

## MEMORANDUM

Date: June 6, 2019  
To: Members of the SRTC Board of Directors  
From: Commissioner Al French, Chair  
Subject: Meeting Notification and Transmittal of Meeting Agenda

Meeting Date: **June 13, 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](mailto:contact.srtc@srtc.org) at least 48 hours in advance.

## Board of Directors Meeting Agenda

Date: Thursday, June 13, 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

### ACTION

5. **Consent Agenda**
  - a) May 9, 2019 Meeting Minutes Page 2
  - b) May 2019 Vouchers Page 8
  - c) 2019-2022 Transportation Improvement Program (TIP) June Amendment Page 9
6. **SFY 2020-2021 Unified Planning Work Program** (*Greg Griffin*) Page 13
7. **SRTC Mission, Vision and Agency Values** (*Board Chair*) Page 99
  - a) Review from Board Retreat
  - b) Public Comment
  - c) Action
8. **BUILD Grants – Letters of Support Request** n/a
9. **Census 2020 Complete Count Contribution** (*Sabrina Minshall*) Page 102
  - a) Resolution for Collection of Voluntary Member Contributions
  - b) Memorandum of Understanding for Census 2020 Coordinator: SRTC & Innovia Foundation

### INFORMATION & DISCUSSION

10. **TIP Project Delivery Update** (*Eve Nelson*) Page 114
11. **Process and Timelines to Conduct 2020 Update for Interlocal Agreement (ILA)** (*Board Chair*) n/a
12. Board Member Comments
13. Adjournment

#### Attachments

- Future Board Meeting Agenda Worksheet Page 117
- Transportation Technical Committee Meeting Summary Page 121

**MEETING MINUTES**

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

1. **Call to Order** – Vice-Chair Steve Peterson brought the meeting to order at 1:03 pm.

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

***Board Members Present:***

Mayor Steve Peterson, City of Liberty Lake	Josh Kerns, Spokane County Commissioner
Dave Malet, Council Member, City of Airway Heights	Larry Krauter, Spokane Airports
Paul Schmidt, Council Member, City of Cheney	E. Susan Meyer, Spokane Transit Authority
Mayor David Condon, City of Spokane	Kennet Bertelsen, TAC Chair
Larry Stone, Employer Representative	Sean Messner, TTC Chair
Matt Ewers, Freight Representative	Joe Tortorelli, WA State Transportation Commission
Dee Cragun, Small Towns Representative	

***Board Members Not Present:***

Al French, Spokane County Commissioner	Mike Gribner, WSDOT-Eastern Region
Arne Woodard, Council Member, City of Spokane Valley	Lori Kinnear, Council Member, City of Spokane

***Board Alternates Present***

***Guests Present:***

Chad Coles, Spokane County	Paul Kropp
Brandon Blankenagel, City of Spokane	Todd Woodard, Spokane International Airport
Adam Jackson, City of Spokane Valley	Amber Waldref
Karl Otterstrom, Spokane Transit Authority	Andrea Frye, Hill Intl.

***SRTC Staff Present:***

Sabrina Minshall, Executive Director	Eve Nelson, Senior Transportation Planner
Ryan Stewart, Senior Transportation Planner	Jason Lien, Senior Transportation Planner
Mike Ulrich, Senior Transportation Planner	Greg Griffin, Administrative Services Manager
Julie Meyers-Lehman, Administrative Assistant	Stan Schwartz, Legal Counsel

Chair Peterson read the names of the following members who have requested an excused absence from this meeting: Al French, Arne Woodard, Lori Kinnear, and Mike Gribner

***Mr. Schmidt made a motion to excuse the absences. Ms. Meyer seconded the motion, which passed unanimously.***

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

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

- The Division Street Corridor Request for Qualification (RFQ) was released April 24 and closes May 22; the US 195/I-90 RFQ was released May 1 and closes May 30. The Board will receive an update in June.
- Reminders for the Board Administrative Committee meeting on May 24 and the Board retreat on May 29.
- The first event in the 2019 Education Series is June 5 featuring Andrew Mortensen from David Evans & Associates speaking on “Innovative Land Use and Transportation Approaches”.
- SRTC will have a booth at Felts Field Neighbor Day.

- The 2019 regional construction map is live on the SRTC website.
- DOT recently published notice of funding opportunities for the next round of BUILD grants and July 15 is the due date. She provided an overview of several changes in the program and requested that member agencies applying for a BUILD grant notify SRTC. She noted that emails were sent to all TTC members asking if any support from SRTC was desired for BUILD grant application.

**ACTION ITEMS**

**5. Consent Agenda – (a) Minutes of the April 4, 2019 Board Meeting, (b) April 2019 Vouchers (c) Interagency Agreement with City of Spokane: US 195/I-90 Agreement**

***Mr. Schmidt made a motion to approve the Consent Agenda as presented. Mr. Krauter seconded the motion, which passed unanimously.***

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
			<b>126,952.71</b>

**6. Performance Targets: Safety**

Ms. Nelson provided a background of performance measures, performance-based planning and new target setting requirements. She said the decision before the Board today is to approve by resolution one of two options, (a) agree to plan and program projects to support the accomplishment of Statewide targets or (b) plan and program projects to support the accomplishment of our own quantifiable (i.e., numeric) targets for safety.

Ms. Nelson reminded the group that in November 2018 the Board took action to support State targets for bridge and pavement condition, travel time reliability and air quality. She clarified performance targets are defined as an expected condition, not an aspirational condition.

She presented details about the WSDOT safety targets and described the ways in which the targets changed from 2018 to 2019, partially as a result of the update to the state’s Target Zero safety plan. Ms. Nelson stated that the Transportation Technical Committee discussed this issue at length and concluded that SRTC and local jurisdictions do not have sufficient refined safety data to pursue the accomplishment of separate regional targets; they unanimously recommended supporting the WSDOT targets, while working to obtain better safety information on a local/regional level. She noted there will have to be additional Board conversations about SRTC working to collect refined safety data and balancing other agency priorities and responsibilities.

Mr. Condon discussed a new proposed City of Spokane ordinance which would set forth pedestrianism as the preeminent purpose for transportation; he talked about what that means for infrastructure, such as bump-outs, traffic lights, HAWK lights, etc. He noted a stop light was removed on Monroe Street to gain the seconds of travel time lost as a result of the pedestrian enhancements and reduced lanes. He said it will be an interesting conversation at this level when these targets are put into practice, it will be very challenging to meld a plan that coordinates freight corridors, traffic lights, high-performance transit, and non-vehicular traffic.

Mr. Ewers remarked that safety for bicycles and pedestrians on freight corridors can be very problematic and he feels they should be kept separate.

***Mr. Stone made a motion to approve the resolution in which SRTC agrees to plan and program projects to support the accomplishment of Statewide targets per 23 CFR 490.209. Mr. Schmidt seconded the motion. All votes were in favor.***

## **INFORMATION & DISCUSSION ITEMS**

Chair Peterson announced that agenda item 7a will be moved to follow agenda item 7e.

### **7b. Quarterly Budget Update**

Mr. Griffin presented information about the 1<sup>st</sup> Quarter 2019 Budget. He spoke about revenues, federal reimbursements, and the amount of cash reserves. He noted that SRTC has received Surface Transportation Block Grant (STBG) funds for the Division Street Corridor and the US 195/I-90 studies, but payments for the studies will not be distributed until later this year or in 2020. Mr. Griffin said expenditures are slightly under budget due to timing of payments and stated that costs for the yearly audit and insurance will come later in the year. He said there will be a budget amendment proposed in August due to the studies and unexpected grant funds. There were no questions or discussion.

### **7c. Draft SFY 2020-2021 Unified Planning Work Program (UPWP)**

Mr. Griffin stated that reporting guidance on UPWP creation is provided by WSDOT and the biggest change with this document is the move to a two-year plan, rather than a one-year; the primary reason being the multi-year studies being undertaken by SRTC.

Mr. Griffin described the series of outreach efforts to the TTC and other MPO's for obtaining comments and suggestions, although no comments were received. He noted that an on-site review of the UPWP by representatives from Federal Highway Administration, WSDOT and Federal Transit Administration will be on May 21. Any comments received at this meeting will be considered and incorporated into the final draft which will be before the Board for action in June. There were no questions or comments.

### **7d. Transportation Advisory Committee (TAC) Work Group Report**

Mr. Bertelsen reported that at the end of 2018, due to several cancelled meetings and the loss of several members, it became clear that it was time to re-evaluate the TAC. A Board subcommittee work group was formed of himself, Mr. Woodard, Mr. Kerns and Mr. Tortorelli to study the issue in-depth; the group has met several times. He said in the packet is a document outlining specific values statements and possible different perspectives for the makeup of a revamped TAC membership.

Mr. Bertelsen explained how in the past TAC members were selected by geographic areas and a new selection method based on content is being considered to build consistency and value in what the TAC brings to the Board. He said today he is hoping to obtain input from the Board; the work group will meet with the Board Administrative Committee, at their request, for in-depth discussion and feedback; the work group will convene once more before presenting their final report to the Board.

An updated recommendation will be presented to the Board at the June meeting, possibly for may be for further discussion and comments. He described the primary questions evaluated by the group as shown on the document provided:

- A. What do we want the TAC to do?
- B. What role does the TAC have in relation to the TTC?
- C. What role and value does the TAC have in relation to the Board?
- D. What perspectives do we want represented on the TAC?

Mr. Bertelsen asked the group for examples of when the TAC provided valuable information to the Board. Mr. Schmidt felt the TAC were the eyes and ears of the public to this group. The group discussed the citizen advisory groups of other MPOs. Mr. Stone commented that the TAC should follow the SRTC Guiding Principles. Mr. Kerns stated that Question D is the most important because TAC deliverables coming from industry specific categories,

for example military or emergency services, will be more valuable. Mr. Bertelsen said membership focusing on topics rather than geographic area builds consistency and he said the bottom line is that the goal is to add another voice to the regional transportation planning process. Mr. Messner commented that having voice of the people heard in the process is very important. Ms. Minshall said there will be many contextual issues about transportation in the next update to the long-range plan and expects more joint TAC/TTC meetings as a result.

Mr. Bertelsen reviewed next steps in the process, which is another meeting of the subcommittee to finalize their recommendations, review and feedback on those recommendations by the Board Administrative Committee, and presentation of proposed changes to TAC by-laws to the Board for additional discussion.

## **7e. Preparation and Input for Board Retreat**

Ms. Minshall said to prepare for the Board retreat it is important to get member's perceptions on SRTC's roles, strengths, etc. She distributed a survey to Board members to be completed and returned by the end of the meeting which will help determine which topics should be focused on at the retreat.

## **7a. Census 2020**

Mr. Woodard and Ms. Waldref reminded the group that Census 2020 information was previously presented to the Board in March with information about a proposal to have local jurisdictions contribute funds to help pay for a Census Coordinator for Spokane County; they described the benefits to the region of an accurate census count. Ms. Waldref has been working with Innovia Foundation, which has offered office space and administrative support for the temporary Census Coordinator position. Mr. Woodard distributed a Memorandum of Understanding between member agencies and Innovia Foundation to all members, asking them to share the document with their respective city councils or staff for consideration.

He noted that Mr. Krauter and Mr. Peterson suggested that the SRTC dues structure could be used to create an assessment to pay the salary for the Census Coordinator. Ms. Waldref discussed the methods to determine a fair funding formula and said they will be reaching out to other groups for funding as well. Members discussed the timing of an assessment, jurisdictional budgets, and cash flow timing. Mr. Woodard said they hope to have the Coordinator position filled by this summer.

Ms. Meyer stated that she felt the funding request should come from SRTC as a special assessment, not from Innovia; Mr. Krauter agreed. Mr. Krauter suggested that an assessment could be delivered by SRTC, the funds collected by SRTC, and then forward the funds to Innovia. He asked Board members to discuss with their agency or jurisdiction the amount shown on Mr. Woodard's spreadsheet.

Mr. Schwartz reviewed the Interlocal Agreement and suggested the assessment should be voluntary. Mr. Condon asked if SRTC has sufficient cash reserves to cover the cost if it is the case that a jurisdiction can't pay the assessment until 2020; Ms. Minshall affirmed.

Chair Peterson asked if everyone was in agreement that an assessment for voluntary fees (based on the SRTC dues structure) to help pay the salary for a regional Census 2020 Coordinator should be sent to member jurisdictions/agencies from SRTC, rather than through an MOU with Innovia. There were no dissensions.

## **8. Board Comments**

Mr. Malet announced that the new City of Airway Heights Recreation Center opened. Mr. Bertelsen said if anyone has additional comments about the TAC restructuring, email or call him. Mr. Schmidt spoke about the upcoming

May Fest event in Cheney. Mr. Krauter stated that Southwest Airlines will begin a non-stop route to San Diego on June 9. Mr. Peterson spoke about the I-90/Barker Rd project. Mr. Condon discussed traffic congestion and why technology companies are moving to Spokane. Mr. Tortorelli announced that the City of Deer Park was recently awarded \$5M to build a road next to the Deer Park Airport.

## **9. Adjournment**

There being no further business, the meeting adjourned at 2:36 pm.

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Julie Meyers-Lehman,  
Recording Secretary

**VOUCHERS PAID FOR THE MONTH OF MAY 2019**

As of June 13, 2019, the Spokane Regional Transportation Council approves the payment of the May 2019 vouchers included in the list in the amount of: \$ 125,562.66

Chair

<u>Date</u>	<u>Voucher</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
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
4/26/19	V120910	Washington Trust Bank	Office splys; staff regist; staff air/lodge; Transp for trngs/conf; Conf Calls; Mir	4,294.02
	V120911	Diamond Plaza LLC	Paulsen Center Suite 500/504 Rent for May 2019	6,676.59
5/2/19	V120912	Rehn & Associates	SRTC H.S.A. deposit for new staff AG	875.00
	V120913	Shauna Harshman	Per diem for AMPO Conference, Minneapolis MN May 7-9 '19	171.00
	V120914	David Fletcher	Per diem for AMPO Conference, Minneapolis MN May 7-9 '19	171.00
	V120915	Verizon Wireless	IT Svcs: Wireless Svcs E.D. Phone & Public Outreach Tablets, 4/24/19-5/23/19	87.79
	V120916	Intrinium	Managed IT Services - May 2019, Office 365 software	1,824.40
	V120917	West Plains Chamber of Commerce	Membership dues July '19 to June '20	290.00
5/9/19	V120918	Integra	Telephone: Lines to 6/7/19 and Long Distance for April 2019	511.48
	V120919	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2019-10	420.00
	V120920	Visionary Communications, Inc.	Fiber Services, May 2019	953.31
	V120921	Standard Printworks	SRTC Board of Directors photo	26.11
	V120922	Spokane County Treasurer	ESRI Software Support - April 2019	763.42
	V120923	AWC Employee Benefit Trust	May '19 Benefit Insurance Premiums	13,583.84
	V120924	Konica Minolta Business Solutions	Lease - Copier: May 2019; Usage April 2019	292.44
	V120925	Spokesman Review	Public Notice RFP Division Corridor Study	237.50
	V120926	Daily Journal of Commerce	RFP Advertisement for Division Corridor Study	663.60
	V120927	ABM Parking Services	Paid Parking for 15 SRTC Board of Directors members attending Board Retreat	128.00
	V120928	WA State Dept of Retirement	Employee and Employer Contributions: April 2019	13,597.44
5/15/19	V120929	Rehn & Associates	Admin fee April '19	75.00
	V120930	Daily Journal of Commerce	RFP Advertisement for SR195-190 Study	651.00
	V120931	TransitTalent.com LLC	RFP Advertisement for Division Corridor Study	115.00
	V120932	TransitTalent.com LLC	RFP Advertisement for SR195-190 Study	115.00
	V120933	State Auditor's Office	CY 2018 Audit invoice #1	1,416.10
	V120935	Kate Burke	Transportation Reimbursement for Walkability Conf Decatur GA April 16-21 '19	14.00
	V120936	Sabrina Minshall	Mileage & Per Diem for MPO Qtrly Dir Mtg Wenatchee WA 5/13-14/19	305.32
5/17/19	V120937	Witherspoon Kelley Attnys	Legal Services for March 2019 - Admin	2,209.00
	V120938	Dorian Photography	Group & Individual photos for SRTC website	462.83
5/22/19	V120939	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2019-11	420.00
		Spokane, City of - Salaries/Benefits	Pay Periods Ending: 5/4/19 and 5/18/19	68,860.69
		Spokane, City of - Accounting	IF Accounting Services Q-3 2019	
		Spokane, City of - MIS	MIS charges for April 2019	265.00
<b>TOTAL MAY 2019</b>				<b>125,562.66</b>

Recap for May, 2019:		
Vouchers: V120906 to V120939		56,436.97
Salaries/Benefits Warrant Nos.	502521-502530; 507188-507198	68,860.69
Interfund, other expenses, and reimbursements processed directly by the City of Spokane		265.00
		<b>125,562.66</b>

## MEMORANDUM

DATE: June 6, 2019  
TO: Members of the SRTC Board of Directors  
FROM: Eve Nelson, Senior Transportation Planner  
SUBJECT: 2019-2022 Transportation Improvement Program (TIP) June Amendment

### Summary

Spokane Valley has requested an amendment to the 2019-2022 TIP (see **Attachment One**) to *delete* two projects now included in the project titled *Barker Rd (Spokane River to Grade Separation Project) WA-11816* that were part of the 19-04 April TIP Amendment. The newly named project segments can be found in **Attachment Two**.

- **Barker Rd (Euclid-Garland) Project**
- **Barker Rd (Garland-Trent) Project**

### TIP Overview

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

### Public Involvement

Pursuant to SRTC's Public Participation Plan, this amendment was published for a 10-day public review and comment period from May 20 through May 30, 2019. No public comments were received during the public comment period.

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

**Technical Implications**

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

Pending approval by the SRTC Board, the June amendment will be incorporated into the STIP on or around July 15, 2019.

**Prior Committee Actions**

At their May 22, 2109 meeting the SRTC Transportation Technical Committee unanimously voted to recommend Board approval of this amendment.

**Requested Action**

SRTC Board approval of the June amendment to the 2019-2022 TIP, as shown in the **Attachment One**.

2019-2022 Transportation Improvement  
Program June Amendment (19-06)

Agency	Project Title Amendment Description	Funding Adjustment		Amendment	
				New Project	Existing Project
Spokane Valley	<b>Barker Rd (Euclid-Garland) Project</b> Delete project from the TIP, has been included in the existing project Barker Rd (Spokane River to Grade Separation Project) WA-11816	STPUL	\$1,450,961		✓
		FMSIB	\$509,227		
		Local	\$768,038		
		Total	\$2,728,226		
Spokane Valley	<b>Barker Rd (Garland-Trent) Project</b> Delete project from the TIP, has been included in the existing project Barker Rd (Spokane River to Grade Separation Project) WA-11816	Local	\$238,009		✓
		Total	\$238,009		

# Barker Road Corridor Construction



- ← 2018 STIP
- Grade Separation Project (GSP) Limits
  - Garland to GSP
  - Euclid to Garland
  - Spokane River to Euclid

- 2019 STIP Amendment
- Grade Separation Limits
  - Euclid to GSP (No Pathway)
  - Spokane River to GSP (Pathway)
  - Spokane River to Euclid



## MEMORANDUM

DATE: June 6, 2019  
TO: SRTC Board of Directors  
FROM: Greg Griffin, Administrative Services Manager  
SUBJECT: SFY 2020-2021 SRTC Unified Planning Work Program (UPWP)

**The attached red-lined version of the SFY 2020-2021 UPWP contains additional narrative and edits throughout, added to address recommendations from the on-site review on May 21, 2019 with FHWA, FTA, and WSDOT.**

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 has prepared 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 can to be modified

The first draft of the UPWP was prepared in accordance with the UPWP Guidance Manual and sent to WSDOT and federal agencies for review and comment on March 15, 2019. The draft was distributed to the Transportation Technical Committee (TTC) in April and no comments were received. The TTC voted to recommend approval by the SRTC Board, with understanding that minor revisions would be required to address comments received at the on-site federal agency meeting.

An on-site meeting with FHWA, FTA, WSDOT and STA was held on May 21, 2019. Feedback was generally very positive, with suggestions to add narrative or make minor revisions for clarity. Other changes in language were made to provide better consistency and understanding between the UPWP and other federal submissions for upcoming consultant assisted efforts such as the Data Acquisition and Technical Tools work the Board was briefed on at the May Board meeting.

<b>SRTC SFY 2020-2021 UPWP Development Schedule</b>	
<b>Key Due Dates</b>	<b>Key Action Due</b>
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

### **Public Involvement**

The draft SFY 2020-2021 SRTC UPWP was discussed at the March and May TTC and SRTC Board of Directors meetings, all of which were open to the public.

### **Policy Implications**

The purpose of the UPWP is to meet the federal MPO unified planning work program requirements as well as the state RTPPO work program requirements. The UPWP also fosters regional coordination and collaboration on proposed planning activities over the next two SFY (July 1, 2019 – June 30, 2020).

### **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), conducted an on-site review of the SFY 2020-2021 UPWP.

After Board approval on June 13, 2019 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 SFY 2020-2021 UPWP will be in effect beginning July 1, 2019.

**Prior Committee Actions**

The TTC unanimously recommended approval of the UPWP to the Board on May 22, 2019, with the understanding that minor revisions would be made to reflect recommendations from the on-site review

**Requested Action**

Board Approval of the SRTC SFY 2020-2021 UPWP.

# Spokane Regional Transportation Council

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**State Fiscal Years  
2020 – 2021**

# Unified Planning Work Program

**06-13-2019 FINAL 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.

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 Shauna Harshman, Title VI/ADA Coordinator at (509) 343-6370 or [contact.srtc@srtc.org](mailto:contact.srtc@srtc.org).

Para obtener más información, póngase en contacto a (509) 343-6370 o [contact.srtc@srtc.org](mailto: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 <b>(Chair)</b>	Spokane County Commissioner
Steve Peterson <b>(Vice Chair)</b>	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, CEO
Josh Kerns	Spokane County Commissioner
E. Susana Meyer	Spokane Transit Authority, CEO
Kennet Bertelsen	Transportation Advisory Committee Chair (Ex-Officio)
Sean Messner	Transportation Technical Committee Chair (Ex-Officio)
Mike Gribner	Washington State Department of Transportation, Regional Administrator
Joe Tortorelli	Washington State Transportation Commission, Commissioner
Sabrina C. Minshall	Executive Director

**SPOKANE REGIONAL TRANSPORTATION COUNCIL**  
**2019 TRANSPORTATION TECHNICAL COMMITTEE MEMBERS**

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

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## INTRODUCTION

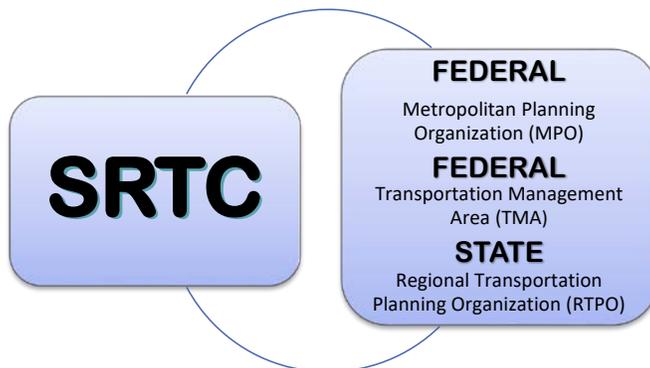
### Background

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

1. The United States Department of Transportation (USDOT) requires every metropolitan area with a population over 50,000 in population to have a designated **Metropolitan Planning Organization (MPO)** to qualify for receipt of federal highway and transit funds. SRTC is the designated MPO for the Spokane Metropolitan Planning Area and is responsible for ensuring compliance with federal transportation planning requirements. In particular, federal legislation (23 U.S.C. 134) requires the MPO to work in cooperation with the state and public transportation agencies in carrying out a continuing, cooperative, and comprehensive (3C) metropolitan planning process.
2. Urbanized areas over 200,000 in population are designated by federal legislation as **Transportation Management Areas (TMA's)**. SRTC is the federally designated TMA for the Spokane Metropolitan Planning Area. TMA's have additional responsibilities and discretion in allocating certain federal transportation funds within the urbanized area. Those responsibilities require public transportation representation on the SRTC Board, a regionally coordinated Congestion Management Process, authority for TIP project selection; and FTA/FHWA must jointly certify the TMA every four years.
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.

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

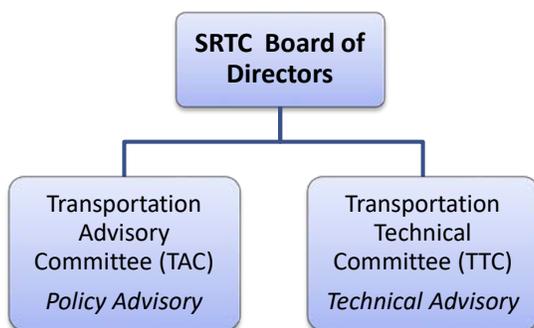


Purpose

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, non-voting 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 [the 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 21<sup>st</sup> 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. Performance-based planning has enhanced SRTC's long-range planning and project selection processes. 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.).<sup>1</sup> Because these new requirements in 23 CFR 490 are not fully funded through the FAST Act, SRTC has balanced performance-based planning requirements with other MPO requirements. In striking this balance, SRTC has fully adopted and met the core MPO and RTPPO planning functions and now is taking on key efforts to start furthering the accomplishment of statewide performance targets through education, coordination data acquisition and technical work. 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

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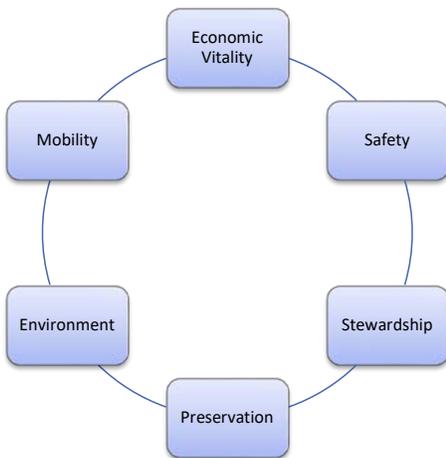
<sup>1</sup> Federal Register / Vol. 79, No. 105 / Monday, June 2, 2014 / Proposed Rules, page 31786, Summary of Average Annual Regulatory Costs and Burden Hours of Effort: FHWA and FTA estimated that the average Transportation Management Area (TMA) will be required to provide 1,800 additional hours 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.

[performance-based planning, aligning and supporting WSDOT's practical solutions framework, getting involved in Target Zero planning activities and understanding linkages between land use and transportation decisions.](#)

## 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 was sent for review to adjacent RTPOs.

**SFY 2019 Key Accomplishments**

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

<b>1. Program Administration and Coordination</b>
<ul style="list-style-type: none"> <li>• Completed SFY 2019 UPWP.</li> <li>• Completed SFY 2018 UPWP Annual Report.</li> <li>• Completed 2018 MPO Self-Certification Report.</li> <li>• Developed Calendar Year 2019 Budget and Indirect Cost Plan.</li> <li>• 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.</li> <li>• Participated in Washington MPO Coordination Committee.</li> <li>• Participated in North Spokane Corridor Executive Committee.</li> <li>• Participated in Spokane Regional Transportation Management Center Board and Committees.</li> <li>• Participated in Intermountain West MPO Directors Meetings.</li> <li>• Monthly meetings of SRTC Board of Directors, Transportation Technical Committee, and Transportation Advisory Committee.</li> </ul>
<b>2. Public and Stakeholder Participation and Coordination</b>
<ul style="list-style-type: none"> <li>• Increased social media presence, with 1,562 followers on Twitter and 262 “likes” on Facebook.</li> <li>• 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</li> </ul>

growth principles.
<ul style="list-style-type: none"> <li>• Created, printed and distributed to the public a “Year in Review” document.</li> <li>• Held an open house to present the draft 2019-2022 TIP to the public.</li> <li>• Attended community events, festivals and meetings to promote SRTC activities.</li> <li>• Hosted meetings of the Transportation Advisory Committee (TAC), the Citizen Advisory Committee.</li> <li>• <u>Distributed quarterly newsletters on SRTC activities.</u></li> <li>• 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.</li> <li>• <u>Focus engagement efforts to include -those with transportation barriers including: those living in poverty, minority populations, Non-English speakers, people over 65, households with no vehicle, and veterans.</u></li> </ul>

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### 3. Systems Analysis and Information Management

<ul style="list-style-type: none"> <li>• Continued to address recommendations in the regional travel demand model peer review report.</li> <li>• Began a multi-year effort to improve suite of analytic tools; hosted expert on land use forecasting options for mid-size MPO's.</li> <li>• 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.</li> <li>• Collaborated with other agencies in data and analysis sharing as needed.</li> <li>• Provided GIS support, managed the GIS software environment, and processed statistical and demographic data.</li> <li>• Provided GIS data, mapping and GIS support to member jurisdictions.</li> <li>• Expanded the use of ArcGIS Online interactive mapping and data capabilities to provide partner agencies and the public transportation relevant maps and data.</li> <li>• 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.</li> <li>• Provided model data and modeling support to member agencies for several projects, studies and other planning efforts.</li> </ul>
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### 4. Metropolitan Transportation Plan (MTP)

<ul style="list-style-type: none"> <li>• 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.</li> <li>• Participated in quarterly <u>air quality</u> interagency consultation process with FHWA, FTA and EPA.</li> </ul>
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- **Using the expertise of a performance management working group for input, the SRTC Board** agreed to support WSDOT's performance targets for PM2 and PM3 federal rules **23 CFR 490 and developed project selection criteria to support statewide performance targets.**
- Participated in WSDOT performance management coordination meetings **and provided feedback on the analysis and development of targets both statewide and in the Spokane region.**
- **Developed performance criteria in the 2018 Call for Projects prioritization process to support statewide performance targets.**
- Coordinated with WSDOT **and local agencies** to improve and further implement the WA State Bicycle Count Program.

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### 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.
- **Participated in the WSDOT West Plains Subarea Transportation Management Plan – US 2 Phase 1.**
- Improving the process for early and continuous engagement of Title VI populations and those who experience transportation barriers in planning processes.

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### 6. Congestion Management Process

- **Attended and presented at a federal peer exchange as a peer mentor for Salem-Keizer Area Transportation Study, Oregon (SKATS) MPO.**

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### 7. 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 Ruckelshaus discussion meetings with WSDOT and other RTPO's.
- Began reevaluation of household and job allocations with member agencies.
- Participated in the Spokane County / WSDOT HWY2-US 2 North Corridor Plan.

## 8. 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
<b>1. Program Administration and Coordination</b>		
1.1 Program Management and Support	✓	✓
1.2 Professional Development and Training	✓	✓
1.3 Coordination with State and Federal Legislators	✓	
<b>2. Public and Stakeholder Participation and Coordination</b>		
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	✓	✓
<b>3. Systems Analysis and Information Management</b>		
3.1 Information Management and Mapping Services	✓	✓
3.2 Travel Demand Modeling and Analysis Tools	✓	✓
<b>4. Metropolitan Transportation Plan (MTP) and General Long Range Planning</b>		
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	✓	✓
<b>5. Transportation Improvement Program</b>		
5.1 TIP Development and Maintenance	✓	✓
5.2 Air Quality and Transportation Conformity	✓	✓
5.3 Coordinate and track projects needing funding	✓	✓
<b>6. Congestion Management Process (CMP)</b>	✓	
<b>7. Planning Consultation and Studies</b>		
7.1 I-90/US 195 Systems Study	✓	
7.2 Division Street Reimagined	✓	
7.3 General WSDOT	✓	
<b>8. RTPO Planning Functions</b>		✓
<b>9. Unfunded Planning Activities</b>	✓	✓

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><b>MAP-21 and FAST Act Implementation – <i>Transportation Performance Management</i></b>  <i>Highlights:</i></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• SRTC will update, monitor, and maintain performance management data as determined by the FAST Act, and SRTC’s Horizon 2040 Implementation Toolkit.</li> <li>• 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.</li> <li>• SRTC will continue to collaborate with WSDOT to set statewide and MPO performance measure targets.</li> <li>• 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.</li> </ul>
2.	<p><b>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></b>  <i>Highlights:</i></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• SRTC will coordinate with federal, state, local, and Tribal agencies regarding regional transportation issues.</li> <li>• SRTC will monitor federal and state legislative actions.</li> <li>• SRTC will participate and coordinate in WSDOT Plan Alignment Work Group (PAWG).</li> <li>• SRTC will provide input and technical assistance as needed on WSDOT’s Corridor Sketch Initiatives and Practical Solutions.</li> <li>• 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.</li> <li>• SRTC will continue interaction with Intermountain MPO group, and other MPOs and agencies, to share information, MPO practices, data uses, techniques, and plans.</li> </ul>
3.	<p><b>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></b>  <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 - \$ 756,170

### Responsibilities

SRTC staff and contracted legal representation

<b>Expected Outcomes</b>	<b>Schedule</b>
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.

<b>Expected Outcomes</b>	<b>Schedule</b>
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

### 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.

<i>Expected Outcomes</i>	<i>Schedule</i>
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.

<i>Expected Outcomes</i>	<i>Schedule</i>
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>
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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.

<b>Expected Outcomes</b>	<b>Schedule</b>
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 - \$ 177,744

### 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. ~~SRTC does this~~ by providing information on specific issues through a variety of channels, ~~as well as providing opportunities to engage in the process at multiple points~~. SRTC has developed a Public Participation Plan (PPP) to identify specific stakeholders, ~~and~~ methods ~~used to gather-engage them~~, and ~~channels to~~ disseminate project-specific or plan-specific information to them. In general, the outreach methods employed by SRTC include:



- Roundtables, ~~or~~ focus groups, ~~and stakeholder interviews~~ on regional transportation issues and priorities,
- Presentations to ~~diverse~~ groups of various sizes and interest areas, ~~with specific attention to Title VI and populations with transportation barriers~~,
- Open houses and public meetings ~~both in-person, and online~~ for major SRTC activities and projects,
- Participation in open houses ~~and~~ public meetings, ~~and events~~ hosted by other jurisdictions and agencies,
- Publication of annual reports,
- Surveys,
- Social media sites including a blog, Facebook, ~~and~~ Twitter, ~~LinkedIn, and Instagram~~
- 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.

<b>Expected Outcomes</b>	<b>Schedule</b>
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 <a href="#">for information gathering and project engagement</a> .	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.

<b>Expected Outcomes</b>	<b>Schedule</b>
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.

<b>Expected Outcomes</b>	<b>Schedule</b>
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, [and other social media](#) accounts.

<i>Expected Outcomes</i>	<i>Schedule</i>
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 - \$ 987,848

#### 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.

<b>Expected Outcomes</b>	<b>Schedule</b>
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 and Data Application**

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.

[The travel demand model is one tool used to understand the current and future condition of the regional transportation system. There are a variety of other tools that apply relevant data to help understand how people and goods might travel the system; in the future.](#)

Diverse data application allows SRTC to consider a variety of possible future impacts which could affect system performance.

Travel demand modeling and data applications are utilized to inform the Metropolitan Transportation Plan and supporting plans and programs to fulfill the federal requirements of 23 CFR § 450.324.

**Responsibilities**

SRTC staff is responsible for maintaining the 2010/2040 regional travel demand model set and related technical tools. The Travel Demand Model improvements, data acquisition, and the Comprehensive Improvement Plan and acquisition/development of additional technical tools 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. <u>Begin to implement a more robust methodology for forecasting land use that incorporates a methodology for forecasting housing units and employment separately. Evaluate options for a land use model to help inform land use allocation.</u>	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
<u>Develop and implement a comprehensive improvement plan to enhance the agency’s ability to apply data to the planning process which is required of Metropolitan Planning Organizations and Regional Transportation Planning Organizations suite of technical tools thereby increasing the understanding of how people and goods move through Spokane County.</u>	RFQ Release: Summer 2019
<u>Specific project components to be implemented will be dependent upon the SRTC Board policy direction, budget, and agency capacity. Components may include updating socio-economic inputs into the travel demand model, executing other technical model improvements, refining and improving land use forecasting methodologies, developing data-driven tools (i.e. - dashboards, geospatial, performance monitoring, etc.) separate from the travel demand model, and/or developing necessary documentation to support new or changed tools. will include components such as data acquisition, travel demand model update, as well implementation of additional tools including economic or freight models, safety scenario analysis tools, training, etc. Inclusion of specific elements listed above are dependent upon Improvement Plan development, budget</u>	Estimated Project Completion: Q4 of 2021

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<del>availability and SRTC Board policy direction. Scope, timeline, budget, etc. are included as deliverables of the project and will be refined as the effort progresses.</del>	
<del>Conduct a regional travel survey and/or acquire data (employment data, travel counts, etc.) to update the travel demand model and inform planning efforts.</del>	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 - \$ 842,624

Responsibilities

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

##### 4.1 General Long-Range Transportation Planning

<b>Expected Outcomes</b>	<b>Schedule</b>
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
Develop a priority of performance areas as a focus for the next MTP update.	Spring 2020 Fall 2019
Coordinate public and stakeholder participation activities for long range planning activities as delineated in Task 2.	Ongoing

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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
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#### 4.5 WSDOT Support and Coordination

SRTC is federally required to engage in performance management in coordination with WSDOT. **A significant amount of coordination work and** activities under this task further these planning efforts.

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Expected Outcomes	Schedule
Participate and coordinate in WSDOT performance management target-setting work groups <b>and other related working groups such as Target Zero.</b>	Ongoing
<b>Investigate the use of Target Zero to support a regional safety plan for assisting to meet the statewide safety target.</b>	<b>Winter 2019</b>
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

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### 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 / RTPPO / Local - \$ 377,312

#### 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 2020 TIP Guidebook 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 2021 TIP Guidebook 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 2019 Project Obligation Report in full compliance with federal regulations, FFY 2019 Annual CMAQ and TAP reports.	March 2020
Complete the 2020 Project Obligation Report 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 2019-2020 TIP Policies and Procedures Guidebook.	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.

<b>Expected Outcomes</b>	<b>Schedule</b>
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 <sub>10</sub> as required in the CO Maintenance Plan and PM <sub>10</sub> 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 - \$ 24,520

### 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. Three major SRTC led planning studies will inform future CMP with potential new data source, analytics and corridors strategies. The following work is scheduled for SFY 2020-SFY 2021.

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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
<u>Incorporate corridor strategies identified in US 195-Interstate 90 Systems Study</u>	March 2020
<u>Incorporate corridor strategies developed in early phases of the Division Street Study</u>	March 2021
<u>Utilize SRTMC Bluetooth readers for corridor data</u>	January 2020

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## 7. Planning Consultation and Studies

### Overview

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

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

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

### Sources of Funds/Budget

FHWA / FTA / STBG / RTPO / Local - \$ 1,341,735

### 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.

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

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

### 7.1 US 195 / Interstate 90 Systems Study

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

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

### 7.2 Division Street Corridor Study

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

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

## 8. RTPO Planning Functions

### Overview

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

Sources of Funds/Budget  
 RTPO / Local - \$ 183,976

Responsibilities

As the RTPO, SRTC staff serves as lead for this task. This task is also directly related to work in Task 3.2 which utilizes consultant services.

<b>Expected Outcomes</b>	<b>Schedule</b>
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	1,400,290
FTA-5303	530,512
FHWA-STBG-Metro Planning	1,700,000
RTPO	301,526
Local	759,601
<b>Total</b>	<b>4,691,929</b>

Expenditure Forecast by Revenue Source and Task						
Task	FHWA-PL	FTA	FHWA-STBG	RTPO	Local	Total
1. Program Administration and Coordination	550,400	103,685	-	50,000	52,085	<b>756,170</b>
2. Public/Stakeholder Participation & Education	103,000	50,748	-	10,000	13,996	<b>177,744</b>
3. Systems Analysis/Information Management	202,650	101,383	550,000	10,000	123,815	<b>987,848</b>
4. Metropolitan Transportation Plan (MTP)	245,200	83,670	400,000	<b>81,526</b>	<b>32,228</b>	<b>842,624</b>
5. Transportation Improvement Program (TIP)	178,360	48,015	100,000	30,000	20,937	<b>377,312</b>
6. Congestion Management Process (CMP)	-	21,210	-	-	3,310	<b>24,520</b>
7. Planning Consultation and Special Studies	120,680	121,801	650,000	-	449,254	<b>1,341,735</b>
8. RTPO Planning Functions	-	-	-	120,000	63,976	<b>183,976</b>
<b>Total</b>	<b>1,400,290</b>	<b>530,512</b>	<b>1,700,000</b>	<b>310,304</b>	<b>750,823</b>	<b>4,691,929</b>

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Expenditure Forecast by Activity					
Task	Personnel and Indirect Expenses	Travel & Training	Equipment & Software	Consultant Contracts and Data Collection	Total
1. Program Administration and Coordination	647,170	79,000	-	30,000	<b>756,170</b>
2. Public/Stakeholder Participation & Education	158,544	2,200	-	17,000	<b>177,744</b>
3. Systems Analysis/Information Management	382,848	3,000	52,000	550,000	<b>987,848</b>
4. Metropolitan Transportation Plan (MTP)	755,624	-	-	87,000	<b>842,624</b>
5. Transportation Improvement Program (TIP)	376,812	500	-	-	<b>377,312</b>
6. Congestion Management Process (CMP)	24,020	-	500	-	<b>24,520</b>
7. Planning Consultation and Special Studies	591,735	-	-	750,000	<b>1,341,735</b>
8. RTPO Planning Functions	183,976	-	-	-	<b>183,976</b>
<b>Total</b>	<b>3,120,729</b>	<b>84,700</b>	<b>52,500</b>	<b>1,434,000</b>	<b>4,691,929</b>

FY '20-21 Expenditure Forecast by Sub-Task Activity (All Funding Sources)

Task	Personnel & Indirect Expenses	Education Series & Training	Equipment & Software	Consultant Contracts and Data Collection	Total
<b>1. Program Administration and Coordination</b>					<b>\$ 756,170</b>
Sub Tasks 1.1, 1.2, 1.3, 1.4, 1.6	447,728				447,728
(Training) 1.5	199,442	79,000		30,000	308,442
<b>2. Public/Stakeholder Participation &amp; Education</b>					<b>\$ 177,744</b>
(Outreach) 2.1	63,418			1,000	64,418
(Stakeholders) 2.2	56,371			-	56,371
(Title VI) 2.3	14,093	2,200		1,000	17,293
(Webpage/Social Media) 2.4	24,662			15,000	39,662
<b>3. Systems Analysis/Information Management</b>					<b>\$ 987,848</b>
(Info Mgmt/Map Svcs) 3.1	204,186		33,000		237,186
(Travel Demand Modeling) 3.2	178,662	3,000	19,000	550,000	750,662
<b>4. Metropolitan Transportation Plan (MTP)</b>					<b>\$ 842,624</b>
(LRP & Perf Measures) 4.1	383,341			87,000	470,341
(Active Transportation) 4.2	95,835				95,835
(Human Svcs Transp Plan) 4.3	11,058				11,058
(Freight) 4.4	173,241				173,241
(WSDOT Support/Coordination) 4.5	92,149				92,149
<b>5. Transportation Improvement Program (TIP)</b>					<b>\$ 377,312</b>
(TIP Dev & Maintenance) 5.1	306,011	250			306,261
(Air Quality & Transp Conformity) 5.2	11,304	250			11,554
(Coordination & Tracking Projects) 5.3	59,497				59,497
<b>6. Congestion Management Process (CMP)</b>	24,020		500		<b>\$ 24,520</b>
<b>7. Planning Consultation and Special Studies</b>					<b>\$ 1,341,735</b>
(SR 195 / I90 Study) 7.1	267,235			450,000	717,235
(North Division) 7.2	263,418			300,000	563,418
( Member Support) 7.3	61,082				61,082
<b>8. RTPO Planning Functions</b>	183,976				<b>\$ 183,976</b>
<b>Total</b>	<b>\$ 3,120,729</b>	<b>\$ 84,700</b>	<b>\$ 52,500</b>	<b>\$ 1,434,000</b>	<b>\$ 4,691,929</b>

FY '20-21  
\* FTE by Sub-Task

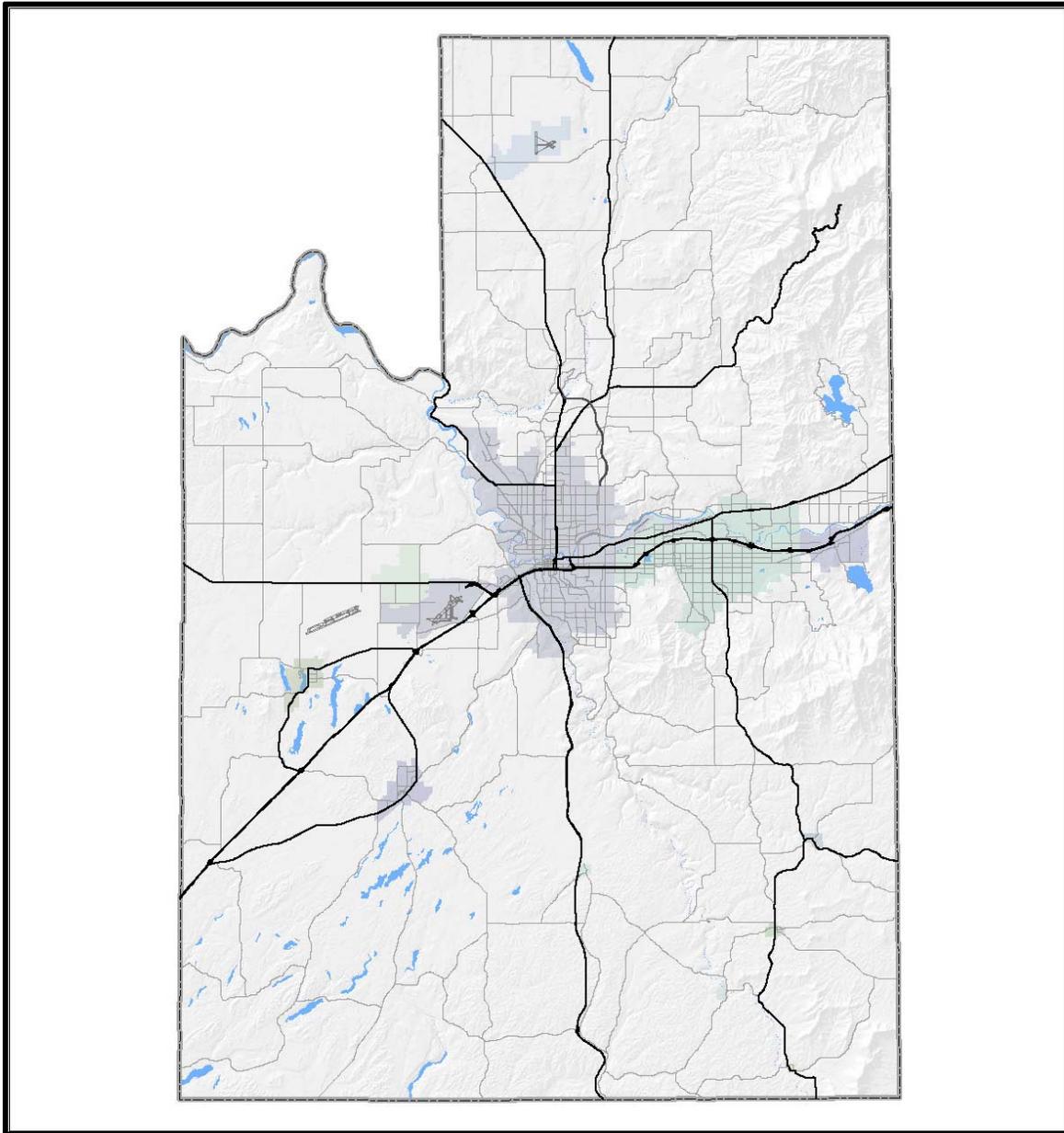
		Assistant Planner	Associate Planner	Senior Planner	Senior Planner	Senior Planner	Senior Planner	Executive Director	Associate Planner	Intern	* FTE Total	%
T.1 - Program Admin & Coord	Admin	0.10	0.10	0.10	0.10	0.10	0.10	0.40	0.10	-	1.10	69%
T.1.5 - Program Admin & Coord	Training	0.07	0.07	0.05	0.05	0.05	0.08	0.05	0.07	-	0.49	31%
T.2.1 - Public/Stakeholder Participation/Education	Outreach	0.02	-	0.02	-	-	-	0.04	0.10	-	0.18	40%
T.2.2 - Public/Stakeholder Participation/Education	Stakeholders	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	-	0.16	36%
T.2.3 - Public/Stakeholder Participation/Education	Title VI	-	-	-	-	-	-	-	0.04	-	0.04	9%
T.2.4 - Public/Stakeholder Participation/Education	Webpage & Social Media	0.02	-	-	-	-	-	-	0.03	-	0.07	16%
T.3.1 - Systems Analysis & Information Management	Info Mgt & Map Svcs	0.03	0.03	-	0.13	-	0.03	-	-	0.50	0.72	53%
T.3.2 - Systems Analysis & Information Management	Travel Demand Modeling	-	0.10	-	-	0.33	0.18	0.02	-	-	0.63	47%
T.4.1 - Metropolitan Transportation Planning	Long-range Planning & Perf Measures	0.15	0.10	0.10	0.09	0.18	0.07	0.15	0.20	-	1.04	51%
T.4.2 - Metropolitan Transportation Planning	Active Transportation	0.05	-	0.08	0.08	-	-	-	0.05	-	0.26	13%
T.4.3 - Metropolitan Transportation Planning	Human Svcs Transportation Plan	-	-	-	0.02	-	-	-	0.01	-	0.03	1%
T.4.4 - Metropolitan Transportation Planning	Freight	0.10	0.20	-	-	0.10	-	0.02	0.05	-	0.47	23%
T.4.5 - Metropolitan Transportation Planning	WSDOT Support	0.02	0.05	0.02	0.02	0.05	0.02	0.05	0.02	-	0.25	12%
T.5 - TIP	TIP Development / Maintenance	0.10	0.10	0.55	-	-	-	0.05	-	-	0.80	84%
T.5.1 - TIP	Coordination & Track Projects	0.05	-	0.02	-	-	-	0.03	0.05	-	0.15	16%
T.6 - Congestion Management Plan	CMP	-	0.03	0.02	-	-	-	0.01	-	-	0.06	100%
T.7 - Planning Consult/Studies	Studies / Consultant s	0.08	0.05	-	-	-	0.45	0.05	0.07	-	0.70	45%
T.7 - Planning Consult/Studies	Studies / Consultant s	0.07	0.05	-	0.45	-	-	0.05	0.07	-	0.69	45%
T.7 - Planning Consult/Studies	Studies / Consultant s	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	-	0.16	10%
T.8 - RTPO Planning Functions **	RTPO	0.10	0.08	-	0.02	0.15	0.03	0.04	0.10	-	0.52	100%
		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.50	8.50	

	Assistant Planner	Associate Planner	Senior Planner	Senior Planner	Senior Planner	Senior Planner	Executive Director	Associate Planner	Intern	* FTE
Program Administration (T-1)	0.17	0.17	0.15	0.15	0.15	0.18	0.45	0.17	-	1.59
Public/Stakeholder Participation & EducationV (T-2)	0.06	0.02	0.04	0.02	0.02	0.02	0.06	0.19	-	0.43
Systems Analysis/Information Management (T-3)	0.03	0.13	-	0.13	0.33	0.21	0.02	-	0.50	1.35
Metropolitan Transportation Plan (MTP) T-4	0.32	0.35	0.20	0.21	0.33	0.09	0.22	0.33	-	2.05
Transportation Improvement Program (TIP) T-5	0.15	0.10	0.57	-	-	-	0.08	0.05	-	0.95
Congestion Management Process (CMP) T-6	-	0.03	0.02	-	-	-	0.01	-	-	0.06
Planning Consultation and Special Studies (T-7)	0.17	0.12	0.02	0.47	0.02	0.47	0.12	0.16	-	1.55
RTPO Planning Functions (T-8)	0.10	0.08	-	0.02	0.15	0.03	0.04	0.10	-	0.52
<b>* FTE</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.50</b>	<b>8.50</b>

\* Does not include Administrative Support Staff = 2 FTE

\*\* Note that RTPO Planning Functions are also included in Tasks 1 - 5 regarding work that satisfies both MPO and RTPO requirements

# Appendix B



<p>0 1 2 4 6 8 10 Miles</p>	<p>Spokane Metropolitan Planning Area State Fiscal Years 2020-2021 Unified Planning Work Program</p>				
<p><b>SRTC</b> SPOKANE REGIONAL TRANSPORTATION COUNCIL</p>	<table border="0"> <tr> <td>— Highways</td> <td>█ Municipalities</td> </tr> <tr> <td>— Arterials</td> <td>▭ Spokane County - Spokane MPA</td> </tr> </table>	— Highways	█ Municipalities	— Arterials	▭ Spokane County - Spokane MPA
— Highways	█ Municipalities				
— Arterials	▭ Spokane County - Spokane MPA				
<p>Map Produced March 2017</p>					

## 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

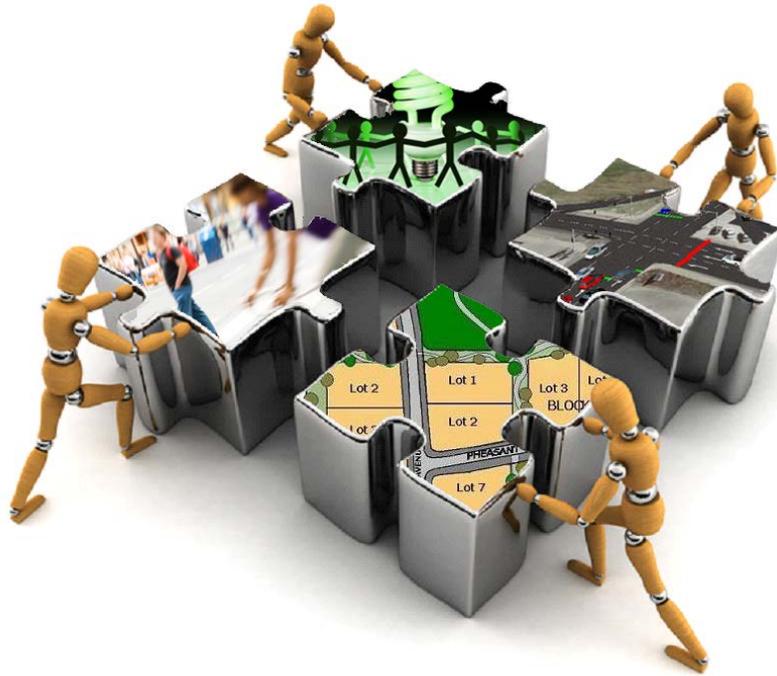
STA is reviewing the existing plan, trends and industry best practices with stakeholders and the public. Revisions will be drafted as needed to address any identified course corrections, updated community goals, and new opportunities and challenges. The revisions will then be reviewed by stakeholders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

Schedule

September 2019 – May 2021

Source of Funds/Budget

Local



**WASHINGTON STATE DEPARTMENT  
OF TRANSPORTATION**

**EASTERN REGION**

**UNIFIED PLANNING WORK PROGRAM**

**BIENNIUM YEAR 2019 - 2021**

## **Title VI Notice to Public**

It is the Washington State Department of Transportation's (WSDOT) policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with WSDOT's Office of Equal Opportunity (OEO). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OEO's Title VI Coordinator at 360-705-7090.

## **Americans with Disabilities Act (ADA) Information**

This material can be made available in an alternate format by emailing the Office of Equal Opportunity at [wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) or by calling toll free, 855-362-4ADA(4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

## **Notificación de Título VI al Público**

Es la política del Departamento de Transporte del Estado de Washington el asegurarse que ninguna persona, por razones de raza, color, nación de origen o sexo, como es provisto en el Título VI del Acto de Derechos Civiles de 1964, ser excluido de la participación en, ser negado los beneficios de, o ser discriminado de otra manera bajo cualquiera de sus programas y actividades financiado con fondos federales. Cualquiera persona quien crea que su protección bajo el Título VI ha sido violada, puede presentar una queja con la Comisión Estadounidense Igualdad de Oportunidades en el Empleo. Para obtener información adicional sobre los procedimientos de queja bajo el Título VI y/o información sobre nuestras obligaciones antidiscriminatorias, pueden contactar al coordinador del Título VI en la Comisión Estadounidense de Igualdad de Oportunidades en el Empleo 360-705-7090.

## **Información del Acta Americans with Disabilities Act (ADA)**

Este material es disponible en un formato alternativo enviando un email/correo electrónico a la Comisión Estadounidense de Igualdad de Oportunidades en el Empleo [wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) o llamando gratis al 855-362-4ADA (4232). Personas sordas o con discapacidad auditiva pueden solicitar llamando Washington State Relay al 711.

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## INTRODUCTION

As the multi-modal transportation system in Washington State is owned, operated, and maintained by multiple jurisdictions, coordinated system planning between jurisdictions, agencies, and various stakeholders is essential to ensure the comprehensive and efficient development of transportation projects. Such coordination facilitates the development of public investment decisions that align with local, state, and federal laws; optimize limited resources; and involves the public and local agencies in identifying transportation needs, issues, and solutions in the Eastern Region.

The Unified Planning Work Program (UPWP) describes the region transportation planning activities and summarizes the local, state and federal funding sources required to meet the key transportation policy issues of the upcoming year. The WSDOT ER Planning UPWP is reflective of the federal, state, and local focus to encourage and promote the safe and efficient management, operation, and development of surface transportation systems that will serve the mobility needs of people, freight and foster economic growth and development within and through urbanized areas. The need for increased planning at the region level has become more evident as transportation systems continue to age and evolve and the need for planned coordinated regional decisions and solutions are necessary.

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## WSDOT Strategic Plan

Washington's transportation needs are changing and the Washington State Department of Transportation is changing too. The [WSDOT Strategic Plan](#) provides our foundation with the vision, mission, values and goals that guide the agency's work. The important work of the agency focuses on three key goal areas: Inclusion, Practical Solutions and Workforce Development. Our Inclusion efforts ensure we engage with our employees, communities and partners as we collaboratively deliver the program. Practical Solutions allows us to leverage our limited funding to get the most capacity and safety out of the entire multimodal transportation system. Workforce development ensures that we attract and retain a quality workforce to meet our legislative, regulatory, service and public expectations.

### OUR VISION

Washington travelers have a safe, sustainable and integrated multimodal transportation system.

### OUR MISSION

We provide safe, reliable and cost-effective transportation options to improve communities and economic vitality for people and businesses.

### OUR VALUES

- Safety – promote public and employee safety
- Engagement – include all perspectives, disciplines and backgrounds in our outreach and decision making, employing a diverse workforce that reflects the communities we serve
- Innovation – encourage creativity, continuous improvement and the advancement of technology
- Integrity – be ethical, accountable, responsive and trustworthy

- Leadership – inspire, motivate, develop and support each other
- Sustainability – be resource stewards by supporting economic, environmental and community needs

## OUR GOALS

WSDOT prioritizes its work around three strategic goals: Inclusion, Practical Solutions, and Workforce Development.

### INCLUSION

Strengthen commitment to diversity and engagement in all of WSDOT’s business processes, functions and services to ensure every voice is heard.

#### Inclusion

We seek to understand, be sensitive to, and employ a workforce that reflects the many diverse communities we serve. All businesses desiring to work with us will have fair and equal access to contracting opportunities. Our projects and programs are developed with community input and embrace the diversity of our state.

We’re strengthening our commitment to diversity and engagement in all of WSDOT’s business processes, functions and services to ensure every voice is heard.

Internally, we are integrating diversity and inclusion into all phases of employees’ development. For example, new employees are required to take “Valuing Diversity” training within 60 days of their employment. We also offer training related to hiring and retaining a diverse workforce to our supervisors and managers throughout the agency.

Externally, we are working with our partners to meet the Governor’s Diverse Business Results Washington Goals and to increase WSDOT’s diverse business spending:

- 10 percent Minority Business Enterprise
- 6 percent Women’s Business Enterprise
- 5 percent Veteran Owned Business
- 5 percent Small Business

As part of this effort, we’ve developed a Mentor Protégé Program, which pairs successful prime contractors with diverse businesses wanting to do business with Washington State. The goal of the program is to increase the capacity and participation of diverse businesses on WSDOT projects.

Community engagement is an important component of our inclusion goal as we work to develop and maintain stakeholder and community relationships, and to engage them before, during and after projects. We encourage our employees to conduct meaningful community engagement with the public as a part of doing their jobs.

## PRACTICAL SOLUTIONS

We collaborate with our partners to make the right investments, in the right places, at the right time, while using the right approach. Our investment choices are guided by multimodal performance outcomes in order to achieve a truly integrated, sustainable transportation system.

Practical Solutions is more than just program delivery at WSDOT. It is a way of thinking, acting and decision making that cuts across the agency in all phases of our business, and it recognizes that we live in a resource constrained environment. We prioritize innovative, timely and cost-effective decisions – with our partners – to operate, maintain, plan and build our multimodal transportation system.

We work with our partners to balance transportation, community, economic and land use needs within legal and budgetary constraints to make agency investment and operating decisions. By engaging our partners to plan, operate and deliver complementary system investments, we can work to integrate transportation modes – regardless of owner – to manage demand and maximize underutilized capacity within the entire transportation network.

WSDOT is also establishing asset management plans that identify our asset inventory, as well as needs, funding and gaps, in order to manage those assets to appropriate service levels. This will assist us when engaging policy makers to identify the steps necessary for WSDOT to advance Practical Solutions in meeting policy and performance expectations. Our desired outcome is to align capital and operating budgets based on prioritized needs.

#### **WORKFORCE DEVELOPMENT**

WSDOT strives to be an employer of choice – attracting and retaining a skilled, diverse workforce – valuing employee development and engagement, supported by a modern work environment.

WSDOT strives to reflect, be sensitive to and understand the communities we serve while valuing our diverse workforce. We want all of our employees, at every level, to feel that their opinions matter, that we are listening to them and that we considered their feedback in decisions. We believe our people have great ideas; if we allow that creativity to flourish, we will create a culture that embraces continuous improvement.

Our agency is only as good as the people who work for us – they are the true ambassadors of WSDOT. Whether our employees’ daily interactions are with the public, contractors or internal and external partners, they play an important role in achieving the agency’s mission and influencing how others perceive WSDOT.

This is why we are focused on employee development at all levels of the organization. We recognize the importance of training and opportunities that enhance career growth. We believe that workforce development responsibilities extend beyond traditional supervisor employee relationships. All employees are encouraged to coach and mentor those who have less experience because we all benefit when everyone is working toward a common goal. More information and tracking of the WSDOT Strategic Plan implementation progress can be found on our online [WSDOT Strategic Plan Dashboard](#).

These three goals ensure that we reflect the communities we serve, are the best possible stewards of public resources, and have a sustainable and reliable workforce to deliver projects and services that best address customer needs.

Transportation decisions that are based on transparent, collaborative, performance-based decisions foster livable communities and economic vitality.

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### **Continuing, Cooperative, and Comprehensive Planning with Our Region Partners**

The work detailed in this UPWP informs decisions through expertise and innovation in planning, policy, data analysis, and research services to support a sustainable and integrated statewide multimodal transportation system. It supports performance-based decisions that are based on sound data and planning processes, and ensures Washington travelers have a safe, sustainable and integrated multimodal transportation system. While coordinating and collaborating with Spokane Regional Transportation Council Metropolitan Planning Organization along with the Palouse, Northeast Washington, and Quad County Regional Planning Organizations, WSDOT will look for opportunities to share and align WSDOT's Strategic Plan and strategic goals of inclusiveness, practical solutions, and workforce development, with region and local discussions and decision-making with an expected outcome of "Our plan is your plan and your plan is our plan."

## **WSDOT STATEWIDE MULTIMODAL PLANNING**

WSDOT performs several transportation planning and external coordination activities. WSDOT continues to work across the agency to integrate and align our policy goals and provide a consistent approach within the agency. The activities included below represent multimodal planning strategies that support WSDOT's Strategic Plan and strategic goals that focus on transportation planning; they are not inclusive of all WSDOT projects and programs. The following highlights how the state's planning process connects with the MPO and RTPO planning processes statewide; some of the areas WSDOT will continue to coordinate and collaborate with regional and local partners during the next biennium:

- **System Performance & Analysis: *Performance Framework***

The Performance Framework operationalizes WSDOT's state transportation policy goals. It provides a consistent agency approach to performance-based decision making and helps WSDOT align with partners, demonstrate transparency, think more systemically and understand tradeoffs across modes and policy goals. The Performance Framework will apply to all WSDOT decision points, from asset management, planning, and programming to project scoping and design.

- **Statewide Multimodal and Long-Range Transportation Planning and Implementation**

The Washington Transportation Plan, Phase 2- Implementation 201-2040 is the long-range statewide transportation plan. WSDOT adopted this plan on April 30, 2018 as an update to the 2007-2026 Washington Transportation Plan. The plan was based on consultation and coordination with MPOs, RTPOs, ports, transit agencies, federal land management agencies, and the Washington Indian Transportation Policy Advisory Committee.

WSDOT is in the beginning phases of considering several options for the next statewide long-range transportation planning effort. WSDOT will also begin updating the Highway System Plan, a state requirement, as a supporting study of the long-range statewide transportation plan.

- **Statewide Modal Planning Integration and Alignment**

Coordinate, integrate and align statewide, modal, and system plans across WSDOT and with the Washington State Transportation Commission and develop and implement planning policy applicable to a statewide scale. WSDOT develops separate system plans that describe the state's interests in different transportation modes: ferries, state highways, rail, aviation, freight, active transportation, and public transportation. These modal plans are funded by the state or through specific agreements with USDOT agencies. WSDOT includes Strategic Highway Safety Plan activities in this subarea. Each modal plan update is an opportunity to implement the long-range statewide transportation plan. Decision makers rely on the

recommendations from modal plans to inform investment decisions that are supported by data and based on robust community engagement.

- **Community Engagement Plan**

WSDOT's federally compliant Community Engagement Plan is an important part of the agency's emphasis on greater community engagement, inclusion, workforce development, and practical solutions. The plan and its implementation are important milestones in achieving the agency's inclusion goal. The plan meets federal requirements for a documented public involvement process for statewide planning, and guides how WSDOT engages with partners, stakeholders, Tribes, communities, and the public. It lets people know what to expect from WSDOT during engagement processes.

For more information see: [www.wsdot.wa.gov/sites/default/files/2017/02/28/FinalCEP2016.pdf](http://www.wsdot.wa.gov/sites/default/files/2017/02/28/FinalCEP2016.pdf)

- **Cooperative Automated Transportation Program**

The WSDOT Cooperative Automated Transportation program develops and advances the agency's CAT role and strategic vision, with a focus on how new, semi-automated and automated capabilities can advance the state's multimodal transportation system and enhance the communities we serve. WSDOT envisions a future where automated, connected, electrified, and shared mobility contributes toward a safe and efficient transportation system that emphasizes public transit and active transportation and promotes livable (walkable/bike-able), economically vibrant communities with affordable housing and convenient access to jobs and other activity centers.

WSDOT's vision of CAT in Washington State assumes the following principles:

- Cooperative: Deploying technology to encourage all modes of transportation to work in concert to provide travelers a safe, sustainable, and integrated multimodal transportation system.
- Automated: Automating or connecting some or all of the functions of the transportation system will greatly improve the collective ability to leverage limited funding and get the most capacity and safety out of the entire multimodal system. Transportation system functions that can be automated or accessed include various vehicle types (automobile, van, plane, truck, bus, rail, ferry, bicycle, scooter, etc.), traffic management systems, integrated multimodal trip planning, pavement systems among others. (Autonomous implies independence when, in reality, all parts of the transportation system are interdependent.)
- Transportation: The entire transportation system working together (vehicles, infrastructure, modes, services, etc.) to provide safe, reliable and cost-effective transportation options to make communities more livable, improve economic vitality, and improve the safety of the state's entire multimodal transportation system.

- **Land Use and Transportation Planning Integration**

The objective of this core function is to broaden WSDOT's understanding and integration of land use development, economic development, and transportation systems planning and decision-making; which in part, implement WSDOT's federal planning responsibilities under 23 CFR 450 and 771, especially those at 23 CFR 450.206. This subarea will function to develop effective influence on, and involvement with, local and sub-regional transportation and land use decision-making that is so consequential for the state's transportation systems. This core function guides WSDOT Regions to be actively involved in local land use decision making to improve WSDOT's ability to manage the transportation system that supports social, economic, and environmental goals.

- **Active Transportation Plan Update**

The Active Transportation Plan update will include data driven active transportation countermeasures, as presented in the Washington State Target Zero Plan. The plan will create a network analysis of pedestrian and bicycle facilities that includes consideration for pedestrian and bicycle level of traffic stress and identifies investment need on the state system. Citizens and stakeholders will inform planning for active transportation policies, process and future projects. Identify and assess active transportation issues related to emerging technologies (e-bikes, bikeshare, e-scooters, personal delivery vehicles, automation). The outcomes of this plan will inform the next long range statewide multi-modal transportation planning effort by providing active transportation focused performance measures.

- **Planning Policy Development and Guidance**

Work in this area assists WSDOT in developing and implementing new policy directives, initiatives, strategies, and practices. Work here also provides guidance and training related to transportation planning issues on topics including, but not limited to, performance measures and management, practical solutions, equity, and environmental and planning linkages. This work depends on the development and implementation of a planning training program to meet one of the agency's Strategic Plan goals (Workforce Development). Training is appropriate at any stage of project delivery and provides decision makers with a work force that can work effectively by have accessing to the most up to date planning information and techniques.

- **Local, Network, and Corridor Planning**

In Washington State, local comprehensive planning for planned growth and economic development patterns is the foundation for all other planning, including that of WSDOT and the regional and metropolitan organizations. Local land use and transportation decisions and patterns of land development can significantly influence the safety and efficiency of the state transportation system and once local decisions are made, they are difficult to reconsider later. As local governments update their comprehensive plans and the state has a limited window to influence those decisions to improve consistency with state transportation plans and investment programs. It is less productive to engage later on a project-by-project basis. Federal planning requirements also recognize the critical role of local-level planning for statewide and metropolitan levels of transportation planning, requiring the state planning program to "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." [23 CFR 450.206 (a) 523]

WSDOT region staff engage with local jurisdictions to ensure statewide transportation perspectives are considered. Transportation planning priorities for Washington supported by local collaboration include: multi-jurisdictional and multimodal integration, community engagement, and strategic investment. Collaboration at this level also ensures that WSDOT meets its federal responsibilities to consider and analyze factors in the transportation planning process based on the scale and complexity of "transportation systems development, land use, employment, economic development, human and natural environment, and housing and community development." [23 CFR 450.206 (a) 8b]

The following objectives in this area include:

- To understand the existing context and future vision for the areas our state transportation facilities serve, including supporting the economic vitality, safety, security, accessibility and mobility of people and freight.

- To integrate local and state information for roadways, non-motorized facilities, transit operations, freight, and other transportation modes to identify common problems and solutions.
- To work with communities toward a common understanding of the desired performance, condition, and needs of our shared transportation system which helps WSDOT implement a performance-based practical approach to planning and management the transportation system in the state.
- To progress toward a consistent framework for analysis of transportation deficiencies and solutions for state transportation facilities in the city or county that reflect our agency's more flexible approach to design.
- To explore solutions to transportation needs, identify opportunities for further collaboration that are mutually beneficial to the state and local communities, and make a plan for how partnership can meet our mutual needs.
- To implement least cost, practical solutions that support community, economy, and the environment.
- To share the opportunities WSDOT's new Practical Solutions approach provide for more flexibility in highway design and tools to address our common goals.
- To identify opportunities to align our efforts and leverage resources to accomplish more than either of us can achieve alone.

▪ **Governor's Executive Order 14-04, Transportation Efficiency**

- On April 29, 2014 Governor Jay Inslee signed [Executive Order 14-04](#) (pdf 90 kb) , *Washington Carbon Pollution Reduction and Clean Energy Action* outlining a series of next steps to reduce carbon pollution in Washington State and improve energy independence through use of clean energy.  
The Governor's Executive Order is in alignment with the [WSDOT Strategic Plan](#) and the agency's sustainable transportation effort. WSDOT has been advancing sustainable transportation for some time now through greenhouse gas reduction, alternative fuel usage, vehicle miles traveled reduction strategies, statewide transportation system efficiency strategies and development support for the electric vehicle highway.
- The Washington State Departments of Transportation, Commerce and Ecology are working with the RTPOs, counties, and cities to develop a new program of financial and technical assistance to help local governments implement measures to improve transportation efficiency, and to update their comprehensive plans.
- We will rely on the subcommittee we formed of MPOs and RTPOs plus representatives of the Association of Washington Cities (AWC) and the Washington State Association of Counties (WSAC).
- For more information:  
<http://www.wsdot.wa.gov/SustainableTransportation/CleanTranspo.htm>

▪ **Transportation Planning Studies**

The functional area focuses on producing planning studies that implement WSDOT's integrated scoping process and provide decision makers with multimodal recommendations that reflect

Practical Solutions. The studies will be conducted, reviewed, and approved through the concurrence process recently adopted by WSDOT and its regional partners.

The studies will also align with statewide and regional goals and priorities, funding recommendations, and customer input that identify and prioritize investments and other actions in the state's transportation system. Corridor plans build upon the corridor sketch initiatives that were supported and funded by the Washington State Legislature, or initiated by the WSDOT region.

Planning studies will have extensive community engagement through stakeholder and public outreach; coordinating with the MPO/RTPOs, tribes, transit agencies, and other inter-jurisdictional entities as deemed appropriate by the region conducting the corridor plan.

- **Prioritization and Programming of Capital Improvement Projects**

The Prioritization and Programming of Capital Improvement Projects implements RCW 47.05 (Priority Programming for Highway Development). This aligns with the state transportation policy goals listed in RCW 47.04.280 (Economic Vitality, Preservation, Safety, Mobility, Environment, and Stewardship) as the RCW states: "The priority programming system must ensure preservation of the existing state highway system, relieve congestion, provide mobility for people and goods, support the state's economy, and promote environmental protection and energy conservation."

The primary deliverable is an annual Project Delivery Plan. This plan meets the Federal Highway Administration's requirement for states to program four years of projects in the State Transportation Improvement Program (STIP) and includes all projects funded by the State Legislature. The plan is updated annually to ensure that budget changes on projects match up with enacted budgets.

- **Freight and Rail**

WSDOT will complete the development of the 2019 Rail System Plan to meet federal requirements by:

- Coordinating development with freight and passenger rail stakeholders and associations, including MPOs, RTPOs, and Tribes, Ports, host railroads, and state agencies.
- Conduct outreach consistent with the WSDOT Community Engagement Plan.
- Combine outreach with relevant WSDOT plans and planning processes. This includes joint presentations at regional planning organizations.

- **Metropolitan and Regional Planning**

WSDOT proactively guides the work of each MPO/RTPO and fosters productive working relationships between all levels of government in order to ensure compliance with metropolitan and regional transportation planning requirements and improve the long-range transportation planning practices in Washington. The objective of the funding aspect of this subarea is to distribute FHWA and FTA planning funds to each of Washington's twelve (12) MPOs and oversee their expenditure to ensure compliance with federal law.

- Provide annual UPWP Guidance and facilitate UPWP reviews and approvals.
- Review MPO Annual Performance and Expenditure Reports and recommend approval to FHWA/FTA.
- Ensure each MPO self-certifies its compliance with the applicable requirements.
- Review and approve MPO TIPs and process monthly TIP amendments.
- Ensure the proper agreements are in place with each MPO.
- Meet with MPO/RTPO, FHWA/FTA and WSDOT Partners on a routine basis to collaborate on transportation planning issues ranging from general coordination to specific topics (e.g. air quality).

- Provide guidance, service and support to MPOs, RTPOs and WSDOT Regions.

- **Tribal and Regional Coordination**

WSDOT coordinates with Tribes, RTPOs and WSDOT Regions on transportation planning activities in order to fulfill WSDOT's requirements to consult with nonmetropolitan local officials.

- Participate in statewide Tribal Transportation Planning Organization (TTPO) meetings and Tribal Transportation conferences.
- Provide funding and staffing support for the TTPO.
- Participate in RTPO Policy Board and Technical Committee meetings.
- Organize WSDOT HQ / Region / Modal Planning Managers coordination meetings
- Coordinate communications and information sharing about tribal planning topics with WSDOT Regional Coordination Liaisons and WSDOT Public Transportation Community Liaisons.
- Provide assistance to add state routes into the National Tribal Transportation Facilities Inventory and educate on the benefits of adding tribal facilities into the inventory

- **Economic Forecasting & Analysis**

It is also to maintain databases and evaluate economic and demographic factors impacting transportation revenues in order to communicate the importance of transportation in our state and local economies. Our objective is to develop and update econometric models used to forecast various transportation revenue sources in order to have as accurate a forecast for budgeting and long range planning as possible. One objective is to serve the needs of WSDOT and other state and local agencies by producing unbiased economic and revenue forecasts for transportation. Another objective is to interact with all agencies and stakeholders interested in transportation revenues and support economic and financial studies. Another objective is to analyze state and national economic activities, policies, laws and forecasts to assess their impacts on transportation policies, plans, and programs. An objective is to evaluate proposed state and federal legislative and financing alternatives for all modes of transportation.

- **Statewide Transportation Improvement Program (STIP)**

WSDOT's Local Programs (LP) Division develops and manages the Statewide Transportation Improvement Program (STIP). The STIP is a four-year, fiscally constrained prioritized multimodal transportation program of state, local, tribal, and public transportation (transit) projects, which includes highways, streets, roads, rail roads, transit-hubs, park-and-ride lots, bridges, sidewalks, bike lanes, ferry terminals, trails and safety projects funded with federal, state, tribal and local sources.

The STIP is compiled from local, metropolitan and regional transportation improvement programs (TIPs); projects are identified through state, metropolitan, regional, tribal and local planning processes. These projects are the highest priority for the available funding, to preserve and improve the state's transportation network and achieving the national goals established in the Moving Ahead for Progress in the 21st Century Act (MAP-21) and continued in the Fixing America's Surface Transportation Act (FAST).

Projects listed in the STIP are the only projects that can be authorized by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) to utilize federal funds. Once projects are approved in the STIP, agencies may request federal fund authorization of the project. STIP programming generally occurs every year.

WSDOT certifies the transportation planning process addresses the major issues facing the state and its non-urbanized areas and is being conducted in accordance with all applicable requirements.

- Continue to work with FHWA, FTA, MPOs, RTPOs, and other partners in meeting the federal STIP requirements (from four- year programming to fiscal constraint by year).
- Develop, prepare and submit the 2018-2021 and 2019-2021 STIP to FHWA and FTA for approval.
- Develop monthly amendments for the STIP as applicable throughout this timeframe.
- After federal approval, continue to provide public access via the web <http://www.wsdot.wa.gov/LocalPrograms/ProgramMgmt/STIP.htm>. Provide annual training, best practices and on-call training for the web-based STIP. Provide on-call assistance and troubleshooting as issues arise with the program for all users.
- Continue to review and update the public involvement process, as applicable.
- Research and coordinate for inclusion of performance measures, as applicable.

▪ **Prioritization and Programming**

The Prioritization and Programming of Capital Improvement Projects implements [RCW 47.05](#) (Priority Programming for Highway Development). This aligns with the state transportation policy goals listed in [RCW 47.04.280](#) (Economic Vitality, Preservation, Safety, Mobility, Environment, and Stewardship) as the RCW states: “The priority programming system must ensure preservation of the existing state highway system, relieve congestion, provide mobility for people and goods, support the state's economy, and promote environmental protection and energy conservation.”

The primary deliverable is an annual Project Delivery Plan. This plan meets the Federal Highway Administration's requirement for states to program four years of projects in the State Transportation Improvement Program (STIP) and includes all projects funded by the State Legislature. The plan is updated annually to ensure that budget changes on projects match up with enacted budgets.

## WSDOT EASTERN REGION MULTIMODAL PLANNING

The Washington State Department of Transportation (WSDOT) Eastern Region (ER) spanning 14,242 square miles of land surface includes the counties of Adams, Ferry, Lincoln, Pend Oreille, Spokane, Stevens, Whitman, and portions of Franklin County (Exhibit 1).

### Population

The following table provides the population trends by county in the Eastern Region.

County	Population			
	2015	2016	2017	2018
Adams, WA	19,410	19,510	19,870	20,020
Ferry, WA	7,710	7,700	7,740	7,780
Lincoln, WA	10,720	10,640	10,700	10,810
Pend Oreille, WA	13,240	13,290	13,370	13,540
Spokane, WA	488,310	492,530	499,800	507,950
Stevens, WA	44,030	44,100	44,510	45,030
Whitman, WA	47,250	47,940	48,640	49,210
<b>Total</b>	<b>632,685</b>	<b>637,726</b>	<b>646,647</b>	<b>656,358</b>

Source: Population Estimate, Office of Financial Management, Forecasting and Research Division (April 1, 2010 to April 1, 2018)

### State Highways

As of 2017, there are approximately 1,567.74 total centerline miles and 3,677.30 total lane miles in the Eastern Region.

The following provides the state highway total surface types in the Eastern Region.

State Highway Surface Types	Centerline Miles	Lane Miles
Bituminous Surface		
Treatment	1,083.57	2,180.09
Asphalt	398.83	1,212.23
Concrete	85.34	284.98

The following is a list of the State Routes in the Eastern Region:

State Route		Begin Milepost	End Milepost	Description
2	*	207.78	334.87	Lincoln Co. Line to Idaho State Line
20		297.23	436.91	Okanogan County to SR 2 in Newport
21		0	191.34	SR 260/Kahlotus to Canada
23		0	66.01	SR 195/Steptoe to Harrington
25		0	121.23	SR 2/Davenport to Canada
26		61.80	133.51	SR 395 to SR 195
27		0	87.73	Pullman to SR 290, Trent Ave.
28		79.02	131.18	Lincoln Co. Line to Davenport
31		0	26.79	Tiger to Canada
90	**	191.89	299.82	Adam's Co. Line to Idaho State Line
127		10	27.05	Snake River to SR 26
174		23.38	40.66	Lincoln Co. Line to SR 21
194		0	21.01	Almota to SR 195
195	*	0	95.99	Idaho State Line to I-90
206		0	15.39	SR 2 to Mt. Spokane State Park
211		0.09	15.24	SR 2 to SR 20/Usk
231		0	75.16	SR 23 to SR 395/Valley
260		24.73	39.49	Franklin Co. Line to SR 26
261		15.2	62.83	Snake River to I-90
263		0	9.24	Snake River to Kahlotus
270		0	9.89	SR 195 to Idaho State Line
271		0	8.48	SR 27/Oakesdale to SR 195
272		0	19.23	SR 195/Colfax to Idaho State Line
274		0	1.92	SR 27/Tekoa to Idaho State Line
278		0	5.5	Rockford to Idaho State Line
290		0	18.38	SR 2/Spokane to Idaho State Line
291		0	33.09	SR 2/Spokane to SR 231
292		0	5.91	SR 231/Springdale to SR 395/Loon Lake
395	*	65.70	130.71	SR 26 Road to Lincoln County
395	*	130.71	270.26	Lincoln County to International Boundary, Canada
395NSC		162.03	167.45	North Spokane Corridor (Freya St. to SR 395)
902		0	12.36	I-90/Salnavé to I-90/to Medical Lake
904		0	16.96	I-90/Tyler to I-90/Four Lakes

Note: \* Denotes state routes with U.S. Highway designation

\*\* Denotes state route with Interstate designation

Source: 2016 WSDOT Highway Log

## Pedestrian/ Bicycle Facilities

Pedestrian and bicycle facilities play a key role in Washington's transportation system. In fact, Washington State was named the [nation's number one "Bicycle Friendly State"](#) by the League of American Bicyclists for the seventh year in a row. Exhibit 5 illustrates Eastern Region bicycle routes.



In Eastern Region, WSDOT owns and operates the Children of the Sun trail, a companion facility to the US 395 North Spokane Corridor. The cycling and walking trail is a paved, class A trail. When completed the trail will extend 10.5 miles through Spokane County and the City of Spokane.

State Route 20 extending through northeast Washington also serves a segment of the National Bicycle Route 10.

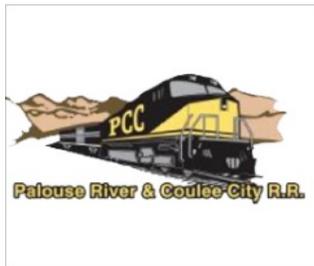
## Scenic Byways



Exhibit 2 identifies the various Washington State Scenic Byways as designated by Revised Coded of Washington (RCW) 47.39.020 in the Eastern Region. The following four state scenic highway corridors have established byway organizations:

- SR 20 - Sherman Pass Scenic Byway
- SR 31, SR 20 – International Selkirk Loop – (ISL)
- US 195/ SR 26,27,194, 272 - Palouse Scenic Byway

## Rail



Washington State owns the former Palouse Coulee City (PCC) Rail System, which consists of three branches. WSDOT purchased the rights of way and rail in the P & L Branch and PV Hooper Branch of the PCC in November 2004. Purchase of the CW Branch and the remaining rights in the other two branches were completed in May 2007.

The WSDOT contracted with private railroads to operate each of the branches. The Palouse River and Coulee City Railroad operates the PV Hooper Branch; the Eastern Washington Gateway Railroad operates the CW Branch; and the

Washington and Idaho Railway operates the P & L Branch as shown in Exhibit 3.

The WSDOT oversees the facilities and regulatory portions of the operating leases. The PCC Rail Authority-an intergovernmental entity formed by Grant, Lincoln, Spokane, and Whitman counties oversees the business and economic development portions of the operating leases.

The PCC rail system currently provides local rail service to grain shippers and other businesses in Whitman, Lincoln, Grant, and Spokane Counties. There are three lines currently in use - the CW Line, PV Hooper Line, and P&L Line - that require rehabilitation to remain commercially viable. WSDOT recently completed the PCC Rail System Strategic Plan to guide and prioritize the rail system maintenance and the development.

## Airports

The following seventeen airports as show in the Exhibit 4 are located in the Eastern Region:



- Colville Municipal Airport
- Davenport Airport
  - Deer Park Municipal Airport
  - Felts Field
  - Ferry County Airport
  - Ione Municipal Airport
  - Lind Airport
  - Mead Flying Service
  - Odessa Municipal Airport
  - Pru Field
  - Pullman - Moscow Regional Airport
  - Rosalia Municipal Airport
  - Sand Canyon Airport
  - Spokane International Airport
  - Whitman County Memorial Airport
  - Wilbur Municipal Airport
  - Willard Field

## Ferries

There are two ferry services operating in the Eastern Region, the Keller Ferry and the Gifford/Inchelium Ferry.

The M/V Sanpoil, also known as the Keller Ferry” is 116 feet in length with a 45 foot beam. The capacity of the vessel is 20 cars with a maximum of 149 passengers and two crew members. The vessel can carry a legally-loaded truck and trailer combination up to 105,500 lbs. The maximum vehicle length is 100 ft. Approximately 60,000 vehicles travel on the Keller Ferry each year. Walk-on passengers are few as the ferry route is a link in a rural highway, State Route 21. The ferry provides “on-demand” service to avoid empty runs.



The Gifford/Inchelium Ferry upstream from the confluence of the Columbia and Spokane Rivers is operated by the Colville Confederated Tribes.

## Public Transportation

The WSDOT Public Transportation division (PTD) and the region coordinate with communities to identify needs, develop opportunities, and implement solutions that maximize the value of the statewide transportation system. The region assists the WSDOT Public Transportation Division and coordinates communications and meetings with the WSDOT PTD Community Liaison that aligns with the goal towards accomplishing the goal of creating an integrated state transportation system where innovative solutions are developed and implemented to maximize the efficiency and effectiveness of individual, community and system-wide mobility. The following table identifies the transit services in the Eastern Region.



Transit Service			Type	Service Area
Colville	Confederated Tribes		Public and Tribal	Colville Reservation into Okanogan County
Gold Line - WSDOT Intercity Bus Program			Provide services in smaller communities that are no longer served by national bus lines	Kettle Falls to Spokane
Kalispel Tribal Transit System (KALTRAN)			Public transportation service for both Tribal members and the surrounding regional communities.	Kalispel Reservation, Pend Oreille, Spokane and surrounding regional communities.
People For People			Paratransit services for special needs along with free intercity bus routes.	Grant, Lincoln, and Adams counties
Pullman Transit			Public Transit Agency	City of Pullman
Rural Resources Community Action			Public and special transportation needs	Chewelah, Colville, Republic, Kettle Falls, and Newport  Limited services in Ferry, Stevens, Pend Oreille, Kalispel Indian Reservation.
Special Mobility Services			Medicaid Recipients	Spokane to Newport
Spokane Transit Authority (STA)			Public Transit Agency	City of Spokane and surrounding communities
Spokane Tribe – Moccasin Express			Public and Tribal transit	Spokane Reservation and service into Airway Heights, WA

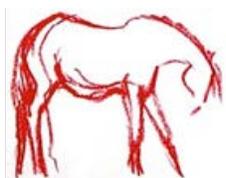
## METROPOLITAN AND REGIONAL TRANSPORTATION PLANNING ORGANIZATIONS

The WSDOT Eastern Region (ER) Planning office coordinates planning efforts with the following Metropolitan Planning Organization (MPO) and three Regional Transportation Planning Organizations (RTPOs) (See Exhibit 1):

- Spokane Regional Transportation Council (MPO)
- Palouse RTPO - Whitman County
- Northeast Washington (NEW) RTPO - Stevens, Ferry and Pend Oreille counties
- QUAD County (QUADCO) RTPO - Lincoln and Adams counties (ER Region)/ Grant County (North Central Region)/ Kittitas counties (South Central Region)

## TRIBAL GOVERNMENTS

Coordination with tribal governments in the WSDOT Eastern Region regarding transportation, land use development, and environmental planning involves coordination/consultation with the following tribes during various planning activities (Exhibit 5):



- Coeur d' Alene
- Colville
- Kalispel
- Spokane
- Nez Perce
- Yakama

## EASTERN REGION MULTIMODAL PLANNING OVERVIEW

The Eastern Region Planning office provides functions that support WSDOT's Strategic Plan, the core functions of WSDOT Headquarters Multimodal Planning, along with state and federal transportation planning requirements for an area that includes the second largest metropolitan planning organization (MPO) in the state of Washington, by collaboratively coordinating with, participating in, and contributing to:

- Statewide planning efforts (community engagement plan, multimodal plan, highway system plan, freight, public transportation, Governor Initiatives, other modal issue plans);
- Strategic Planning Efforts – Ensuring region planning efforts align with the WSDOT Strategic Plan – Emphasis Areas: Inclusion, Workforce Development, and Practical Solutions. Such planning efforts include corridor studied, data collection/analysis, Corridor Sketch Initiative, local comprehensive review plan, level of service, statewide model implementation working groups, etc.;
- The development of MPOs and RTPOs regional transportation plans, congestion management process, local agency comprehensive plan, local agency transportation planning efforts including non-motorized plans and development regulations in support of system and investment efficiency, by providing substantive review and comment;
- MPO (SRTC), RTPOs (NEW, Palouse, QUADCO), tribes (Coeur d'Alene, Kalispel, Spokane), transit agencies, local agencies, non-motorized organizations and the community in various transportation and land use planning efforts to ensure WSDOT interests, programs, projects and issues are represented in regional processes and considerations, and coordination with cities, counties, ports, tribes, and others, providing information and technical assistance;
- Coordination with WSDOT Public Transportation Division Community Liaison, and assistance to determine need by tribal and rural transit for WSDOT PTD assistance.

Eastern Region Planning collaboratively prepares comprehensive, coordinated planning studies and corridor sketches/plans using “practical solutions” strategies that appropriately identify operational, safety, and improvement needs for the region’s transportation network, managing expectations and building support for planned operations and capital investments in the transportation system.

Eastern Region Planning provides travel demand modeling, technical analysis, data collection, research, analysis (including collision analysis). The region planning office supports, WSDOT project offices, local agencies and RTPOs in travel demand forecasting, traffic analysis, and planning level Practical Solutions, Highway Safety Analyst and Cost-benefit analysis. As the majority of the region planning and project development efforts require some degree of research and/or data collection, ER Planning provides demographic, travel / driver behavior, land use/context/community assessment, and transportation system performance analysis. ER Planning also maintains and collects active transportation (pedestrian/bicycle) data. ER Planning uses various analytical tools for planning and project development including VISUM, VISSIM, Streetlight, Sugar Access, Geographic Information System (GIS), Synchro, Sidra, and the Highway Capacity Manual (HCM).

**EASTERN REGION PLANNING CORE FUNCTIONAL AREAS**

The following briefly describes the core functions the WSDOT Eastern Region Planning program is required to provide:

- **Planning and Administration**
  - Manage region planning budget and resources
  - Provide and/or secure “planning related” training and resources for the region
  - Host the 2019 WSDOT Multimodal Planning Conference in Spokane, WA (tentative)
  
- **Development Review and Growth Management**
  - Developer concurrency review
  - Coordinate Access Management/SEPA/NEPA reviews and mitigation
  - Local Comprehensive Plans/County Planning, Policies and other Policy Review
  
- **Regional and Local Planning Coordination**

Occurs in various forums , primarily with the Metropolitan / Region Planning Organizations elected officials, state/local agencies, transit agencies, citizens groups, business chambers and other organizations.

  - Continuous, cooperative, comprehensive, and coordinated planning with Spokane Regional Transportation Council, the Metropolitan Planning Organization (MPO) and Regional Transportation Planning Organizations (RTPO) and tribal governments
  - Bi-State (Idaho/ WA) Coordination
  - Border crossing coordination with the British Columbia, Canada
  - Coordination in update and development of various state/region transportation plans including the Washington State Transportation Plan, WSDOT Active Transportation Plan, WSDOT Freight Plan, Region Transportation Plans, WSDOT Highway System Plan, along with various other region transportation study efforts.
  - Coordination in identifying, developing and refining solutions for highway deficiencies and mitigation strategies.
  - Collaboratively develop and implement plans and activities related to Travel Demand Model/TSMO.

- Participate with bi-state (Idaho/Washington) partners on transportation studies, issues, and other coordination related to the bi-state regional transportation system. Provide technical staff support for the bi-state (Washington/Idaho)
  - Active Transportation planning coordination (bike, pedestrian, public transportation planning/coordination).
  - Freight/Intermodal planning coordination.
  - Scenic Byway planning coordination/review.
- **Tribal Coordination**
    - Coordinate with tribes regarding various WSDOT and tribal programs to ensure coordination and the address of tribal concerns about WSDOT / Tribal Planning and studies, WSDOT facilities on tribal lands, tribal and local transit systems, WSDOT Maintenance and Traffic activities, coordinated environmental and cultural resource management.
    - Coordinate the incorporation of tribal concerns and needs into planning studies.
    - Coordinate National Tribal Transportation Facilities Inventory updates, and tribal concerns on state routes and facilities located on tribal lands.
    - Provide tribal technical assistance to support tribal participation in State planning and funding processes including the STIP.
    - Provide information and technical assistance during the development of tribal transportation projects.
    - Provide technical assistance to support tribal transit planning and operations, and coordination of assistance with WSDOT Public Transportation staff and Community Liaisons.
    - Promote tribal workforce opportunities on planned state transportation projects that are or near tribal lands.
    - Coordinate with tribal governments and Washington Traffic Safety Commission for tribal inclusion of tribal safety initiatives and statistics into the statewide Target Zero plan
  - **Technical Planning Studies**

Eastern Region Planning conducts, prepares, and/or supports technical transportation planning studies including travel demand forecasting, capacity analysis, and cost/benefit analysis. Coordinate with local jurisdictions and tribes during the implementation of various planning studies and other work plan elements. The various studies include the following:

Corridor Analysis Planning (Corridor Sketches)

    - Corridor/Area Management Plans and Special Studies
    - Highway System Plan / Corridor Sketch Initiative
    - Major investment Studies
    - Regional and Local Studies
    - Regional Freight and Good Movements
    - Active Transportation
    - Community Impact Assessment
    - Urban Area Access Management Implementation Strategic Plan
    - Corridor Analysis Planning (Corridor Sketches)
    - Corridor, Area Transportation Management Plans, and Special Studies
    - Access /Corridor Management Planning
    - Scenic Byway Coordination
  - **Community Engagement/ Placemaking / Placekeeping**

Work in this area may include developing, coordinating, supporting and/or implementing engagement with various community entities /opportunities, conducting surveys, attending/participating in community meetings and hearings, and serving on advisory committees.

- Assist with designing region Community Engagement efforts
  - Conduct community impact assessments (demographic, context, etc.)
  - Provide a repository of potentially affected interests
  - Identify/develop engagement tools for region project delivery
  - Ensure inclusion in community engagement activities, conduct effective outreach to underserved or marginalized communities and groups
  - Design meeting materials, flyers, and other communications for Limited English Proficiency communities
  - Participate in community planning/events, particularly relating to transportation, community development, etc.
  - Provide technical assistance/data relating to the state multimodal system.
- **State Highway System Plan**
    - Deficiency Analysis
    - Benefit/Cost Analysis
- **Local Agency Coordination/Community Involvement**
    - WSDOT technical representative on local planning study teams
- **Multimodal Planning - Active / Freight/ Public Transportation**
    - Lead region Active Transportation coordination and engagement
    - Provide active transportation technical assistance during planning, project development, and construction.
    - Collect and provide a repository of region pedestrian and bicycle data.
    - Collaborate with MPO and RTPs regarding pedestrian and bicycle collection/analysis.
    - Complete Streets and modal integration
    - Public Transportation and Rail Planning/Coordination
    - Multimodal/Intermodal Planning/Coordination
    - Transportation Demand Management (TDM) – Congestion Relief
    - Coordination with tribal transit for inclusion into WSDOT Public Transportation initiatives, statewide plans, and the annual public transportation summary.
- **Traffic Modeling, Data, Analysis and Research**

The majority of the region transportation planning activities requires some degree of research and/or data collection including demographics, travel behavior, and/or transportation system performance. While most demographic data is collected from other sources; travel behavior and transportation system performance data is usually collected and compiled by transportation planners within the region.

Analyze the collected/researched transportation data for use in transportation planning studies, which requires a specialized expertise.

    - Data Collection/Analysis
    - Travel Demand Forecast Modeling
    - Origin – Destination analysis
    - Crash analysis
    - Highway Safety Manual Predictive Performance Analysis
    - Geographic Information System (GIS) analysis
- **Land Use (Growth Management) and Development Review and Coordination**

WSDOT’s vision of providing a sustainable and integrated multimodal transportation system requires

us to utilize all available capacity on the system and to leverage our limited resources. This is only possible by refocusing on working together with communities and other partners.

WSDOT recognizes city and county GMA Comprehensive Plans as the cornerstone of community decision-making, creating the foundations for future subarea plans, regional plans, development regulations, and transportation investment programs. Therefore, we think it is important for WSDOT to participate, listen to and understand these goals and plans, and share WSDOT strategies and policies for implementing a multimodal transportation system.

WSDOT strives to increase regional planning staff interaction and coordination with cities, counties, and MPOs, RTPOs, and tribal governments early in the comprehensive plan process. Eastern Region planning staff will collaborate and coordinate with region partners with:

- Review and comment on development proposals including the negotiation of developer impact mitigation measures on the state transportation system.
- Coordinate Access Management.
- Environmental assessment (SEPA/ NEPA) reviews and mitigation negotiations.
- Coordinate with county and city jurisdictions including providing technical input on planning efforts to update comprehensive land use plans, transportation plans, and capital facilities plans to comply with Growth Management Act Requirements.
- Coordinate with counties and local jurisdictions regarding planning policies and other policy review.
- Coordinate with tribal governments on tribal development projects for access and impacts to the state system.

For more information on the Washington State Department of Commerce Comprehensive Plan periodic update visit:

[www.commerce.wa.gov/serving-communities/growth-management/periodic-update/](http://www.commerce.wa.gov/serving-communities/growth-management/periodic-update/)

For additional resources for Growth Management visit WSDOT Growth Management Act (GMA) Comprehensive Plan Resources: [www.wsdot.wa.gov/planning/community/GMA.htm](http://www.wsdot.wa.gov/planning/community/GMA.htm)

For additional resources and data for local planning visit on WSDOT Community Planning Portal: [www.wsdot.wa.gov/planning/community/CommunityPlanningPortal.htm](http://www.wsdot.wa.gov/planning/community/CommunityPlanningPortal.htm)

▪ **Policy Analysis**

Identify and analyze public policy issues and developing alternative strategies for WSDOT decision makers.

▪ **Grant Administration/ Program Management**

- Prepare and/or assist with the preparation of applications for various grant programs. Activities may also include the administering the contract, providing technical assistance, accounting, auditing, and process monitoring.
- Assist the region Program Management section in the development of the Capital Improvement and Preservation Program (CIPP).

▪ **Statewide Planning**

Coordinate and facilitate WSDOT Statewide planning at the region level by collaborating with Spokane Regional Transportation Council; Northeast Washington, QUADO, Palouse Region Transportation Planning Organizations; Spokane Transit Authority and other public transportation providers; region tribes, local

agencies; and others. During this upcoming period WSDOT will engage regional partners in statewide development/ update of:

- Active Transportation Plan
- Plan Alignment Work Group
- Washington Transportation Policy
- WSDOT Rail Plan
- Highway System Plan
- Strategic Highway Safety
- Human Services Plan
- Corridor Sketch Initiative
- Performance Measures
- Statewide Public Transportation Plan and annual Summary of Public Transportation
- Target Zero

## **EASTERN REGION MULTIMODAL PLANNING – Biennium (2019-2021) Work Elements**

The following provides a summary of the work elements WSDOT Eastern Region Planning plans to accomplish in the biennium 2019-2021.

### **Traffic Modeling, Data, Analysis and Research**

#### **Data**

- Collect and analyze modal (pedestrian, bicycle, passenger, and freight) data for respective corridor studies/sketches, partner agencies, and others.
- Continue to maintain and collect pedestrian data. Collaborate with partner agencies in the use of WSDOT counters for local data collection.
- Crash Data Analysis (as requested)
- Perform crash data analysis for respective corridor studies/sketches and other region requests.
- Origin – Destination analysis using Streetlight data for various areas including the West Plains Sub-Area, US 195 Qualchan vicinity, and US 195 /SR 26 Colfax vicinity. Prepare a written brief on the use and benefits of WSDOT using origin-destination data.
- Continue to analyze origin and destination data using Streetlight, for developer projects.
- As requested by agency partners, consultants, and citizens, provide various historical traffic count data/analysis
- Coordinate WSDOT’s collection of Eastern Region’s bi-yearly traffic counts
- Analyze thirty-eight Miovison traffic count locations for the West Plains Sub-Area Transportation Area Management Plan, Phase 1 - US 2 Vicinity.

#### **System Performance Analysis**

- Continue to lead the West plains Sub-Area Transportation Management Plan, Phase One, US 2 Vicinity and subsequent phases including the I 90 vicinity.
- Continue to provide support and review of the US 195 Qualchan Vicinity and US 2 Reimagine Division Street corridor studies managed by the Spokane Regional Transportation Council.

- Continue to coordinate with the MPO and local jurisdictions in the development and collection of pedestrian/bicycle data.
- Continue to collect and report the performance of FHWA prescribed system features (collision rates, travel times, ADT, pavement condition, bicycle/pedestrian counts, etc.) on the US 395 North Spokane Corridor.
- As a member of the Spokane Regional Transportation Council Congestion Management Process Working Group, assist in the review of proposed projects and the maintenance of relevant data and mitigation strategies.
- Continue to participate on Interchange Justification Report technical teams.

### **North Spokane Corridor – Performance Measures**

- Continue to collect and report NSC Tiger Grant 19 performance data for bicycle/pedestrian counts, rail cars, and job creation.
- Continue to monitor and maintain the Eco-Counter inductive loop and infrared counters that were installed on the Children of the Sun Trail in October 2011.
- Identify potential locations for pedestrian/bicycle counters on the remaining segment of the Children of the Sun Trail.

### **Traffic & Modeling**

- Participate in SRTC regional model update process.
- Ongoing participant in the NSC Interchange Justification Report update modeling subgroup Trent scenarios for the 2029 out year. Provided draft SIDRA scenarios for the roundabouts/SPUI/Signal scenarios at the NSC & Trent connections as well as volume balancing, post processing and SIDRA roundabout analysis summary files of possible roundabout/signal/SPUI designs.
- Continue to assist Spokane Regional Transportation Council with the model review, development, and maintenance for select state facilities.
- Continue to assist project development offices with model calibration and subsequent model post-processing, editing, and/or development.
- Continue to assist with model post-processing of future year volumes for region projects.

### **WSDOT Strategic Plan**

- As a member of the Inclusion Strategy Team, continue to assist in the development, implementation, and evaluation of various statewide strategies.

### **Economic Forecasting & Analysis**

- Continue to build and maintain a GIS tool for monitoring assessing land use and sales revenues associated with the development of the US 395 North Spokane Corridor.
- Continue to collaborate the region MPO, RTPOs, local agencies in economic forecasting and market analysis.

### **GIS Services**

- Continue to build and maintain a GIS tool for monitoring assessing land use and sales revenues associated with the US 395 North Spokane Corridor by establishing a “baseline”.
- Provide assistance to RTPOs with the development of a regional transportation sector focused GIS platform, as requested.

- Identify and explore emerging GIS applications.

## **Collaborative Planning**

### **Local Agency Planning Coordination**

- Continue to serve on steering and technical committees for the US 2 North, US 195 and Reimagine US 2 Division Street corridor studies lead by SRTC.
- Continue to participate local agency Comprehensive Plan updates.
- Continue to serve on City of Spokane Planning Commission Transportation Subcommittee.
- Continue to participate in the development and review local comprehensive plans, development regulations and proposed SEPA actions.

### **Tribal & Regional Coordination**

- Coordinate periodic tribal/WSDOT regional meetings
- Continue to ensure tribal transportation goals and projects are included in WSDOT and regional transportation efforts.
- Continue to coordinate tribal request for assistance to add state facilities to the National Tribal Transportation Facilities Inventory
- Participate in Tribal Transportation Planning Organization meetings/events.
- Participate in SRTC regional model assessment, data and analytical tool evaluation/implantation and comprehensive region model update.
- Assist RTPOs with preparing select sections of Regional Transportation Plans regarding state transportation facilities, upon request. Review Regional Transportation Plans and participate in the RTP planning process.
- Serve as a member and/or alternate member of MPO and RTPO transportation technical advisory committees and other committees. As a member participate in regional planning activities, grant proposal review/selection, Regional Transportation Plan development, public transportation coordination/development, Human Services Transportation Plan development, and other activities.
- Serve as a member of the SRTC Congestion Management Process Working Group includes review of project proposals for alignment with SRTC CMP.
- Review and assist with the preparation proposals for the WSDOT “Complete Streets” grant program.
- Coordinate with tribal transit for inclusion into WSDOT Public Transportation initiatives, statewide plans, and the annual public transportation summary.
- Coordinate with tribal governments and other state agencies for inclusion into other transportation-related plans such as the Target Zero plan.

### **Enhanced Collaboration**

- Ongoing collaboration with the Department of Commerce at the region level on various transportation and land use matters.
- Continue to collaborate with Spokane County and others in fulfilling the requirements of the Spokane County Urban Growth Area Settlement Agreement.

- City of Spokane Gateways - Continue to participate in the coordinated planning and enhancement of the I-90 roadside and gateways from the City of Spokane to Idaho State Line limits.
- In partnership with NEW RTPO coordinate with British Columbia, Canada in the planning of facilities in the vicinity of the international border crossings.
- Participate in the planning of Transportation Border Working Group (TBWG) “Western Border Forum” to align transportation interests across borders.
- Assist with the US 395 North Spokane Corridor (NSC) community engagement, “placemaking”, and Children of the Sun planning and implementation.
- Participate in the community planning efforts of neighborhoods, schools, etc. within the NSC vicinity. Continue to develop and enhance ER Planning specific project and ER Planning webpages and GIS Storymaps.

## **Multimodal System Planning**

### **Statewide Multimodal Transportation Plan**

- Highway System Plan (HSP)
  - Continue to develop/update corridor sketches/area management plans for state highways in Eastern Region.
  - Participate in emerging statewide HSP initiatives.
- Continue to serve as member of the State Freight Working Group.
- Assist with the WSDOT Active Transportation Plan and other statewide planning efforts.
- Host the 2019 WSDOT Regional Planning Conference (tentative).
- Continue to serve on the following statewide teams/groups:
  - Mobility Performance Framework Work Group,
  - Plan Alignment Work Group,
  - Community Engagement Work Group,
  - Plan Review Work Group, and
  - Other teams, as requested.

### **Modal Plans and Modal Planning Integration**

- Continue to have periodic regional non-motorized coordination meetings with pedestrian/bicycle organizations and local agency partners. Extend meetings to involve rural areas including the Palouse RTPO and NEW RTPO regions.
- Continue to participate in a region pedestrian/bicycle group to coordinate agency non-motorized planning and development.
- Collaborate with Spokane Transit Authority in the implementation of the high performance network on state facilities, as requested.
- Continue to coordinate and integrate tribal input into regional modal plan development.
- Assist as requested in planning efforts for the Palouse Coulee City Rail system (see below)
- In collaboration with Northeast Washington (NEW) RTPO coordinate with Stevens, Pend Oreille, and Ferry counties for support, planning and development of any improved bicycle facilities on SR 20, designated as US Bike Route 10 (USBR10).
- In collaboration with NEW RTPO assist with the planning of the Kettle Falls to Colville non-motorized trail project.
- Continue to participate in MPO/RTPO and local agency non-motorized planning efforts.

- Spokane Transit Authority (STA) Assist/participate in the planning and development of High Performance Transit Lines
- Continue to partner with various local entities with non-motorized data collection by loaning temporary data collectors and assisting with data download/analysis.
- Assist with planning the type, size, location along with associated “placemaking” along the remaining segment of the US 395 North Spokane Children of the Sun Trail. Continue to develop and maintain the US 395 NSC Community Engagement / Placemaking Sharepoint site.
- Continue to participate in WSDOT Eastern Region model users meetings.

### **Community Engagement**

- Continue to develop community engagement tools
- Active participation in community meetings, activities, and events that will build and sustain relationships and facilitate community involvement / inclusion in WSDOT transportation planning and development.
- Assesses potential community impacts of region study and project development efforts.
- Assess specific region projects/studies, identify and recommend the appropriate engagement tools and strategies for each respective effort.
- Assists project offices with community engagement efforts including the preparation of a scalable engagement plan for region projects.
- Provide Eastern Region community engagement training.

### **Corridor Planning**

- Continue to lead the West Plains Sub-Area Transportation Management Plan, Phase 1 - US 2 Vicinity study and subsequent phases.
- Participate in the following studies involving state facilities:
  - US 2 - Reimagining Division Street (after the NSC completion) (SRTC led study)
  - US 195 – Hatch to I 90 system network study (SRTC led study)
  - US 2 - Deer Road to Day Mt. Spokane network study (Spokane county led study)
- Other studies, as collaboratively derived with internal/external partners.

### **Planning Work Force Capacity (Training)**

- Attend modal training, as available
- Attend Practical Solutions/Lean, Transportation Systems Maintenance & Operations (TSMO) training, Sugar Access, as available.
- Continue to provide Core Values/Leadership support and training for Eastern Region planning staff.
- Attend leadership training, as applicable.
- Attend relevant planning training and conferences, as available
- Attend relevant planning training and conferences, as available

### **Metropolitan/Regional Planning Organization Planning Coordination**

#### **MPO/RTPO Coordination (SRTC, NEW, Palouse, QUADCO)**

- Coordinate with SRTC regarding the region model and other analytical tools
- Participate in the Land Use workshop discussions hosted by SRTC.
- Participate in Statewide Planning Manager’s meetings.

- Attend Policy Board, Technical, and Advisory Committee meetings.
- Participated in statewide online meetings for the Mobility Performance Framework efforts.

### **Palouse River and Coulee City Rail System Strategic Plan: 2015 – 2025**

Eastern Region Planning will assist the Palouse River and Coulee City Rail System project manager, as requested, with addressing the following strategies, as identified in the PCC Rail System Strategic Plan 2015 – 2025:

- **Update Rail Benefit Methodology**

*“Avoided road maintenance, along with the safety of fewer truck trips on roads in Washington State, continues to be two of the primary public benefits associated with moving freight by rail. Originally analyzed in 2003 by North Dakota State University’s Upper Great Plains Transportation Institute and then again by Washington State University in 2006, wear and tear on highways and county roads in Eastern Washington was analyzed in the event rail traffic ceased and grain shipments shifted to trucks. The benefits were estimated to be between \$4.2 million to \$4.8 million annually. To get an accurate understanding the public benefits of the PCC rail system, and to communicate those benefits, an updated analysis of these benefits should be performed. WSDOT will update the cost of road maintenance avoided due to continued operation of the PCC.”*

- **Create an Economic Development Strategy**

*“PCC Rail Authority, PCC Rail Operators and WSDOT will partner with regional Economic Development Councils to not only amplify the importance of viable rail operations within their region but to identify industry sectors that should be targeted based upon rail capability in the region. Better coordination will not only provide more information about rail transportation’s capability to the economic experts in the region, it will also establish relationships that will allow for identification, development and execution of opportunities more quickly and therefore have a greater chance of success.”*

- **Prioritize and Preserve Adjacent Land Use**

*“Another tool that would encourage appropriate business development along rail corridors is to establish or update allowable land uses within zoning designations for property that is adjacent to the PCC. There are several specific strategies to achieve this goal, including comprehensive planning and sale of land.”*

- **Comprehensive Planning**

*“Update County Comprehensive Plans to link adjacent land to rail corridors as development opportunities and preserve it accordingly. The four counties served by the PCC have comprehensive plans that recognize the importance of rail transportation as a vital asset to the region. Furthermore, most of these plans recognize that conflicts in land use exist and recommend strategies to minimize that occurrence. What is typically absent from these plans is the fact that developable land adjacent to rail corridors is finite and that the ability to pursue new business opportunities along these lands is critical to the viability of today’s short line railroad, including the PCC Rail System operators. As elected officials from counties served by the PCC, PCC Rail Authority members can talk the lead in conversations to educate and improve current land use planning guidance within the counties that they serve. One successful example of this occurred in Clark County Washington which amended its comprehensive plan to include a Railroad Industrial Zoning Districts to preserve property and spur development along the county-owned rail corridor. County leaders formed a Railroad Resource Work Group to develop recommendations.”*

## **EASTERN REGION VISIONARY PLANNING PROJECTS - Partially or Not Funded**

- Develop and maintain an Eastern Region Planning webpage for internal/external use.
- Maintain the Eastern Region GIS Planning portal.
- Continue to provide support for the US 195 Corridor Collision Analysis Study, to identify and implement “practical solutions countermeasures including collaboration with partner agencies including the Palouse RTPO and Washington State University.
- Re-examine/update past corridor studies to align with Practical Solutions/Least Cost Planning principles.
- Pursue funding and prepare for Phase II of the West Plains Sub-Area Transportation Management Plan, and the completion of Phase 1 - US 2 Vicinity study efforts.
- WSDOT Eastern Region Community Survey Analysis and Neighborhood Profile. Develop and maintain a routine process to conduct planning-level reviews and analysis at the community/neighborhood level to identify perceived or possible impacts of proposed or programmed projects and ensure the availability of a neighborhood profile to WSDOT project developers, and decision-makers.
- Continue to develop the Eastern Region Community Engagement SharePoint site as well as the NSCPlace webpage and GIS Storymap efforts.
- Provide training and support to ER planning staff in building capacity with Sugar Access, and other analytical tools.



EXHIBIT 2

# Washington State Scenic Byway

## WSDOT Eastern Region

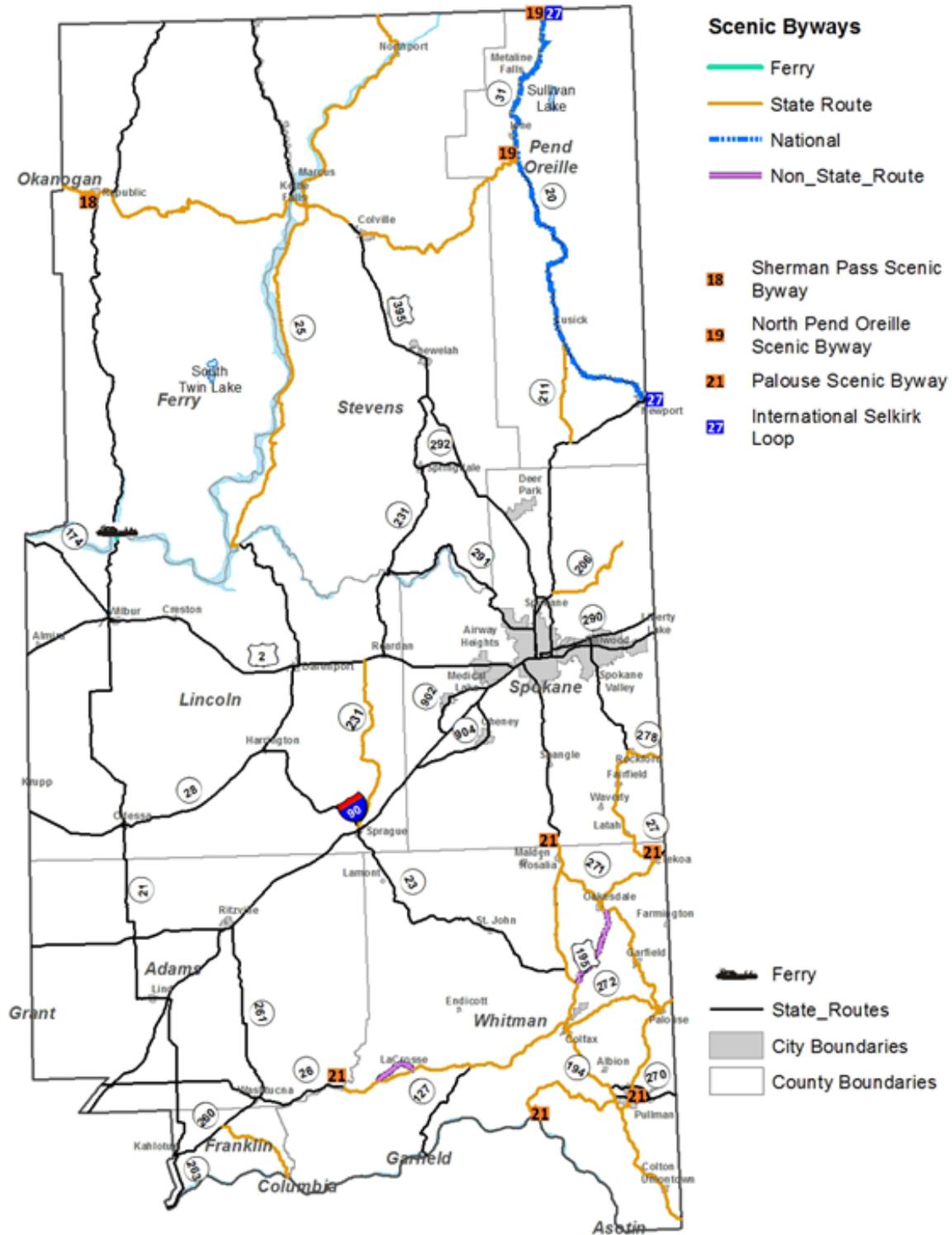


EXHIBIT 3

## The Six Segments of the PCC Line



Segment	Length Miles)	Operators	
1	Cheney to Coulee City (CW)	107.8	EWGRR
2	Marshall to Idaho State Line (P&L)	83.1	WIR
3	Palouse to Idaho State Line (WIM)	3.7	WIR
4	Hooper Jct to Colfax (Hooper)	51.6	PCC
5	Winona to Thornton (PV)	31.7	PCC
6	Colfax to Pullman (Hooper Sub)	19.0	WIR
<b>Total</b>		<b>296.9</b>	

The PCC Rail System is segmented based on geographic location rather than operational needs.

**Segment 1 - CW Subdivision** is operated as a stand-alone line segment with a connection to the BNSF at Cheney, WA on one end and a line terminus at Coulee City, WA on the other. The CW Subdivision was constructed between 1888 and 1890.

**Segment 2 - P&L Subdivision** begins outside of BNSF's yard at Marshall, WA and continues southeastward past the state line to Moscow, ID. The P&L Subdivision was constructed between 1886 and 1890.

**Segment 3 - WIM Subdivision** begins at Palouse, WA where it connects to the P&L and continues past the state line to Potlatch, ID. The portion that crosses into Idaho is owned by WATCO Companies.

**Segments 4 - Hooper Subdivision** begins with the connection of the UP Railroad at Hooper, WA to and continues to Colfax, WA. The Hooper Subdivision was constructed between 1881 and 1883.

**Segment 5 - PV Subdivision** is a spur that branches off the PV Hooper at Winona, WA, and ends at Thornton, Wa. The PV was constructed between 1888 and 1889.

**Segments 6 - Hooper Subdivision** begins at Colfax, WA, and continues to the junction with the P&L Subdivision in Pullman, WA.

EXHIBIT 4

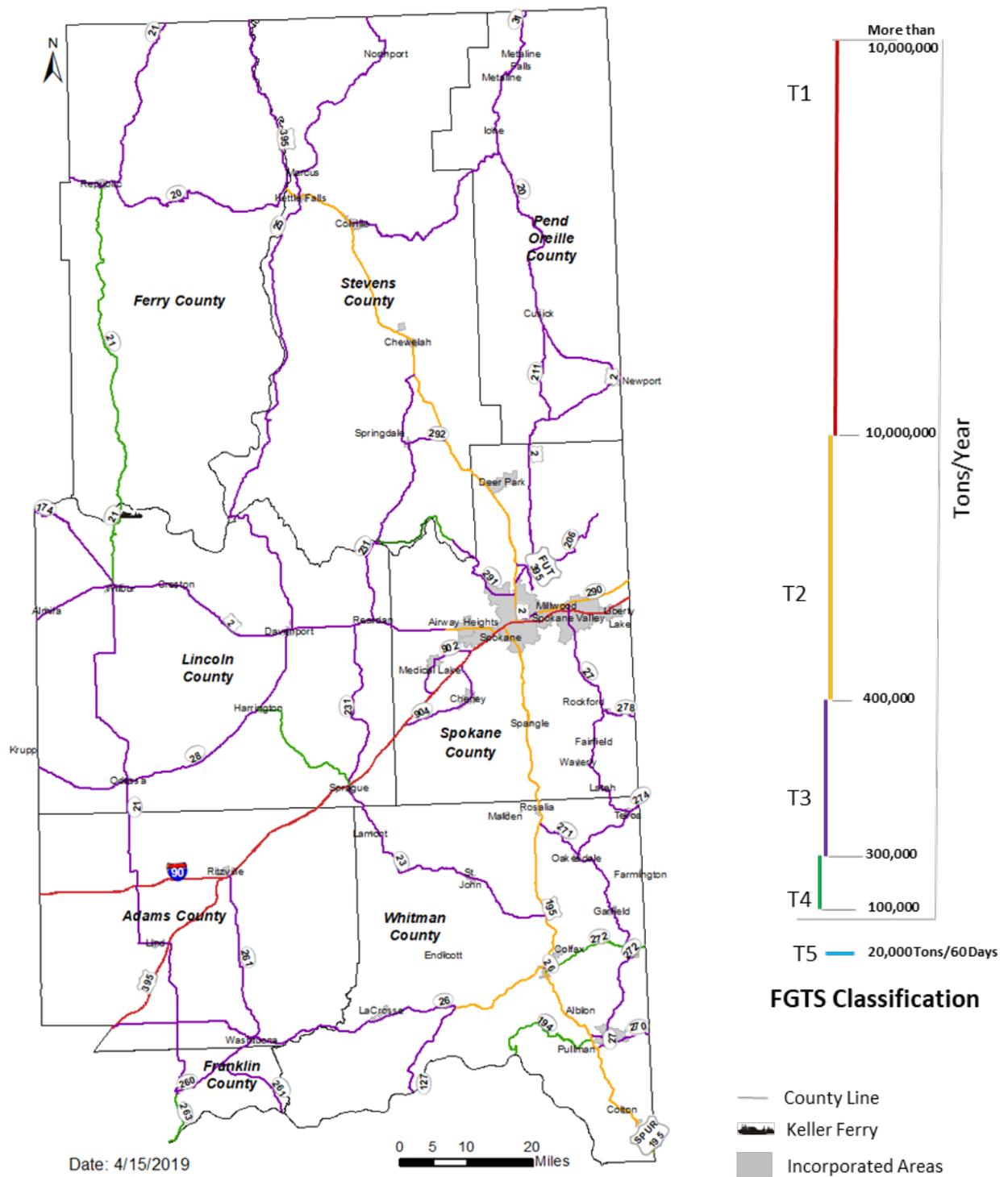
# Eastern Region

-  Sea Plane Bases
-  Airports



EXHIBIT 5

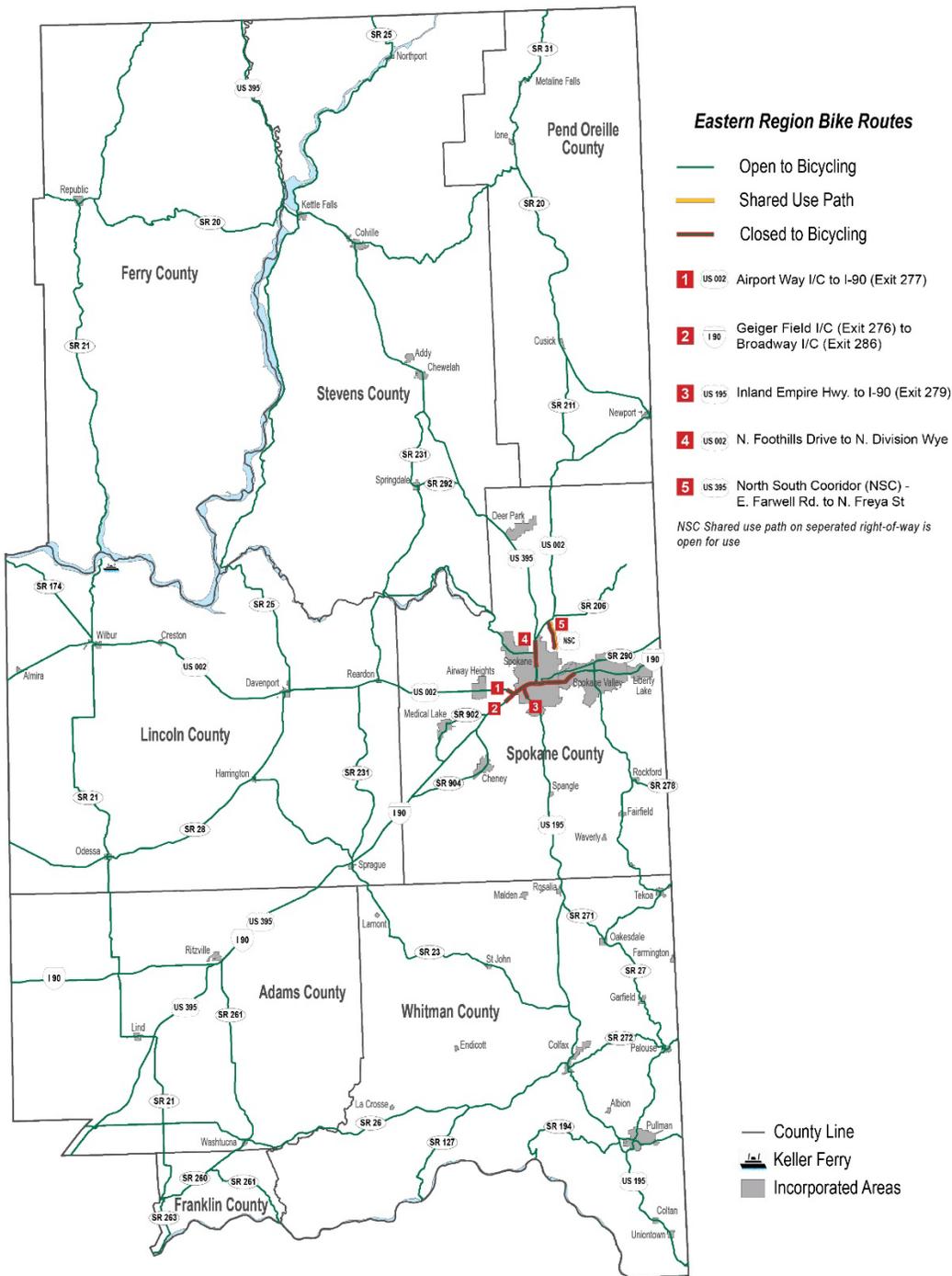
# Freight and Goods Transportation System WSDOT State Routes and Highways



**EXHIBIT 6**

# State Highways Bicycle Map

## WSDOT Eastern Region



**EXHIBIT 7**

# Community Engagement Guiding Principles

In February 2015, WSDOT developed Guiding Principles for Community Engagement for all policies, plans, programs and projects.

To more clearly articulate how our vision, mission, goals and values work together and provide consistency in application toward the Community Engagement Goal of Results WSDOT, this Community Engagement Plan lays the groundwork for WSDOT to strengthen partnerships to increase credibility, drive priorities and inform decision making with the communities WSDOT serves.

## Washington State Department of Transportation Community Engagement Guiding Principles (in no particular order):

### CONNECT AND ENGAGE

Become active members of communities and go to the places they gather. Take advantage of opportunities to work with community members, volunteers and leaders and find out their priorities and perspectives. Reach out to interested parties that cannot attend meetings and receive their feedback. Seek out voices not traditionally heard, including people who are traditionally unable to participate due to age, disability, income or national origin.

### LISTEN AND ACT

Focus on listening to what people are sharing before responding. Confirm that the intended message is understood. Receive and act on feedback.

### FACILITATE COMMUNICATIONS

Help groups listen to each other and explore new ideas. Solicit input by encouraging everyone to speak up. Check in with the group as a whole, as well as with individual participants, to gauge their comfort levels.

### HELP EACH OTHER SUCCEED

Share resources and information with the various WSDOT regions, divisions, and offices to achieve success. Be aware that success is defined in different terms and outcomes. Be creative in defining work teams and understand how team members define success.

### MAXIMIZE CREATIVITY AND INNOVATION

Seek out and use successful community engagement tools and techniques when conducting outreach. Prevent requirements from being the only focus of outreach.

### BLEND DIVERSE INPUTS

Be sensitive to other perspectives when receiving input. Understand that how WSDOT evaluates and responds to comments from governments, stakeholders and the public is critical, especially if there are opposing viewpoints. Remember that all comments are considered, even if they are not directly incorporated.

**PROVIDE ACCESS TO THE PROCESS AND FOSTER INCLUSIVENESS**

Rely on effective one-way and two-way communication throughout the process. Strive for transparent conversations that include diverse people, opinions, ideas, and information. Remember that what works for one process or group may not be as effective for others.

**BE A WISE STEWARD OF THE PUBLIC'S MONEY**

Be mindful of the use of everyone's time and money while ensuring adequate time and funding for community involvement in planning and project development. Achieve effective two-way engagement without exceeding limited budgets.

**CONSIDER THE NEEDS OF THE MULTIMODAL SYSTEM**

There are a variety of ways to move people and goods on Washington's transportation system. Consider all modes and offer choices and opportunities. Do not focus on just the goals of individual modes.

**BE CLEAR AND OPEN ABOUT THE PROCESS**

Inform and involve users of the transportation system in planning, construction, maintenance and stewardship of the transportation system. Encourage input at decision points, and involve interested parties throughout the process. Continue to exhibit a high level of integrity.

**INVOLVE COMMUNITIES**

Engage governments, stakeholders, and the public early and continuously in our decision making process to lay the groundwork for success. Discuss what success means to WSDOT and then jointly define what success means to the community.

**“At WSDOT, inclusive engagement means reaching out to all community members, so that they can choose to have a voice in the process and know their ideas were heard and considered.”**  
**Secretary of Transportation Roger Millar**

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**MEMORANDUM**

DATE: June 6, 2019  
TO: SRTC Board of Directors  
FROM: Sabrina Minshall, AICP SRTC 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.

Attached is the recommendations of that discussion to modify the **mission** and **vision** and adopt new SRTC **agency values**.

***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 will be held for this item at the June Board meeting, prior to Board action.

**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.

**Requested Action**

Adoption of the revised mission and vision for SRTC. Adoption of new organizational values for SRTC.

**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 6, 2019

TO: SRTC Board of Directors

FROM: Sabrina Minshall, AICP SRTC Executive Director

SUBJECT: Census 2020 Complete Count Contribution

- a. Resolution for Voluntary Collection of Member Contributions to support the 2020 Census
- b. Memorandum of Understanding for 2020 Census Coordinator: SRTC and Innovia Foundation

Representatives from the Spokane Census 2020 Complete Count Committee addressed the SRTC Board of Directors in March and May of this year, regarding the benefits to the region of an accurate census count. One of the ways this can be accomplished is by hiring a short-term Census Coordinator to oversee Census completion efforts in Spokane County.

In March the committee members explained that Innovia Foundation agreed to provide office space, technology and administrative support for the temporary Census Coordinator position. They presented a proposal in which local jurisdictions contribute funds for the Census Coordinator's salary, to be administered through Innovia Foundation. Board members suggested that the SRTC dues structure could be used to create a funding structure to pay the salary for the Census Coordinator. SRTC staff subsequently provided the structure for the Complete Count Committee's use.

At the May Board meeting, representatives from the Complete Count Committee distributed a Memorandum of Understanding (MOU) between member agencies and Innovia foundation with suggested agency contribution amounts; they asked Board members to share it with their respective councils and staff. Board members discussed the timing of paying an assessment, filling the Coordinator position by this summer, and jurisdictions' cash flow timing.

Board members suggested an alternative of the funding requests coming from SRTC as a special assessment rather than from Innovia. SRTC legal counsel reviewed the SRTC Interlocal Agreement (ILA) and provided guidance, noting that the ILA language allows for such action provided the Board approves the assessment by resolution and the assessment is voluntary.

For this special assessment process, a notice would be prepared by SRTC as a voluntary assessment, funds would be collected by SRTC, and then delivered to Innovia for the sole purpose as designated in the Board resolution. The action would also require a subsequent budget amendment as payment from member agencies may arrive throughout the next few months of the budget year. As some agencies/jurisdictions may not have this item in their budgets until 2020, SRTC is prepared to provide an advance for the assessment from cash reserves, at the discretion of the Board of Directors.

The Board directed SRTC staff to prepare both a resolution for the voluntary assessment and a MOU between SRTC and Innovia, to which members would become party to through their payment of the assessments, rather than individual MOUs with Innovia and each member agency/jurisdiction.

The MOU with Innovia contains a provision stating that if the actual collection of assessments is less than the anticipated amount (if any agency does not pay the assessment) that the hours or length of the position would be reduced, and partial funds would be returned to SRTC.

### **Public Involvement**

All SRTC Board meetings are open to the public. This item was discussed at the March and May Board meetings.

### **Policy Implications**

The Census has significant implications towards accurate information used in transportation planning and in provision of transportation revenues for the SRTC planning area. The SRTC ILA provides for options for involvement in *Section 3 of the ILA POWERS and FUNCTIONS*:

- (g) “To participate in the development and maintenance of transportation related information necessary to support the functions and responsibilities of the Council; and
- (l) “To perform such other transportation planning and program related functions as the Board may hereinafter determine to be in the best interests of the Council and the members thereof, which are consistent with the terms of this agreement and related federal and state law.”

### **Technical Implications**

The Census provides critical information regarding demographics of the region, including transportation and a complete count is crucial. Substantial funding is tied to a complete count.

### **Prior Committee Actions**

No official prior action has been taken.

### **Requested Action**

- a. Board approval of Resolution 19-02 regarding Voluntary Collection of Member Contributions to support Census 2020 and;
- b. Board approval of MOU for Complete Count Coordinator Position between SRTC and Innovia Foundation related to the Complete Count Coordinator position.

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

R-19-02

**TO PROVIDE FOR THE VOLUNTARY COLLECTION OF MEMBER CONTRIBUTIONS  
TO SUPPORT THE COSTS AND EXPENSES FOR ESTABLISHING A COMMITTEE  
COORDINATOR FOR THE 2020 CENSUS**

WHEREAS, the 2020 census performed by the United States government generates information which is important to Spokane Regional Transportation Council ("SRTC") and its members to include but not be limited to transportation and other government programs, which often results in state and federal funds distributed to Spokane County, its cities, towns, special purpose districts, agencies, and other governmental entities;

WHEREAS, at the SRTC May 9, 2019 Board of Directors meeting, without a vote, the Board Attorney was directed to prepare this resolution to provide for a voluntary member payment to support the retention of a Community Coordinator to collect information related to the 2020 census, all as set forth in the "Memorandum of Understanding between Innovia Foundation and [other agencies]," ("MOU") attached hereto as Exhibit A; and

WHEREAS, this voluntary payment will be collected by SRTC or payment will be advanced by SRTC on behalf of member, provided such member agrees to repay SRTC on or before January 31, 2020.

NOW, THEREFORE, it is hereby resolved by the SRTC Board of Directors as follows:

1. For purposes of convenience, without obligation, members may make a voluntary payment to SRTC to support the purposes set forth in the MOU. SRTC shall

{S1851334; 1 }

thereafter forward such funds to the Innovia Foundation for the purposes set forth in the MOU. Any member that requests SRTC advance payment on its behalf shall provide a written statement that such member shall repay SRTC the amount advanced on or before January 31, 2020.

2. The collection of voluntary assessments is deemed to be within the purposes of SRTC in accordance with its Interlocal Agreement.

3. This resolution shall be effective upon adoption.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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Al French, Chair  
SRTC Board of Directors

ATTEST

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Sabrina C. Minshall, AICP  
SRTC Executive Director

**MEMORANDUM OF UNDERSTANDING  
BETWEEN INNOVIA FOUNDATION AND  
SPOKANE REGIONAL TRANSPORTATION COUNCIL**

**1. Parties.** This Memorandum of Understanding (hereinafter referred to as “MOU”) is made and entered into by and between Innovia Foundation whose address is 421 W. Riverside Ave., Ste. 606, Spokane, WA 99201, and the Spokane Regional Transportation Council (SRTC), whose address is 421 W. Riverside Ave. Suite 500, Spokane, WA 99201.

**2. Purpose.** The purpose of this MOU is to establish the terms and conditions under which Spokane County jurisdictions/agencies will co-fund a Spokane County Census Committee Coordinator position to be hosted by Innovia Foundation.

**3. Term of MOU.** This MOU is effective upon the day and date last signed and executed by the duly authorized representatives of the parties to this MOU and the governing bodies of the parties’ respective counties or municipalities and shall remain in full force and effect for not longer than July 31, 2020. This MOU may be terminated, with cause, by either party upon 30 days written notice, which notice shall be delivered by hand or by certified mail to the address listed above.

**4. Responsibilities of Innovia Foundation.** Innovia Foundation will organize an executive committee that will be tasked with the responsibility to recruit and hire the position of Spokane County Census Coordinator as per the attached job description (Exhibit A). Innovia Foundation will be responsible for the day-to-day supervision of the Census Coordinator position. Regular updates will be provided to the Spokane County 2020 Census Counts Committee. The hosting responsibilities of Innovia Foundation will include technology, office space and administrative support.

**5. Responsibilities of SRTC.** For the purpose of supporting the services under this MOU, SRTC will collect the proportionate cost share for the Spokane County Census Committee Coordinator position from SRTC member agencies who make voluntary contributions as set forth in Exhibit B. SRTC will distribute the total amount collected to Innovia Foundation by June 30, 2019. The position term, duties and salary may change if total amount committed is not collected.



**6. General Provisions**

**A. Amendments.** Either party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by all parties to this MOU.

**B. Applicable Law.** The construction, interpretation and enforcement of this MOU shall be governed by the laws of the State of Washington. The courts of the State of Washington shall have jurisdiction over any action arising out of this MOU and over the parties, and the venue shall be Spokane County, Washington State.

**D. Entirety of Agreement.** This MOU, consisting of 7 pages, represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations and agreements, whether written or oral.

**E. Severability.** Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.

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## **Exhibit A:**

### Spokane County Census Committee Coordinator

#### Summary of Job Duties

This contracted position is responsible to work with the Innovia Foundation staff, local governments, and nonprofit entities for planning, implementing and tracking activities associated with the Spokane County 2020 Census Counts Committee. Duties include providing: general coordination of Committee activities; partnership with local and regional governmental and nonprofit entities; community engagement; reporting of Committee efforts for local, state and U.S. Census campaign officials; and communication with local/regional organizations regarding census 2020 get-out-the-count efforts.

**\*\*This is a 14-month, 30-hours-per-week contract position. \$30/hour with transportation costs reimbursed.**

#### PRIMARY DUTIES & RESPONSIBILITIES

Work with Innovia Foundation staff, local governments and community stakeholders to recruit and staff a census advisory committee, comprised of local leaders and influencers throughout Spokane County, especially those representing populations/areas that are hardest to count.

Coordinate with the Census Executive Committee (staff) and Complete Count Committee (stakeholders) and support the work of any subcommittees.

Partner with local governmental officials to coordinate and avoid duplication of efforts.

Coordinate efforts with the U.S. Census Bureau and assist the Bureau with identification of hard-to-count neighborhoods/populations that will require special efforts to achieve a complete count.

Build/enhance relationships with local nonprofits to further the effort, particularly in designated hard-to-count areas.

Market statewide educational, training and funding opportunities with local nonprofits and community-based organizations.

Coordinate with regional, state and federal agencies, community-based organizations, city agencies, and volunteers performing census outreach efforts.

Create and deliver presentations to the Complete Count Committee, stakeholder groups, partner agencies, and local government entities.

Coordinate timelines, agendas, and complete meeting minutes for internal or public meetings and events.

Must be willing to travel locally and work flexible/extended hours including weekends and evenings.

### **Qualifications**

- Excellent communication and organization skills.
- Extensive knowledge of the nonprofit sector in the region.
- Experience managing coalitions and/or doing community planning and organizing.
- Results driven.
- Ability to work independently and as a team.
- Proficient in Microsoft office and database software
- Valid driver's license and access to reliable transportation
- Multi-lingual and intercultural experience preferred.

### **Working conditions**

This position can work independently or out of the Innovia Foundation office but will need to travel to all areas of Spokane County and meet routinely with local jurisdictions and diverse stakeholders.

## Exhibit B

Agency	Total Cost **		\$ 100,000
	April 1, 2018 OFM Population Estimate <sup>2</sup>	% of Total Dues w/ Agencies	% applied to budget w/ agencies
Airway Heights Council Member Dave Malet	9,085	0.96%	958.00
Cheney Council Member Paul Schmidt	12,200	1.29%	1,286.00
Deer Park Council Member Dee Cragun	4,240	0.45%	447.00
Fairfield	620	0.07%	65.00
Latah	195	0.02%	21.00
Liberty Lake Mayor Steve Peterson	10,390	1.10%	1,096.00
Medical Lake	4,990	0.53%	526.00
Millwood	1,790	0.19%	189.00
Rockford	480	0.05%	51.00
Spangle	275	0.03%	29.00
Spokane Mayor David Condon Council Member Lori Kinnear	220,100	23.21%	23,208.00
Spokane County* (Unincorp) Commissioner Al French Commissioner Josh Kerns	147,650	23.21%	23,208.00
Spokane Valley Council Member Arne Woodward	95,810	10.10%	10,102.00
Waverly	125	0.01%	13.00

<b>City and County Subtotal</b>	<b>507,950</b>	<b>61.20%</b>	<b>\$ 61,199.00</b>
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Spokane International Airport Mr. Larry Krauter, CEO		7.91%	7,908.00
Spokane Transit Ms. E. Susan Meyer, CEO		20.35%	20,349.00
WSDOT Mr. Mike Gribner		10.54%	10,544.00
<b>Transportation Agency Subtotal</b>		<b>38.80%</b>	<b>\$ 38,801.00</b>

<b>GRAND TOTAL</b>		<b>100.00%</b>	<b>\$ 100,000.00</b>
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\*County pays same \$\$ amount as City of Spokane

\*\*60% for salary/personnel costs, 40% for program costs

## MEMORANDUM

DATE: June 6, 2019  
TO: Members of the SRTC Board of Directors  
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 May 8, 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 first presented at the March 14, 2019 meeting.

**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**

## 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	Monthly	Monthly
•	Receive Future Meeting Agenda Worksheet	Communication for future board topics	Attachment	n/a	N/A	Monthly	N/A
	Board members input on 2020 Interlocal Agreement Update	Input and discussion on items for ILA update	Information	15	Board Chair	July	n/a
	Set dues for 2020	For 2020 Calendar year budget	Information	10	Greg Griffin	July	N/a
	Presentation on Walkability Institute	SRTC received grant for team to attend Walkability Institute in Georgia in April; Team will report to Board re: experiences and next steps	Information	15	Walkability Institute Team	July	June
	Revision to SRTC Rules and Procedures	Housekeeping to formalize changes from 2019 Board actions clarifying intent on Board terms and alternates for elected officials	Action	5	Sabrina Minshall	July	N/A
	Advisory Services Policy	Formalize policy from Board discussion setting expectation for SRTC engagement and assistance for members funding pursuits	Action	5	Sabrina Minshall	July	February/April
	Millwood Request		Action	10	Eve Nelson	July	June
	Board TAC Work Group report	Discussion of work group conclusions, revisions and next steps	Information	15	TAC Chair/Work Group Members	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>
	Quarterly budget update	For 2 <sup>nd</sup> Q. 2019	Information	5	Greg Griffin	July	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.	Information	10	Sabrina Minshall	July	N/A
	US 195/I-90 Study – Contract Award	Authorize Exec. Director to sign contract	Action	10	Ryan Stewart	August	n/a
	Division Street Study Contract Award	Authorize Exec. Director to sign contract	Action	10	Jason Lien	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
	Receive FY2019 State Audit report	Necessary for state and federal compliance	Information	10	State Auditors/Greg Griffin	August	N/A
	Board retreat follow up	Follow up as identified from Board retreat- linkage from values to actions to priority areas/projects	Information	45	Board Chair/ Exec. Director	August	N/A
	Set dues for 2020	For 2020 Calendar year budget	Action	5	Greg Griffin	August	N/a
	SRTMC Regional ITS Plan	Federally required for ITS Planning/Coordination with MTP	Information	20	Becky Spangle	September	August
	Board retreat follow up	Priority Project Strategy	Information	45	Board Chair/Executive Director	September	n/a
	Data Tools and Modeling Contract Award	Authorize Exec. Dir. to sign contract	Action	15	Mike Ulrich	September	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>
	SRTC Compensation Plan	Agency Operations	Information	20	Sabrina Minshall	September	n/a
	2020-2023 TIP Overview	Federally required	Information	15	Eve Nelson	September	August
	SRTC Employee Manual	Agency Operations	Information	20	Sabrina Minshall	October	n/a
	Board Retreat Follow up	Priority Project Strategy	Action	30	Board Chair/Executive Director	October	n/a
	Freight Plan Draft Scope	First briefing to Board	Information	20	David Fletcher	October	September
	Quarterly Budget update	For 3Q. 2019	Information	10	Greg Griffin	October	N/a
	2020-2023 TIP	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	10	Sabrina Minshall	November	n/a
	SRTMC Regional ITS Plan	Alignment with MTP	Action	15	Becky Spangle	November	October
	CY2020 Budget / Indirect Cost Rate	Calendar Year budget / IDR	Action	15	Greg Griffin	December	n/a
	<b>Not yet scheduled</b>						
	SRTC Outreach presentation			20	Sabrina Minshall		
	Land Use allocation briefing			30	Mike Ulrich		

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	Members Comprehensive Plan Certifications- Spokane County, small cities			TBD	Mike Ulrich		
	MTP due Dec 2021- Scope and Charter			20	Sabrina Minshall		
	Financial Assessment for MTP			TBD	TBD		
	Public Survey discussion			TBD	TBD		

## MEETING SUMMARY

### **SRTC - Transportation Technical Committee (TTC) Meeting – May 22, 2019 1:30pm**

Agenda Item 9a, Roles and Requirements for MPO's, was moved to the next month as Stan Schwartz was unexpectedly unable to attend the meeting.

**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.

**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. The motion to recommend Board approval will include those suggested revisions. There were no questions or comments. Motion passed unanimously.

**2019-2022 Transportation Improvement Program June Amendment** – Ms. Nelson explained the proposed amendment is to delete two projects from the TIP as they were both incorporated into another larger project. Motion passed unanimously.

The second part of the June amendment, inclusion performance measure language into the TIP, was informational as it is an administrative modification. The language refers to targets for: Safety, Pavement & Bridge, System Performance, Freight, and CMAQ. The group discussed the ambiguity of performance management.

**Analytic Tool/Data Acquisition Project Update** – Mr. Ulrich described the history of the program to date, highlighted milestones, and outlined the tasks included in Phase 1 and Phase 2. He noted that a multi-jurisdictional project team was convened to develop the program and the draft FRQ is currently being reviewed by the group members. He explained that the program will not go forward to Phase 2 until after TTC and Board evaluation.

He 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. Summarized the tasks in each phase and noted there will be 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 and shared the preliminary cost estimates.

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
- SRTC may be leaving the path for deliverables up to the consultant
- FHWA reviewed the project at the meeting yesterday 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
- Discussion of checks and balances in a one contractor scenario
- Clarification that the RFQ is to quality consultants, not a proposed scope of work. Confirmation that the project team will participate in consultant selection

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

**Tribes and Regional Transportation Planning** – Mr. Tedesco addressed Bill 1584, recently passed by the Washington State Legislature, revising the RCW to have Tribes in voting positions on RTPO boards. He noted he would explain what Tribes bring to the table in regional transportation planning. He spoke about the Tribal trust land process, BIA Transportation Plan and BIA roadway inventory. He explained that adding existing roads to the BIA inventory list opens a lot of doors for funding. He presented a map of the Spokane Tribe roadway inventory, 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 jurisdiction in Spokane County in terms of budget and employment, illustrating the impacts that Tribes have on the regional economy. Ms. Note said that the inclusion of a Tribal partner on a grant application is a big plus.