two existing on-ramps together prior to connection to I-90, reducing the merge onto I-90 from two locations into one.

TIP Overview

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

Public Involvement

Pursuant to SRTC's Public Participation Plan, this amendment was published for a 10-day public review and comment period from February 20 through March 1 at 4:00pm. Notice of the amendment was published in the Spokesman Review and on the SRTC website (www.srtc.org) on February 20. No public comments were received.

Policy Implications

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

Technical Implications

TIP amendments must be approved by the SRTC Board to be incorporated into the Washington State TIP (STIP). Projects receiving federal funds must be in both the TIP and the STIP to access those funds. Pending approval by the SRTC Board, the January amendment will be incorporated into the STIP on or around April 12.

Prior Committee Actions

At their February 27, 2019 meeting the TTC unanimously recommended SRTC Board approval of the March Amendment to the 2019-2022 TIP.

Requested Action

Approval of the March amendment to the 2019-2022 TIP, as shown in the **Attachment**.

2019-2022 Transportation Improvement Program
March Amendment (19-03)

Agency	Project Title Amendment Description	Funding Adjustment		Amendment	
				New Project	Existing Project
Spokane Valley	Citywide Reflective Sign Post Panels Add retro-reflective panels on sign posts citywide, replace failed signs as needed.	HSIP	\$77,300	✓	
		Local	\$700		
		Total	\$78,000		
Spokane Valley	Citywide Reflective Sign Backplates Add reflective sheeting to traffic signal backplates citywide, replace failing signal heads as needed.	HSIP	\$178,500	✓	
		Local	\$1,500		
		Total	\$180,000		
WSDOT-EAST	I-90/Barker to Harvard - Add Lane Harvard Rd Bridge The Harvard Rd bridge is currently a two lane structure. Northbound traffic volumes are driving the need for an additional northbound lane to prevent traffic queues from impacting the function of the Harvard Rd/Appleway intersection. This project adds an additional northbound lane from the intersection north across bridge 90/589 to the westbound on ramp. This added capacity will reduce congestion and intersection conflicts.	CWA	\$4,500,000	✓	
		Total	\$4,500,000		
WSDOT-EAST	I-90/Barker to Harvard - Improve Interchanges & Local Roads Improve Barker Rd and Harvard Rd Interchanges and connect local road network north and south at Henry Road.	CWA	\$2,300,000		✓
		Total	\$2,300,000		
WSDOT-EAST	I-90/Barker to Harvard -WB On-Ramp Improvement This project will combine two existing on-ramps together prior to connecting with I-90, reducing the merge onto I-90 from two locations to one.	CWA	\$4,000,000	✓	
		Total	\$4,000,000		

CWA=Connecting WA

MEMORANDUM

DATE: March 7, 2019
TO: Members of the SRTC Board of Directors
FROM: Jason Lien, Senior Transportation Planner
SUBJECT: Agency Agreements – Division Street Corridor Study

Summary

SRTC is seeking Board approval to execute two agreements:

- 1) Agreement for the Joint Management of Division Street Transportation Planning Study between SRTC and STA; and
- 2) Interlocal Agreement (GCB 3133) between SRTC and WSDOT regarding WSDOT funding commitments and payment.

The two agreements are attached. The SRTC Board was last briefed on the Division Study effort at the January 2019 meeting.

The Division Street Corridor Study is a coordinated planning effort with STA's Division High Performance Transit (HPT) Implementation Study to engage the community and analyze opportunities in the Division Street corridor from a multimodal transportation and system perspective. With this partnered approach to study delivery, the Agreement of Joint Management details SRTC and STA responsibilities for project tasks and consultant invoicing. Management of specific tasks and work orders under the Division HPT Implementation Study is the responsibility of STA and management of specific tasks and work orders under the Division Street Corridor Study is the responsibility of SRTC. SRTC will manage all the consultant invoicing; STA will reimburse SRTC for actual, invoiced costs as authorized by STA for HPT study tasks.

Expenses for general project management within the scope of the study effort will be jointly approved and equally shared by STA and SRTC. Legal counsel from both SRTC and STA have reviewed this agreement and at the February 21, 2019 STA Board meeting, the agreement was approved as part of the consent agenda. Approval of the agreement by the SRTC Board will allow execution of the agreement by the Executive Director.

The Interlocal Agreement between STA and WSDOT stipulates a one-time, lump sum payment of \$100,000 to SRTC upon execution of the agreement. The funding amount will be utilized for consultant fees associated with the Division Study. The Interlocal Agreement was reviewed by WSDOT Eastern Region Local Programs and signed by the Assistant Attorney General at the State level. Final signatures are needed from the SRTC Executive Director and the WSDOT Regional Administrator – Eastern Region.

Total available funding for the Division HPT Implementation Study and Division Street Corridor Study are as follows:

Source	Amount
STA STP Award	\$400,000
STA Match	\$100,000
SRTC STBG Set-Aside	\$400,000
WSDOT Contribution to SRTC	\$100,000

Public Involvement

No public involvement associated with execution of the agreements.

Policy Implications

The Joint Management Agreement codifies the management relationship between SRTC and STA. The Interlocal Agreement allows transfer of WSDOT funds to SRTC.

Technical Implications

None.

Prior Committee Actions

Funding for the study was approved by the SRTC Board in March 2018. This consisted of a \$400,000 STBG set-aside as part of the 2018 SRTC Call for Projects. The Board voted to amend the Division Street Corridor Study into the 2018-2021 TIP at the September 2018 meeting. The Board was last updated on the study status at the January 2019 meeting. Previous funding for STA's Division HPT Implementation Study was awarded through the 2017-2019 SRTC Call for Projects in the amount of \$400,000 of STP funds. Matching local funds are being provided by STA and WSDOT.

Requested Action

Board approval to execute the two agreements:

- 1) Agreement for the Joint Management of Division Street Transportation Planning Study between SRTC and STA;
- 2) Interlocal Agreement (GCB 3133) between SRTC and WSDOT

GCB 3133 INTERLOCAL AGREEMENT

This Interlocal Agreement (Agreement) is entered into between the Spokane Regional Transportation Council (SRTC), a political subdivision of the State of Washington, hereinafter referred to as “Local Agency,” and the Washington State Department of Transportation, hereinafter referred to as “WSDOT.” hereinafter to be referred to individually as the “Party” and collectively as the “Parties.”

Recitals

- A. The Local Agency is taking the lead on a study of Division Street from Ruby couplet at the south end to the North Spokane Corridor (NSC) at the north end, and the Hamilton/Nevada corridor to the east and the Monroe corridor to the west, hereinafter referred to as the “Study.”
- B. The study will advance safety in the Division corridor (US 2/US 395) through analysis of crash data and traffic operations. Study tasks will focus on multimodal operational conditions through the corridor, future travel demand, and elements that can improve both safety and operational efficiency for all users throughout the study area. The Study will also focus on evaluation of alternative concepts to implement a High Performance Transit (HPT) system within this corridor and to develop and review alternative land use, and built form concepts. The Study will inform regional decisions on potential safety and multimodal operational improvements, street geometry, land use opportunities, and High Performance Transit.

Now, therefore, pursuant to the provisions of RCW Chapter 39.34, the Interlocal Cooperation Act, the above recitals that are incorporated herein as if fully set forth below, in consideration of the terms, conditions, covenants and performances contained in or attached hereto, including Exhibit A which is incorporated and by this reference made a part of this Agreement:

It Is Mutually Agreed As Follows:

- 1. WSDOT Funding Commitments and Payment
 - 1.1 Since both Parties will benefit from this Study, WSDOT has agreed to participate with a one-time, lump sum contribution, paid to the Local Agency following the execution of this Agreement upon receipt of an invoice generated by the Local Agency and sent to WSDOT for their contribution in the amount of One Hundred Thousand and No/100s Dollars (\$100,000.00).
 - 1.2 The Local Agency agrees to pay all costs in excess of \$100,000.00 necessary to complete the Study.

1.3 WSDOT will require the Local Agency to submit a summary report upon the completion of the Study detailing what was delivered, as described in Scope of Services in Exhibit A.

2. Term

2.1 Unless otherwise provided herein, the term of this Agreement shall commence as of the date this Agreement is fully executed and shall continue until the Study is completed and all Local Agency obligations for payment have been met, unless otherwise terminated pursuant to Section 6.

3. Legal Relations

3.1 It is understood that this Agreement is solely for the benefit of the Parties hereto and gives no right to any other party. No joint venture, agent-principal relationship or partnership is formed as a result of this Agreement. No employees or agents of one Party or any of its contractors or subcontractors shall be deemed, or represent themselves to be, employees or agents of the other Party.

4. Applicable Laws, Venues

4.1 In the event that either Party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this Agreement, the Parties agree that any such action or proceedings shall be brought in Thurston County Superior Court in the State of Washington. Further, the Parties agree that each will be solely responsible for payment of its own attorneys' fees, witness fees, and costs. The Local Agency agrees that it shall accept personal service of process by Certified U.S. Mail or overnight mail delivery directed to the Local Agency.

5. Amendments

5.1 This Agreement may be amended or modified only by the mutual agreement of the Parties. Such amendments or modifications shall not be binding unless they are in writing and signed by persons authorized to bind each of the Parties.

6. Termination

6.1 Neither WSDOT nor the Local Agency may terminate this Agreement without the written concurrence of the other Party.

6.2 Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.

6.3 If the Local Agency elects to terminate the Agreement, through no fault of WSDOT, the Local Agency shall refund WSDOT the remaining, unexpended balance of the lump sum payment.

7. Disputes Resolution

7.1 The Parties agree that any and all disputes, claims and controversies arising out of or relating to this Agreement shall be submitted to a mediator selected by both Parties for mediation pursuant to Section 7.2 below.

7.2 Mediation.

Either Party may commence mediation by providing the other Party with a written request for mediation, setting forth the matter in dispute and the relief requested. The Parties agree to cooperate with one another in the selecting of a mediation service and scheduling of the mediation proceedings. The Parties agree to participate in the mediation in good faith. If the Parties do not agree on a mediation service to conduct the mediation, the mediation shall be conducted in accordance with the Construction Industry Mediation Rules of the American Arbitration Association. All offers, promises, conduct and statements, whether written or oral, made in the course of mediation are confidential, privileged and/or inadmissible for any purpose in any litigation or arbitration of the dispute; provided, that evidence that is otherwise admissible or discoverable shall not be rendered inadmissible or non-discoverable as a result of its use in mediation.

8. Indemnification and Hold Harmless

8.1 The Local Agency agrees to defend, indemnify, and hold harmless WSDOT, including its officers, employees, and agents, from any and all claims, demands, losses, and/or liabilities to or by third parties arising from, resulting from, or connected with, acts or omissions performed or to be performed under this Agreement by the Local Agency, its agents, employees, contractors, subcontractors, consultants, and suppliers of any tier, including acts or omissions of Local Agency's invitees and licensees, to the fullest extent permitted by law and subject to the limitations provided below.

8.1.1 The Local Agency's duty to defend and indemnify WSDOT, including its officers, employees, and agents, shall not apply to liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of WSDOT, including its officers, employees, and agents. The Local Agency's duty to defend and indemnify WSDOT, including its officers, employees, and agents, for liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the concurrent negligence of (a) WSDOT, including its officers, employees, and agents, and (b) the Local Agency, its employees, contractors, subcontractors, and suppliers of any tier, and invitees and licensees, shall apply only to the extent of negligence of the Local Agency, its agents,

employees, contractors, subcontractors, and suppliers of any tier, invitees and licensees.

8.1.2 The Local Agency specifically and expressly and by mutual agreement waives any immunity that it may be granted under the Washington State Industrial Insurance Act, Title 51 RCW. Further, the indemnification obligation under this Agreement shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable to or for any third party under workers' compensation acts, disability benefits acts, or other employee benefits acts; provided, the Local Agency's waiver of immunity by the provisions of this section extends only to claims against the Local Agency by WSDOT, and does not include, or extend to, any claims by the Local Agency's employees directly against the Local Agency.

8.2 WSDOT agrees to defend, indemnify, and hold harmless the Local Agency, including its officers, employees, and agents, from any and all claims, demands, losses, and/or liabilities to or by third parties arising from, resulting from, or connected with, acts or omissions performed or to be performed under this Agreement by WSDOT, its agents, employees, contractors, subcontractors, consultants, and suppliers of any tier, including acts or omissions of WSDOT's invitees and licensees, to the fullest extent permitted by law and subject to the limitations provided below.

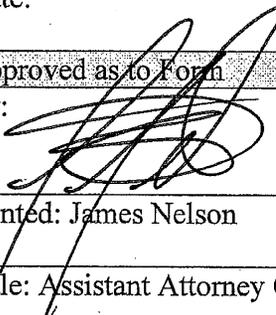
8.2.1 WSDOT's duty to defend and indemnify the Local Agency, including its officers, employees, and agents, shall not apply to liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the Local Agency, including its officers, employees, and agents. WSDOT's duty to defend and indemnify the Local Agency, including its officers, employees, and agents, for liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the concurrent negligence of (a) the Local Agency, including its officers, employees, and agents, and (b) WSDOT, its employees, contractors, subcontractors, and suppliers of any tier, and invitees and licensees, shall apply only to the extent of negligence of WSDOT, its agents, employees, contractors, subcontractors, and suppliers of any tier, invitees and licensees.

8.2.2 WSDOT specifically and expressly and by mutual agreement waives any immunity that it may be granted under the Washington State Industrial Insurance Act, Title 51 RCW. Further, the indemnification obligation under this Agreement shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable to or for any third party under workers' compensation acts, disability benefits acts, or other employee benefits acts; provided, WSDOT's waiver of immunity by the provisions of this section extends only to claims against WSDOT by the Local Agency, and does not include, or extend to, any claims by WSDOT's employees directly against WSDOT.

8.3 This indemnification and waiver shall survive the termination of this Agreement.

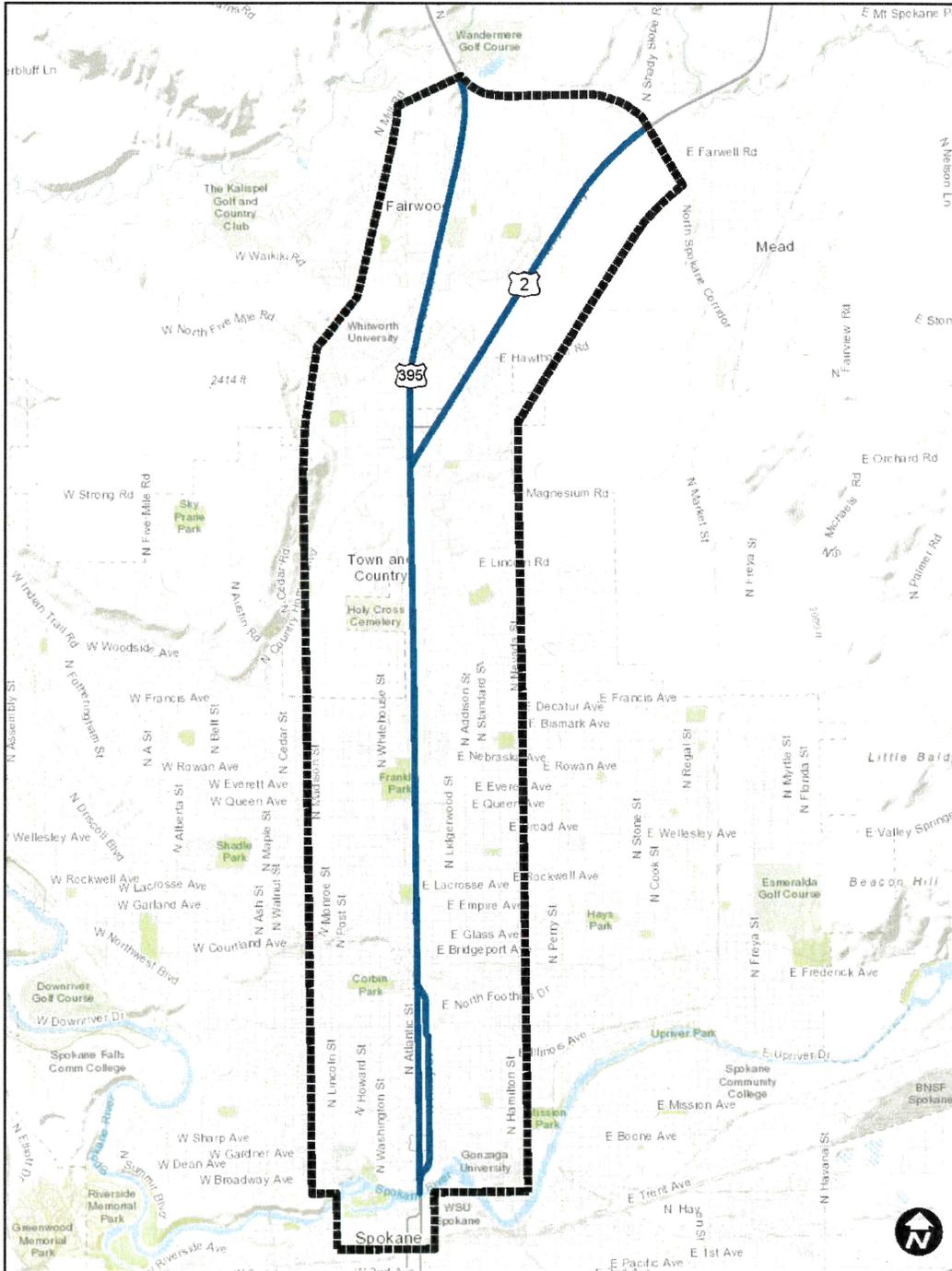
9. Signatures

In Witness Whereof, the Parties hereto have executed this Agreement as of the Party's date signed last below.

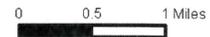
Spokane Regional Transportation Council	Washington State Department of Transportation
By:	By:
Printed: Sabrina Minshall	Printed: Mike Gribner, P.E.
Title: Executive Director	Title: Regional Administrator
Date:	Date:
Attest	Approved as to Form
By:	By: 
Printed:	Printed: James Nelson
Title:	Title: Assistant Attorney General
Date:	Date: 20 FEBRUARY 2019

GCB 3133 Exhibit A

Division Street Corridor Study



 Preliminary Study Boundary

0 0.5 1 Miles


01/18/2019

SCOPE OF SERVICES

Background and Purpose

Spokane Regional Transportation Council (SRTC) and Spokane Transit Authority (STA) will serve as Project Managers. SRTC is the federally designated Metropolitan Planning Organization (MPO) and state designated Regional Transportation Planning Organization (RTPO) for Spokane County, Washington. STA is a municipal corporation formed in 1981 when Spokane voters approved the establishment of a Public Transportation Benefit Area (PTBA), a political boundary encompassing 248 square miles that includes over 80% of the jobs and population of Spokane County. STA is dedicated to providing safe, accessible, convenient, and efficient public transportation services to the Spokane region's neighborhoods, businesses, and activity centers. The Study will be coordinated with a Project Team consisting of representatives from Washington State Department of Transportation (WSDOT), the jurisdictional authority for Division Street (US 2); City of Spokane, the responsible land use authority for most of the corridor length; and Spokane County, the responsible land use authority for the northern portion of the corridor.

Division Street (US 2) is a four to eight-lane principal arterial that travels from I-90 in the south to its junction with US 395 in the north. At this junction it continues northeast as US 2/Newport Highway and directly north as US 395. Both routes then connect to the North Spokane Corridor. Division Street also includes a major 2-mile couplet from I-90 to North Foothills Drive. Division Street is a primary link connecting local, regional, and interstate traffic to I-90. Division Street also serves as a major freight corridor. On a local scale, it connects downtown Spokane to retail, residential, healthcare, and academic activities to the north. Served by STA bus service, Division Bus #25 has the highest ridership in STA's system. Division Street is the most heavily traveled principal arterial in the region.

With construction scheduled for completion in 2029, the North Spokane Corridor (NSC) will add additional transportation capacity to the region by connecting a new limited-access freeway from I-90 to US 2 and US 395 at the north end of Spokane. The new capacity from the NSC is expected to shift travel patterns. STA has identified Division Street as a future High Performance Transit (HPT) corridor and a priority for implementation. In anticipation of HPT implementation and opening of the NSC, there is an opportunity to plan for the Division Street corridor from a multimodal transportation and land use perspective.

The study will advance safety in the Division corridor (US 2/US 395) through analysis of crash data and traffic operations. Study tasks will focus on multimodal operational conditions through the corridor, future travel demand, and elements that can improve both operational efficiency and safety for all users throughout the study area

The study process will consider a more holistic view of transportation and land use opportunities and connections, including planned multimodal facility investments. The principal consideration is an evaluation of alternative concepts to implement a HPT system in the Division Street study area and to develop and review alternative land use, built form, and multimodal transportation

concepts. With thorough public engagement, the community will assist in the development and review of transportation options to ensure alignment with the region's and local jurisdictions' long-term visions and safety goals.

A Project Team comprised of the Project Managers and planners and engineers from WSDOT, City of Spokane, and Spokane County will assist the Project Managers with reviewing the work of the consultant and providing feedback on delivered products. Other key participants will include neighborhood representatives, the business community, Spokane Public Schools, emergency services, freight, and active transportation interests.

Proposed Tasks

The Study effort will be conducted in up to three phases. The approach will be adaptable to the outcomes of the data analysis and public process. Phase 1 is envisioned as a higher-level study to determine the magnitude of potential and desired transportation and land use change along the corridor, starting with the assumption that there will be High Performance Transit along Division. The following major tasks are anticipated to be undertaken by the selected consultant team in Phase 1, pending negotiation of the final scope of work:

Task 1 Project Management and Coordination

This task shall include all work necessary to establish project specific procedures, including coordination efforts with the Project Team to ensure successful completion of projects. Elements of this task include, but are not limited to:

- Prepare, update and disseminate project information and ensure continuous coordination with the Project Team
- Prepare and update project scope, budget and schedule
- Attend regularly scheduled progress calls and meetings, responding to questions and information requests from the Project Team, coordinating with agencies of jurisdiction
- Prepare progress reports and invoices
- Provide deliverables as needed and as requested for each project
- Maintain quality assurance and quality control procedures and practices

Task 2 State of the Corridor

The purpose of this task is to assess existing multimodal corridor conditions including an evaluation of previous planning efforts, an inventory of transportation facilities, and operational and safety data. This task will provide the factual and analytical basis for the planning study effort and will benefit the safety and operation of US 2/US 395 by establishing a thorough understanding of current conditions. Elements of this task include, but are not limited to:

- Compile operations data—traffic counts, daily/peak volumes, travel times, speed, VMT, VHT, LOS, peak hour delay

- Compile transit data—STA passenger boardings/alightings, mode share
- Compile safety data—type and location of collisions
- Compile available bike/pedestrian data
- Review of previous studies and analysis
- Review ITS infrastructure
- Describe extent and condition of pedestrian, bicycle, and transit facilities, including ADA compliance
- Assess existing land use and scan of parking availability
- Note any historic or cultural resources

Task 3 Transit Facilities and Project Planning

This task shall include providing project planning and engineering assistance and expertise to the Project Team for identifying a preliminary alternative, along with short-term options, for HPT along Division Street. Spokane Transit will be Project Manager for this task. Elements of this task include, but are not limited to:

- Conduct field research and data collection as necessary to complete required tasks
- Analyze and plan improvements based on sound transit principles and guidelines
- Assess existing and future facilities and make recommendations to the Project Team to maximize safe and convenient access to riders
- Identify alternative cross-sections, including:
 - Outside Business Access/Transit (BAT) lanes
 - Inside dedicated Bus Rapid Transit (BRT) lanes
 - Transit signal priority (TSP) only
 - Other possible cross-sections
- Through appropriate evaluation and public engagement, recommend preferred short- and long-term improvements throughout the corridor
- Identify preliminary stop locations for long-term implementation of HPT
- Identify the appropriate northern terminus of the HPT line, considering US 2 (Newport Highway) at Farwell Road and US 395 at Hastings Road among other possible options
- Identify the preliminary alignment through the couplet (W North River Drive – E Cleveland Ave)
- Identify the alignment through downtown Spokane
- Provide rough cost estimates for each alternative for comparative purposes
- Working with stakeholders, identify a preliminary alternative to lead into development of a project scope for initial design
- On a preliminary level, identify the probable scale and scope of future NEPA/SEPA for the preferred alternative

Task 4 Community Outreach Support

Assist the Project Team to develop and implement stakeholder engagement and outreach strategies that will result in a comprehensive and thoughtful design process from a wide range of stakeholders, agencies and the public. Elements of this task include, but are not limited to:

- Engage and educate the community through public involvement and community conversations about their desired future for Division Street and discuss safety and operational concerns
- Develop public outreach materials for public meetings, workshops and open houses as needed
- Attend and lead public meetings
- Coordinate with agencies of jurisdiction throughout project development
- Work with the Project Team in the development of marketing materials and copy for presentation in print and web media
- Develop visual renderings to inform public and stakeholders on design concepts
- Collaborate with stakeholders to integrate their expectations, vision, goals, and knowledge into the study process

Task 5 Corridor Planning and Alternatives Development

Assist the Project Team to develop and analyze corridor concepts to be tested by travel demand modeling and public engagement. This task will develop alternative Division corridor scenarios stemming from public outreach activities and best use of the street right-of-way given delivery of HPT and anticipated future safety and operational conditions along US 2/US 395. Elements of this task include, but are not limited to:

- Identify multimodal operational, access, and safety constraints and opportunities
- Understand impacts in relation to potential parallel corridor changes on Division and Hamilton Streets and up to 2 other related transportation corridors
- Modeling of future travel demand with HPT, NSC, and alternative Division design scenarios
- Provide community context on best practices from other regions—highlight examples of what other communities have done with similar situations

Future Phases

At the conclusion of Phase 1, the Phase 2 study effort will further explore the options identified in Phase 1 and take a more refined look at safety and operational benefits to US 2/US 395 as well as impacts to surrounding land use along the Division Street corridor and adjacent neighborhoods. The specific work programs are subject to change and will flow from outcomes of the Phase 1 study process.

Phase 2 (2020-2021)

Phase 2 will look to further refine transportation system concepts, working towards a smaller range of 2 to 3 preferred transportation and land use alternatives. Phase 2 may need to be broken up into shorter project segments based on geography, land use, or other strategic considerations. Phase 2 information may feed back into the transit analysis as STA moves forward with HPT project development.

- Identify logical break points along the Division corridor based on Phase 1 results to identify manageable project segments
- Narrow system scenarios (based on public engagement process and data analysis) to 2 to 3 preferred corridor plan concept alternatives that contribute to safety and multimodal operations throughout the study area
- Evaluate land use and neighborhood integration and recommend code/plan updates
- Continue to engage and educate the community through public involvement and development of visualizations as needed
- Identify bicycle, pedestrian, and micro-mobility infrastructure that could complement transit and land use plans
- Coordinate findings with HPT project development

Phase 3 (2021-2022)

Phase 3 will look to create preferred project scopes from Phase 2 alternatives along with implementation plan(s).

- Identify capital projects that can be phased over time as well as sketch-level project scopes, schedules, budgets, and funding sources for implementation
- Identify short, mid, and longer-term implementation objectives that contribute to safety and multimodal operations throughout the study area
- Coordinate corridor recommendations with next-step neighborhood planning processes
- Collaborate with stakeholders and public
- Define success through measured benchmarks
- Compile final corridor report

AGREEMENT FOR THE JOINT MANAGEMENT OF DIVISION STREET TRANSPORTATION PLANNING STUDY

This Agreement for the Joint Management of Division Street Transportation Planning Study (Agreement) is made and entered into this ____ day of _____, 2019 by and between the Spokane Regional Transportation Council (SRTC), the regional and metropolitan transportation planning organization for Spokane County, and the Spokane Transit Authority (STA), hereinafter each referred to individually as “Party” and collectively as “Parties”.

Recitals

- A. WHEREAS, SRTC, as the Regional Transportation Planning Organization pursuant to Ch. 47.80 RCW for the Spokane Metropolitan Planning Area (MPA) and the designated Metropolitan Planning Organization for the MPA pursuant to Title 23 U.S.C. and Title 49 U.S.C., is charged with the responsibility of carrying out coordinated, cooperative and comprehensive transportation planning and programming processes that lead to the development and operation of an integrated, intermodal transportation system; and
- B. WHEREAS, STA, as a public transportation benefit area authority pursuant to RCW 36.57A, is the sole public transportation provider within the MPA and the designated recipient of formula and discretionary funding from the Federal Transit Administration within the Spokane Urbanized Area; and
- C. WHEREAS, SRTC and STA desire to jointly undertake and manage a coordinated transportation planning study for the Division Street corridor, hereinafter referred to as “Study”. The Study has two components: the Division High Performance Transit (HPT) Implementation Study and the Division Street Corridor Study. The purpose of the Study is the analysis of HPT alternatives in the context of the broader transportation system within and surrounding the Division Street corridor. The Study will inform regional decisions for HPT configuration, routes, termini, and stop locations, as well as potential multimodal improvements, street geometry, and land use opportunities.

NOW THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

1. Project Management

- 1.1. The Study work tasks are outlined in Attachment A which is attached hereto and incorporated herein by reference. The Study may be amended through mutual written agreement during the course of the Study. Management of specific tasks and work orders under the Division HPT Implementation Study is the responsibility of STA and management of specific tasks and work orders under the Division Street Corridor Study is the responsibility of SRTC. Specific tasks identified in work orders shall be managed by the Party issuing (and responsible for) the request.

- 1.2. All invoicing shall be managed by SRTC.

- 1.3. SRTC agrees that any task or work orders associated with the transit elements of the Study's scope shall not be authorized without the prior written concurrence by STA.
- 1.4. STA will only reimburse SRTC for actual, invoiced costs up to a total amount of \$500,000.
 - 1.4.1. STA will reimburse invoiced costs that are directly associated with the tasks and work orders for which STA has previously provided written authorization and is overseeing.
 - 1.4.2. Reasonable expenses for general project management within the scope of the Study will be jointly approved and equally shared by STA and SRTC.
- 1.5. Management responsibility for the Study includes coordination with project team partners regarding schedule, study tasks and deliverables, and public process. Project team partners include the Parties to this Agreement and City of Spokane, WSDOT, and Spokane County.

2. Term

- 2.1. Unless otherwise provided herein, the term of this Agreement shall commence as of the date this Agreement is fully executed and shall continue until the Study is completed and all obligations have been met.

3. Legal Relations

- 3.1. It is understood that this Agreement is solely for the benefit of the Parties hereto and gives no right to any other party. No joint venture, agent-principal relationship or partnership is formed as a result of this Agreement. No employees or agents of one Party or any of its contractors or subcontractors shall be deemed, or represent themselves to be, employees or agents of the other Party.

4. Applicable Laws, Venues

- 4.1. In the event that either Party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this Agreement, subject to the obligations set forth in Section 7, the Parties agree that any such action or proceedings shall be brought in Spokane County Superior Court in the State of Washington. Further, the Parties agree that each will be solely responsible for payment of its own attorneys' fees, witness fees, and costs. This Agreement was jointly drafted and shall be interpreted and applied as such.

5. Amendments

- 5.1. This Agreement may be amended or modified only by the mutual agreement of the Parties. Such amendments or modifications shall not be binding unless they are in writing and signed by persons authorized to bind each of the Parties.

6. Termination

- 6.1. Neither STA nor SRTC may terminate this Agreement without the written concurrence of the other Party.

7. Disputes Resolution

7.1. The Parties agree that any and all disputes, claims and controversies arising out of or relating to this Agreement shall be submitted to a mediator selected by both Parties for mediation pursuant to Section 7.2 below.

7.2. Mediation.

Either Party may commence mediation by providing the other Party with a written request for mediation, setting forth the matter in dispute and the relief requested. The Parties agree to cooperate with one another in the selecting of a mediation service and scheduling of the mediation proceedings. The Parties agree to participate in the mediation in good faith. If the Parties do not agree on a mediation service to conduct the mediation, the mediation shall be conducted in accordance with the Construction Industry Mediation Rules of the American Arbitration Association. All offers, promises, conduct and statements, whether written or oral, made in the course of mediation are confidential, privileged and/or inadmissible for any purpose in any litigation or arbitration of the dispute; provided, that evidence that is otherwise admissible or discoverable shall not be rendered inadmissible or non-discoverable as a result of its use in mediation.

8. Indemnification and Hold Harmless

8.1. SRTC agrees to defend, indemnify, and hold harmless STA, including its officers, employees, and agents, from any and all claims, demands, losses, and/or liabilities to or by third parties arising from, resulting from, or connected with, acts or omissions performed or to be performed under this Agreement by SRTC, its agents, employees, contractors, subcontractors, consultants, and suppliers of any tier, including acts or omissions of SRTC's invitees and licensees, to the fullest extent permitted by law and subject to the limitations provided below.

8.1.1. SRTC's duty to defend and indemnify STA, including its officers, employees, and agents, shall not apply to liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of STA, including its officers, employees, and agents. SRTC's duty to defend and indemnify STA, including its officers, employees, and agents, for liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the concurrent negligence of (a) STA, including its officers, employees, and agents, and (b) SRTC, its employees, contractors, subcontractors, and suppliers of any tier, and invitees and licensees, or involves those actions covered by RCW 4.24.115, shall apply only to the extent of negligence of SRTC, its agents, employees, contractors, subcontractors, and suppliers of any tier, invitees and licensees.

8.1.2. SRTC specifically and expressly and by mutual agreement waives any immunity that it may be granted under the Washington State Industrial Insurance Act, Title 51 RCW. Further, the indemnification obligation under this Agreement shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable to or for any third party under workers' compensation acts, disability benefits acts, or other employee benefits acts; provided, SRTC's waiver of immunity by the provisions of this section extends only to claims against SRTC by STA, and does not include, or extend to, any claims by SRTC's employees directly against SRTC.

- 8.2. STA agrees to defend, indemnify, and hold harmless SRTC, including its officers, employees, and agents, from any and all claims, demands, losses, and/or liabilities to or by third parties arising from, resulting from, or connected with, acts or omissions performed or to be performed under this Agreement by STA, its agents, employees, contractors, subcontractors, consultants, and suppliers of any tier, including acts or omissions of STA's invitees and licensees, to the fullest extent permitted by law and subject to the limitations provided below.
- 8.2.1. STA's duty to defend and indemnify SRTC, including its officers, employees, and agents, shall not apply to liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of SRTC, including its officers, employees, and agents. STA's duty to defend and indemnify SRTC, including its officers, employees, and agents, for liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the concurrent negligence of (a) SRTC, including its officers, employees, and agents, and (b) STA, its employees, contractors, subcontractors, and suppliers of any tier, and invitees and licensees, or involves those actions covered by RCW 4.24.115, shall apply only to the extent of negligence of STA, its agents, employees, contractors, subcontractors, and suppliers of any tier, invitees and licensees.
- 8.2.2. STA specifically and expressly and by mutual agreement waives any immunity that it may be granted under the Washington State Industrial Insurance Act, Title 51 RCW. Further, the indemnification obligation under this Agreement shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable to or for any third party under workers' compensation acts, disability benefits acts, or other employee benefits acts; provided, STA's waiver of immunity by the provisions of this section extends only to claims against STA by SRTC, and does not include, or extend to, any claims by STA's employees directly against STA.
- 8.3. This indemnification and waiver shall survive the termination of this Agreement.

[signatures on the following page]

9. Signatures

In Witness Whereof, the Parties hereto have executed this Agreement as of the date signed last below.

Spokane Regional Transportation Council	Spokane Transit Authority
By:	By:
Printed: Sabrina Minshall	Printed: E. Susan Meyer
Title: Executive Director	Title: Chief Executive Officer
Date:	Date:
Attest	Attest
By:	By:
Printed: XXX	Printed: Dana Infalt
Title: XXX	Title: Clerk of the Authority
Date:	Date:
Approved as to Form	Approved as to Form
By:	By:
Printed: XXX	Printed: Laura McAloon
Title: XXX	Title: General Counsel
Date:	Date:

MEMORANDUM

DATE: March 7, 2019
 TO: Members of the SRTC Board of Directors
 FROM: Eve Nelson, Senior Transportation Planner
 SUBJECT: Federal Fiscal Year (FFY) 2019 Project Delivery Update and Approval to Advance a Project

Summary

SRTC is required to meet federal funding targets within our Transportation Improvement Program (TIP) by August 1, 2019. The estimated FFY 2019 funding obligation target for all funding sources administered by SRTC is **\$10.07 million**. This requires that SRTC’s 2019 TIP must show an equal amount (or more) funding in projects to be obligated for delivery.

The TIP Working Group met on February 13, 2019 to determine which projects are ready to execute and to cover the currently projected \$1.14M funding gap and to provide a buffer for exceeding the target. As there is concern some projects programmed in 2019 may not obligate on time, SRTC staff is requesting Board approval of the advancement of STA’s Fixed Route Electric Buses for \$2.67M (currently programmed in 2021 and 2022) into this year’s TIP to both meet and possibly exceed our target.



The funding gap was a result of several events;

- SRTC received a 12% overall increase in three funding sources which was more than projected
- Two projects programmed in the 2019 TIP are not likely to make the August 1 obligation deadline as noted in the **Attachment**
- De-obligations from projects closing in 2018 also increased the funding gap.

If SRTC fails to meet this target by August 1, some of SRTC's federal funds may be lost to other regions across the state. There is an opportunity to receive additional funds from other regions that fail to meet their targeted obligations if we are able to exceed our target.

WSDOT's Local Agency Federal Obligation Authority (OA) Policy establishes the obligation targets for each Metropolitan Planning Organization (MPO), Regional Transportation Planning Organization (RTPO), and County lead agency. The policy only applies to three funding sources that the SRTC Board is responsible for in terms of project identification, prioritization, and selection: Surface Transportation Block Grant Program (STBG), Congestion Mitigation Air Quality (CMAQ), and STBG Set-Aside.

Regional Obligations to Date

As of January 31, 2019, local agencies have more de-obligations than obligations, in regional funds this FFY. The net obligations are approximately -\$36,447 or -1.1% of the FFY 2019 target. This is mostly due to projects turning money back in after completion.

Status of Unobligated Projects

SRTC staff has reviewed the status of project obligations anticipated for the remainder of the FFY. All projects reported to be able to obligate regional funds by the August 1st deadline are in the **Attachment**. Based on the project status information provided by the sponsoring agencies, **and with Board approval of the movement of the STA buses**, SRTC's estimated delivery of regional obligations is expected to exceed the delivery target by approximately \$1.55 million. **This assumes that all remaining projects will obligate on schedule by August 1.** This buffer also accounts for the remaining \$0.31 million in planned de-obligations anticipated for the remainder of this FFY.

Advancing Projects

As outlined in SRTC's 2019 Transportation Improvement Program (TIP) Policies and Procedures Guidebook:

For the purposes of SRTC's TIP, years one and two of the TIP constitute an 'agreed to list' as defined by 23 CFR 450.330. This means that once a project has been programmed into year one or two of the approved TIP, the project's sponsor(s) can begin implementation of the project by accessing funds.

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

SRTC staff is requesting approval to advance the Spokane Transit Authority projects programmed in 2021 and 2022 to 2019. This action will allow the projects to obligate funds this year and is needed to position SRTC to meet or exceed our FFY 2019 obligation target.

- **STA's Fixed Route Electric Buses for 2021 and 2022**

Public Involvement

This is the first time this information has been presented.

Policy Implications

WSDOT’s obligation policy has significant implications for SRTC’s TIP. It has become increasingly important for projects to obligate on schedule and for SRTC and member agencies to keep close track of the status of all projects with STBG, CMAQ, and STBG Set-Aside funds. This tracking informs committee and Board members of how the Region plans to meet the FFY 2019 obligation target. This process is consistent with Horizon 2040’s Guiding Principle 3: Stewardship.

Technical Implications

SRTC staff will continue to monitor project obligations and the status of remaining projects with STBG, CMAQ and STBG Set-Aside funds expected to obligate prior to August 1, 2019. If SRTC fails to meet this target by August 1, some of SRTC’s federal funds may be lost to other regions across the state. Projects programmed with regional allocations of federal funds are subject to the project delivery policies outlined in the TIP Guidebook.

Prior Committee Actions

None.

Requested Action

Approval to advance STA Fixed Route Electric Buses to 2019.

Planned FFY 2019 Project Obligations

Agency	Project	Fund	Phase	Est. Obligation Date	\$ Estimated to Obligate by 8/1/19	Notes
Cheney	Washington Street Preservation Project	STBG	PE	June	\$87,683	
Deer Park	Crawford & Colville Roundabout/N Colville Reconstruction	STBG-R	PE	June	\$156,000	
Spokane County	Bigelow Gulch/Forker Connector-Project 2	STP-UL	RW,CN	June	\$129,000	
Spokane County	Bigelow Gulch/Forker Road Connector Project 5	STP-UL	RW	July	\$800,000	Advancing from 2020
Spokane County	Brooks Road-City Limits to MP1.87	STBG-R	CN		\$0	Delayed-seeking additional CN funds (\$441,170)
Spokane County	Mill Road Reconstruction	STP-UL	RW-CN	July	\$697,142	
Spokane Valley	Evergreen Preservation-Mission Connector to Indiana	STP-UL	RW,CN	May	\$513,810	
SRTC	Division St Study	STP	PL	March	\$200,000	
SRTC	2019 MTP Planning	STP	PL	March	\$350,000	
SRTC	Data Acquisition & Technical Tool Development	STP	PL	April	\$400,000	
Spokane Transit Authority	Fixed Route Electric Buses Purchase	STBG (UL)	CN	May	\$2,670,000	Advancing from 2021 & 2022 (Pending Board Approval)
Airway Heights	Highway 2 Shared Use Path	TAP (UL)	PE,RW	March	\$22,423	
Fairfield	1st Street Sidewalk Improvement	STBG-SA	PE	April	\$37,710	
City of Spokane	Ben Burr Corssings	STBG-SA	PE	July	\$84,000	
City of Spokane	Fish Lake Trail to Centennial Trail Connection Study	TAP-UL	PE	April	\$166,250	
SRHD	2018-2020 Safe Routes to School Program	TAP=UL	PE	June	\$148,710	
Spokane Valley	Appleway Trail - Evergreen to Sullivan	TAP (UL)	CN	June	\$198,950	Advancing from 2020
Millwood	Argonne Road, Empire to Liberty Congestion Relief	CMAQ	RW	June	\$83,473	
City of Spokane	Cincinnati Greenway - Spokane Falls Blvd to Euclid Ave	CMAQ	CN	April	\$420,344	
City of Spokane	Hamilton Street Corridor Intersection Improvements - Desmet Ave to North Foot Hills Dr	CMAQ	RW,CN	July	\$2,612,179	
Spokane County	Commute Trip Reduction, TDM Expansion, Outreach & Partnership Program	CMAQ	PE	March	\$332,597	
SRHD	Walk Bike Bus Millwood	CMAQ	CN	April	\$8,650	
Spokane Valley	North Sullivan Corridor ITS	CMAQ	CN		\$0	Delayed due to Railroad RW (\$613,945)
Spokane Valley	Appleway Trail - Evergreen to Sullivan	CMAQ	CN	June	\$1,747,300	Advancing from 2020
Spokane Valley	Sullivan-Wellesley Intersection Improvement Project	CMAQ	RW	March	\$103,800	

\$11,970,021	Planned to Obligate by 8/1/2019
-36,705	Obligated to Date (10/1/18-1/31/19)
-309,883	Planned De-obligations before 8/1/2019
\$11,623,433	Total Planned, obligated & de-obligations
\$10,070,000	FFY 2019 Target
\$1,553,433	Estimated over the FFY 2019 Target

MEMORANDUM

DATE: March 7, 2019

TO: Members of the SRTC Board of Directors

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. The first draft of the UPWP prepared in accordance with the UPWP Guidance Manual will be sent to WSDOT and federal agencies for review and comment by March 15, 2019. During April and May, comments and feedback will be received from the Transportation Technical Committee (TTC) the SRTC Board Administrative Committee. An on-site meeting with the review agencies will be held in April or May. The SRTC Board provides comment and feedback at the May meeting. All comments are 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
April – June 2019	On-site review meeting with WSDOT TRCO, 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 TRCO 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

In April or May 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 will send a first draft FY 2020-2021 UPWP to the review committee by 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. The SRTC Board will be asked to approve the FY 2020-2021 UPWP at the June meeting.

MEMORANDUM

DATE: March 7, 2019

TO: Members of the SRTC Board of Directors

FROM: Ryan Stewart, Senior Transportation Planner

SUBJECT: US 195/Interstate 90 Study – Continued Discussion

Summary

SRTC staff presented an update to the Board on the status of the US 195/Interstate 90 Study at last month's meeting. WSDOT staff also provided information on the history of agreements and analysis in the corridors. Upon conclusion of the Board's discussions, SRTC staff is prepared to release a Request for Qualifications (RFQ) for consultant assistance with the study. For a summary of the study's purpose, objectives, and approach please see the **Attachment**.

There will be an opportunity for continued discussion and policy direction at this month's meeting. The issues for discussion are the objectives which include:

- Improve safety – reducing collisions, maintaining and improving access for active transportation.
- Preserve US 195 limited access – the SRTC Strategic Plan identified the regional need to study connection improvements in the corridors. This includes balancing the function of US 195 as a state highway while improving local access and mobility.
- Maintain and improve reliability – address congestion at the interchange and on the I-90 mainline while improving local network connectivity.
- Plan for infrastructure improvements – bridge conditions and age, capacity, railroads. Implementation plan will be phased and will include cost estimates and simple concept reports.

The primary issue to be discussed is the limited access nature of US 195. WSDOT, through a series of hearings and agreements in the past, has preserved US 195 as a limited access highway. This includes prohibiting new intersection control and speed reduction in the corridor. There are short term strategies (ramp meter, j-turns) and interchange improvements planned for US 195. Horizon 2040 identifies two long term projects in the corridors at a total cost of \$369 million:

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

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

Public Involvement

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

Policy Implications

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

Technical Implications

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

Prior Committee Actions

A status update was provided to the Board and the TTC in February. Funding for the study was approved by the SRTC Board in March 2018. This consisted of a \$150,000 STBG set-aside as part of the 2018 SRTC Call for Projects. The Board amended the study into the 2018-2021 TIP at the September 2018 meeting.

Requested Action

Policy direction is requested in order to release the RFQ and stay on schedule.

US 195 / INTERSTATE 90 STUDY

A multimodal study to address safety, operations, access, and infrastructure issues in the corridors

Objectives:

- Improve safety for all users
- Preserve limited access of US 195
- Develop alternate routes on local system
- Solve interchange issues
- Plan for bridge and other infrastructure improvements

Purpose

The US 195 and I-90 corridors have experienced increasing operational and safety issues, particularly at their interchange and at local access points. The interchange ramps do not meet current design standards. Topographical constraints, sensitivity to the natural environment, sustaining recreation access and supporting active transportation will be considered. The condition of infrastructure, specifically the aging I-90 Latah Bridges, will also be included in the

While WSDOT is actively addressing some of these issues, there is an identified regional need to balance the function of US 195 as a state highway while improving local access, safety, and mobility.

scope. Current challenges include:

Safety

Reduce collisions, improve safety for pedestrians and bicyclists

Operations

Maintain reliability, improve congestion at the interchange and on I-90

Access

Coordinated land use and environmental management, recreation access

Infrastructure

Road and bridge conditions, railroads

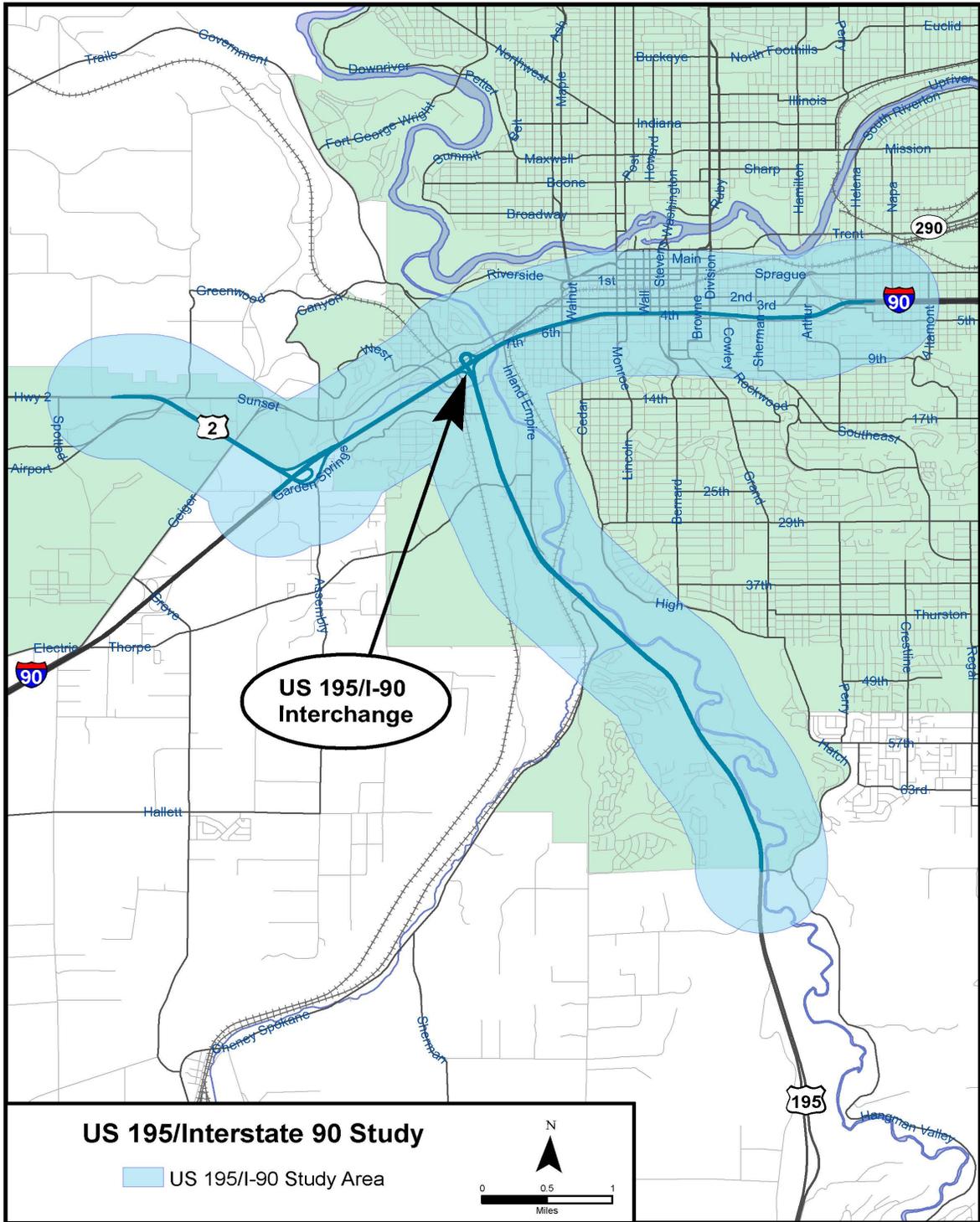
The purpose of the multi-jurisdictional US 195/I-90 study is to develop a strategy for addressing these issues while considering practical solutions. The need for more coordinated land use planning and access management between agencies will be addressed as well. The study is a collaborative effort between the Washington State Department of Transportation (WSDOT), the City of Spokane, Spokane County, Spokane Transit Authority (STA), and Spokane Regional Transportation Council (SRTC). SRTC will serve as project manager and regional coordinator for the study.

Approach

The I-90/US 195 Study will be undertaken using a systems approach. The study will examine the interface of all modal systems including local, regional and state facilities, functions and services. All modes of travel will be considered such as public transportation, private vehicles, pedestrian, biking and freight. The study will consider the needs of all users. Solutions identified will be developed with an explicit understanding that the resulting projects will need collaborative and innovating approaches from all funding sources for success.

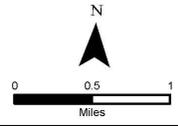


Interstate 90 and railroad bridges over Latah Creek at the interchange with US 195



US 195/Interstate 90 Study

US 195/I-90 Study Area



Study Partners



For more information, please contact:

Ryan Stewart, Project Manager

(509) 343-6370

MEMORANDUM

DATE: March 7, 2019

TO: Members of the SRTC Board of Directors

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

SUBJECT: Roles and Requirements for Regional Transportation Planning Organization (RTPO)

Summary

The SRTC Strategic Plan identifies” **Growth Totals and Consensus on Regional Land Use Goals**” as an important focus for the agency. Board understanding and direction in how SRTC fulfills its obligations as a RTPO is foundational to a deliberate investment strategy reflecting those regional policies. Establishing a collective regional voice showcases alignment between economic development goals and a land use vision while being responsive to emerging trends. This requires accountability for funding decisions that prioritizes projects based on a shared sense of responsibility and desired future that can be described and measured. Additionally, a successful comprehensive planning effort should include testing a variety of potential land use scenarios to position the agency to react proactively to growth.

At the March 14, 2019 SRTC Board meeting, SRTC Legal Counsel Stan Schwartz will present an overview on the role of SRTC as a Regional Transportation Planning Organization (RTPO) and its responsibility implementing the Growth Management Act. We will discuss SRTC’s duties under the GMA law including certification of local comprehensive plans, what “concurrency” means related to transportation and land use, and where there is intersection with other governments’ roles.

At a follow up session, with Legal Counsel and staff guidance, the Board may discuss historic, current, and future policy options for implementation of these roles.

Background

What is an RTPO? A Regional Transportation Planning Organization (RTPO) is formed through a voluntary association of local governments within a county or contiguous counties. RTPO members include cities, counties, WSDOT, tribes, ports, transportation service providers, and private employers.

Why were RTPOs created? RTPOs were authorized as part of the 1990 Growth Management Act to ensure local and regional coordination of transportation plans.

Which counties participate in RTPOs? There are 16 RTPOs covering 38 of the 39 counties in Washington. San Juan County is not part of any RTPO.

What do RTPOs do?

RTPOs are required to:

- Prepare a Regional Transportation Plan.
- Certify that countywide planning policies and the transportation element of local comprehensive plans are consistent with the Regional Transportation Plan.
- Develop and maintain a six-year Regional Transportation Improvement Program.

How are RTPOs different from Metropolitan Planning Organizations (MPO)? State legislation (GMA) created RTPOs. A RTPO covers both urban and rural areas and receives state funding in support of its planning efforts. Federal legislation created Metropolitan Planning Organizations (MPOs). An MPO covers an urbanized area and receives federal funding in support of its planning efforts.

MPOs and RTPOs serve the same basic transportation planning functions – develop a long-range plan, coordinate transportation planning within a region, and prepare a transportation improvement program. The federal MPO and state RTPO requirements of these organizations are complementary.

What is WSDOT's role with RTPOs? WSDOT provides administrative and technical assistance, supports RTPO coordination activities, provides a role as the fiduciary agent of the RTPO program, and actively participates in the regional transportation planning process.

SRTC BOARD OF DIRECTORS MEETING AGENDA WORKSHEET

	<u>TITLE / DESCRIPTION</u>	<u>POLICY IMPLICATIONS/ REQUIREMENTS</u>	<u>AGENDA TYPE</u>	<u>TIME</u>	<u>PRESENTER</u>	<u>PROPOSED AGENDA</u>	<u>TTC AND/OR TAC AGENDA</u>
•	Public Comment	Meets WA Code and various grant requirements	Regular	-	N/A	Monthly	N/A
•	Executive Directors Report	Keep Board up to date of issues from the month	Regular	10	Sabrina	Monthly	N/A
•	Approve Minutes from most recent Board Meeting	Meets WA Code and various grant requirements.	Consent Agenda	-	N/A	Monthly	N/A
•	Approve Vouchers	Required	Consent Agenda	-	N/A	Monthly	N/A
•	Approve TIP Amendment	Required	Consent Agenda	-	Anna	Monthly	Monthly
•	Receive Future Meeting Agenda Worksheet	Aid in communication for future board topics	Attachment	n/a		Monthly	N/A
	Interagency Agreements <ul style="list-style-type: none"> • 195/I90 w/WSDOT • 195/I90 w/City of Spokane 	Required for local funding prior to RFQ release	Consent	Tent.	Ryan Stewart	April	N/A
	2019 Education Series	Briefing on status, partnerships, topics.	Information and Discussion	5	Sabrina Minshall	April	March
	Performance Targets: Safety	Required by Federal Code	Action	15	Eve Nelson	April	March
	Data/ Modeling/Technical Tools Effort briefing	Briefing on data strategy and schedule prior to RFQ release	Information	45	Mike Ulrich	April	March
	Realities of Funding and Prioritization	Board Education	Information and Discussion	45	Ashley Probart	April	N/A
	2019-2021 TIP Contingency List	Projects for funding if de-obligations occur or other funds become available	Info	10	Eve Nelson	April	March
	Quarterly budget update	For 1 st Q. 2019	Information	Attachment	Greg Griffin	April	n/a
	Draft SFY2020-2021 UPWP	Required core document	Information /Discussion	15	Sabrina Minshall	May	April

SRTC BOARD OF DIRECTORS MEETING AGENDA WORKSHEET

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	2019-2021 TIP Contingency List	Projects for funding if de-obligations occur or other funds become available	Action	10	Eve Nelson	May	April
	Future Prioritization Criteria/Scenario Development	Needed to develop MTP	Information	45	Sabrina Minshall	May	May/June
	SFY2020/2021 UPWP	Required core document	Action	10	Sabrina Minshall	June	May
	TIP Project Delivery Update for FFY 2019	Critical information for financial requirements for federal stewardship	Information	15	Eve Nelson	June	May/June
	Regionally Significant Definition	Needed to develop MTP	Information	20	TBD	June	April/May
	CY2019 Budget Revision	Amendment for Studies after consultant agreements and Division Street/ STA \$ in budget/ update financials and timing for consultant efforts. Amendment for operational line items changes as needed.	Information	15	Sabrina Minshall	June	N/A
	Division Street Study Contract Award	Authorize Exec. Dir. to sign contract	Action	15	Jason Lien	June	May
	Quarterly budget update	For 2 nd Q. 2019	Information	10	Greg Griffin	July	n/a
	US 195/I-90 Study – Contract Award	Authorize Exec. Director to sign contract	Action	10	Ryan Stewart	July	May
	CY2019 Budget Revision	Amendment for Studies after consultant agreements and Division Street/ STA \$ in budget/ update financials and timing for consultant efforts. Amendment for operational line items changes as needed.	Action	10	Sabrina Minshall	July	N/A
	SRTC Compensation Plan	Necessary for agency operations	Information	20	Sabrina Minshall/consultant	July	n/a
	Set dues for 2020	For 2020 Calendar year budget	Action	15	Greg Griffin	July	N/a

SRTC BOARD OF DIRECTORS MEETING AGENDA WORKSHEET

	<u>TITLE / DESCRIPTION</u>	<u>POLICY IMPLICATIONS/ REQUIREMENTS</u>	<u>AGENDA TYPE</u>	<u>TIME</u>	<u>PRESENTER</u>	<u>PROPOSED AGENDA</u>	<u>TTC AND/OR TAC AGENDA</u>
	Transportation and Growth Forecasting Discussion	Capacity Building / Guide Plan Efforts	Information	30	Mike Ulrich	July	June
	Public Survey	Guiding MTP Development	Information	20	TBD	September	July/August
	Data Tools and Modeling Contract Award	Authorize Exec. Dir. to sign contract	Action	15	Mike Ulrich	September	July
	SRTC Compensation Plan	Agency Operations	Action	10	Sabrina Minshall	September	n/a
	SRTC Employee Manual	Agency Operations	Information	20	Sabrina Minshall	October	n/a
	Freight Mobility Draft Scope	First briefing to Board	Info and Disc	20	TBD	October	September
	Quarterly Budget update	For 3Q. 2019	Information	10	Greg Griffin	October	N/a
	CY2020 Budget Revision 1 / IDR	Calendar Year budget / IDR	Information	15	Greg Griffin	November	N/a
	SRTC Employee Manual	Agency Operations	Action	10	Sabrina Minshall	November	n/a
	CY2020 Budget / Indirect Cost Rate	Calendar Year budget / IDR	Action	10	Greg Griffin	December	n/a
	Not yet scheduled						
	SRTC Outreach presentation			15	Sabrina Minshall		
	MTP due Dec 2021- Scope and Charter			20	Sabrina Minshall		
	Financial Assessment for MTP				TBD		
	Public Survey discussion				TBD		

SRTC BOARD OF DIRECTORS MEETING AGENDA WORKSHEET

	<u>TITLE / DESCRIPTION</u>	<u>POLICY IMPLICATIONS/ REQUIREMENTS</u>	<u>AGENDA TYPE</u>	<u>TIME</u>	<u>PRESENTER</u>	<u>PROPOSED AGENDA</u>	<u>TTC AND/OR TAC AGENDA</u>
	Demonstrate new web-site/performance dashboard				TBD		

MEETING SUMMARY

Spokane Regional Transportation Council Transportation Technical Committee (TTC) Meeting – February 27, 2019 1:30pm

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

US 195 / I-90 Study – Staff described the purpose of the study as a multimodal analysis of the corridor to develop strategy for addressing safety, operations, access and infrastructure while considering practical solutions as well as the need for more coordinated land use planning and access management between agencies. The study will utilize data from the recently completed WSDOT I-90 Operations Study and addressed current conditions in access, infrastructure, road conditions, and land use. He named agencies on the project team and said they have met already to discuss scope. He described the four main objectives, the study approach, and discussed funding sources. A tentative timeline for study completion was shown and next steps outlined. Chair Messner called for questions or discussion and there was none.

2020-2023 Contingency List –A prioritized list with highlighted projects, which were funded (either fully or partially) were distributed to all present. Staff requested 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. 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 held conversations about moving prior projects up in the prioritization list and they made a conscious decision not to do so. 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 several 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.

Commute Smart NW – Ms. LeAnn Yamamoto of Spokane County spoke about the recent branding change of the Commute Trip Reduction program to Commute Smart NW.

TIP Working Group Update – Ms. Nelson reported on the status of federal obligation target.