

DATE: June 19, 2019  
TO: Members of the Transportation Technical Committee  
FROM: Sean Messner, Spokane County, Chair  
SUBJECT: **Agenda for TTC Meeting Wednesday, June 26**  
SRTC, 421 W. Riverside Avenue, Suite 504 (The Paulsen Building)

## **AGENDA**

1. Call to Order
2. Roll Call / Record of Attendance
3. **Action** – Approval of May 22, 2019 Meeting Minutes Page 2
4. Public Comments
5. Technical Member Comments
6. Chair Report on SRTC Board of Directors Meeting
7. **Action** - 2019-2022 Transportation Improvement Program (TIP) July Amendment Page 6
8. **Information & Discussion**
  - a) Rules & Requirements for RTPO Land Use (*Stan Schwartz*) n/a
  - b) SRTC Board Vision & Values (*Sabrina Minshall, Sean Messner*) Page 9
  - c) Federal Fiscal year 2019 Project Delivery Update (*Eve Nelson*) Page 12
9. TIP Working Group Update (*Eve Nelson*)
10. Agency Update
11. Adjournment Next Meeting: July 24

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**MEETING MINUTES**

Spokane Regional Transportation Council Transportation Technical Committee  
 May 22, 2019  
 421 W Riverside Ave Suite 504, Spokane, Washington

1. **Call to Order** - Mr. Sean Messner, Chair, called the meeting to order at 1:32 p.m.

2. **Roll Call**

**Committee Members Present**

Sean Messner	Spokane County	Adam Jackson	City of Spokane Valley
Mark Bergam	City of Airway Heights	Brandi Colyar	Spokane County
Roger Krieger	City of Deer Park	Heleen Dewey	Spokane Regional Health Dist.
Inga Note	City of Spokane	April Westby	Spokane Regional Clean Air
Louis Meuler	City of Spokane	Gordon Howell	Spokane Transit Authority
Brandon Blankenagel	City of Spokane	Mike Tedesco	Spokane Tribe
Gloria Mantz	City of Spokane Valley		

**Committee Alternates Present**

Barry Greene	Spokane County	Keith Martin	WSDOT-Eastern Region
Mike Tressider	Spokane Transit Authority	Char Kay	WSDOT-Eastern Region

**Guests**

Gloria Bennet	Transportation Improvement Board
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**Staff**

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

3. **Approval of March 27, 2019 Minutes**

***Mr. Blankenagel made a motion to approve the March 27, 2019 meeting minutes as presented. Mr. Tedesco seconded the motion, which passed unanimously.***

Chair Messner announced there would be a change in the agenda; item 9A - Roles and Requirements for MPOs, will be rescheduled to June as Stan Schwartz was unable to make today's meeting.

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

5. **Chair Report on SRTC Board of Directors Meeting** – Chair Messner provided a synopsis of major topics and discussions at the most recent Board meeting.

6. **Survey: TTC Input for establishing trends, assisting in creation of agenda/content for SRTC Board of Directors Retreat** - Ms. Minshall distributed a survey for members to complete and turn in by the end of the meeting. She noted it is the same survey that the Board completed, and it will be informative to see where there is alignment and where there are differences. She explained the survey will help determine the focus of the Board retreat.

7. **TIP Working Group Update** – Ms. Nelson stated that the group last met on May 8 and is focused on meeting the federal obligation target of \$10.07 million by August 1, 2019. She said the region is \$200,000 over

target right now, which is good news, but it is vitally important that all agencies and jurisdictions follow through on their project obligations. Ms. Nelson said she and the group will continue monitoring progress.

The group discussed the statewide obligation target, the project obligation process, federal obligation authority, and avoiding inactivity on a project.

## **ACTION ITEMS**

**8a. 2020-2021 Unified Planning Work Program** – Ms. Minshall provided a history of the document development. She said an on-site document review meeting was held yesterday with Federal Highway Administration, WSDOT, Spokane Transit Authority and Federal Transit Authority; they had very few substantive comments and suggested minor narrative and language changes. Ms. Minshall stated that the TTC's motion to recommend Board approval will include those suggested revisions to the document. Ms. Kay noted that at the on-site meeting, WSDOT had positive comments about the collaborative efforts on the upcoming corridor studies. Ms. Minshall called for questions or additional comments and there were none.

***Mr. Krieger made a motion to recommend Board approval of the 2020-2021 UPWP. Mr. Tedesco seconded the motion, which passed unanimously.***

**8b. 2019-2022 Transportation Improvement Program (TIP) June Amendment** – Ms. Nelson explained the proposed amendment is a housekeeping type item; deleting two City of Spokane Valley projects from the TIP as they were both incorporated into a single larger project.

***Mr. Tedesco made a motion to recommend Board approval of the 2019-2022 TIP June amendment and Mr. Krieger seconded. All votes were in favor.***

The second part of the June amendment is inclusion of performance measure language into the TIP, which is an administrative modification which does not need a recommendation. The language refers to performance management targets for: Safety, Pavement & Bridge, System Performance, Freight, and CMAQ. Ms. Nelson said there were no changes to the language for transit targets. The group discussed the ambiguity of performance management, particularly for safety measures.

## **INFORMATION & DISCUSSION ITEMS**

**9b. Analytic Tool/Dad Acquisition Project Update** – Mr. Ulrich noted the title of this project has been changed from “Data Acquisition and Technical Tool Development” to “Update, Develop and Implement Regional Planning Tools”. He presented milestones to date, highlighted when the SRTC Board has received project updates, spoke about the multi-jurisdictional project team, and said the RFQ will hopefully be released next month.

Mr. Ulrich discussed the adjustments made to the project and the procurement strategy based on feedback at the October 2018 TTC meeting; the procurement structure is now of a design/build type. He discussed the re-evaluation of project goals to ensure there is no predetermined outcome. He said the draft RFQ is currently with the project team for final edits and can be made available to anyone who would like to see it. He provided the definition several terms being used in this project.

He outlined the proposed project scope, which is a two-phased approach:

Task 1a (Design):

- 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 (Build):

- Develop improvement plan which, at a minimum, incorporates the elements detailed in Task 1a. The plan should also include budget, schedule, necessary data, and a best practices inventory. It should consider the cost-benefit of each recommended improvement in relation to the current and future planning needs of the region.

### Task 2:

- Execute improvement plan (including data purchase and application)

He explained that the tasks incorporate the recommendations SRTC has received from previous project plan evaluations (FHWA's Travel Model Improvement Program Final Report, Executive Report from Dr. Michael Clay, an expert in land use forecasting) and emphasized that the program will not go forward to Phase 2 until after TTC and Board evaluation.

Mr. Ulrich explained how forecasting transportation and land use conditions and trends are federal requirements for MPO's (23 CFR 450.324). He further explained that emerging transportation technologies, decoupling of VMT and GDP, market-based employment trends, etc. are the reasons behind the need to update the suite of tools and travel demand model used by SRTC. He summarized the tasks in each phase and noted there will be both an integrated technical path and policy path with the Board working to develop a refined shared vision for the region as part of the MTP update. He described how the TTC will engage in the process, shared the preliminary cost estimates, and the remaining steps in the consultant selection process.

The group discussed at length. Some comments included.

- Inquiring about deliverables, expected outcomes, wanting more details for Task 2, concerns about vagueness
- The project feels disconnected from the UPWP
- Elaboration on the design/build process for a planning project and its intent to create efficiencies
- The intentional high-level scope of the project
- Nebulousness may be because it's a design/build process on a planning project
- SRTC may be leaving the path for deliverables up to the consultant
- FHWA reviewed the project at the on-site UPWP meeting on May 21 and were comfortable with the language
- New methods of analyzing transportation and land use
- Suggestion of having one consultant for Phase 1 and another for Phase 2, decreasing the conflict of interest
- Existing SRTC policy prohibiting hiring two contractors for a single project
- Concern that a consultant may recommend something only they can provide; importance of avoiding conflict of interest
- Discussion of checks and balances in a one contractor scenario
- Clarification that the RFQ is to qualify consultants, not a proposed scope of work. Confirmation that the members from the multi-agency project team will participate in consultant selection
- Several members said they would be more comfortable with definable outcomes and closer alignment with the UPWP

Chair Messner suggested obtaining the project team comments on the RFQ, tying the project back to the UPWP and incorporating comments from today's meeting into the RFQ.

**9c. Tribes and Regional Transportation Planning** - Mr. Tedesco addressed Bill 1584, recently passed by the Washington State Legislature and signed into law by the Governor, revising the RCW to provide for reasonable opportunity for Tribes to sit in a voting capacity on RTPO's decision making body. He noted the Spokane Tribe plans to participate at SRTC and said the Kalispel Tribe and Coeur d'Alene Tribe may plan to as well. He noted he would be educating the group today about what Tribes bring to the table in regional transportation planning.

Mr. Tedesco presented a map of the RTPOs in Washington and showed which currently have Tribal voting representation and the two that do not, Spokane Regional Transportation Council and Southwest Washington Regional Transportation Council. He explained the legislation was specific to Spokane County.

He spoke about the Tribal trust land process, Bureau of Indian Affairs (BIA) Transportation Plan, and BIA roadway inventory. He explained that adding existing roads to the BIA inventory list opens a lot of doors for additional funding resources; he said it's most helpful to think about tribal governments as having their own "bucket" of funding resources. He showed a map of the current Spokane Tribe's roadway inventory and explained a road does not need to be owned by the Tribe or on the reservation to be included in the inventory; the more roadway miles a tribe has on their inventory, the more money the tribe will receive. He said the Spokane Tribe partners with WSDOT frequently to put roads on the tribal inventory. He discussed rural transportation providers and discussed the collaboration with jurisdictions as part of Tribal real estate development.

He reported that the Kalispel Tribe is the 3<sup>rd</sup> largest jurisdictional entity in Spokane County in terms of budget and employment and the Spokane Tribe is in the top five, illustrating the positive impacts that Tribes have on the regional economy.

**10. Technical Member Comments** - Members shared information about current projects or programs in their jurisdiction or agency.

**11. Agency Update** – Ms. Nelson stated that the deadline for Division Street Corridor RFQ submissions is today and May 30 is the deadline for the US 195 / I-90 RFQ. The North Spokane Corridor PM10 evaluation is being opened up at the project level. She asked any agency or jurisdiction submitting a BUILD grant application to notify SRTC. She said eight bike/ped counters are arriving this summer for the region.

**12. Adjournment** - There being no further business, the meeting adjourned at 3:26 pm.

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Julie Meyers-Lehman  
Recording Secretary

## MEMORANDUM

DATE: June 19, 2019

TO: Members of the Transportation Technical Committee

FROM: Eve Nelson, Senior Transportation Planner

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

### Summary

Two member agencies have requested an amendment to the 2019-2022 TIP (see **Attachment**).

- **City of Spokane: Spokane Street Preservation-North** Change from grind & overlay to chipseal on Nevada St segment and extent segment receiving treatment by 1.2 miles
- **WSDOT-East: I-90 Barker to Harvard** Add right of way phrase of \$50,000 and update total cost to reflect new phase. All funding through Connecting WA funds.
- **WSDOT-East: SR 290/Spokane River E Trent BR-Replace Bridge** Construction phase cost increased by \$2,228,000. Current estimates are showing an additional need over the previous budget.
- **WSDOT-East: US 395/NSC Spokane River to Columbia-Shared Use Path** The Children of the Sun Trail from Spokane River north to Columbia Ave will be delivered as an independent project in order to deliver earlier than planned.

### ***TIP Overview***

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

### **Public Involvement**

Pursuant to SRTC's Public Participation Plan, this amendment will be published for a 10-day public review and comment period from June 19, 2019 through June 28, 2019 at 4:00 p.m. Notice of the amendment will be published in the Spokesman Review and posted on the SRTC website ([www.srtc.org](http://www.srtc.org)) June 19, 2019. Public comments received during the public comment period will be addressed by SRTC staff and presented to the SRTC Board of Directors in their July meeting packet.

**Policy Implications**

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

**Technical Implications**

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

Pending approval by the SRTC Board, the July amendment will be incorporated into the STIP on or around August 16, 2019.

**Prior Committee Actions**

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

**Requested Action**

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

Agency	Project Title Amendment Description	Funding Adjustment		Amendment	
				New Project	Existing Project
City of Spokane	<b>Spokane Street Preservation- North</b>  Change treatment from grind & overlay to chipseal on Nevada St. segment and extend segment getting treatment by 1.2 miles	No change			✓
WSDOT-EAST	<b>I-90 Barker to Harvard</b>  Add a right of way (RW) phase of \$50,000 to the project and update total cost to reflect new phase. All funding through Connecting Washington (CWA) funds	CWA	\$4,550,000		✓
		Total	\$4,550,000		
WSDOT-EAST	<b>SR 290/Spokane River E Trent BR- Replace Bridge</b>  The Construction phase for this project has increased by \$2,228,000. Current estimates are showing an additional need over the previous budget.	NHPP	\$5,380,940		✓
		Local	\$15,354,060		
		Total	\$20,735,000		
WSDOT-EAST	<b>US 395/NSC Spokane River to Columbia - Shared Use Path</b>  WSDOT has chosen to deliver the Children of the Sun Trail, from the Spokane River north to Columbia Ave, as an independent project in order to deliver it earlier than the original plan.				✓
		CWA	\$16,078,500		
		Total	\$16,078,500		

CWA=Connecting Washington Funding  
NHPP=National Highway Performance Program Funding

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**MEMORANDUM**

DATE: June 19, 2019

TO: Members of the Transportation Technical Committee

FROM: Sabrina Minshall, AICP, Executive Director

SUBJECT: SRTC Mission, Vision and Agency Values - Follow up from Board Retreat

**Summary:**

The SRTC Board of Directors convened at a retreat on May 29, 2019 and discussed the mission, vision and values of the organization. The existing mission and vision of SRTC was adopted as part of the original Horizon 2040 Long Range Transportation Plan in 2011 but may have existed prior to the Plan. Agency values have not been previously adopted.

It is best practice to review and validate and/or modify the mission, vision and values of an organization as its role and focus evolve. The Guiding Principles from the *Horizon 2040 Long Range Transportation Plan* were also discussed and are to be retained without changes as the foundation for Plan updates.

The updated SRTC mission and vision statements and new agency values adopted by the Board on June 13, 2019 are shown on the **Attachment**.

***Background on Mission, Vision and Value Statements:***

**Mission Statement:** This is what an organization does. A mission statement should also be specific and keeps everyone involved in the organization focused.

**Vision Statement:** This is what an organization aspires to be. The vision statement should help drive decisions and is the long-term outcome of successful organizational performance. A vision should motivate and enable individuals to see how their effort contributes to an overall inspirational purpose.

**Core Values:** These are what support the vision, shape the culture, and reflect what is important. They are the organization's principles, beliefs, or philosophy. They should reflect how all associated with the organization are expected to behave and underpin how the work is carried out. When members of the organization subscribe to a common set of values, the organization becomes united when it deals with various issues.

**Public Involvement**

All Board meetings are open to the public. An additional opportunity for public comment was held for this item at the June Board meeting, prior to Board action. There were no public comments.

**Policy Implications**

The Board of Directors has the responsibility for both establishing and protecting the mission, vision and values which govern the activities of the organization. These form the foundation of SRTC, guides the work of the organization, and how it operates.

**Technical Implications**

The mission, vision and values will affect how SRTC board members, committees and employees approach their work, establishing predictable behavior and interactions with each other, stakeholders, and the public. This has implications on technical products and dedication of time and resources,

**Prior Committee Actions**

The current mission and vision of SRTC were adopted as part of the original Horizon 2040 Long Range Transportation Plan as early as 2011. Agency values have not been previously adopted. The Board adopted updated mission and vision statements and new agency values as the June 13, 2019 meeting.

**Requested Action**

For information and discussion.

**SRTC Board of Directors Retreat**  
May 29, 2019 | 9:00 a.m. – 2:00 p.m.  
Nectar Event Center | 120 N Stevens St | Spokane, WA 99201

**Mission:**

Develop plans and programs that coordinate transportation planning in the Spokane region.

**Vision:**

The Spokane region possesses the best multi-modal/multi-jurisdictional transportation network that optimizes safety, capacity, and efficiency in the movement of people and goods for a region of our size.

**Values:**

1. Regional Leadership
2. Collaboration
3. Accountability
4. Innovation
5. Transparency
6. Inclusiveness
7. Integrity

## MEMORANDUM

DATE: June 19, 2019  
TO: Members of the Transportation Technical Committee  
FROM: Eve Nelson, Senior Transportation Planner  
SUBJECT: Federal Fiscal Year (FFY) 2019 Project Delivery Update

### Summary

SRTC is required to meet federal funding targets within our Transportation Improvement Program (TIP) by August 1, 2019. The estimated FFY 2019 funding obligation target for all funding sources administered by SRTC is **\$10.07 million**. The TIP Working Group last met on June 12, 2019 to evaluate project delivery progress and to ensure SRTC funded projects are proceeding to meet the target, see **Attachment** for planned obligations. According to the member agency reports, SRTC is currently tracking to exceed our target by approximately \$270,000.

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

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

### **Regional Obligations to Date**

The net 2019 obligations prior to development of this memo are approximately \$4.5M. De-obligations are at -\$1.18M, due to projects turning money back in after completion. The local agencies are waiting until June and July to obligate their remaining their projects. In part this is due to federal rules that prohibit spending gaps more than 9 months in a row that can occur during our extended winter weather conditions.

### **Status of Unobligated Projects**

SRTC staff has reviewed the status of project obligations anticipated for the remainder of the FFY. All projects reported to be able to obligate regional funds by the August 1 deadline are in the **Attachment**. SRTC's estimated delivery of regional obligations is expected to exceed the delivery target by approximately \$270,000. ***This assumes that all remaining projects will obligate on schedule by August 1.*** This buffer also assumes no further planned de-obligations are anticipated for the remainder of this FFY 2019.

**Public Involvement**

This topic was presented at the March 14 and June 13 Board meetings.

**Policy Implications**

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

**Technical Implications**

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

**Prior Committee Actions**

None.

**Requested Action**

For information and discussion.

**SRTC Planned FY 2019 Federal Obligations**

Agency	Project Title	Planned	Obligated to Date	Planned to Obligate by 8/1/19	Comments
Airway Heights	Highway 2 Shared Use Path Gap Project	\$22,423	\$20,423	\$20,423	
Cheney	Washington Street Preverservation Project	\$87,869	\$56,120	\$56,120	
Deer Park	Crawford & Colville Roundabout/N Colville Reconstruction	\$156,000		\$156,000	
Fairfield	1st Street Sidewalk Improvement Phase 2	\$37,710	\$38,210	\$38,210	
Millwood	Argonne Road, Empire to Liberty Congestion Relief	\$83,473	\$0	\$0	
City of Spokane	Ben Burr Crossings at 2nd Ave and 3rd Ave	\$84,000		\$0	Received State Grant
	Cincinnati Greenway - Spokane Falls Blvd to Euclid Ave	\$420,344		\$420,344	
	Fish Lake Trail to Centennial Trail Connection	\$166,250		\$166,250	
	Hamilton Street Corridor Intersection Improvements	\$2,612,179	\$0	\$0	Projected FFY 2020
	Sunset Highway (US2) Bicycle Facilities/Shared Use Path	\$353,305		\$353,305	
	Thor and Freya Couplet from Hartson to Sprague	\$822,000		\$822,000	
City Spokane Valley	Appleway Trail - Evergreen to Sullivan	\$1,918,950		\$1,946,250	CMAQ+TAP
	Evergreen Preservation - Mission Connector to Indiana	\$530,245	\$513,810	\$513,810	
	North Sullivan ITS Project	\$613,045	\$0	\$0	After Deadline
	Pines and Mission Intersection Improvements	\$77,850		\$77,850	
	Sullivan-Wellesley Intersection Improvement Project	\$103,800		\$103,800	
Spokane County	Bigelow Gulch/Forker Rd Connector Project 2	\$129,000		\$129,000	
	Bigelow Gulch/Forker Rd Connector Project 5	\$800,000		\$800,000	
	Commute Trip Reduction	\$332,597		\$332,597	
	Mill Road Construction	\$697,142		\$697,142	
SRHD	2018-2020 Safe Routes to School	\$148,710		\$148,710	
	Walk Bike Bus Millwood	\$8,650	\$8,650	\$8,650	
SRTC	2019 MTP Planning	\$350,000	\$350,000	\$350,000	
	Division St Study	\$400,000	\$400,000	\$400,000	
	US 195 Study	\$150,000	\$150,000	\$150,000	
	Data Acquisitions and Tools Study	\$850,000		\$850,000	
STA	Fixed Route Electric Buses	\$2,670,000	\$2,670,000	\$2,670,000	

\$4,207,213    \$11,210,461  
 \$306,554 1st Q FFY 2019 Obs  
 \$11,517,015 Total Expected FFY 2019 Obligations  
 -\$1,178,164 Deobligations  
**\$10,338,851 Est. over target= \$268,851**

**SRTC Target= \$10,070,000**