

MEMORANDUM

Date: May 1, 2019
To: Members of the SRTC Board of Directors
From: Commissioner Al French, Chair
Subject: Meeting Notification and Transmittal of Meeting Agenda

Meeting Date: **May 9, 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, May 9 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) April 4, 2019 Meeting Minutes Page 2
 - b) April 2019 Vouchers Page 8
 - c) Interagency Agreement with City of Spokane: US 195 / I-90 (*Ryan Stewart*) Page 9
6. **Action** – **Performance Targets: Safety** (*Eve Nelson*) 15 minutes Page 21
7. **Information and Discussion**
 - a) Census 2020 (*Todd Woodard, Spokane International Airport*) 10 minutes n/a
 - b) Quarterly Budget Update (*Greg Griffin*) 5 minutes Page 27
 - c) Draft SFY 2020-2021 Unified Planning Work Program (*Greg Griffin*) 15 minutes Page 30
 - d) Transportation Advisory Committee (TAC) Work Group Report
(*Kennet Bertelsen & Work Group members*) 20 minutes Page 75
 - e) Preparation and Input for Board Retreat (*Sabrina Minshall*) 15 minutes n/a
8. **Board Comments**
9. Adjournment

Attachments

- Future SRTC Board of Directors Meeting Agenda Items Page 78

MEETING MINUTES

Agenda Item 5a

Spokane Regional Transportation Council Board
Thursday, April 4, 2019
SRTC Office, 421 W Riverside Ave, Ste 504, Spokane WA

1. **Call to Order** - Chair Al French brought the meeting to order at 2:00 pm.

2. **Roll Call/Record of Attendance – Excused Absences**

Board Members Present:

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

Board Members Not Present:

Larry Krauter, Spokane Airports	Sean Messner, TTC Chair
Kennet Bertelsen, TAC Chair	

Board Alternates Present

Ben Stuckart, Council Member, City of Spokane

Guests Present:

Ashley Probart, WA State Transportation Improvement Board	
Gloria Bennett, WA State Transportation Improvement Board	Adam Jackson, City of Spokane Valley
Char Kay, WSDOT- Eastern Region	Paul Kropp, Citizen
Ron Valencia, Spokane County	Mike Tressider, Spokane Transit Authority
Diana Wilhite, Citizen	

SRTC Staff Present:

Sabrina Minshall, Executive Director	Ryan Stewart, Senior Transportation Planner
Mike Ulrich, Senior Transportation Planner	Jason Lien, Senior Transportation Planner
David Fletcher, Assoc. Transportation Planner	Shauna Harshman, Assoc. Transportation Planner
Michael Redlinger, GIS Intern	Julie Meyers-Lehman, Administrative Assistant
Stanley Schwartz, Legal Counsel	

Chair French read the names of the following Board members who have requested an excused absence from this meeting: Larry Krauter, Sean Messner, and Kennet Bertelsen.

Mr. Schmidt made a motion to excuse the absences; Mr. Malet seconded, and the motion passed unanimously.

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

4. **Executive Director’s Report** - Ms. Minshall reported on:

- Mr. Lien introduced the newest staff member at SRTC, GIS Intern Michael Redlinger
- Reminder of upcoming meetings:
 - Board Retreat on May 29 from 9:00am to 2:00pm at Nectar, 120 N Stevens

- Board Subcommittee/TAC Work Group meeting on April 10
- Board Administrative Committee on April 18
- Ms. Minshall is attending the GSI Washington DC Fly-In Event all next week and Ryan Stewart will be acting Executive Director on her behalf while she is out of office
- SRTC staff will be emailing a Title VI survey to all Board members regarding demographic information; members are asked to please complete and return
- Washington State Legislature has released the operating budget and it does not include the additional RTPO funds requested by WSDOT. WSDOT is continuing discussions with legislators
- SRTC 2019 Education Series. She provided details and distributed a handout about the three events scheduled so far and noted a fourth event geared towards the public is being developed

ACTION ITEMS

5. Consent Agenda – (a) Minutes of the March 14, 2019 Board Meeting, (b) March 2019 Vouchers (c) 2019-2022 Transportation Improvement Program (TIP) April Amendment, and (d) US 195/I-90 Study: Interlocal Agreement between SRTC & WSDOT

Mr. Woodard noted a correction to the minutes. On page 4 his comment regarding the Appleway Trail project should read “the project has two separate funding sources”.

Mr. Woodard made a motion to approve the Consent Agenda with the amended minutes. Ms. Cragun seconded the motion.

Ms. Kinnear requested that item 5d be considered separately.

Mr. Woodard consented to amend his motion to be the approval of item 5a-Minutes of the March 14 Board meeting with the correction noted previously. Motion carried unanimously.

Ms. Cragun made a motion to approve items 5b-March Vouchers and 5c-2019-2022 TIP April Amendment. Mr. Stuckart seconded the motion. All votes were in favor.

Mr. Stuckart made a motion to approve item 5d-US 195/I-90 Study: Interlocal Agreement between SRTC & WSDOT. Mr. Woodard seconded the motion. Ms. Kinnear voted against the motion; all other votes were in favor. Motion carried.

Recap for March, 2019:			
Vouchers: V120848 to V120871			51,570.78
Salaries/Benefits Warrant Nos.	CK552302, 495643-495649; CK552413, 497926-497933; 3rd payroll		85,054.85
Interfund, other expenses, and reimbursements processed directly by the City of Spokane			265.00
			136,890.63

6. 2020-2023 Contingency List Process

Ms. Minshall defined the contingency list and brought attention to the prioritized project list approved by the Board in November 2018. She explained the circumstances under which a contingency list would be used and reported that at their last meeting, the Transportation Technical Committee (TTC) agreed that the Board approved prioritized project list is essentially already a contingency list.

She described the contingency list process developed by staff with input from the TTC and outlined the criteria for approval of funding for projects on the list. She called for questions or further discussion; there was none.

Mr. Woodard made a motion to approve the 2018 Prioritized Project List as the Contingency List and the Contingency Process as recommended by the TTC. Ms. Cragun seconded the motion. Motion carried unanimously.

INFORMATION & DISCUSSION ITEMS

7a. Federal Performance Targets: Safety

Ms. Minshall reviewed the five performance measures accepted to date: public transit, safety, pavement & bridge, congestion measures and air quality measures. Most are two or four-year targets, but MPOs are required to review the DOT statewide safety targets each year. She explained how the performance target cycle works and noted that as part of Board action in December 2017 to approve the Metropolitan Transportation Plan (MTP) update, SRTC set their own safety targets, based upon the WSDOT Target Zero trendline.

She said as part of the annual review of safety targets, SRTC must either:

- a) *Agree to plan and program projects to support the accomplishment of WSDOT targets per 23 CFR 490.209; or*
- b) *Agree to plan and program projects to support the accomplishment of SRTC's own quantifiable targets for safety*

Ms. Minshall stated that SRTC will continue to track and monitor safety targets at a regional level and will report the data in both the TIP and MTP. She said there are no penalties to MPOs for not meeting targets and the TTC recommended support of the State targets. She presented examples of the WSDOT methodology from 2018 and illustrated how it changed for 2019. She asked if there was any additional information the Board would like before taking action at the May Board meeting; there were no comments.

7b. Data Acquisition and Technical Tools Improvement Update

Mr. Ulrich noted that the Data Acquisition and Technical Tools Improvement project update was last presented to the full Board almost a year ago. In October the Board took action to include funding for the project in the 2019 – 2022 TIP .He provided a background and stated that it is being presented today to address any questions or concerns before the RFQ is released in May. He said this project will provide an improved set of data-driven tools to support regional transportation policy making decisions.

He outlined the responsibilities of SRTC and federal regulations which apply to MPOs for reviewing and updating their transportation plans. He said updating data collection and analysis was a focus area of the SRTC Strategic Plan adopted in December 2017. Mr. Ulrich recapped Board action for the data acquisition project to date, including an allocation of \$1 million of STBG funds in March 2018 as part of the 2018 Call for Projects.

He spoke about the Travel Model Improvement Program peer review completed in February 2016 and explained that the recommendations of the final report were neither prioritized or costed. He also described the more recent evaluations of SRTC's socio-economic and land use forecasting data methods by Dr. Stacey Bricka and Dr. Michael Clay in 2018.

Mr. Ulrich presented several examples of how data can help inform policy making. He explained that the Data Acquisition and Technical Tools Improvement project is not a single tool, but a suite of tools including:

- Training/Documentation/Education
- SRTC Internal Capacity Analysis
- Land Use Input Improvements
- Travel Demand Model Improvements
- Ongoing Maintenance/Improvement Plan
- Other Relevant Tools

He outlined the project scope as:

Phase 1

Task 1a:

- Synthesize previous evaluations and prioritize recommendations
- Conduct facilitated listening sessions with SRTC members to determine members' current and future use of technical tools
- Compare SRTC's data application to the current state of the practice
- Consider other relevant tools
- Evaluate SRTC internal (existing and needed future) capacity

Task 1b:

- Develop improvement plan (including budget, schedule, necessary data, etc.)

Phase 2

Task 2:

- Execute improvement plan (including data purchase and application)

Mr. Ulrich emphasized that the improvement plan recommended by the consultant Team and delivered in Task 1 will not be executed prior to review and approval by the Board. He went on to highlight how the technical and policy development processes parallel and dependent on each other. He stressed the importance of collecting and applying data that is aligned with Board defined policy objectives.

Ms. Kinnear asked if travel data to and from Idaho will be included. Mr. Ulrich replied that those trips are incorporated as external factors in regional travel analysis zones. Ms. Minshall noted that Kootenai MPO plans to conduct their own travel survey soon.

7c. Realities of Funding and Prioritization

Mr. Probart, Executive Director of the Transportation Improvement Board, (TIB) provided an overview of the TIB; its history and purpose, the total number of projects funded to date, the amount of funding distributed to date, and where their funding comes from. He spoke about the 2018 TIB Call for Projects which will allocate \$102.5 million and outlined the funding cycle process.

Ms. Bennett of TIB, spoke about the Urban Arterial Program; evaluation and banding of projects and the scoring process. She noted scores aren't as pertinent as where a project falls in the banding and the other projects in the band. She spoke about the Arterial Preservation Program, agency rating, segment rating and challenges.

Mr. Probart provided details about other TIB programs: Sidewalks, Small City Arterial, Small City Preservation, and Statewide Pavement Condition. He presented an example of scoring and tracking of an area's pavement condition. He explained TIB is focused on performance management and their website contains a performance management dashboard. Chair French asked what happens if TIB receives multiple applications for funding from a region and they are not prioritized. Mr. Probart replied TIB must keep to their true north; they evaluate based on their own prioritization system, so in that case it would be just another project on that level. He said Ms. Bennett's on-the-ground experience and knowledge give them a pretty good idea of which projects are ready to go and what makes sense.

Mr. Probart described federalizing transportation projects, outlined the number of projects in the current TIB portfolio which are using federal funds and those that are not, and explained federalizing projects after award. He provided examples of hypothetical projects to illustrate how federalizing can lead to local savings. He outlined ways to increase chances of application funding success and suggested things not to do when submitting an application to TIB.

Chair French spoke about the ways in which a clear regional vision, coordinated efforts, and regional project prioritization can have a positive impact for funding infrastructure projects in this new funding environment. Mr. Peterson asked for clarification about points for matching funds. Mr. Ewers asked if TIB prefers to be last money in. Mr. Probart replied that project sponsors must sign a certification of funding. Ms. Meyer stated that she was on the TIB Board for four years and there is no better organization or structure for project management and tough love for local jurisdictions that need funding. She said in terms of performance metrics, management, and reporting, no one does a better job than TIB.

8. SRTC Board Comments

- Mr. Ewers spoke about how proposed carbon fuel standards in Washington State will make the cost of freight and goods increase.
- Mr. Peterson expressed his thanks to TIB and WSDOT for several Liberty Lake area projects.
- Mr. Stone spoke about a commercial real estate specialist who spoke at the recent Real Estate Forum that discussed local companies relocating headquarters out of downtown City of Spokane into City of Spokane Valley due to parking issues. He said a new parking garage in the old Wonder Bread building led to a company deciding to locate their business there. Mr. Stone mentioned that the new legal counsel for his company just moved to Liberty Lake from Seattle and less traffic/easier driving was the primary reason for the move. Mr. Stone emphasized that the majority of local citizens prefer to drive their cars as a way of getting around and the Board should keep that in mind in future planning discussions.
- Mr. Schmidt said that TIB has been a great funding partner for mid-sized cities.
- Ms. Meyer announced good news in the state transportation budgets; funding for the Cheney high performance transit and Central City Line are included.
- Mr. Woodard announced that construction season is starting and people should anticipate delays in Spokane Valley as there are about \$30M worth of road and sidewalk work scheduled. He said that TIB continues to be a great partner.

9. Adjournment

There being no further business, the meeting adjourned at 3:56 pm.

Julie Meyers-Lehman
Recording Secretary

VOUCHERS PAID FOR THE MONTH OF APRIL 2019

As of May 9, 2019, the Spokane Regional Transportation Council approves the payment of the April 2019 vouchers included in the list in the amount of: \$ 129,952.71

Chair				
<u>Date</u>	<u>Voucher</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
3/28/19	V120872	Diamond Plaza LLC	Paulsen Center Suite 500/504 Rent for April 2019	6,663.01
	V120873	AWC Employee Benefit Tru	SRTC Staff additional Life Insurance Premiums from payroll deductions- April '19	99.60
	V120874	Sabrina Minshall	Per diem for GSI DC fly-in & APA Natl Conf in San Fran, CA	537.00
	V120875	U.W. Professional & Cont.	MU trng for Data Visualization	1,240.00
	V120876	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2019-7	480.00
	V120877	Sabrina Minshall	SM Mileage Reimburse for 1-14-19 to 3-29-19	372.69
4/9/19	V120878	Verizon Wireless	IT Svcs: Wireless Svcs E.D. Phone & Public Outreach Tablets, 3/24/19-4/23/19	87.79
	V120879	WA State Dept of Retireme	Employee and Employer Contributions: March 2019	12,200.94
	V120880	Spokesman Review	Public Notice March TIP Amendment & April Board Mtg Re-schedule	118.61
	V120881	Intrinium	Managed IT Services - April 2019	2,515.00
	V120882	Konica Minolta Business St	Lease - Copier: April 2019; Usage March 2019	285.57
	V120883	Spokane County Treasurer	ESRI Software Support - March 2019	763.42
	V120884	Integra	Telephone: Lines to 5/7/19 and Long Distance for March 2019	511.48
	V120885	Rehn & Associates	Admin fee March '19	75.00
	V120886	Visionary Communications,	Fiber Services, April 2019	953.31
	V120887	WA State Dept of Retireme	OASI 2019 Annual Admin Fee	25.00
	V120888	Acranet	Background checks on new SRTC staff hire	111.50
	V120889	AWC Employee Benefit Tru	May '19 Benefit Insurance Premiums	13,583.84
4/9/19	V120890	Intrinium	Server Rebuild CO	1,477.50
	V120891	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2019-8	420.00
	V120892	Courtyard Atlanta Decatur I	Lodging for 5 SRTC team members for Walkability Institute Conference	3,626.40
4/15/19	V120893	Eve Nelson	Per Diem for EN at Walkability Institute Decatur GA April 21-25	274.50
	V120894	John VanSant	Airfare Remburse for Walkability Institute Conf Decatur GA April 21-25	558.00
	V120895	John VanSant	Per Diem for at Walkability Institute Decatur GA April 21-25	274.50
	V120896	VOID	VOID - City paying B Blankenagel per diem	-
	V120897	Kate Burke	Per Diem for at Walkability Institute Decatur GA April 21-25	274.50
	V120898	Amber Waldref	Per Diem for at Walkability Institute Decatur GA April 21-25	256.75
	V120899	Heleen Dewey	Per Diem for at Walkability Institute Decatur GA April 21-25	274.50
	V120900	Amber Waldref	Airfare Reimburse for at Walkability Institute Decatur GA April 21-25	463.20
4/18/19	V120901	Shauna Harshman	Per Diem for Performance Based Planning & Programming workshop Sea, WA	106.50
	V120902	Witherspoon Kelley Attnys	Legal Services for March 2019 - Admin	1,787.00
	V120903	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2019-9	420.00
	V120904	Greg Griffin	Per Diem for AWC Health Worksite Summit, Lynnwood WA, March 20-21, 2019	56.00
	V120905	AWC Employee Benefit Tru	SRTC Staff additional Life Insurance Premiums from payroll deductions- May '19	206.60
4/24/19	V120906	Jason Lien	Per Diem for APA Conference in San Francisco, CA 4/12-16/19	52.20
	V120907	WSDOT	SRTC Sponsorship of EDU Series #2 Regional Ops Forum 7/10-11/19	5,000.00
	V120908	NewEgg Business Inc	Display Port to VGA adapters (3)	17.87
	V120909	Jason Lien	JL Mileage Reimburse for 7/30/18 to 3/14/19	16.71
	V120910	Washington Trust Bank	Office splys; staff regst; staff air/lodge; Transp for trngs/confns; Conf Calls; Minor Eqpt	4,294.02
		Spokane, City of - Salaries/ Pay Periods Ending: 4/6/19 and 4/20/19		64,400.20
		Spokane, City of - Account IF Accounting Services Q-2 2019		1,807.00
		Spokane, City of - MIS	MIS charges for March 2019	265.00
TOTAL APRIL 2019				126,952.71

Recap for April, 2019:			
Vouchers: V120872 to V120910			60,480.51
Salaries/Benefits Warrant Nos.	502521-502530; 504849-504858		64,400.20
	Interfund, other expenses, and reimbursements processed directly by the City of Spokane		2,072.00
			126,952.71

MEMORANDUM

DATE: May 1, 2019

TO: SRTC Board of Directors

FROM: Ryan Stewart, Senior Transportation Planner

SUBJECT: US 195/I-90 Study Agreement between SRTC and the City of Spokane

Summary

Staff is seeking Board approval to execute the Agreement between SRTC and the City of Spokane for the US 195/Interstate 90 Study. Please see **Attachment** for the Interlocal Agreement. At the March Board meeting, the Board concurred with the release of the RFQ on the project and at the April Board meeting the Board approved the execution of the agreement between SRTC and WSDOT.

The purpose of the US 195/I-90 Study is to develop strategies and phased project list with funding plan for addressing safety, operations, access, and infrastructure issues in the area. The Study will consider the application of practical solutions as well as the need for more coordinated land use planning and access management between agencies. The US 195/I-90 Study will be undertaken using a systems approach. The study will examine the interface of all systems including local, regional, and state facilities and services. All modes of travel will be considered such as public transportation, private vehicles, pedestrian, biking, and freight.

The Agreement between SRTC and the City of Spokane stipulates a one-time, lump sum payment of \$50,000 to SRTC upon execution of the agreement. The funds will be utilized for consultant fees for the Study. The Agreement was reviewed by SRTC and City legal staff. Final signature by the SRTC Executive Director and the Mayor is required to execute the agreement. Pending execution of the agreement, total available funding for the Study is as follows:

Source	Amount
City of Spokane	\$ 50,000
Surface Transportation Block Grant (STBG) funds	\$150,000
WSDOT	\$200,000
Total	\$400,000

Next Steps:

- The RFQ document has been finalized and was released on May 1st. Submittals are due no later than May 30th.
- Evaluation of the RFQ submittals and interviews of the consultants by the Study Steering Committee will occur in June.
- Once the negotiation with the most qualified consultant is complete, the contract for professional services will be brought to the SRTC Board for approval to execute. (Target Date: August 8, 2019 Board meeting)

- Notice to proceed will be issued to consultant. (Target Date: August 9, 2019)

Public Involvement

No public involvement has been directly undertaken for the execution of the agreements. However, the opportunity for public comment is available at the committee and Board meetings. An extensive community engagement process is part of the Study scope.

Policy Implications

None. The Interlocal Agreement allows transfer of City of Spokane funds to SRTC for the Study.

Technical Implications

None.

Prior Committee Actions

Funding for the study was approved by the SRTC Board in March 2018. This consisted of a \$150,000 STBG set-aside as part of the 2018 SRTC Call for Projects. The Board voted to amend the US 195/I-90 Study into the 2018-2021 Transportation Improvement Program (TIP) at the September 2018 meeting. The SRTC Board was briefed on the US 195/I-90 Study scoping and Request for Qualifications (RFQ) effort at the February 2019 meeting. Additional discussion by the Board occurred at the March 2019 meeting where there was general consensus to proceed with the Study. The funding agreement between SRTC and WSDOT was approved by the Board at the April SRTC Board meeting.

Requested Action

Board approval for the Executive Director to execute the Agreement between SRTC and the City of Spokane.

City Clerk's No. _____

**AGREEMENT BETWEEN
SPOKANE REGIONAL TRANSPORTATION COUNCIL
AND THE CITY OF SPOKANE
US 195/I-90 Study**

This Agreement (Agreement) is made and entered into this 1st day of April, 2019 by and between the **Spokane Regional Transportation Council**, the regional and metropolitan transportation planning organization for Spokane County, hereinafter referred to as "**SRTC**", and the **City of Spokane**, hereinafter referred to as "**CITY**"; hereinafter to be referred to individually as the "**Party**" and collectively as the "**Parties**".

WHEREAS, SRTC, as lead agency, will facilitate a study of the connection between Interstate 90 and US 195, to include recommendations on the connections and other improvements in the adjacent road/street corridors to accommodate future road and travel demand conditions, hereinafter referred to as the "**Project**," see Exhibits "A" (Scope) and "B" (Study Area); and

-- NOW, THEREFORE, it is mutually agreed as follows:

1. **SCOPE OF WORK.** The general scope of work for the Project is described in Exhibit "A" and made a part of this Agreement. Except as provided in Section 2 of this Agreement, SRTC shall facilitate completion of said Project at no cost or expense to the City.
2. **PAYMENT.** In consideration for the benefit this Project provides to the regional and local transportation system, the CITY shall make a one-time, lump sum payment to SRTC in an amount not to exceed Fifty Thousand and no/100 Dollars (\$50,000.00), as the City's contribution towards the cost of the Project. The City shall make said payment to SRTC within thirty (30) days of the City's receipt of confirmation from SRTC that SRTC has secured all funding necessary for completion of the Project.

SRTC agrees to pay all costs in excess of \$50,000.00 necessary to complete the Project.

Upon completion of the Project, SRTC shall submit a copy of the study to the City together with an executive summary.

Payment shall be made payable to: Spokane Regional Transportation Council and remitted to 421 West Riverside Avenue, Suite 500, Spokane, Washington, 99201.

3. **TERM.** 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 Project is completed and all SRTC obligations have been met, unless otherwise terminated pursuant to Section 6. The Parties anticipate that the Project will be completed on or before December 31, 2021.

4. LEGAL RELATIONS. 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.

5. APPLICABLE LAWS, VENUES. 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 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. SRTC agrees that it shall accept personal service of process by Certified U.S. Mail or overnight mail delivery directed to the SRTC.

6. AMENDMENTS. 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.

7. TERMINATION. Neither CITY nor SRTC may terminate this Agreement without the written concurrence of the other Party. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.

8. DISPUTE RESOLUTION. The Parties agree that any and all dispute, claims and controversies arising out of or relating to this Agreement shall be submitted to a mediator selected by both Parties for mediation (*see below*).

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 selection of a mediator 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.

9. INDEMNIFICATION AND INSURANCE. SRTC agrees to defend, indemnify, and hold harmless CITY, including its officers, employees, and agents, from any and all claims, demands, losses, and/or liabilities to or by third parties caused by acts or omissions performed or to be performed under this Agreement by SRTC, its agents, employees, contractors, subcontractors, consultants, and suppliers of any tier to the fullest extent permitted by law and subject to the limitations provided below.

SRTC's duty to defend and indemnify CITY, 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 negligence of CITY, including its officers, employees, and agents. SRTC's duty to defend and indemnify CITY, 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) CITY, including its officers, employees, and

agents, and (b) SRTC, its employees, contractors, subcontractors, and suppliers of any tier, and invitees and licensees, shall apply only to the extent of negligence of SRTC, its agents, employees, contractors, subcontractors, and suppliers of any tier, invitees and licensees.

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 CITY, and does not include, or extend to, any claims by SRTC's employees directly against SRTC.

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

INSURANCE. During the term of the Agreement, SRTC shall maintain in force at its own expense, each insurance noted below:

A. **Worker's Compensation Insurance** in compliance with RCW 51.12.020, which requires subject employers to provide workers' compensation coverage for all their subject workers and Employer's Liability or Stop Gap Insurance in the amount of \$2,000,000;

B. **General Liability Insurance** on an occurrence basis, with a combined single limit of not less than \$2,000,000 each occurrence for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this Agreement. It shall provide that the CITY, its officers and employees are additional insureds but only with respect to SRTC's services to be provided under this Agreement; and

C. **Automobile Liability Insurance** with a combined single limit, or the equivalent of not less than \$2,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles.

D. **Professional Liability Insurance** with a combined single limit of not less than \$2,000,000 each claim, incident or occurrence. This is to cover damages caused by the error, omission, or negligent acts related to the professional services to be provided under this Agreement. The coverage must remain in effect for two years after the Agreement is completed.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without thirty (30) days written notice from STRC or its insurer(s) to the CITY. As evidence of the insurance coverages required by this Agreement, SRTC shall furnish acceptable insurance certificates to the CITY at the time it returns the signed Agreement. The certificate shall specify all of the parties who are additional insured; and include applicable policy endorsements, the thirty (30)-day cancellation clause, and the deduction or retention level. In the alternative, SRTC may self-insure for the each of the insurance coverages required by this Agreement by providing certificates indicating such coverages are in effect.

10. **COMPLIANCE WITH LAWS.** The Parties shall observe all federal, state and local laws, ordinances and regulations, to the extent that they may be applicable to the terms of this Agreement.

11. **NON-DISCRIMINATION**. No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Agreement because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation, national origin, the presence of any sensory, mental or physical disability, or use of a service animal by a disabled person.

12. **AGREEMENT TO BE FILED**. The City shall file this Agreement with the Spokane City Clerk.

13. **SIGNATURES**.

IN WITNESS WHEREOF, in consideration of the terms, conditions and covenants contained, or attached and incorporated and made a part, the parties have executed this Agreement by having legally-binding representatives affix their signatures below.

Spokane Regional Transportation Council	City of Spokane
By:	By:
Printed: Sabrina Minshall, AICP	Printed: David Condon
Title: Executive Director	Title: Mayor
Date:	Date:
Attest	Approved as to Form
By:	By:
Printed:	Printed:
Title:	Title:
Date:	Date:

EXHIBIT A

US 195 / Interstate 90 Study

Scope of Work

Abstract

A multimodal study to address safety, infrastructure, and operational issues in the US 195/I-90 corridors

Contact: Ryan Stewart, SRTC Project Manager 509-343-6395 rstewart@srtc.org

Problem/Needs Statement

The US 195 corridor has experienced increasing operational and safety issues, particularly at the interchange with Interstate 90 and at local access points. The issues are a result of a combination of factors including infrastructure design and increasing traffic volumes due to residential growth in the corridor. The interchange ramps do not meet current design standards. The eastbound on ramp to I-90 has a difficult merge due to the short length of the acceleration lane. While WSDOT is actively addressing some of these issues, there is an identified regional need to balance the function of US 195 as a state highway while improving local access and mobility, specifically shorter trips to and from Downtown Spokane. Current challenges include:

- Safety – collisions, active transportation
- Operations – reliability, congestion at the interchange and on the I-90 mainline, local network connectivity
- Land use – access management, future development, recreational uses, potential land use/zoning changes
- Infrastructure – bridge conditions and age, capacity

Purpose

The purpose of the US 195/I-90 study is to develop strategies for addressing these issues while considering the need for more coordinated land use planning and access management between agencies. Topographical constraints, sensitivity to the natural environment, sustaining recreation access and supporting active transportation will be considered. The condition of infrastructure, specifically the aging I-90 Latah Bridges, will also be included in the scope.

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.

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. A contractor (consultant) will be employed to assist in the study. SRTC's procurement policy will be used for the soliciting and contracting of the consultant.

A Steering Committee 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. All feedback will be coordinated to the consultant team through the Project Manager.

A Technical Committee comprised of the technical members of the Steering Committee plus other technical staff will provide comments as requested on components of deliverables. A team of WSDOT Multi-disciplinary professionals will review practical solutions recommendations and provide comment through the WSDOT Steering Committee representative.

The SRTC Board of Directors will be updated throughout the study process, accept the study's final report, and incorporate the results as appropriate into the next update to the Metropolitan Transportation Plan (MTP) through the plan's prioritization process. The City Council and Administration as well as WSDOT will be briefed throughout the study and be provided the opportunity to accept the study results.

Objectives

The objectives of the study include an evaluation of current conditions, forecasting of future needs, and the development of solutions to overcome deficiencies and capitalize on opportunities. All objectives will be Specific, Measurable, Achievable, Relevant and Time-Oriented (SMART). Evaluation criteria will be developed to define what is being measured to determine success. The study's objectives will have a strong relationship to regional congestion management strategies and performance management requirements as well as WSDOT's approach to practical solutions. Expectations will be clearly delineated as part of the development of the objectives. Some metrics could include, but are not limited to:

- Improved safety and reliability on US 195
- Improved safety and reliability on I-90
- Improved local network connectivity

Deliverables

The primary deliverable from this study is a preferred package of phased strategies (projects and programs) that meet the identified objectives. The strategies will collectively address current and future challenges and will be selected by the Steering Committee by evaluating them with a set of criteria (see example metrics above). An executive summary and final report will be produced summarizing these strategies including potential funding sources and a timeline for implementation.

Proposed Tasks

The following major tasks are anticipated to be undertaken by the selected consultant, pending negotiation of final scope of work:

Task 1 Existing Conditions

The assessment of existing conditions in the study area includes a discovery phase. An inventory of previous planning efforts and other relevant items will be provided by partner agencies to the consultant. Data to be collected (or provided to consultant if already available) includes: an inventory of transportation infrastructure and facilities; operational and safety data; recent traffic counts; STA ridership and operational detail; current land use; and the SRTC travel demand model. The consultants will, in coordination with the technical committee, review the referenced previous efforts, including US 195 and I-90 studies and analysis, to identify outcomes, recommendations, or applicable mitigation measures that align with WSDOT's practical solutions philosophy. Results from the SRTC model will be post-processed by the consultant using industry standard methodology per NCHRP 765. Additional sensitivity testing of trip generation and origin-destination data using passive data or other appropriate sources will be required.

- 1a. Review of referenced previous studies, analysis, and mitigation measures
- 1b. Definition of study area
- 1c. Review, testing, and post-processing of base year SRTC regional travel demand model
- 1d. Operational analysis of current conditions
- 1e. Collision/safety analysis

Deliverable: Existing Conditions Summary

Task 2 Future Conditions

The projection of future conditions will include land use and multimodal network improvements consistent with regionally adopted and accepted assumptions. The SRTC 2040 Model will be used to forecast future transportation conditions and outputs used in operational or simulation tools. The model volumes will be post processed using difference method or other agreed upon methodology and the results of the base model sensitivity testing will be carried forward to the future year traffic forecasts. The development of scenarios or alternatives analysis is also envisioned. The scenario analysis will help to further define, refine and evaluate previously identified and newly identified practical solutions. A market analysis based on documented data will be conducted to support the future land use forecasts in the scenarios. The market analysis will help ensure that the study strategies support future viable land uses and can be supported by implementing agencies and stakeholders.

- 2a. Review of land use and modeling assumptions
- 2b. Establish evaluation criteria
- 2c. Market analysis
- 2d. Development of scenarios
- 2e. Scenarios analysis – modeling and operational analysis

Deliverable: Forecasted Conditions Summary and Analysis Documentation

Task 3 Strategies

Development of strategies based on the assessment of existing conditions and forecasted future conditions. The strategies will include projects and programs that capitalize on opportunities and address needs in the corridors. The strategies will be evaluated based on the criteria established in Task 2. The timing of implementation over the short, mid, and long range will be detailed. Visualizations, illustrations,

and other planning-level exhibits will be produced for the projects. Potential funding sources for the strategies will also be presented. Any strategies developed as a result of this effort are expected to consider currently adopted planning guidance including WSDOT's practical solutions and align with regional congestion management strategies. The development of the preferred, conceptual level strategies over the short, mid and long ranges will include: a phasing strategy that aligns with projected land use development; determination of the first phase (short range) preferred option(s) and development of planning level project costs and scope of work with sufficient level of detail to request funding; and, the development of a funding plan for additional phases based on need, opportunity, etc. The consultant and steering committee will collaboratively explore and develop implementable strategies to maintain the US 195 corridor segment while the emerging final options are developed.

3a. Documentation of strategies evaluated

3b. Recommended strategies – projects and/or programs

Deliverable: Executive Summary and Final Report with recommended strategies

Task 4 Community and Stakeholder Engagement

The consultant will lead the community and stakeholder engagement effort in close coordination with WSDOT, City of Spokane, and SRTC staff. At a minimum, the engagement will include representatives from neighborhoods, the business community, Spokane and Cheney Public Schools, emergency services, freight, and recreation interests. A community/stakeholder engagement plan and a summary of the effort will be required. The summary will detail how the results of the engagement were addressed and incorporated in to the study effort. The community and identified stakeholders will be engaged throughout the planning process. Expectations of the consultant effort include but are not limited to:

4a. Inform community of the study (purpose and need, schedule, future opportunities to engage)

4b. Consult with the community to identify concerns, issues, and opportunities

4c. Involve the community in developing / reviewing emerging practical solutions

4d. Inform the community of the final solutions and potential phasing strategy

4e. Inform the community of the planned implementation phases and proposed funding

The consultants will be expected to participate in at least two community meetings and/or workshops. The consultants will also present the final strategies as a result of the study to the SRTC Board, WSDOT, and the City Council and Administration. WSDOT, City and SRTC staff will continuously inform the community of project developments. Staff will consult, involve, and inform the community and other stakeholders in identifying and implementing emerging strategies and policies.

Deliverable: Community Engagement Plan and Summary

Task 5 Study Record

The consultant will assemble all final products from the study task, including working papers and memos, reports, data, schematics, graphics, and illustrations, into a complete record. The record will be submitted to the project manager before contract closeout. All materials produced for this study are owned by the City, WSDOT, and SRTC.

Deliverable: Study Record

Timeline

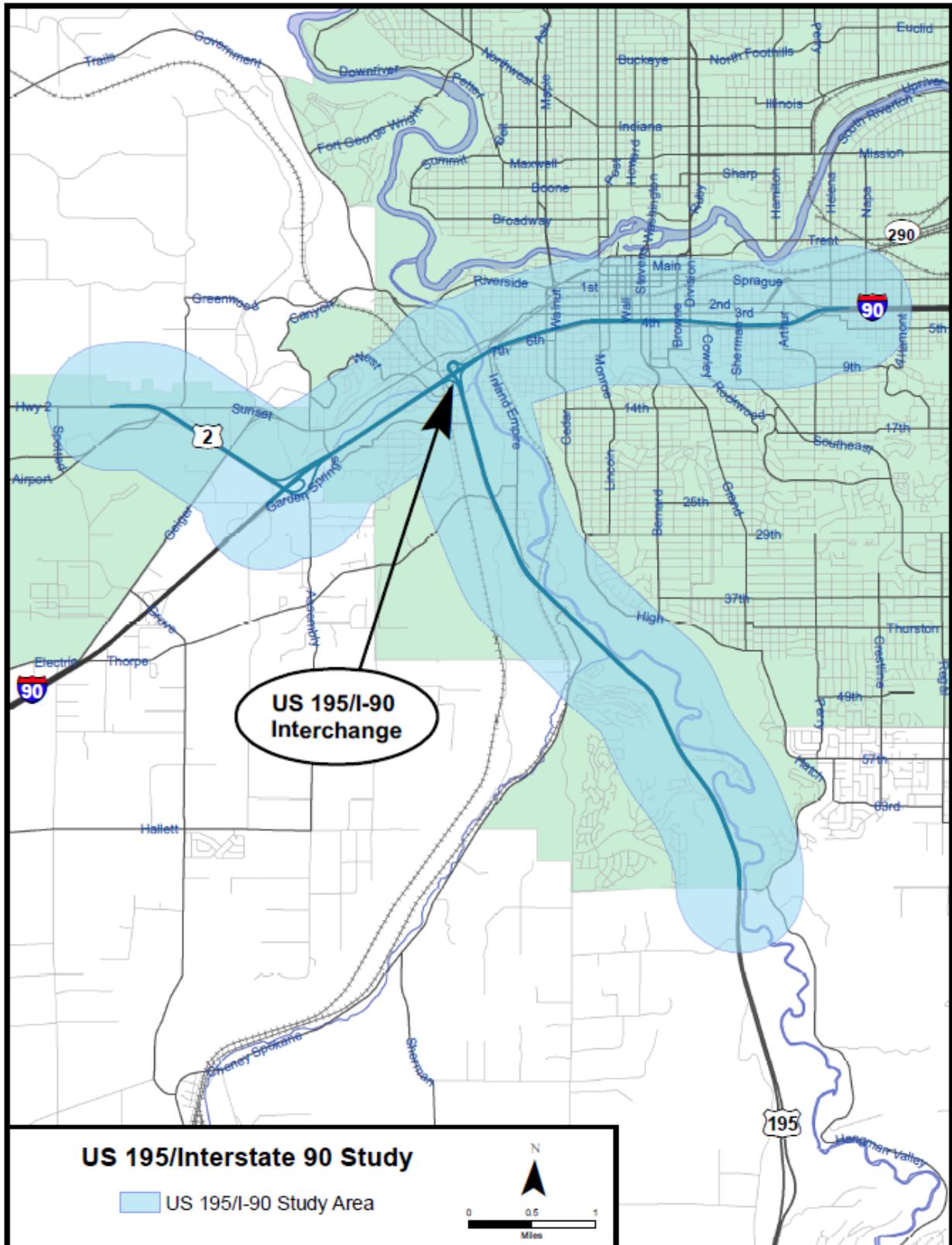
The study work by the consultant is anticipated to begin August 1, 2019 and the study is expected to be complete by the end of 2021. The final schedule including milestones will be developed by the Steering Committee and negotiated as part of the consultant's final scope of work. Major milestones anticipated include:

Steering Committee meetings	ongoing	Task 3 Strategies	Q1-2 2020
Initial briefings	Q4 2018	Public/stakeholder outreach	ongoing
RFQ released	Q2 2019	Draft Report	Q3 2020
Consultant selected	Q2 2019	Public comment period	Q3 2020
Task 1 Existing Conditions	Q3 2019	Final Report	Q4 2020
Task 2 Future Conditions	Q4 2019	Board/Council/WSDOT acceptance	2021

Risk Management

There is a broad spectrum of risk to be considered in this study. Some of the risks include safety, mobility, quality of life, economic impact, and the risk of doing nothing (not doing study, not developing strategies). Comfort level will also be assessed since some creative or innovative solutions may cause discomfort (risk of not being innovative/creative). Low, medium and high impacts will be identified through a Risks-Assumptions-Dependencies-Issues-Opportunities (RADIO) approach.

EXHIBIT B



MEMORANDUM

DATE: May 1, 2019

TO: Members of the SRTC Board of Directors

FROM: Eve Nelson, Senior Transportation Planner

SUBJECT: Performance Targets: Safety

Summary

Pursuant to 23 CFR 924, State Departments of Transportation (DOTs) are required by the federal Highway Safety Improvement Program (HSIP) to **annually set five safety performance targets**. WSDOT last set this 2019 annual target in August 2018. Each year, SRTC is required to review the WSDOT statewide 2019 safety targets and do one of two things:

- **Agree to plan and programs projects to support the accomplishment of the 2019 statewide safety targets; or**
- **establish specific *quantifiable* (i.e., numeric) targets for safety performance.**

SRTC first acted on safety targets as part of the Metropolitan Transportation Plan (MTP) Horizon 2040 update in December 2017. When the Board approved the MTP update, *quantitative* 2018 targets for safety were included. The quantitative targets were Spokane's portion of the statewide safety targets.

Subsequently in 2018, regarding state targets for bridge & pavement condition, travel time reliability and air quality, the SRTC Board chose a more *qualitative* approach by supporting the state targets. The Board also directed SRTC Staff to pursue a better understand the impact of targets have on regional planning and programming as this process continues to unfold.

While DOTs may incur penalties if they do not make significant progress towards their targets, MPOs do not incur penalties for failure to make progress. However, MPOs are required to annually review state targets and act on them as noted above and address to safety throughout the planning and project selection processes.

Federally Required Safety Targets

The five statewide safety performance targets use five year rolling averages for (1) number of fatalities, (2) rate of fatalities per 100 million VMT, (3) number of serious injuries, (4) rate of serious injuries per 100 million VMT, and (5) number of non-motorized fatalities and non-motorized serious injuries.

These targets are required for all public roads regardless of ownership or functional class. The statewide targets for 2019 can be found in **Attachment One**. The attachment also includes potential quantitative regional safety targets that match the statewide methodology and an explanation of the methodology which was presented at the April Board meeting.

TTC Recommendation

The Transportation Technical Committee (TTC) made a recommendation to support the statewide targets for safety for several reasons:

- SRTC does not have specific data to determine the contribution of SRTC projects and program towards reaching the target.
- Projects funded in the SRTC 2018 Call for Projects were evaluated for safety but will not be built for two years or more and therefore will not have an impact on 2019 targets.
- The TTC felt a regional commitment to analyzing safety data for cause and effect is needed so reasonable rather than aspirational targets can be set in the future.

Public Involvement

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

Policy Implications

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

Technical Implications

Developing performance targets aides in developing priorities that guide the project selection for Surface Transportation Block Grant (STBG) Program, Congestion Mitigation and Air Quality (CMAQ), and STBG Set-Aside funding. Additionally, SRTC is responsible for ensuring that all federally funded transportation projects are consistent with Horizon 2040.

Prior Committee Actions

This is the second time the Board has discussed the 2019 safety targets; the first presentation was in April 4, 2019. On March 27, 2019, the TTC unanimously recommended the SRTC Policy Board consider supporting the accomplishment of WSDOT annual safety targets.

Requested Action

Support WSDOT statewide safety targets as indicated in Resolution 19-01, Attachment Two.

Adopted 2019 and 2018 WSDOT Statewide Targets

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

All 2019 targets are higher than previous year.

SRTC previously adopted quantitative 2018 Targets for Safety in Horizon 2040, as reported in the table below. Also, below are the potential SRTC portion of the 2019 statewide targets using the new target setting method by WSDOT.

Potential 2019 and 2018 SRTC Targets

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

All potential 2019 targets are higher than previous year.

WSDOT Methodology for Safety Targets

The five required safety performance targets use five year rolling averages for (1) number of fatalities, (2) rate of fatalities per 100 million VMT, (3) number of serious injuries, (4) rate of serious injuries per 100 million VMT, and (5) number of non-motorized fatalities and non-motorized serious injuries. These targets are required for all public roads regardless of ownership or functional class.

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

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

This differs from the 2018 approach of drawing a straight line from the current 5-year rolling average to target zero in 2030. The new approach was encouraged by the Washington Traffic Safety Commission and is consistent with the approach used in the Highway Safety Plan and the Highway Safety Improvement Plan.

The **Attachment One** demonstrates includes the Statewide and potential SRTC targets if the Board chooses a separate quantifiable target under both methodologies.

RESOLUTION
of the
POLICY BOARD
of the
SPOKANE REGIONAL TRANSPORTATION COUNCIL OF WASHINGTON

R-19-01 SRTC

**TO ESTABLISH PERFORMANCE TARGETS FOR SAFETY
FOR THE
SPOKANE METROPOLITAN PLANNING AREA**

WHEREAS, and the 2012 federal transportation law, Moving Ahead for Progress in the 21st Century Act (MAP-21, P.L. 112-141) establish a performance management framework for state department of transportation, such as Washington State Department of Transportation (WSDOT); and metropolitan planning organizations, such as Spokane Regional Transportation Council (SRTC)

WHEREAS, per 23 CFR 450.206(c)(2), State Departments of Transportation are required by the federal Highway Safety Improvement Program (HSIP) to annually set give safety performance targets and metropolitan planning organizations are required to annually review those safety performance targets.

WHEREAS, SRTC must review statewide performance targets annually.

WHEREAS, in establishing regional safety targets, SRTC has the option of either (1) agreeing to plan and programs projects to support the accomplishment of the statewide safety targets, or (2) plan and program projects to support a specific quantifiable (i.e. numeric) targets for safety performance.

MEMORANDUM

DATE: May 1, 2019

TO: Members of the SRTC Board of Directors

FROM: Greg Griffin, Administrative Services Manager

SUBJECT: CY 2019 Quarterly Budget Update (Quarter 1: January through March)

Summary

Each year, SRTC develops an annual budget outlining the anticipated revenues and expenditures for the upcoming year. SRTC reports on a cash basis, which provides a snapshot in time of the agency's revenues and expenditures. The Revenues portion includes funds received in Calendar Year (CY) 2019 that were for CY 2018 expenditures. The attached spreadsheet provides a summary for the First Quarter of CY 2019 budget, actual 2019 revenues and expenditures, and a column for prior (2018) year to date revenues and expenses. The SRTC operating reserve is currently enough to fund operations at five to six months. This reserve level is one to two months more than the average reserve for this time of year compared to the prior three-year average. The increase results from a combination of factors. As the calendar year progresses this reserve will decrease as local dues are used as matching funds.

The following is a summary of specific issues related to revenues and expenditures:

Revenues:

Through the First Quarter (25% of Calendar Year) of CY 2019 (January – March), SRTC collected 28% of anticipated revenues for the year. All but one SRTC member paid their 2019 dues.

Expenditures:

Through the First Quarter of CY 2019 (January – March), SRTC spent 17% of total anticipated expenditures.

- Personnel Expenditures: Total personnel expenditures were \$293,986 through First Quarter, or 26% of the CY 2018 budget amount.
- Contractual and Professional Services: Total services expenditures were \$7,848 year-to-date, or 1% of the total budget amount.
- Materials and Services: Total materials and services expenditures were \$20,208 year to date, or 16% of the total budget amount.
- Travel, Training, and Staff Development: Total expenditures were \$18,783 thru First Quarter, or 30% of the total budgeted amount. Activities during the First Quarter included:
 1. *Executive Director*: Meetings with local leaders, agency officials and stakeholders; Greater Spokane Incorporated Olympia Fly-In, MPO Coordinating Committee meeting in Seattle, RTPO Funding meeting, Spokane Valley Chamber Govt. Action Committee, Real Estate

Forum, West Plains Chamber of Commerce event, State of City and State of County addresses

2. *Senior Planners:* Analytic Tool Improvement Stakeholder Meeting, WSDOT Target Zero meeting, SRTMC Operating Board, WSDOT Active Transportation Plan Update, Avista Electric Vehicle Initiative for Limited Income, STA Board meeting, Spokane in Motion Planning meeting, Census Geography Update, West Plains Area Management Plan, Steering Committee of Elected Officials, Regional Economic Forecasting, NPRRDS Users Quarterly Webinar, AMPO GIS Webinar, PSAP Webinar, WTS events
 3. *Associate Planners:* Performance Based Planning & Programming in Seattle
 4. *Administrative Assistant:* Public Records Act Training in Cheney
 5. *Administrative Services Manager:* AWC Healthy Workplace Summit in Lynwood, WA
- IT Operations: Total expenditures were \$18,475 thru First Quarter, or 32% of the total budgeted amount.

Public Involvement

The original CY 2019 Budget was approved by the SRTC Board on December 13, 2018.

Policy Implications

SRTC operated within the Board approved budget for CY 2019. All major revenue and expenditure categories are in line with anticipated revenues and expenditures for the completed year.

Technical Implications

The budget recap provides a summary of revenues by source and expenditures by program area. No budget changes to accommodate unanticipated expenditures are needed at this time.

Prior Committee Actions

On December 13, 2018 the SRTC Board approved the CY 2019 Budget.

Requested Action

This item is presented for information and discussion.

SRTC CY 2019, Report through March 31, 2019

	CY 2019 Approved	CY 2019					Prior Year-to-Date	CY 2019 % of Budget
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year-to-Date		
REVENUES								
SRTC Cash Balance 12/31/18						484,978		
FHWA PL (Federal Public Law Funds)	585,726	244,524				244,524	215,610	42%
FTA (Federal Section 5303 Funds)	205,000	57,699				57,699	64,809	28%
STBG Planning Funds	350,000	-				-	-	0%
STBG Data & Study Funds	400,000	-				-	-	0%
RTPO (State Planning Funds)	155,152	55,074				55,074	18,737	35%
Local Dues	218,132	218,088				218,088	188,023	100%
Grants - Other	-	6,884				6,884	-	0%
Other Local Study Funds	200,000	-				-	-	0%
TOTAL REVENUES (Received in 2019)	2,114,010	582,269	-	-	-	582,269	487,179	28%
EXPENDITURES								
Personnel								
Salaries	761,753	176,925				176,925	212,643	23%
Accrued Leave Payouts (includes unemployment)	32,300	30,560				30,560	19,793	95%
FICA	59,827	15,830				15,830	17,387	26%
WA State Retirement System	97,138	20,481				20,481	25,205	21%
Insurance	172,590	50,190				50,190	41,871	29%
Total Personnel	1,123,608	293,986	-	-	-	293,986	316,899	26%
Contractual and Professional Services								
Legal Services	25,000	7,516				7,516	3,271	30%
Consultants & Professional Svcs	30,600	332				332	4,948	1%
MTP Update	53,000	-				-	-	0%
Consultant Svcs & Model Development	300,000	-				-	7,200	0%
Consultant Svcs & I90/US 195 Systems Study	175,000	-				-	-	0%
Consultant & Division St Study	125,000	-				-	-	0%
State Audit Charges	10,000	-				-	419	0%
Total Contractual and Professional Services	718,600	7,848	-	-	-	7,848	15,838	1%
Materials and Services								
Publications	500	135				135	-	27%
Postage	225	100				100	106	44%
Operating Supplies	1,500	297				297	1,293	20%
Minor Furniture	1,500	-				-	642	0%
Telephone	8,585	1,796				1,796	1,673	21%
Advertising	4,090	1,228				1,228	2,256	30%
Rent - Office Space	77,800	13,130				13,130	19,560	17%
Rent - Meeting Rooms	400	-				-	-	0%
Lease - Copier	4,300	799				799	861	19%
Property and Liability Insurance	10,700	-				-	-	0%
Printing	2,000	125				125	1,083	6%
IF Charges	10,900	1,840				1,840	2,300	17%
Total Materials and Services	122,500	19,450	-	-	-	19,450	29,774	16%
Travel, Training, and Staff Development								
Mileage & Parking	3,600	307				307	371	9%
Travel / Training (Staff)	35,000	15,396				15,396	4,748	44%
Educational Speaker Series	16,000	-				-	-	0%
Dues, Subscriptions, and Memberships	7,875	3,079				3,079	2,621	39%
Total Travel, Training, and Staff Development	62,475	18,783	-	-	-	18,783	7,740	30%
IT Operations								
IT Professional Svcs	26,000	6,742				6,742	5,598	26%
Software	13,500	7,719				7,719	6,200	57%
Hardware - New and Replacement; Repairs/Maint.	5,125	1,791				1,791	1,168	35%
Online Services	12,528	2,980				2,980	2,980	24%
Total IT Services	57,153	19,232	-	-	-	19,232	15,946	34%
TOTAL EXPENDITURES (Paid in 2019)	2,084,336	359,299	-	-	-	359,299.45	386,197	17%
CASH BALANCE 3/31/19						707,948	524,866	

MEMORANDUM

DATE: May 1, 2019

TO: Members of the SRTC Board of Directors

FROM: Greg Griffin, Administrative Services Manager

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

Summary

The Draft SFY 2020-2021 UPWP is attached for review; highlights will be presented at the May SRTC Board meeting and the SRTC Board will be asked to provide comment and feedback. The final UPWP will be presented for approval at the June 13 Board meeting.

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 was sent to WSDOT and federal agencies for review and comment on March 15, 2019; to date, no comments or suggestions from WSDOT have been received. In March the draft UPWP document was distributed to both the SRTC Transportation

Technical Committee (TTC) and to adjacent metropolitan planning organizations (Kootenai County Metropolitan Planning Organization (KMPO), Benton Franklin Council of Governments, etc.) with a request for feedback by May 1, 2019. To date, no comments have been received.

An on-site meeting with the review agencies will be held on May 21. Any comments received at this meeting will be considered and incorporated into the final draft for the June Board 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 and draft document provided to TTC
May 1, 2019	Comments due from committee members on preliminary draft
May 9, 2019	Draft SFY 2020-21 UPWP presented to Board
May 21, 2019	On-site review meeting with WSDOT, Public Transportation Division, WSDOT, FHWA, and FTA
May 22, 2019	TTC recommendation of Board approval of preliminary draft SFY 2020-21 UPWP
June 13, 2019	Board approval of SFY 2020-21 UPWP
June 16, 2019	Approved SFY 2020-21 UPWP submitted to WSDOT
June 21, 2019	WSDOT submits approved SFY 2020-21 UPWP to FHWA/FTA
June 30, 2019	FHWA/FTA UPWP approval date
July 1, 2019	SFY 2020-21 UPWP takes effect

Policy Implications

The purpose of the UPWP is to meet the federal requirements as well as the state RTPO work program requirements. The UPWP also fosters regional coordination and collaboration on proposed planning activities over the next state fiscal year (July 1 – June 30). The UPWP also is a tool to promote transparency in work tasks, milestones and deliverables and align expectations with resources.

Technical Implications

On May 21, 2019, the WSDOT Transportation Planning Office, Public Transportation Division, and Eastern Region Planning Office, along with the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA), will conduct a review of the FY 2020-2021 UPWP. SRTC sent a first draft FY 2020-2021 UPWP to the review committee on March 15, 2019. After Board approval of the final document 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 SFY 2020-2021 UPWP at the June 13, 2019 meeting.

Spokane Regional Transportation Council

Agenda Item 7c
Attachment

State Fiscal Years
2020 – 2021

Unified Planning Work Program

DRAFT

July 1, 2019 to June 30, 2021

The logo for the Spokane Regional Transportation Council (SRTC) features the acronym "SRTC" in a large, bold, blue, italicized sans-serif font. Below the acronym, the full name "SPOKANE REGIONAL TRANSPORTATION COUNCIL" is written in a smaller, blue, all-caps sans-serif font. A thin blue horizontal line is positioned directly beneath the full name.

SPOKANE REGIONAL TRANSPORTATION COUNCIL

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

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

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

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

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

SPOKANE REGIONAL TRANSPORTATION COUNCIL
2019 BOARD MEMBERS

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

SPOKANE REGIONAL TRANSPORTATION COUNCIL
2019 TRANSPORTATION TECHNICAL COMMITTEE MEMBERS

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

Table of Contents

Introduction	Page 2
Issues Addressed in the Planning Process	Page 7
Current Planning Environment	Page 7
Federal and State Planning Factors	Page 8
Coordination with Adjacent MPO's and RTPOs	Page 9
SFY 2019 Key Accomplishments	Page 9
SFY 2020-2021 UPWP Tasks	Page 12
1. Program Administration and Coordination	Page 14
2. Public and Stakeholder Participation and Coordination	Page 18
3. Systems Analysis and Information Management	Page 22
4. Metropolitan Transportation Planning (MTP)	Page 24
5. Transportation Improvement Program (TIP)	Page 27
6. Congestion Management Process (CMP)	Page 29
7. Planning Consultation and Studies	Page 30
8. RTPO Planning Functions	Page 32
9. Unfunded Planning Activities	Page 33
UPWP Amendments	Page 33
Appendix A – SFY 2020-2021 Budget Information	Page 34
Appendix B – Map of SRTC Planning Area	Page 35
Appendix C – Planning Projects by Other Agencies	Page 36

List of Figures and Tables

Figure 1: SRTC's state and federal transportation planning designations	Page 5
Figure 2: SRTC's Board and advisory committee organization	Page 6
Table 1: SFY 2020-2021 UPWP tasks and subtasks	Page 12

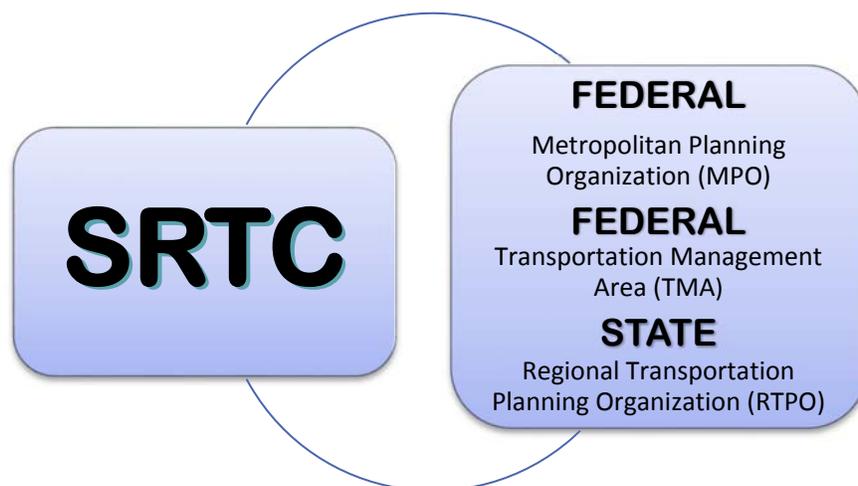
INTRODUCTION

Background

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

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

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

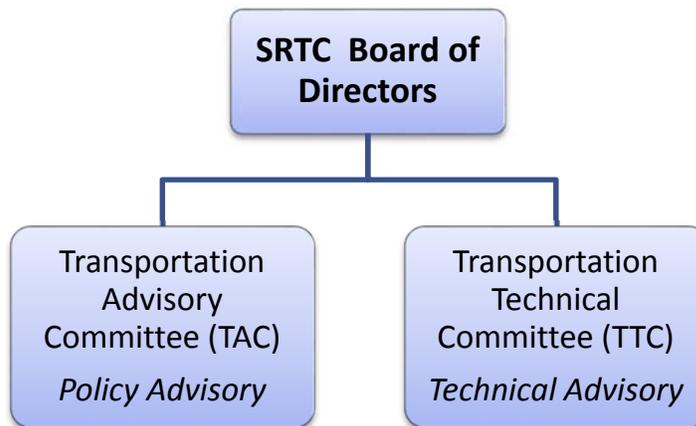


Purpose

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

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

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



Organization and Process

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

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

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

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

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

Issues Addressed in the Planning Process

Current Planning Environment

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

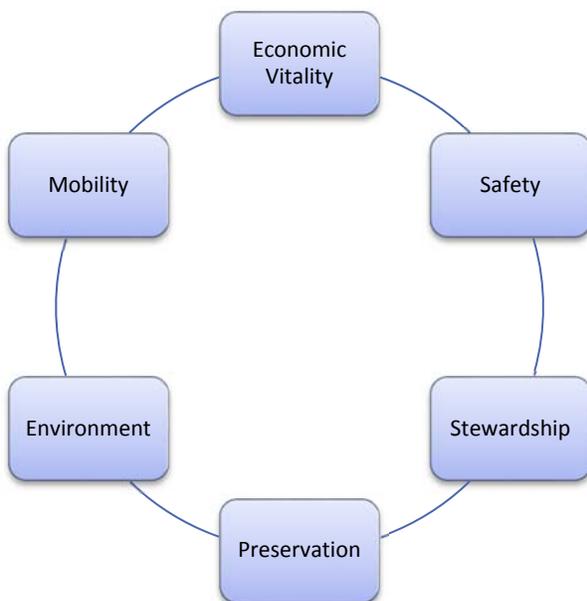
In SFY 2020-2021, SRTC will continue to work on several key activities related to FAST Act performance-based planning requirements. It is anticipated that the performance-based planning approach will enhance SRTC's long-range planning and project selection processes. However, it should be recognized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

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

Federal and State Planning Factors

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

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



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

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

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



Coordination with Adjacent MPOs and RTPOs

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

SFY 2019 Key Accomplishments

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

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

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

3. Systems Analysis and Information Management

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

4. Metropolitan Transportation Plan (MTP)

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

5. Planning Consultation and Studies

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

6. RTPO Planning Functions

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

7. Unfunded Planning Activities

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

SFY 2020 UPWP Tasks

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

Table 1: SFY 2020-2021 UPWP Tasks and Subtasks

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

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

Federal and State Areas of Emphasis

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

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

Federal and State Areas of Emphasis

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

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

Highlights:

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

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

Highlights:

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

1. Program Administration and Coordination

Overview

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

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



Source of Funds/Budget

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

Responsibilities

SRTC staff

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

1.1 Program Management and Support

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

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

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

1.2 Federal Transportation Planning Certification

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

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

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

1.3 MPO Agreements

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

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

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

1.4 Coordination with State and Federal Legislators

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

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

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

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

1.5 Professional Development and Training

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

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

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

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

1.6 Unified Planning Work Program

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

Responsibilities

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

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

2. Public and Stakeholder Participation and Coordination

Overview

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



Source of Funds/Budget

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

Responsibilities

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

Expected Outcomes/Schedule

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

2.1 Public Coordination and Outreach

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



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

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

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

2.2 Stakeholder Coordination

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

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



2.3 Title VI & Environmental Justice

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

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



2.4 Webpage and Social Media Management

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

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

3. Systems Analysis and Information Management

Overview

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



Source of Funds/Budget

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

Responsibilities

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

Expected Outcomes/Schedule

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

3.1 Information Management and Mapping Services

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

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

3.2 Travel Demand Modeling

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

Responsibilities

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

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

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



Overview

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

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

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

Source of Funds/Budget

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

Responsibilities

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

4.1 General Long-Range Transportation Planning

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

4.2 Active Transportation

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

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

4.3 Coordinated Public Transit – Human Services Transportation Plan

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

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

4.4 Freight

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

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

4.5 WSDOT Support and Coordination

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

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

5. Transportation Improvement Program (TIP)

Overview

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

Source of Funds/Budget

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

Responsibilities

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

5.1 TIP Development and Maintenance

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

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

5.2 Air Quality and Transportation Conformity

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

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

5.3 Coordination and Tracking Projects

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

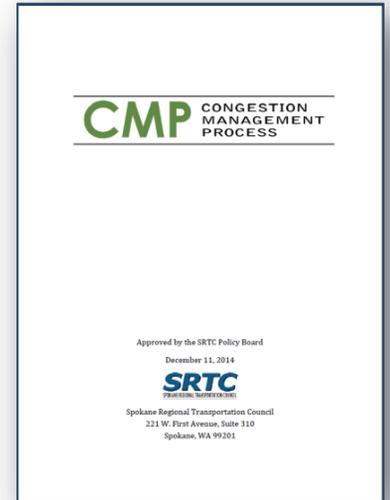
<i>Expected Outcomes</i>	<i>Schedule</i>
Compile needs assessment information from partner agencies; report to Board.	December 2019

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

6. Congestion Management Process (CMP)

Overview

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



Source of Funds/Budget

FTA / Local - \$ 24,380

Responsibilities

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

Expected Outcomes/Schedule

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

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

7. Planning Consultation and Studies

Overview

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

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

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

Sources of Funds/Budget

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

Responsibilities

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

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

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

7.1 US 195 / Interstate 90 Systems Study

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

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

7.2 Division Street Corridor Study

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

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

8. RTPO Planning Functions

Overview

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

Sources of Funds/Budget

RTPO / Local - \$ 183,410

Responsibilities

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

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

9. Unfunded Planning Activities

Overview

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

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

Potential Outcome

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

UPWP Amendments

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

Appendix A

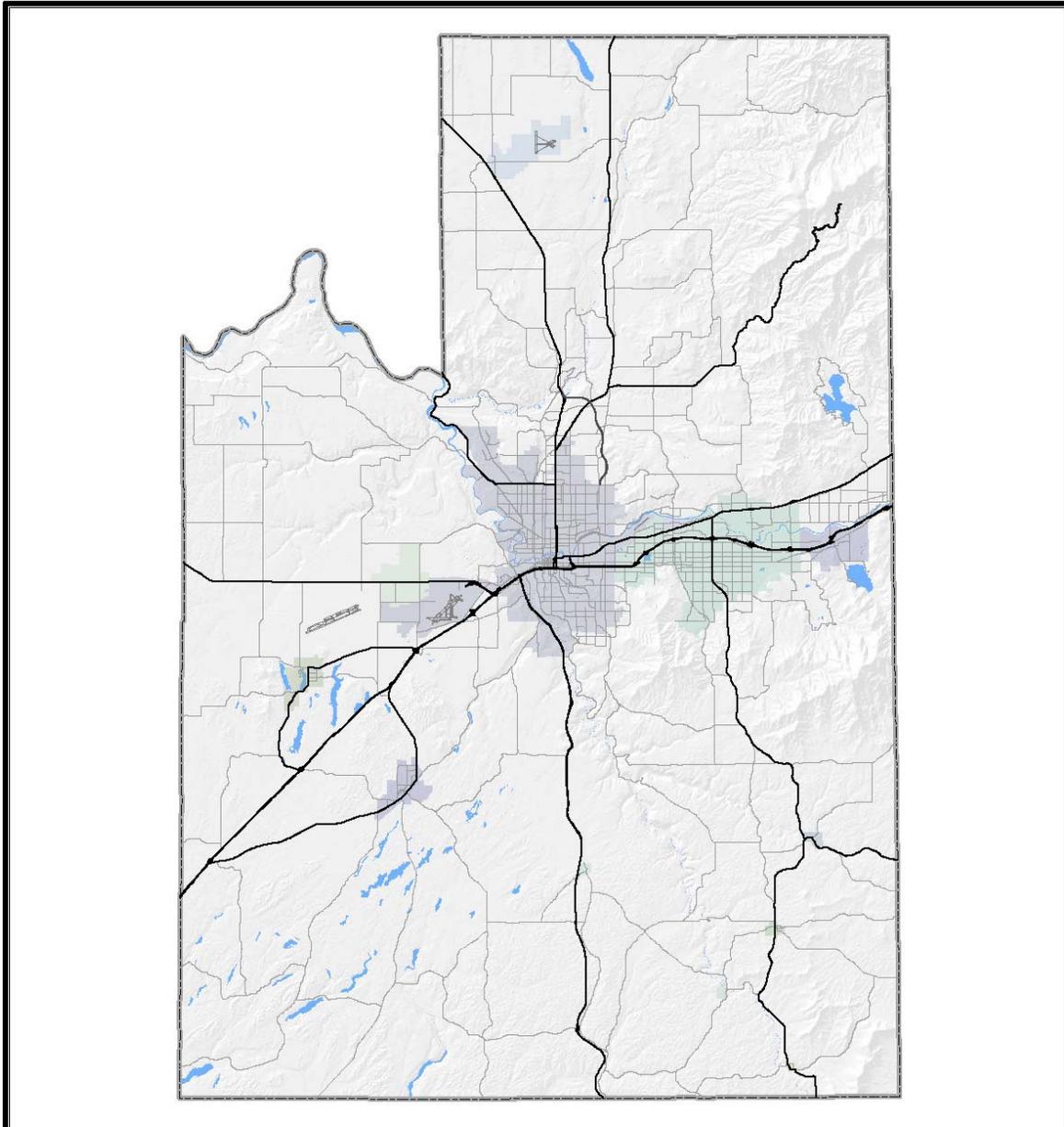
SFY 2020 – 2021 Budget Information

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

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

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

Appendix B



Spokane Metropolitan Planning Area
State Fiscal Years 2020-2021
Unified Planning Work Program

 Highways	 Municipalities
 Arterials	 Spokane County - Spokane MPA


0 1 2 4 6 8 10
Miles
SRTC
SPOKANE REGIONAL TRANSPORTATION COUNCIL
Map Produced March 2017

Appendix C

Transportation Planning Projects to be conducted by other agencies

Spokane Transit Authority

Washington State Department of Transportation

**SRTC July 1, 2019 - June 30, 2021 Unified Planning Work Program;
Transportation Planning Projects to Be Conducted by Spokane Transit Authority**

Implement STA Moving Forward

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

Expected Outcomes/Products

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

Schedule

2014-2028

Source of Funds/Budget

Local, State, Federal

Transit Development Plan

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

Expected Outcomes/Products

The development of the 2020 and 2021 TDP will be founded on STA's comprehensive plan, *Connect Spokane and STA Moving Forward*. The TDP includes Spokane Transit's Annual Strategic Plan (as adopted), Capital Improvement Program, the Service Implementation Plan, and the Transit Asset Management Plan. The plan will define what service and capital improvements STA is planning for the current year plus the next 6 years. Development of the TDP will include significant public outreach.

Schedule

2020 TDP: December 2019 – September 2020

2021 TDP: December 2020 – September 2021

Source of Funds/Budget

Local

Transit Asset Management Plan

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

Expected Outcomes/Products

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

Schedule

Updated Annually

Source of Funds/Budget

Local

Bus Stop Accessibility Improvement Program

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

Expected Outcomes/Products

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

Schedule

January 2019-December 2019

Source of Funds/Budget

Local

Division High Performance Transit Study

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

Expected Outcomes/Products

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

Schedule

April 2019 – June 2020

Source of Funds/Budget

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

Title VI Planning and Systems Analysis

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

Expected Outcomes/Products

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

Schedule

Ongoing

Funding

Local

I-90/Valley HPT Corridor Design and Preliminary Engineering

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

Expected Outcomes/Products

STA endeavors to construct expanded and more efficient transit facilities along I-90 in Spokane Valley and Liberty Lake to promote and accommodate ridership demand. The design and engineering of these improvements will begin with planning tasks that will include: revisiting the original scope, documenting purpose and need, reviewing and selecting the type, size and location of potential facilities as previously developed by STA, and developing design and preliminary engineering drawings for Mirabeau Park & Ride and the Liberty Lake Park & Ride in light of state and local investments in I-90 access improvements. The results from this effort will transition to a full design and engineering effort in late 2020.

Schedule

March 2019 – May 2020

Funding

Local

Zero Emission Fleet Transition Plan

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

Expected Outcomes/Products

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

Schedule

April 2018 – September 2019

Funding

Local

STA Facilities Master Plan

The STA Facilities Master Plan will be a follow-up to the 2015 *Administrative & Maintenance Facility Master Plan* completed in January 2015. The goal of the master plan is to create a tool that will enable STA decision makers to initiate plans to remedy short-term needs with future facility build in view.

Expected Outcomes/Products

This planning effort will build on past efforts while considering the various scenarios for future transit service levels, as well as the anticipated transition to battery electric buses for part or all of the fixed route fleet, and the infrastructure that will be required to support charging the fleet.

Schedule

3/06/2019

June 2019 – December 2020

Funding

Local

5-Mile Park & Ride Mobility Study

In the 2017 Update to *Connect Spokane*, STA added language regarding the development of mobility hubs at existing and future park and rides. STA has identified the 5-Mile Park & Ride as a key park & ride to explore the mobility hub concept.

Expected Outcomes/Products

This study will research the 5-Mile Park & Ride capacity issues and provide viable alternatives, evaluate mobility hub connections, and review the current configuration for bus operation. Mobility Hubs will include a variety of mobility options, including – carshare, bike and scooter share, and transportation network companies (Uber, Lyft, etc.). This study will determine alternatives for implementation.

Schedule

September 2019 – December 2020 (concurrent with *Connect Spokane Update*)

Funding

Local

Connect Spokane Update

In 2010 the STA Board of Directors adopted *Connect Spokane: A Comprehensive Plan for Public Transportation* to guide future decision making related to STA’s services, activities and programs. Connect Spokane contains a policy that the plan will be reviewed and updated as appropriate every three years. Consistent with *Connect Spokane* polices the update will include a significant public input element.

Expected Outcomes/Products

STA is reviewing the existing plan, trends and industry best practices with stakeholders and the public. Revisions will be drafted as needed to address any identified course corrections, updated community goals, and new opportunities and challenges. The revisions will then be reviewed by stakeholders and the public before final action is taken by the STA Board Directors.

Schedule

September 2019 – May 2021

Source of Funds/Budget

Local

**Appendix from the Washington State
Department of Transportation pending**

MEMORANDUM

DATE: May 1, 2019
TO: SRTC Board of Directors
FROM: Shauna Harshman, Associate Transportation Planner
SUBJECT: Transportation Advisory Committee (TAC) Work Group Report

Summary

It is best practice to periodically review committee structure and membership to align committee work plans and membership with Board needs and direction. The TAC serves a vital role in providing a regional perspective to policy issues the Board undertakes.

The SRTC TAC currently has five vacant seats due to expired terms. Prior to filling the vacant seats, the Board selected a work group consisting of TAC Chair Kennet Bertelsen, Arne Woodard, Joe Tortorelli, and Josh Kerns to evaluate the structure, membership, function, and responsibilities of the committee. The work group has met three times. At the May SRTC Board meeting, the work group will share its evaluation, recommendations, answer questions, and propose action for the June Board meeting.

The subcommittee evaluation will allow the Board to ensure the committee is maximizing its value to the region's transportation planning process. The work group is recommending changes to the TAC that more effectively leverages a contextual regional perspective to advance the mission of SRTC. The work group also will discuss the relationship of the TAC to the Transportation Technical Committee (TTC).

Requested Action

This item is presented for information and discussion. If the Board concurs with the group's recommendations, this item will be brought before the Board for action in June.

Attachments for Reference:

1. Board subcommittee on TAC recommendations

**SRTC Board Sub-Committee on
Transportation Advisory Committee (TAC)
Recommendations**

Sub-Committee Members: Kennet Bertelsen (TAC Chair), Joe Tortorelli, Josh Kerns, Arne Woodard

Goal of the Sub-Committee: Evaluate the structure, membership, function, and responsibilities of the committee and make recommendations to the full Board.

Recommendations to the board:

A. What do we want the TAC to do?

➤ **Value Statement**

The TAC brings a diverse, non-technical regional overview to policy decisions, augmenting the technical analysis of the TTC.

- TAC to be visionary- bigger ideas and how they pertain in 2-6 year TIP time frame, relate to all Board members. Board members often represent their areas, TAC represents the whole SRTC planning area.
- The TAC will provide regional data and perspective to augment recommendations made by the TTC.
- TAC should be disconnected from politics and allegiances and be the voice of regionalism.
- Be the group that can bring up short falls of individual plans- propose a bigger, longer vision
- Proactively set the direction and goals for the future
- Ask the why's and how's?
- Be policy driven
- Ask how the project benefits the entire region

B. What role does the TAC have in relation to the TTC?

➤ **Value Statement**

The TAC provides creative, big picture vision to project development, prioritization, and policy development in partnership with the TTC.

- Topical experts by industry or focus area, outside of planning and engineering
- TTC brings technical aspects of transportation, while the TAC brings topical technical expertise to the transportation policy discussion
- The Board has the expectation that the TAC and TTC have specific roles, responsibilities duties and an equal and reciprocal relationship.
- Represents the best interest of the entire region
- TAC would put together high-level vision and direction, then TTC filters and discusses technical constraints
- Provides diverse policy guidance to balance the technical voice of the TTC to the Board
- TAC would be the forward thinking, creative, visioning advisory voice to the Board – the TTC could figure out the technical aspects to get to the vision
- TAC should be looking at design alternatives, thinking outside the box, asking the “why”

C. What role and value does the TAC have in relation to the Board?

➤ **Value Statement**

The TAC investigates and informs the “why” to bolster the TTC’s “how” in planning and project development.

- Asking policy questions
- Be the true regional advocate with no jurisdictional bias
- Concentrate on broad contextual policy recommendations
- Provide consistency between the vision of the MTP and policy/ program, and project
- Should always be discussing alternative material choices and best practices

D. What perspectives do we want represented on the TAC?

1. Military
2. Emergency Services
3. Freight
4. Health Care
5. SRHD
6. Specialty Needs
7. Primary Education
8. Secondary Education
9. Construction
10. Business community
11. Real Estate
12. Tourism

Other Potential Policy Perspectives:

- Recreation
- River Interests
- ?

Recommendation for the current TAC membership:

The subcommittee recommends inviting current TAC members to submit new applications if the perspective they represent aligns with those sought in the new committee structure. The subcommittee recommends a meeting with current TAC members to discuss proposed changes and thank them for their hard work.

Recommendation for recruitment process of new TAC members:

The subcommittee recommends that SRTC staff revise the committee application, announce the positions, and accept applications for TAC positions, providing a vetted list to a subcommittee of the board for review, interview, and approval. The subcommittee recommends interviewing at least the top two applicants in each category.

Next Steps:

The subcommittee discussed the importance of ongoing recruitment, and the desire to leave spots with less than two applicants open for further recruitment. The need to stagger terms initially by one, two, and three years was put forward. Additionally, it may be necessary to have a flexible quorum during the rebuilding period. The working group would recommend at least one additional meeting to evaluate and propose changes to the by-laws due to modification of TAC roles.

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	-	Eve Nelson	Monthly	Monthly
•	Receive Future Meeting Agenda Worksheet	Aid in communication for future board topics	Attachment	n/a		Monthly	N/A
	SFY2020/2021 UPWP	Required core document	Action	10	Sabrina Minshall	June	March, May
	Board Work Group on TAC Report	Work Group Conclusions for changes to TAC- Approve, changes to SRTC document will return	Action	15	TAC Chair- Work Group Members	June	N/A
	Advisory Services Policy	Sets expectations for SRTC engagement and assistance for members funding pursuits	Action	10	Sabrina Minshall	June	Feb/March
	Division Street Study Contract Award	Authorize Exec. Dir. to sign contract	Action	15	Jason Lien	June (poss. July)	N/A
	Revision to SRTC Rules and Procedures	Amendment to reflect Board action on clarifying intent on Board terms and alternates for elected officials	Action	10	Chair	June	N/A
	TIP Project Delivery Update for FFY 2019	Critical information for financial requirements for federal stewardship	Information	10	Eve Nelson	June	May/June
	Presentation on Walkability Institute	SRTC received grant for team to attend Walkability Institute in Georgia in April; Team will report to Board regarding experience and next steps	Information	20	Eve Nelson/Walkability Institute Team	June	May
	Amend Committee Bylaws	Amend bylaws to reflect changes for TAC as Board directs	Action	15	TAC Work Group	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>
	CY2019 Budget Revision	Amendment for operational line item adjustments and studies after consultant contracts, schedule adjustments, and adding HPT (STA \$) for Division into SRTC budget	Information	15	Sabrina Minshall	July	N/A
	Dues for 2020	For 2020 Calendar year budget- required to be set by Board and notice to member agencies	Information	15	Greg Griffin	July	N/A
	Quarterly budget update	For 2 nd Q. 2019	Information	10	Greg Griffin	July	N/A
	FY2019 State Audit Report	Receive State Audit Report	Information	10	State Auditors/ Greg Griffin	August	N/A
	Dues for 2020	For 2020 Calendar year budget- required to be set by Board and notice to member agencies	Action	10	Greg Griffin	August	N/A
	US 195/I-90 Study – Contract Award	Authorize Exec. Director to sign contract	Action	10	Ryan Stewart	August	N/A
	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	15	Sabrina Minshall	August	N/A
	2020-2023 TIP Overview	Federally Required	Information	10	Eve Nelson	September	August
	SRTMC Regional ITS Plan	Federally Required for ITS planning/ coordination with MTP	Information	20	Becky Spangle	September	July/August
	SRTC Compensation Plan	Necessary for agency operations	Information	20	Sabrina Minshall/consultant	September	N/A
	Public Survey	Guiding MTP Development	Information	25	TBD	September	July/August
	Data Tools and Modeling Contract Award	Authorize Exec. Dir. to sign contract	Action	10	Mike Ulrich	September	July

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>
	SRTMC Regional ITS Plan	Accept ITS Plan- later inclusion to MTP	Action	15	Becky Spangle	October	July/August
	SRTC Employee Manual	Agency Operations	Information	20	Sabrina Minshall	October	N/A
	Freight Mobility Draft Scope	Briefing to Board on scope, work group, milestones, schedules, deliverables	Info and Disc	30	David Fletcher	October	August/September
	Quarterly Budget update	For 3Q. 2019	Information	10	Greg Griffin	October	N/a
	2020-2023 TIP Approval	Federally Required	Action	10	Eve Nelson	October	September
	CY2020 Budget Revision 1 / IDR	Calendar Year budget / IDR	Information	20	Greg Griffin	November	N/A
	SRTC Employee Manual	Agency Operations	Action	15	Sabrina Minshall	November	N/A
	CY2020 Budget / Indirect Cost Rate	Calendar Year budget / IDR	Action	10	Greg Griffin	December	N/A
	Performance Targets-Safety	Federally Required	Info	10	Staff	January 2020	December
	Performance Targets-Safety	Federally Required	Action	5	Staff	February 2020	January
NOT YET SCHEDULED							
	RTPO Implementation follow up discussion						
	SRTC Outreach presentation review				Sabrina Minshall		
	Members Comprehensive Plan Certifications – Spokane County, small cities				Mike Ulrich		
	FMSIB Exec. Director Presentation				Will invite		

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>
	CRAB Exec. Director Presentation				Will invite		
	MTP due Dec 2021- Scope and Charter				Sabrina Minshall		
	Equity in Transportation Planning/Environmental Justice						
	Financial Assessment for MTP				TBD		
	New web-site/performance dashboard				TBD		