

MEMORANDUM

Date: September 5, 2019
To: Members of the SRTC Board of Directors
From: Commissioner Al French, Chair
Subject: Meeting Notification and Transmittal of Meeting Agenda

Meeting Date: **September 12, 2019**

Time: **1:00 p.m**

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

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

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

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

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

Board of Directors Meeting Agenda

Date: Thursday, September 12, 2019

Time: 1:00 pm

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

1. Call to Order
2. Roll Call / Record of Attendance / Excused Absences
3. Public Comments
4. Executive Director's Report
5. Washington State Auditor's Report on 2019 SRTC Audit (*Alisha Shaw, WA State Auditor*)

ACTION

6. **Consent Agenda**
 - a) July 11, 2019 Meeting Minutes Page 3
 - b) July & August 2019 Vouchers Page 8
 - c) 2019-2022 Transportation Improvement Program September Amendment Page 10
7. **Division Street Corridor Study Contract Award** (*Jason Lien*) Page 13
8. **US 195/I-90 Study Contract Award** (*Ryan Stewart*) Page 19
9. **Calendar Year 2019 Budget Amendment** (*Sabrina Minshall*) Page 32
10. **Set Calendar Year 2020 SRTC Dues** (*Greg Griffin*) Page 36
11. **SRTC Letter of Support for City of Spokane "OLLI" Grant Application** (*Sabrina Minshall*) Page 39
12. **Addition to SRTC Priority Project List: Opportunity Project "Supplement to Henry Road Overpass: Preserve High Performance Transit/Congestion Relief Corridor"** (*Chair Al French*) Page 61

INFORMATION & DISCUSSION

13. **Comprehensive Plan Certifications: Status & Upcoming Board Actions** (*Mike Ulrich*) Page 63
14. **2020-2023 TIP Overview** (*Eve Nelson*) Page 65
15. **Funding Requests from City of Millwood and City of Spokane** (*Eve Nelson*) Page 67
16. Board Member Comments
17. Adjournment

Attachments

- Future Board Meeting Agenda Worksheet Page 76
- TTC Meeting Summary Page 79

MEETING MINUTES

Spokane Regional Transportation Council Board
Thursday, July 11, 2019
SRTC Office, 421 W Riverside Ave, Ste 504, Spokane WA

1. **Call to Order** – Chair Al French brought the meeting to order at 1:04 pm.

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

Board Members Present:

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

Board Members Not Present:

Dave Malet, Council Member, City of Airway Heights

Board Alternates Present

Guests Present:

Tina Thorson, Commonstreet Consulting	Karl Otterstrom, Spokane Transit Authority
Chad Coles, Spokane County	Alex Panagotacos, Innovia Foundation
Mollie Sanchez, Innovia Foundation	

SRTC Staff Present:

Sabrina Minshall, Executive Director	Eve Nelson, Senior Transportation Planner
Mike Ulrich, Senior Transportation Planner	Shauna Harshman, Assoc. Transportation Planner
Julie Meyers-Lehman, Administrative Assistant	Michael Redlinger, GIS Intern
Stanley Schwartz, Legal Counsel	

Chair French said Dave Malet had requested an excused absence from this meeting. ***Mr. Schmidt made a motion to excuse the absence. Mr. Peterson seconded the motion, which passed unanimously.***

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

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

- Introduction of Mollie Sanchez, Director of Grants and Community Engagement at Innovia and Alex Panagotacos, the new Census 2020 Coordinator. Ms. Minshall reminded the Board of the recent action to approve a voluntary dues submission by member agencies to fund the Census Coordinator position.
- Yesterday was the first of a two-day workshop hosted by SRTC and SRTMC, which is focusing on Transportation Systems Management Operations (TSMO); she briefly described TSMO. Chair French said he attended yesterday, it was very informative, and he hopes to bring a presentation about TSMO to the Board in the near future.

- Ms. Minshall and Ms. Nelson will travel to Denver later this month to attend a Federal Highway Administration sponsored conference about federal performance measures, their link to fiscal accountability, and regional performance-based planning.
- The Division Corridor Study project team has selected a consultant and a request for contract approval will be on the August Board agenda.
- The US 195/I-90 Corridor Study project team narrowed the consultant firms to three; they have interviewed two and the final interview is next week. The goal is to have the request for contract on the August Board agenda, but it may be September, depending on how long negotiations take.
- The Data Technical Tools Update, which the Board was briefed on in May, has held another project team meeting. Paperwork has been submitted to WSDOT and the project is expected to obligate funds by August 1. The draft RFQ document is currently under review by WSDOT.

ACTION ITEMS

5. Consent Agenda – (a) Minutes of the June 13, 2019 Board Meeting, (b) June 2019 Vouchers (c) 2019-2022 Transportation Improvement Program (TIP) July Amendment

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

Recap for June, 2019:			
Vouchers: V120940 to V120979			60,879.50
Salaries/Benefits Warrant Nos.	511943-511953; 514410-514420		68,858.41
Interfund, other expenses, and reimbursements processed directly by the City of Spokane			265.00
			130,002.91

6. Revision to SRTC Rules & Procedures

Chair French noted the proposed new language was written by SRTC legal counsel. Mr. Schwartz read the two proposed changes regarding:

1. An interpretation of the Interlocal Agreement (ILA) stating that a new appointment for a Board member (or replacement of an existing appointee) would be for the then-existing term, or tenure of office, whichever occurs first. This interpretation was unanimously approved by the Board in December 2018.
2. Clarification of the intent of the ILA that alternates for SRTC Board Members who are Elected Officials must also be Elected Officials. This clarification was approved by the Board (10-4) in February 2019.

Mr. Woodard made a motion to approve the Revision to SRTC Rules & Procedures as presented. Mr. Peterson seconded the motion.

Mr. Kerns asked for clarification on alternate for members who are mayors, since in the previous Board discussions it was agreed that alternates must “serve in the same capacity” as the member. Chair French said alternates for Mayors must be another elected official, not a staff member. He added that members who are not elected officials, for example Spokane Transit or Spokane Airports, may have a manager or other senior level staff member serve as an alternate.

Mr. Condon explained he will be voting against the motion because he feels representation on this Board should be the decision of the member agency. He said each agency/jurisdiction knows who will best represent its interests and positions.

A vote was taken on the motion. There were 11 votes in favor and 2 votes against (Mr. Condon and Mr. Peterson). Motion carried.

INFORMATION & DISCUSSION ITEMS

7. Advisory Services Policy

Ms. Minshall provided a summary of the Board's decision last year to partially fund projects in order to leverage local dollars with outside funds. This decision led to discussions at Transportation Technical Committee meetings about a process in which SRTC provides service/assistance to member agencies/jurisdictions seeking grants/funding from outside sources. After providing the TTC with a revised proposed policy, the TTC had two questions:

1. Must services from SRTC related to grants or other funding pursuits be requested or initiated from the member agencies/jurisdictions or should SRTC be proactive in offering services?
2. In the case of project prioritization by SRTC (for projects that have not gone through the call for projects, or those which are being submitted to outside agencies for funding), the TTC would like an opportunity to review the projects and make a recommendation to the Board prior to Board action.

Ms. Minshall described the spectrum of service provided by other MPOs in this regard; some only submit letters of concurrence and others have a full-time staff person dedicated to assisting agencies with grant applications. Ms. Minshall asked if the Board wanted to institute an advisory services policy and if so, what should it be?

Chair French asked the group to discuss the role SRTC should take in supporting agencies/jurisdictions in pursuit of grants and should it be SRTC's responsibility to notify them of grants and encourage them to apply. He said another topic to consider is what should SRTC do if two agencies were going after the same grant.

Mr. Messner stated that a point that came out of TTC discussions was making sure that all agencies are given the same opportunities. He highlighted the need for parameters to an advisory policy and explained several reasons behind the TTC's desire for clarification. The TTC wants to make sure that all member agencies are working together to bring in as much funding to the region as possible.

Mr. Peterson expressed his concern about how this would affect time commitments for SRTC staff. Mr. Woodard stated he would prefer to see SRTC provide additional help to agencies that do not have dedicated grant writing staff; he also said SRTC should notify all agencies of all funding opportunities.

Mr. Condon stated that SRTC is a member organization and not a jurisdictional government body; he feels that members must agree on what services are desired to be provided. He said SRTC is a coordination and service level organization. He said when it comes to directing what projects are more important than others it becomes a governmental body with authority over organizations and he has not seen any documentation outlining member agencies giving up their authority as separate and distinct governmental bodies. He spoke about the difficulty in planning to performance measures because those are always regressive by nature. Mr. Condon said as the group has this discussion about advisory services there first needs to be a discussion about whether SRTC is a quasi-judicial directorate or a member driven organization providing service.

Chair French asked members to discuss this item with their staff and noted this will be brought before the Board for further conversation.

8. CY 2019 Budget Amendment

Ms. Minshall noted that SRTC does not typically do budget amendments, but there are several reasons why an amendment is being proposed:

- The recent action taken by the Board to have a voluntary member dues collection for the 2020 Census Coordinator Position flow through SRTC to Innovia Foundation must be reflected in the budget.
- Division Street Corridor and US 195/I-90 studies are not as far along as expected, and the majority of spending will occur in 2020 rather than 2019.
- SRTC hired a third transportation planner sooner than anticipated.
- Additional funds need to be added for possible unemployment claim by the former IT Manager.

- Recent Board approval of leadership training expenses for the Executive Director.
- Increase in travel training line item was made to account for the multi-jurisdictional team that went to CDC Walkability Training Institute in Decatur, GA.
- A reduction in line item for the Metropolitan Transportation Plan was made, as expenses for the update will be delayed until 2020.
- Increase in mileage/parking and state audit charges line items; costs are higher than budgeted.

She said the Board Administrative Committee has reviewed the proposed budget amendment. Chair French called for questions or discussion and there was none.

9. 2020 SRTC Member Dues

Ms. Minshall said the Board held in-depth discussions about member dues last year and approved a 15% dues increase for 2019 dues; the ILA allows for up to a 15% increase in local dues without a full years notice to members. She said the Board also modified SRTC's revenue by increasing the allocation from Surface Transportation Block Grant (STBG) funds through the 2018 Call for Projects. She outlined other SRTC revenue sources and the 5-year budget projection showing a deficit if the dues remained static.

She noted that the Board discussed raising dues 15% per year for 2019, 2020 and 2021, but not past that since the ILA will be updated after the release of Census 2020 numbers; the composition of agencies and what that means for the dues structure will likely change.

Ms. Minshall said a proposed 15% increase for 2020 dues, plus a small increase related to population growth, will be brought before the Board for action next month. She noted an unofficial estimate of 2020 dues for each agency are included in the packet.

10. CY 2019 Quarterly Budget Update

Ms. Minshall reported on the 2019 budget January through June 2019 and brought attention to several items. She noted that travel and training spending are on track and this is the first year in quite some time that the full amount budget for training has been spent. She said all major expenditures categories are in line with expectations and 61% of anticipated revenue has been received. There were no questions or discussion.

11. Board Member Comments

Mr. Woodard spoke about the upcoming Crave event in Spokane Valley. Mr. Tortorelli announced the Transportation Commission has produced a series of short videos about six transportation policy goals for 2040. Mr. Bertelsen thanked the TAC subcommittee for their time and announced a new and improved TAC is coming soon. Mr. Peterson talked about the connecting flights available at Spokane Intl. Airport. Mr. Schmidt spoke about Cheney Rodeo Days. Ms. Meyer announced that groundbreaking will occur soon at 57th Ave & Palouse Highway for the Moran Station Park & Ride. She also said STA is beginning recruitment for a new Chief Financial Officer.

Chair French thanked the TAC subcommittee and the BAC for the good conversation earlier today; work on reconfiguring the TAC will continue and recommendations will be brought before the Board.

He noted that work continues to create a timeline for updating the SRTC Interlocal Agreement (ILA). He said the final Census 2020 population numbers should be released in April 2021; the recently approved state legislation relating to re-composition of the ILA mandates completion in approximately July 2021. He said Board conversations about what the new ILA will look like will start in 3rd quarter 2020; there are elements of the ILA

not relating to population that can be decided upon first and then complete the process when the census figures are released.

13. Adjournment

There being no further business, the meeting adjourned at 1:54 pm.

Julie Meyers-Lehman, Clerk of the Board

VOUCHERS PAID FOR THE MONTH OF JULY 2019

<u>Date</u>	<u>Voucher</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
6/26/19	V120980	NewEgg	Dell WD15 dock station	210.05
	V120981	Diamond Plaza LLC	Paulsen Center Suite 500/504 Rent for July 2019	7,036.97
	V120982	Washington Trust Bank	Office splys; staff regst; Edu Series airfare; Transp for trngs/confs; Conf Calls; Minor Eqpt	5,194.51
	V120983	NewEgg	Charger/Adapter for Dell XPS13 laptop	23.86
	V120984	Konica Minolta Business Solutions	Lease - Copier: June 2019; Usage June 2019 - Final Lease Contract Payment	181.32
	V120985	American Planning Association	RS APA dues thru 6/30/20	461.00
	V120986	AWC Employee Benefit Trust	SRTC Staff additional Life Insurance Premiums from payroll deductions- July '19	186.60
7/1/19	V120987	Verizon Wireless	IT Svcs: Wireless Svcs E.D. Phone & Public Outreach Tablets, 5/24/19-6/23/19	87.79
	V120988	Pacific Office Automation	Remove old copier and wipe hard drive	217.80
	V120989	WA State Dept of Retirement	Employee and Employer Contributions: June 2019	12,918.01
	V120990	Intrinium	Managed IT Services - July 2019	1,925.00
	V120991	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2019-14	420.00
	V120992	Standard Printworks	Maps for Summer Parkways event	39.20
	V120993	Eve Nelson	EN per diem for TPM & PBPP Implementation Workshop - Denver, CO	134.75
	V120994	Sabrina Minshall	SM per diem for TPM & PBPP Implementation Workshop - Denver, CO	134.75
	V120995	Intrinium	Project to spin down additional server	1,385.00
7/8/19	V120996	Rehn & Associates	Admin fee June '19	75.00
	V120997	Spokane County Treasurer	ESRI Software Support - June 2019	763.42
7/23/19	V120998	AWC Employee Benefit Trust	August '19 Benefit Insurance Premiums	13,583.84
7/9/19	V120999	Visionary Communications, Inc.	Fiber Services, July 2019	953.31
	V121000	Spokesman Review	Public Notice TIP amendment	77.36
	V121001	Integra	Telephone: Lines to 6/7/19 and Long Distance for April 2019	515.01
7/17/19	V121002	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2019-15	420.00
	V121003	State Auditor's Office	CY 2018 Audit invoice #3	650.65
	V121004	PTV America Inc.	VISSIM and VISUM software maintenance to 5-31-20	8,326.04
	V121005	Enduris	Liability & Property Insurance for 9/1/19 thru 8/31/20	11,356.00
	V121006	Deer Park Chamber of Commerce	1 year membership at DP Chamber	50.00
	V121007	Witherspoon Kelley Attnys	Legal Services for June 2019 - Admin	775.50
	V121008	AWC Employee Benefit Trust	SRTC Staff additional Life Insurance Premiums from payroll deductions- August '19	186.60
		Reimbursements PTV Softwr Maint for VISUM - KMPO, City Spokane Valley Share		(3,620.42)
		Spokane, City of - Salaries/Benefits Pay Periods Ending: 6/29 and 7/13/19		69,175.17
		Spokane, City of - Accounting IF Accounting Services Quarter-3 2019		1,807.00
		Spokane, City of - MIS MIS charges for June 2019		265.00

TOTAL JULY 2019 135,916.09

Recap for July 2019:		
Vouchers: V120980-V121008		64,668.92
Salaries/Benefits Warrant Nos. 516927-516937; 519463-519473		69,175.17
Interfund, other expenses, and reimbursements processed directly by the City of Spokane		2,072.00
		135,916.09

As of 9/12/19, the Spokane Regional Transportation Council Board of Directors approves the payment of the JULY 2019 vouchers included in the list in the amount of: \$ **135,916.09**

Chair

VOUCHERS PAID FOR THE MONTH OF AUGUST 2019

<u>Date</u>	<u>Voucher</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
7/26/19	V121009	Diamond Plaza LLC	Paulsen Center Suite 500/504 Rent for August 2019	7,165.27
	V121010	Washington Trust Bank	Office splys; staff regst; Edu Series airfare; Transp for trngs/conf; Conf Calls	1,841.54
	V121011	American Planning Association	MU APA dues thru 9/30/20	555.00
	V121012	American Planning Association	AG APA dues thru 9/30/20	95.00
	V121013	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2019-16	420.00
8/2/19	V121014	Gonzaga University	Registration for SM Leadership Program	6,900.00
	V121015	Verizon Wireless	IT Svcs: Wireless Svcs E.D. Phone & Public Outreach Tablets, 6/24/19-7/23/19	87.79
	V121016	Dr. Bev Browning	SRTC Edu Series Transportation Grant Writing Training	7,500.00
	V121017	WA State Dept of Retirement	Employee and Employer Contributions: June 2019	15,109.70
8/6/19	V121018	Intrinium	Managed IT Services - July 2019	1,975.00
	V121019	Visionary Communications, Inc.	Fiber Services, August 2019	943.00
	V121020	Downtown Spokane Partnership	Annual membership thru 8/1/20	525.00
	V121021	Spokesman Review	Public Notice TIP amendment	47.53
8/13/19	V121022	Integra	Telephone: Lines to 9/7/19 and Long Distance for July 2019	515.64
	V121023	Intrinium	Project to spin down additional server	77.50
	V121024	Rehn & Associates	Admin fee June '19	75.00
	V121025	State Auditor's Office	CY 2018 Audit invoice #4	1,001.00
	V121026	AWC Employee Benefit Trust	September '19 Benefit Insurance Premiums	12,144.88
	V121027	Rehn & Associates	Staff Payroll Deduction Health Ins Contributions: Pay Period 2019-17	420.00
8/19/19	V121028	Daily Journal of Commerce	RFQ Advertisement for Regional Planning Tools Update/Develop/Implement	460.80
	V121029	Latino Hope Foundation	Booth space registration for Fiesta Heritage Festival	150.00
	V121030	Valleyfest	Booth space registration for Valleyfest 2019	50.00
	V121031	Associated Cities of WA	Annual membership Renewal 2020	300.00
		Reimbursements PTV Softwr Maint for VISUM - City Spokane Share		(1,661.01)
		Spokane, City of - Salaries/Benefits Pay Periods Ending: 7/27, 8/10 and 8/24/19		96,148.66
		Spokane, City of - Accounting IF Accounting Services Quarter-4 2019		
		Spokane, City of - MIS MIS charges for July 2019		265.00
TOTAL AUGUST 2019				153,112.30

Recap for August 2019:	
Vouchers: V121009-V121031	56,698.64
Salaries/Benefits Warrant Nos. 521980-521990; 524505-524515 & 527003-527013	96,148.66
Interfund, other expenses, and reimbursements processed directly by the City of Spokane	265.00
	153,112.30

As of 9/12/19, the Spokane Regional Transportation Council Board of Directors approves the payment of the AUGUST 2019 vouchers included in the list in the amount of: \$ **153,112.30**

Chair

To: SRTC Board of Directors September 5, 2019

From: Eve Nelson, Senior Transportation Planner

Topic: **2019-2022 Transportation Improvement Program (TIP) September Amendment**

Requested Action:

Approval of the September Amendment to the 2019-2022 TIP

Key Points:

- Two member agencies have requested an amendment to the TIP. The proposed amendment would modify one existing project and add two new projects.
- Project descriptions and/or funding adjustments are shown on the **Attachment One**.

Board/Committee Discussions:

At their August 28, 2019 meeting the Transportation Technical Committee unanimously recommended Board approval of the proposed amendment.

Public Involvement:

As outlined in the SRTC Public Participation Plan, the amendment was published for a 10-day public review and comment period, which ran from August 21, 2019 through August 30, 2019. Notice of the proposed amendment was published in the Spokesman Review and on the SRTC website (www.srtc.org) on August 21, 2019. One public comment was received (see **Attachment Two**).

Supporting Information/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 September amendment has been reviewed by SRTC staff for compliance with federal and state requirements and consistency with Horizon 2040.

TIP amendments must be approved by the SRTC Board in order to be incorporated into the Washington State TIP (STIP). Projects receiving federal funds must be in both the TIP and the STIP to access those funds. Pending Board approval, the September Amendment will be incorporated into the STIP on or around October 28, 2019.

More Information:

- See Attachment One: 2019-2022 TIP September amendment
- See Attachment Two: Public Comment/s
- For detailed information contact Eve Nelson at enelson@strc.org or at (509)343-6370.

Agency	Project Title Amendment Description	Funding Adjustment		Amendment	
				New Project	Existing Project
STA	Central City Line \$20,231,000 was added in local funds, \$16,700,000 was added in state funds, and \$54,800,000 was added in federal funds for 2019 to fully fund the project.	Local	\$20,231,000		
		WSDOT	\$17,200,000		✓
		Federal	\$54,800,000		
		<u>Total</u>	<u>\$92,231,000</u>		
WSDOT	I-90/Barker to Harvard Phase 2 - Improve Interchanges and Local Roads This new project is the new I-90 overcrossing at Henry Rd with local improvements. By legislative action, this project was advanced into the 19/21 biennium.	Local	\$6,000		
		CWA	\$8,500,000	✓	
		<u>Total</u>	<u>\$14,500,000</u>		
WSDOT	I-90/Spokane Port of Entry Weigh Station Scale Pit Repairs A new project that will rehabilitate or replace the existing scale at the I-90 Spokane Port of Entry weigh station and surrounding pavement to preserve the weigh station that is settling due to age and normal wear and tear.	NHPP	\$523,552		
		Local	\$12,748		✓
		<u>Total</u>	<u>\$536,300</u>		

CWA=Connecting WA State funding package
NHPP= National Highway Performance Program



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Name: Charles Hansen

Date Received: 08-21-2019

Method Received: SRTC Facebook page

Project: None specified

Comment: I seldom drive on I-90 where they are going to work on it so no real comment. I hope CCL at STA is a big success, so any change that helps it along is appreciated.

SRTC Response: Thank you for reviewing the amendment and for your comments!

Agency Response: None needed.

To: SRTC Board of Directors

September 5, 2019

From: Jason Lien, Senior Transportation Planner

Topic: **Division Street Corridor Study – Contract Award**

Requested Action:

Authorize Executive Director to execute contract for consultant services with Parametrix to complete the Division Street Corridor Study.

Key Points:

- Consultant assistance was solicited through an RFQ process and Parametrix was the selected consultant team
- Negotiations have been conducted regarding project scope, fee, and schedule with Parametrix
- Agency partners and team members (STA, WSDOT, City of Spokane, Spokane County) concur with the project scope (draft attached for reference)
- The standard WSDOT Local Agency Consultant Agreement will be utilized (Professional Services Cost Plus Fixed Fee)
- Execution of Agreement with Parametrix will enable consultant work to proceed
- Consultant work will not exceed the total budget allocation of \$1,000,000
- Project is highlighted in SRTC SFY2019 and SFY2020-2021 Unified Plan and Work Program(s) and SRTC Strategic Plan.

Board/Committee Discussions:

Emphasizing a regional approach to major transportation corridors was born out of the Board's strategic plan in late 2017. Funding for the Division Street Corridor Study was approved by the SRTC Board in March 2018. This consisted of a \$400,000 STBG set-aside as part of the 2018 SRTC Call for Projects. The Board voted to amend the Division Street Corridor Study into the 2018-2021 TIP at the September 2018 meeting. The Board was updated on the study status at the January 2019 meeting. Execution of agency agreements with STA and WSDOT, respectively, was approved as part of the consent agenda at the March 2019 Board meeting. The Division Street Corridor Study is identified in SRTC's 2-year Unified Planning Work Program (UPWP).

Public Involvement:

All Board meetings when this item has been presented have been open to the public.

Supporting Information/Implications:

SRTC released a Request for Qualifications (RFQ) on April 24, 2019. The RFQ advertisement received one Statement of Qualifications from a Parametrix-led team. It has been determined that sufficient outreach and advertising occurred, and the response met all requirements. Based on evaluation criteria and an in-person interview, the agency team agreed to select Parametrix for the project. Parametrix accepted the offer on July 10, 2019 and scope and contract negotiations kicked off in mid-July.

The Division Street Corridor Study is a coordinated planning effort with STA's Division High Performance Transit Implementation Study to engage the community and analyze opportunities in the Division Street corridor from a multimodal transportation and system perspective. The configuration of High Performance Transit along Division is a major component of the study, and this task will be managed by STA. The future completion of the North Spokane Corridor and implementation of High Performance Transit (HPT) are anticipated to alter the way Division Street is used. The study will have high levels of community engagement, provide alternative multimodal design concepts for consideration, evaluate their performance, and make recommendations for transportation facility improvements.

The study is in partnership with STA and coordinated through multiple agency partners—WSDOT, City of Spokane, and Spokane County. The study is phased across multiple years; consultant work will kick off this Fall and is expected to be fully completed in early 2022. Total available funding for the Division HPT Implementation Study and Division Street Corridor Study are as follows:

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

With execution of the consultant contract, the study can proceed with consultant assistance. The study consists of two phases – Phase 1 is a 12-month effort and Phase 2 is approximately an 18-month effort.

More Information:

- See Attachment: Division Street Corridor Study – Final Draft Scope/Fee
- For detailed information contact: Jason Lien at (509) 343- 6370 or jlien@srtc.org.

		Deliverable	subtotal hours	subtotal \$	
Task 1 Project Management and Coordination					
	A.	Prepare, update and disseminate project information and ensure continuous coordination with the Project Team	Weekly emails to the client and consultant teams, weekly progress calls, and monthly in-person meetings with agendas and notes; maintain SharePoint site or other file sharing services; coordination with subs weekly and monthly	274	
				\$ 63,667.91	
	B.	Prepare and update project scope, budget and schedule	Develop and update the Project Management Plan (PMP) Add kick-off meeting. Include specific subs	52	
				\$ 11,464.36	
	C.	Prepare progress reports and invoices	Monthly progress reports and invoices	102	
				\$ 16,799.22	
				\$ 91,931.49	
Task 2 State of the Corridor					
	A.	Data and document request	Develop a comprehensive list of prioritized data to determine the State of the Corridor and identify what is already available and what data needs to be collected.	50	
				\$ 9,997.92	
	B.	Compile and summarize operations data—traffic counts, daily/peak volumes, travel times, speed, VMT, VHT, LOS, peak hour delay, freight volumes	Review data provided by the client per the project schedule; consolidate comments and questions	16	
				\$ 3,670.12	
	C.	Compile and summarize transit data—STA passenger boardings/alightings, mode share	Review data provided by the client per the project schedule; consolidate comments and questions	16	
				\$ 3,670.12	
	D.	Compile and summarize safety data—type and location of collisions	Review data provided by the client per the project schedule; consolidate comments and questions	16	
				\$ 3,670.12	
	E.	Compile and summarize available bike/pedestrian data	Review data provided by the client per the project schedule; consolidate comments and questions	16	
				\$ 3,670.12	
	F.	Review of previous studies and analysis	Deliver a memo documenting which documents were reviewed and key points applicable to this Study.	64	
				\$ 9,373.29	
	G.	Review and describe ITS infrastructure	Deliver tech memo (assume one round of reviews with Client team)	26	
				\$ 5,470.12	
	H.	Assess existing land use and scan of parking availability; may also include a general description for each segment of driveway frequency and access and utilization at park n rides that access Division	Review data provided by the client per the project schedule; consolidate comments and questions	28	
				\$ 5,577.24	
	I.	Summarize any historic or cultural resources	Deliver tech memo (assume one round of reviews with Client team)	68	
				\$ 7,869.12	
	J.	State of the Corridor Memo with data appendices	Compilation of client provided data and consultant review, minimal graphics	94	
				\$ 15,616.60	
				\$ 68,584.77	
Task 3 Transit Facilities and Project Planning					
	A.	Develop transit design framework specific to the Division Corridor that aligns with FTA criteria	Develop framework for decision-making and criteria for alternatives based on client and stakeholder priorities	62	
				\$ 12,751.80	
	B.	Determine logical segments of the corridor for analysis (Downtown, couplet, Northtown, etc.)	Map and narrative describing assumptions that determined segmentation	26	
				\$ 4,585.29	
	C.	Conduct field research and data collection as necessary to complete required tasks	TBD	50	
				\$ 7,652.14	

		Deliverable	subtotal hours	subtotal \$
D.	Analyze and plan improvements based on sound transit principles and guidelines	TBD	94	
				\$ 17,474.56
E.	Assess existing and future facilities and make recommendations to the Project Team to maximize safe and convenient access to riders and other corridor users	Memo with maps and descriptions of potential improvements; this is a high level assessment of existing and future facilities	102	
				\$ 19,853.80
F.	Identify alternative cross-sections, including: outside BAT lanes, inside BRT lanes, TSP only, others	Provide up to 5 cross-sections for each segment, up to 6 segments (quick simple graphics, may be a combination of cross-sections and plan views)	182	
				\$ 26,267.89
G.	Through appropriate evaluation and public engagement, recommend preferred short and long-term improvements throughout the corridor	Transit opportunity report (assume up to two rounds of review with the client team)	106	
				\$ 19,650.80
H.	Identify preliminary stop locations for long-term implementation of HPT	Analyze walksheds and potential ridership and identify operational improvements with stop changes to determine optimal configuration. Tech memo with one round of reviews with client team.	96	
				\$ 18,925.36
I.	Identify the appropriate northern terminus of the HPT line, considering US 2 (Newport Highway) at Farwell Road and US 395 at Hastings Road among other possible options	Tech memo outlining considerations and criteria for siting assuming one round of review with the client team	50	
				\$ 9,153.56
J.	Identify the preliminary alignment through the couplet (W North River Drive – E Cleveland Ave)	Memo outlining considerations and criteria for alternatives and/or preferred alignment, also see 3D. Assuming one round of review with the client team	38	
				\$ 7,233.56
K.	Identify the alignment through downtown Spokane	Memo outlining considerations and criteria for alternatives and/or preferred alignment, assuming one round of review with the client team	54	
				\$ 10,673.56
L.	Provide rough cost estimates for each alternative for comparative purposes	ROM for up to 5 alternatives: memo with assumptions and estimate methods (assuming analogous method and one round of review with the client team)	100	
				\$ 15,911.38
M.	Working with stakeholders, identify a preliminary alternative to lead into development of a project scope for initial design	Utilize design framework, subtask 3D	86	
				\$ 16,107.12
N.	On a preliminary level, identify the probable scale and scope of future NEPA/SEPA for the preferred alternative	Memo outlining: high level desktop based resource overview, assumptions and recommendations for NEPA/SEPA, assuming one round of review with the client team	34	
				\$ 6,597.92
				\$ 192,838.71
Task 4 Community Outreach Support				
A.	Engage and educate the community through public involvement and community conversations about their desired future for Division Street and discuss safety and operational concerns	In close coordination with the Client team, develop a public engagement plan for phase 1 that meets or exceeds FTA outreach expectations (assume one round of review with the client team)	68	
				\$ 14,009.04
B.	Attend and lead public meetings	Client to complete this task per the project schedule with minimal consultant support as needed.	114	
				\$ 19,627.57
C.	Work with the Project Team in the development of marketing materials and copy for presentation in print and web media	Client to lead with minimal consultant support as per the project schedule	68	
				\$ 12,561.00
E.	Develop visual renderings to inform public and stakeholders on design concepts	Client to lead with minimal consultant support as per the project schedule	156	
				\$ 20,614.41

		Deliverable	subtotal hours	subtotal \$
	F.	Collaborate with stakeholders to integrate their expectations, vision, goals, and knowledge into the study process	36	
				\$ 7,202.00
				\$ 74,014.02
Task 5 Corridor Planning and Alternatives Development				
	A.	Identify multimodal operational, access, and safety opportunities	82	
				\$ 16,764.28
	B.	Understand impacts in relation to potential parallel corridor changes on Division and Hamilton Streets and up to 2 other related transportation corridors	126	
				\$ 25,245.51
	C.	Modeling of future travel demand with HPT, NSC, and alternative Division design scenarios	256	
				\$ 46,349.12
	D.	Provide community context on best practices from other regions—highlight examples of what other communities have done with similar situations	26	
				\$ 6,697.32
				\$ 95,056.23
			2578	
				\$ 522,425.22
		Travel/Expenses		\$ 8,100.00
			Phase 1 Total	\$ 530,525.22

		Deliverable	subtotal hours	subtotal \$
Task 1 Project Management and Coordination				
A.	Prepare, update and disseminate project information and ensure continuous coordination with the Project Team	Bi-weekly emails to the client and consultant teams, bi-weekly progress calls, and bi-monthly in-person meetings with agendas and notes; maintain SharePoint site or other file sharing services; coordination with subs weekly and monthly	213	
				\$ 54,931.54
B.	Prepare and update project scope, budget and schedule	Develop phase 2 and update the Project Management Plan (PMP) Add kick-off meeting for phase 2.	94	
				\$ 21,854.73
C.	Prepare monthly progress reports and invoices		153	
				\$ 27,268.83
D.	Coordinate findings with HPT project development		108	
				\$ 23,555.16
				\$ 127,610.26
Task 2 Multi-modal Corridor Development				
A.	Identify logical break points along the Division corridor based on Phase 1 results to identify manageable project segments	Identify nodes (nonmotorized and land use) that differ from previously identified segments		
				\$ 2,817.04
B.	Narrow system scenarios (based on public engagement process and data analysis) to 2 preferred corridor plan concept alternatives that contribute to safety and multimodal operations throughout the study area	Develop community based criteria along with agency criteria for safety and mobility; work with community to determine up to 2 alternatives, may be by segment (up to 5 segments), limit public outreach and engagement to up to 3 public meetings	288	
				\$ 49,275.16
C.	Evaluate land use and neighborhood integration and explore changes in planning policy to facilitate the identified alternatives	This would also include a review of relevant studies and policies including the comp plan	112	
				\$ 25,158.64
				\$ 77,250.84
Task 3 Public Engagement				
			0	
A.	Continue to engage and educate the community through public involvement and development of visualizations as needed	Client to led with minimal consultant support as per the project schedule	58	
				\$ 11,298.32
Task 4 Project Development and Implementation Planning				
A.	Identify capital projects that can be phased over time as well as sketch-level project scopes, schedules, budgets, and funding sources for implementation	Implementation program (reduce effort to ROM costs supplied by the client per the project schedule)	890	
				\$ 124,566.52
B.	Identify short, mid, and longer-term implementation objectives that contribute to safety and multimodal operations throughout the study area	List of implementation objectives	60	
				\$ 11,713.44
C.	Coordinate corridor recommendations with next-step neighborhood planning processes	Implementation strategy (includes city coordination), led by the client with consultant support	66	
				\$ 13,196.95
D.	Recommend local and regional policy updates needed to facilitate implementation of the preferred alternative	Interim technical memo - assumed prioritization	104	
				\$ 21,380.17
E.	Collaborate with stakeholders and public	Client to lead with minimal consultant support as per the project schedule	56	
				\$ 14,068.27
F.	Define success through measured benchmarks	Client led with consultant support: "Report Card" that allows agencies to track progress over time	24	
				\$ 7,234.64
G.	Compile final corridor report	Final report led by the client with minimal consultant support	26	
				\$ 7,829.77
				\$ 199,989.76
	Contingency			\$ 46,000.00
				\$ 462,149.18
	Travel/Expenses	Assume RT airfare from SEA or PDX=\$300, hotel=\$200/night		\$ 7,400.00
		Phase 2 Total		\$ 469,549.18

To: SRTC Board of Directors

September 5, 2019

From: Ryan Stewart, Senior Transportation Planner

Topic: **US 195/Interstate 90 Study Contract Award**

Requested Action:

Authorize the Executive Director to execute the contract for consultant services with Fehr & Peers for the US 195/I-90 Study.

Key Points:

- Consultant assistance was solicited through a Request for Qualifications (RFQ) process
- Fehr & Peers is the lead firm of a consultant team that was selected through the RFQ process
- Negotiations on the study scope, fees, and schedule (see Attachment) with the Fehr & Peers team are complete
- The contract not to exceed amount is \$399,832.80 and the study is scheduled to be complete within 18 months of the notice to proceed
- Project is highlighted in SRTC SFY2019 and SFY2020-2021 Unified Plan and Work Program(s) and SRTC Strategic Plan.

Board/Committee Discussions:

Funding for the study was approved by the SRTC Board in March 2018. This consisted of a \$150,000 Surface Transportation Block Grant (STBG) set-aside as part of the 2018 SRTC Call for Projects. The Board voted to amend the US 195/I-90 Study into the 2018-2021 TIP at the September 2018 meeting. The Board was updated on the study status and discussions were held at the February and March 2019 meetings. Execution of agency agreements with the WSDOT and the City of Spokane were approved at the April and May 2019 Board meetings, respectively.

Public Involvement:

All Board meetings where the study has been discussed have been public meetings.

Supporting Information/Implications:

The US 195 corridor has experienced increasing operational and safety issues, particularly at the interchange with Interstate 90 and at local access points. The issues are a result of a combination of factors including infrastructure design and increasing traffic volumes due to residential growth in the corridor. Current challenges in the study area include safety, reliability, infrastructure, land use, and the natural environment.

The purpose of the US 195/I-90 study is to develop strategies for addressing these issues while considering practical solutions as well as the need for more coordinated land use planning and access management between agencies. Topographical constraints, sensitivity to the natural

environment, sustaining recreation access, and supporting active transportation will be considered. The condition of infrastructure, specifically the aging I-90 Latah Bridges, is also included in the scope.

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

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

SRTC released the RFQ on May 1, 2019. Statements of Qualifications were received from five consultant teams. Based on evaluation criteria and in-person interviews, the agency staff that participated in the evaluation recommended selecting the Fehr & Peers team. Fehr & Peers was notified of the selection and intent to enter into negotiations on July 23, 2019 and accepted on July 25, 2019. Contract negotiations kicked off in August.

More Information:

- See Attachment:
- For detailed information contact: Ryan Stewart, Senior Transportation Planner at (509)343-6370 or rstewart@srtc.org.

US 195/Interstate 90 Study – Scope

Project Understanding

The US 195 Corridor is many things to many people – earlier WSDOT studies like the US 195 - Hatch Road to Interstate 90 - Corridor Safety Study prominently note that US 195 is part of the National Highway System and is “vital to the movement of both people and goods in the eastern part of our state.” Residents of the Eagle Ridge neighborhood of Spokane view US 195 as a critical link with the rest of the community. Students at Eastern Washington University view US 195 as an important alternative route between Cheney and other areas in the Spokane Region.

While each group (freight interests, local neighborhood residents, recreational travelers, students commuting to campus) has a legitimate viewpoint on how the corridor should function to best serve their individual needs – these viewpoints can be at odds with each other and cloud the view to an optimal solution. Moreover, rapid growth in the West Plains area of Spokane County will compound existing merging and traffic congestion issues at the US 195/I-90 interchange.

Our approach to evaluate and identify mobility solutions to the US 195 Corridor and US 195/I-90 interchange focuses on using the best available data and tools to clearly communicate how the corridor, surrounding transit and other area roads are used under existing conditions (Task 1) and how future land use changes could change travel patterns in the area (Task 3). With a strong data-based foundation, our team would work with a diverse set of stakeholders to define basic goals and desired outcomes for mobility along the US 195 Corridor and identify and test a range of potential mobility strategies (Task 4). Our experience on other corridor projects has shown that a data-focused, goal-driven planning framework ultimately leads to an optimal set of mobility projects, programs, and policies that best meet the diverse needs of those who live near and use the corridor.

Project Management

Fehr & Peers will work with SRTC staff to manage this project, including subconsultants and efforts with other agency partners. Fehr & Peers envisions bi-weekly project management calls/meetings and monthly progress reports/invoices. All project deliverables will be stored on the SRTC’s Sharepoint site for collaboration with other project team members. The schedule outlines the expected timeline of deliverables, but overall, the consultant anticipates two week of project team review on key technical results and documents. A single set of consolidated comments is anticipated for all project team reviews results and documents. Documentation will be revised and reviewed within one week.

Chris Breiland and/or other key Fehr & Peers staff will be present at key internal/external meetings to present findings, meet with the public/stakeholders, and discuss technical results

with SRTC, the Steering Committee, and Technical Committee as described in the scope of work. For budgeting purposes, we anticipate a total of 9 trips to Spokane. Other meetings and discussions will occur via phone or webinar/video conference.

For budgeting purposes, we envision monthly meetings/conference calls with the Steering Committee and five meetings/conference calls with the Technical Committee (some of which will be joint with the Steering Committee). The specific dates and topics for the Steering and Technical Committee meetings will be identified as the project evolves. We envision these Steering/Technical Committee meetings to be 60-90 minutes in length, although some working sessions will last longer.

Scope of Work

This section describes the Fehr & Peers team (consultant) proposed scope of work to complete the US 195/I-90 Corridor Study. The scope identifies where input from SRTC and the other agencies on the project (project team) is expected.

TASK 1 Existing Conditions

This task will identify existing conditions along the study corridor and clearly identify and document travel conditions, gaps in mobility, structural/engineering challenges, and safety concerns.

Task 1.1 – Data Collection

The consultant will work with the project team to gather earlier studies, existing land use data, bridge structure data, existing travel data (traffic counts, speed surveys, and transit ridership), and traffic safety data. In addition, the Consultant will obtain mobile device data on travel patterns from a data vendor. 24-hour classification counts are assumed to be collected at up to 15 locations within the study area along with AM/PM peak hour turning movement counts at up to 15 intersections. AM/PM peak hour travel speeds are assumed to be collected at up to 5 corridors (in each direction).

The consultant will also obtain record drawings for recent improvements in the study area, including the ramp meters, J-turns, and other City-related projects in the study area. To serve as a basemap, the consultant will work with the project team to obtain the latest aerial photos from Avista; if these photos are not available, Google aerial photos will be used instead.

Task 1.2 – Travel Model Calibration and Validation

The consultant will obtain the SRTC travel model and perform a focused calibration and validation within the study area. The intent of the focused calibration is to refine the model's output in the study area and is typical of how regional models are refined for more specific subarea applications (i.e., regional models are not typically built to a level of detail or calibrated to provide localized output like intersection turning movements or detailed link-level output—rather they are designed to model regional origin-destination and major screenline flows).

Model calibration is expected to include refinement to the network coding, centroid connectors, and factoring of trip tables to refine overall vehicle trip generation outputs. Given the focus of this study, the consultant will not meet specific validation targets but instead will devote a fixed amount of time to model calibration. We have assumed 40 hours to calibrate/validate the SRTC model. The results of the model calibration/validation will be documented and shared with Technical Committee as part of the Existing Conditions memo.

Task 1.3 – Dynamic Traffic Assignment (DTA) Model Development

The consultant will develop, calibrate, and validate three hour peak period DTA model for the study area. Based on the consultant's experience with all major DTA software packages, the TransModeler software from Caliper corporation is recommended for this application. TransModeler has a good balance of link, node, and driver behavior parameters for this scale of DTA. The consultant recently used TransModeler for an analysis of the I-90 corridor in Kittitas County. Based on the consultant's review of Google typical traffic conditions, the PM peak period appears to be more congested, but we will work with the Technical Committee on which peak hour is most appropriate to evaluate. The primary benefit of the DTA model is to understand how traffic flows will shift in response to different mobility and safety strategies and their resulting impact on travel times, intersection LOS, and accessibility by transit and vehicle modes. Note that the DTA model will include ramp terminal intersections in downtown Spokane, but not full detail of all the streets, to simplify analysis.

The consultant will work with SRTC and the Technical Committee on the precise boundaries and level of detail, but at this time we anticipate the DTA model will be focused on the Principal, Minor, and Collector arterials in the study area shown in the figure below. The DTA model validation will focus on travel speeds and volumes on the higher-volume roads within the study area and will focus on matching existing congestion, back of queue and speeds along study corridors. Existing intersection level of service calculated using Synchro/SIDRA will also be used to validate the DTA model to match delay estimates so that all LOS results can be extracted from the DTA model. The peak period not modeled in the DTA will have a more focused analysis described in Task 1.5 using Synchro/SIDRA.

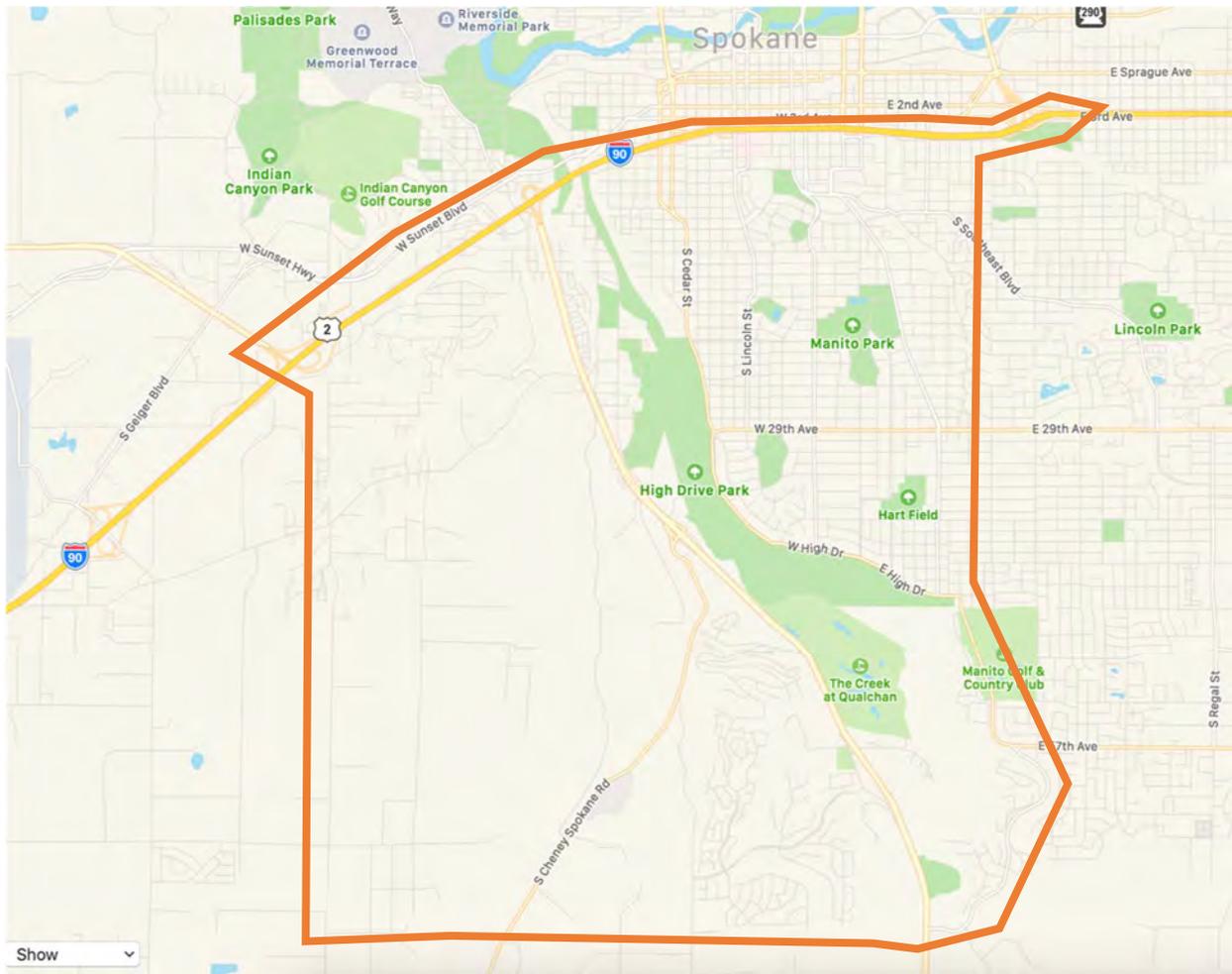


Figure 1 – Proposed Study Area

Task 1.4 – Travel Market Analysis

Using data from mobile device locations, traffic classification counts, transit ridership, and the SRTC travel model, the consultant will prepare an analysis of the existing travel market in the study area. The travel market analysis will identify short versus long distance travel, the travel patterns on up to five major area roadways (select link analysis), and trips that have the potential to be made by non-auto modes.

Task 1.5 – Traffic Operations Analysis

Using the DTA model and Synchro/Sidra software, the consultant will analyze existing conditions AM and PM traffic operations data. The focus of the analysis will be on the US 195 corridor, the merge to I-90 and up to 15 intersections that will be identified by the Steering or Technical Committee. The intent of the traffic operations analysis is not to evaluate all major intersections in the area, but to understand how traffic operations will change in the future as additional land uses develop and under different transportation infrastructure and policy scenarios. Results from the DTA model will be more comprehensive and include study area VMT and vehicle hours of delay (VHD), along with corridor travel times on up to 10 segments of up to two miles in length.

Task 1.6 – Traffic Safety Analysis

Based on existing WSDOT, City of Spokane, and Spokane County data, the consultant will prepare an analysis of crashes along the US 195 corridor. The analysis will focus on the past five-years of data and will identify crash patterns related to roadway geometry, engineering, driver behavior, etc. Existing crash data on other key arterials in the study area will be collected and summarized, if data are available, but no new analysis outside of the US 195 corridor is anticipated.

Task 1.7 – Bridge Structure Assessments

The consultant team will review recent bridge inspection reports, record drawings, and other readily-available data for key WSDOT and City of Spokane bridge structures within the project area as required to support infrastructure-related strategies as identified and analyzed in Task 4 herein. No physical inspection of bridge structures is included in this scope of work.

Deliverables:

- Methods and Assumptions Memo (1A)
- Existing Conditions Technical Memorandum (1B)

Task 2 Community and Stakeholder Engagement

In this task, the consultant will work with the Steering Committee, community members, and key stakeholders to help shape the corridor vision, obtain input mobility and safety challenges in the corridor, and inform the public on the recommended mobility and safety improvement projects and strategies.

Task 2.1 – Develop Community Engagement Plan

An early deliverable for the project will be the development of a Draft Initial Community Engagement Plan for review and comment by SRTC and other project team members. This plan will clearly identify the roles of different groups, the expected level of communication, likely venues for communication, desired outcomes, and potential challenges. This initial plan will be refined and updated bi-monthly and distributed to the project team. As part of this task, the consultant will work with the project team to identify key stakeholders including contact information.

Task 2.2 – Project Goals and Outcomes

Based in part from the input received as part of Task 2.1, the consultant and Steering Committee will develop a set of project goals and outcomes that will guide the rest of the project. In addition to the public input, agency priorities will be the major factors in developing the project goals and outcomes. The results of this task will be documented in a memorandum.

Task 2.3 – Early Engagement

The consultant envisions an early engagement phase of the project that shares existing conditions data with key stakeholders and community members. The goal of this early engagement task will be to listen to mobility and safety concerns, share data to confirm issues

or dispel misconceptions, and understand goals, priorities, and desired outcomes. In addition, the consultant team will work with stakeholders and community members to identify potential mobility and safety strategies that address community concerns and the issues identified through the existing conditions analysis. The consultant team will work with the Steering Committee on the specifics, but at this stage, we anticipate up to 10 phone/in-person interviews and up to two community engagement events (tabling at a supermarket or community event) and one public open house with complementary online element including an interactive website. For budgeting purposes, it is assumed that the community engagement events will be staffed by SRTC/agency staff and would occur after the open house so that all meeting materials will already be prepared and printed and speaking points will be developed by the consultant.

Task 2.4 – Mid-Project Engagement

As the consultant and project team are reviewing the initial round of community input and developing/evaluating scenarios, we anticipate a less intensive period of community and stakeholder engagement. This is expected to involve bi-monthly website updates and up to 10 check-in calls/meetings of 30 minutes each with parties who either express a strong interest in remaining involved or are determined by our team to need additional touchpoints throughout the project. In-person meetings will only be conducted when paired with other project-related meetings in the area.

Task 2.5 – Final Engagement

As the consultant/project team develops an initial set of recommended mobility and safety improvement strategies, another major outreach effort will take place. The primary focus of this outreach will be an open house and online event with the public. However, the consultant also anticipates up to 5 briefings (assumed at 30 minutes each) with key stakeholders who may have more detailed comments or input on the draft improvement strategies. At this point in the process, the objective is to inform the public and stakeholder groups about the data, methods, and processes for developing the strategies and to listen for major concerns that could make implementation of the strategies difficult in the future.

Deliverables:

- Draft Interim Public Engagement Plan (2A)
- Goals and Desired Outcomes Technical Memorandum (2B)
- Final Public Engagement Plan and Summary (2C)
- Two public workshops with online element
- Materials for SRTC/agency-led community engagement events
- Website with monthly to bi-monthly updates
- Interviews and updates with key stakeholders

Task 3 Future Conditions

This task will develop the models to forecast future conditions and test different mobility and safety scenarios. The performance measure by which to screen, evaluate, and prioritize strategies will also be a major component of this task.

Task 3.1 – Land Use Assumptions and Market Analysis

The consultant will review existing land use assumptions and prepare a market analysis to develop realistic land use scenarios for use in determining traffic impacts. This work will begin with existing traffic demand model data, but will reevaluate it based on current market conditions, economic forecasts, and refined assumptions about consumer preferences and the evolving housing market. The analysis will begin with an analysis of existing land use conditions and past development trends including demographics, past and proposed developments, absorption, and other data points. The consultant will travel to Spokane to gather additional information from a visual tour and interviews with up to six key stakeholders (to include major landowners, developers, real estate brokers, agency staff). The consultant will also develop a forecast of development in the study area over the planning horizon that builds upon past trends while also reflecting the study area's unique opportunities and constraints. This forecast will present unit counts for residential development over time that will be aggregated at the TAZ level for use in the traffic model. Where appropriate, commercial development will also be forecasted, although this is expected to be very limited within the study area, but will consider the consultant's earlier work in the West Plains. The consultant will prepare a memorandum summarizing the methodology, findings, and development forecast.

Task 3.2 – Establish Evaluation Criteria

The consultant will work with the project team to develop evaluation criteria that align with the project goals and outcomes identified in Task 2.3. Based on experience, the consultant envisions that an initial set of evaluation criteria are developed and then a project team workshop is used to finalize and potentially prioritize the evaluation criteria. Evaluation criteria will consider input from the public/stakeholder process, SRTC's Congestion Management Process, WSDOT's Mobility Performance Framework, and local/regional planning and transportation operations policies/goals. Potential evaluation criteria include travel time, vehicle delay/LOS, route directness, mode share, vehicle miles of travel, modal accessibility, cost effectiveness, and others. The evaluation criteria will be used for project screening and full evaluation.

Task 3.3 – Baseline Future Conditions Analysis

The consultant will apply the SRTC travel demand, DTA, and traffic operations models to evaluate baseline future conditions. Related to any change in access or traffic control along the US 195 corridor, a safety analysis will also be prepared. This scenario includes the updated land uses from Task 3.1 and "reasonably foreseeable planned and funded" transportation projects in the study area. The consultant will work with the project team to identify these reasonably foreseeable projects. (which tend to already be in existing plans like the MTP, TIP, CIP, subarea plans, etc.). The results of the baseline future conditions analysis will be used to compare how

travel conditions are expected to change relative to existing conditions and identify mobility and safety issues that should be addressed in this study.

Deliverables:

- Land Use Market Analysis Memorandum (3A)
- Evaluation Criteria (3B)
- Baseline Future Conditions Analysis Memorandum (3C)

Task 4 Strategies

This task develops, screens, evaluates, refines, and ultimately recommends mobility and safety strategies for the study area. This task leverages the work described earlier to identify strategies and through the tools used to model and compare strategies. Project phasing and prioritization is also addressed through this task.

Task 4.1 – Develop and Screen Initial Strategies

The consultant and project team will collaborate to develop an initial list of safety and mobility strategies to address issues identified in Task 3.3. Strategies are envisioned to come from earlier plans and studies, input from the public and stakeholders, and through an in-person workshop with the consultant and project team to identify potential ideas. Once the initial list of strategies is developed, the consultant will work with the project team for a more in-depth review that could include comments from WSDOT headquarters or other technical reviewers at WSDOT, the City of Spokane, STA, or Spokane County. Following input from the project team, the consultant will screen out strategies that do not meet basic project goals or outcomes or are otherwise fatally-flawed after an initial review. This screening step is a way to ensure that ideas from the public, elected officials, stakeholders, etc. that come up early or later in the process are quickly evaluated to remove strategies that do not have a concrete tie or are in conflict with project goals and objectives. For the purposes of budgeting, it is assumed that 10-15 strategies will be carried forward to the next task.

Task 4.2 – Develop and Evaluate Scenarios

After the strategies are screened, it is anticipated that there will still be too many strategies to evaluate individually. Therefore, the consultant will package the strategies into up to four scenarios that are based on logical groupings agreed to by the project team. Potential packages could include a safety-focused scenario, a policy/program scenario, a capital-intensive scenario, or a multimodal scenario. These scenarios will be developed without any additional analysis or design development than was performed in the screening stage to test the boundaries of what is achievable using different approaches. The four scenarios will be evaluated with the tools/modes described earlier and evaluation criteria results will be presented to the project team.

Task 4.3 – Narrow and Refine Strategies

Once the four scenarios have been evaluated, the consultant will work with the project team to review the results and narrow the potential mobility and safety strategies to a smaller set to advance for further analysis. For the purposes of budgeting, the consultant assumes up to 10

capital projects will be carried forward into this Task. Part of this task will be more specific definition of capital projects to ensure feasibility. Capital projects will be further developed to a 10-15 percent design level to identify additional project details and to prepare planning-level cost estimates. Potential refinements and additional details for non-capital policies/programs may also be considered.

Once the strategies have been refined, it is anticipated that some additional analysis will be conducted to evaluate the performance of the refined strategies. For example, the engineering review may indicate that a project can save substantial costs by reducing the extent of widening and the updated evaluation will confirm if the cost savings are worth the reduced benefit of the projects.

Task 4.4 – Develop List of Recommended Strategies and Phasing and Implementation Plan

Based on the results of Task 3.6, a draft list of recommended safety and mobility improvement strategies will be developed through a collaborative effort between the consultant and project team. This draft list would be shared with the public and key stakeholders through Task 2.5. Based on public feedback, the list would be finalized by the consultant and project team. The recommended strategies will also be split into near-, mid-, and long-term categories. Near-term projects will be reviewed and project design definition will be advanced to 20-25% to refine cost estimates for grant applications. A strategy to prioritize and phase the implementation of the recommended improvements will be developed by the consultant.

Task 4.5 – Documentation

The consultant will prepare a draft and final report that includes all the background, technical findings, a summary of the outreach effort, and recommendations of the project. In addition, the consultant will prepare a draft and final briefing book that graphically summarizes the project, process, and recommendations for the public and decision makers.

Deliverables:

- Initial strategy list (4A)
- Analysis scenarios (up to four) (4B)
- Draft and Final Report (4C)
- Draft and Final Briefing Book (4D)
- Study Record (4E)

Schedule

This section shows the proposed 18 month schedule for the project.

US 195/Interstate 90 Study Schedule

Task	Month																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1: Existing Conditions		1A				1B												
2: Community & Stakeholder Engagement		2A		2C	2B	2C		2C		2C		2C		2C		2C		
3: Future Conditions						3A/3B				3C								
4: Strategies												4A		4B				4C/D/E

FOR ACTION
AGENDA ITEM 8
Attachment 2
09/12/2019 Board Meeting

US 195/I-90 Study

All Firm Summary

Task #	TASK NAME	Hours	ODCs	TOTALS (w/o ODCs)
1	Existing Conditions	500.00	18,850.00	63,257.42
1.1	Data Collection	56.00	18,850.00	5,720.49
1.2	Travel Model Calibration and Validation	42.00	-	5,419.28
1.3	DTA Model Development	266.00	-	32,775.73
1.4	Travel Market Analysis	16.00	-	2,763.02
1.5	Traffic Opeations Analysis	42.00	-	5,551.20
1.6	Traffic Safety Analysis	50.00	-	6,300.73
1.7	Bridge Structure Assessments	28.00	-	4,726.97
2	Community and Stakeholder Engagement	516.00	500.00	77,804.33
2.1	Develop Community Engagement Plan	47.00	-	7,935.51
2.2	Project Goals and Outcomes	21.00	-	3,987.52
2.3	Early Engagement	190.00	250.00	28,081.63
2.4	Mid-Project Engagement	78.00	-	11,403.64
2.5	Final Engagement	172.00	250.00	25,039.92
3	Future Conditions	300.00	200.00	42,901.77
3.1	Land Use Assumptions and Market Analysis	130.00	-	17,517.08
3.2	Establish Evaluation Criteria	70.00	-	11,405.74
3.3	Baseline Future Conditions Analysis	100.00	-	13,978.95
4	Strategies	1,416.00	200.00	183,294.95
4.1	Develop and Screen Initial Strategies	106.00	-	17,739.30
4.2	Develop and Evaluate Scenarios	424.00	-	51,094.02
4.3	Narrow and Refine Strategies	450.00	-	53,600.74
4.4	Develop List of Recommended Strategies and Phasing and Implementation Plan	254.00	-	33,760.97
4.5	Documentation	182.00	200.00	27,099.92
	Project Travel		11,790.00	
	TOTAL HOURS			2,732
	DIRECT SALARY COST			\$ 125,930.22
	OVERHEAD			\$ 202,902.64
	DLC & OVERHEAD			\$ 328,832.86
	Total Direct Labor & Overhead	328,832.86		
	12.00%	\$	39,459.94	
	Subtotal	\$	368,292.80	
	ODC's	\$	31,540.00	
	Total Time & Materials Not to Exceed Amount	\$	399,832.80	

ODC is "Other Direct Charges" these include data from vendors (traffic counts, OD data, printing costs for public meeting materials, travel, etc.) They are not marked up, but passed through directly.

The 12% is our profit, which ultimately boils down to the fixed fee.

The Indirect Cost Rate (ICR) is the Overhead line in the spreadsheets. ICR is based on audits approved by WSDOT for KPFF and Fehr & Peers and UDOT (Utah DOT) for LCG.

To: SRTC Board of Directors

September 5, 2019

From: Sabrina C. Minshall, AICP, Executive Director

Topic: Calendar Year (CY) 2019 Budget Amendment

Requested Action:

Approval of the CY 2019 Budget Amendment.

Key Points:

- **The overall change to the 2019 budget is a net decrease of \$307,345, or \$14.5%.**

Highlights Include:

- Addition of revenues for “Grants-Other” and “Other Local Study Funds” not included in original 2019 budget to reflect WSDOT and City of Spokane contributions to studies.
- A reduction of STBG funds in 2019 for the studies to balance the reduction in expected expenditures
- Reduced expenditures in 2019 for two corridor studies and data acquisition/technical tools project; expenditures will carry over into 2020.
- Increase in personnel related costs due to early on-boarding of a position and conservative estimates for possible unemployment claims
- Increase in Travel/Training line item for Walkability institute and approved Executive Director Leadership certification program
- Reduction in expenditure for MTP line item to reflect project schedule, will be re-budgeted into 2020
- Minor increase in line items for: legal services, mileage/parking, and State Audit charges.
- Addition of revenue and expenditures for Innovia MOU for Census 2020, per the Board approved Resolution and MOU.

Board/Committee Discussions:

This topic was discussed at the July 11, 2019 Board meeting. The Administrative Committee has also discussed the items necessitating budget amendments at multiple meetings.

Public Involvement:

All SRTC Board meetings are open to the public.

Supporting Information/ Implications:

Amending the budget now provides increased transparency related to expected expenditures and outcomes and allows other needed minor administrative changes to be kept current. The anticipated changes have been discussed with the Board Administrative Committee. A variety of

externalities occurred in the first half of 2019 creating unanticipated changes to expenditures in a few 2019 budget categories.

- Revenues for “Grants-Other” adjusted to the actual amount that was not in 2019 budget including \$6,884 for the Walkability Institute grant. Revenues for “Other Local Study Funds” increased by \$150,000 to reflect actual amounts received from WSDOT and City of Spokane for Consultant Studies. These amounts were originally budgeted in 2018 but received in 2019. These Other Local Study funds will have an unspent portion carried forward and designated to corresponding studies into 2020.
- Procurement process required by WSDOT due to the use of STBG funds for corridor studies and the data acquisition and technical tools effort took longer than anticipated, resulting in a reduced expectation for expenditures in 2019. The award of consultant contracts for Division and the 195/190 studies are on the September Board agenda, and the Data Acquisition and Technical Tools effort is expected to be awarded in November.
 - Division Street Corridor Study: Budgeted for \$125,000, new expected estimate \$75,000
 - US 195/I-90 Corridor Study: Budgeted \$175,000, new expected estimate \$75,000
 - Data Acquisition and Technical Tools Effort: Budgeted \$300,000, new expected estimate for 2019 \$25,000
- Personnel related costs- increase of \$37,950
 - Salary and benefits a Planner position was budgeted to begin in January 2020. As part of a successful hiring process, this position as able to be brought on board in April 2019, eliminating the need and costs of a second hiring process. This adjustment figure for Personnel related costs includes adjustments to actual insurance figures for nine staff and other approved changes in 2019.
- Addition of \$9,500 for unemployment. The IT Manager position was replaced with an IT Services vendor starting in 2018. Funds were budgeted in 2018 for a potential unemployment claim. During the 2019 budget process it appeared there would not be any claim filed, so no funds were budgeted in 2019. However, in January of 2019 correspondence from WA State Unemployment Office was received indicating that a claim was opened in December of 2018. Through the first half of 2019 no unemployment wage claim has been filed with the State, and the claim will expire at the end of 2019. The most that could still be claimed in the last half of 2019 is therefore \$9,500, which is budgeted to be conservative.
- Training budget to be increased by \$6,900, as the Board approved the support of a Leadership Certificate program for the Executive Director through Gonzaga University.
- Travel Training line item to be increased by \$8,300 for the actual expenses pertaining to receipt and expenditure of a grant for a team of six from the region to attend the CDC Walkability Institute in Decatur, GA. Most of this increase is covered by the grant received for the training in the amount of \$6,884. The additional \$1,416 was absorbed by the SRTC training budget. The entire expense for the team will show in the SRTC training budget.

- The MTP line item is reduced to \$25,000. The work on the MTP update will still include consultant assistance for the update of land use allocations for population and employment, but other planned work be delayed into 2020.
- Legal services line item to be increased by \$4,000. Additional costs are anticipated to be needed for review of updated SRTC employee/agency manual.

More Information:

- See Attachment:
- For detailed information contact: Sabrina Minshall, Executive Director at (509)343-6370 or sminshall@rtc.org.

Appendix SRTC CY 2019 Draft Amended Budget (9/5/19)

	CY 2019 Approved	FY 2019 Amended	\$ Change	% Change	
REVENUES					
1. SRTC Cash Balance					
2. FHWA PL (Federal Public Law Funds)	585,726	620,172	34,446	5.88%	
3. FTA (Federal Section 5303 Funds)	205,000	205,000	-		
4. STBG Planning Funds	350,000	350,000	-		
5. STBG Data & Study Project Funds	400,000	150,000	(250,000)	-62.50%	
6. RTPO (State Planning Funds)	155,152	157,772	2,620	1.69%	
7. Local Dues	218,132	218,132	-		
8. Other Local Study Project Funds	200,000	350,000	150,000	75.00%	
9. Local Dues for Census 2020 'Complete Count'	-	73,705	73,705		
10. Grants - Other	-	6,884	6,884		
TOTAL REVENUES	2,114,010	2,131,665	17,655	0.84%	A
EXPENDITURES					
Personnel					
11. Salaries	761,753	793,112	31,359	4.12%	
12. Accrued Leave Payouts / Unemployment Claims	32,300	41,800	9,500	29.41%	
13. FICA	59,827	60,673	846	1.41%	
14. WA State Retirement System	97,138	102,883	5,745	5.91%	
15. Insurance	172,590	172,590	-		
Total Personnel	1,123,608	1,171,058	47,450	4.22%	B
Contractual and Professional Services					
16. Legal Services	25,000	29,000	4,000	16.00%	
17. Consultants & Professional Svcs	30,600	30,600	-		
18. Professional Svcs '2020 Census Complete Count'	-	73,705	73,705		
19. MTP Update	53,000	25,000	(28,000)	-52.83%	
20. Consultant Services & Model Development	300,000	25,000	(275,000)	-91.67%	
21. Consultant Services & I90/US 195 Systems Study	175,000	75,000	(100,000)	-57.14%	
22. Consultant Services & Division St Study	125,000	75,000	(50,000)		
23. State Audit Charges	10,000	11,500	1,500	15.00%	
Total Contractual and Professional Services	718,600	344,805	(373,795)	-52.02%	C
Materials and Services					
24. Publications	500	500			
25. Postage	225	225			
26. Operating Supplies	1,500	1,500			
27. Minor Furniture	1,500	1,500			
28. Telephone	8,585	8,585			
29. Advertising	4,090	4,090			
30. Rent - Office Space	77,800	77,800			
31. Rent - Meeting Rooms	400	400			
32. Lease - Copier (and usage charges)	4,300	4,300			
33. Property and Liability Insurance	10,700	10,700			
34. Printing	2,000	2,000			
35. Interfund Charges City of Spokane (Acctg/MIS/Reprographics)	10,900	10,900			
Total Materials and Services	122,500	122,500	-		D
Training and Memberships					
36. Mileage & Parking	3,800	4,800	1,000	26.32%	
37. Travel / Training	38,500	53,700	15,200	39.48%	
38. Board/Staff Retreats, Facilitators, Food	-	2,800	2,800		
39. Educational Speaker Series	15,000	15,000			
40. Dues, Subscriptions, and Memberships	7,725	7,725			
Total Travel, Training, and Staff Development	65,025	84,025	19,000	29.22%	E
IT Operations					
41. IT Professional Services	37,000	37,000			
42. Software	26,365	26,365			
43. Hardware - New, Replacement, Repairs & Maintenance	8,000	8,000			
44. Online Services	12,912	12,912			
Total IT Services	84,277	84,277	-		F
TOTAL EXPENDITURES	2,114,010	1,806,665	(307,345)	-14.54%	G

To: SRTC Board of Directors September 5, 2019

From: Greg Griffin, Administrative Services Manager

Topic: **Calendar Year (CY) 2020 Budget and Proposed Member Dues**

Requested Action:

Set SRTC member dues for CY2020 based upon the formula and allowable 15% increase as outlined in the SRTC Interlocal Agreement.

Key Points:

- The Washington State Office of Financial Management's (OFM) April 1, 2019 population estimates are used to calculate dues.
- The per person dues rate is .26.
- The Interlocal Agreement contains a provision for the City of Spokane and Spokane County to have the same membership dues.
- The 2013 SRTC Interlocal Agreement (ILA) contains an allowance for up to a 15% increase in local dues without a one-year notice to members.
- Approval of a 15% increase for all members would result in total dues increase for CY 2020 of \$31,715 over CY 2019 dues.
- A draft CY 2020 Budget will be presented to the Board for information in October and November 2019 and for action in December 2019.

Board/Committee Discussions:

This item was presented to the Board for information and discussion at the July 24, 2019 meeting.

While SRTC committees do not have direct input into dues or budget, they are substantially involved in the development of the Unified Planning Work Program (UPWP), which is the key document used in the creation of the agency's budget.

Public Involvement:

The July 24, 2019 Board meeting was open to the public; information announcing the meeting was published on a variety of platforms.

Supporting Information/Implications:

SRTC revenues are disproportionally funded by federal and state grants. In FY 2019 only 14% of agency revenue came from membership dues. On multiple occasions over the past few years the Board has discussed a desire to seek a better balance of funding sources.

Activities in the CY 2020 budget follow the SRTC Strategic Plan and 2020-2021 UPWP. Benefit costs are expected to increase moderately.

Each year SRTC develops an annual budget outlining anticipated revenues and expenditures for the following year. The CY 2020 budget preparation schedule is:

Calendar Year 2019 Budget Schedule	
July 11, 2019	Presentation of options for proposed member dues
September 12, 2019	Board decision on CY 2020 dues
October 10, 2019	Board Administrative Committee budget workshop
November 14, 2019	Board - First review CY 2020 Budget
December 12, 2019	Board - Action on the CY 2020 Budget

The draft CY 2020 budget is prepared within the framework of the Board's priorities for the agency. The budget focuses available resources on planning activities as outlined in the 2020-2021 Unified Planning Work Program (UPWP), which was approved by the Board on June 13, 2019.

The budget categories are used to track actual revenues and expenditures throughout the year and quarterly reports are provided to the Board. The 2013 ILA calls for the SRTC Board to provide a proposed work program and total budget to each member agency by September 20 of the preceding year. Approval or rejection of such budget by each member shall be submitted to SRTC by November 1 of each year.

More Information:

- See Attachment One: Estimated Member Dues
- For detailed information contact: Greg Griffin at ggriffin@src.org or at (509)343-6386.

Projected Dues w/ 2019 Population update (2020 dues shown w/ both no 15% increase and w/ 15% increase)

Agency	April 1, 2018 OFM Population Estimate	2019 Dues	April 1, 2019 OFM Population Estimate ²	% of Total Population	2020 Dues @ .23 per cap (no 15% increase)	2020 Dues @ .26 (15% inc.) per cap ³	2021 Dues @ .30 (15% inc.) per cap ³	@ .23/capita \$\$ amount of increase over 2019	15% increase (.26/cap) = \$\$ amount of increase over 2019
Airway Heights	9,085	\$ 2,090	9,545	1.85%	\$ 2,195	\$ 2,482	\$ 2,878	\$ 106	\$ 392
Cheney	12,200	2,806	12,410	2.41%	2,854	3,227	3,742	48	421
Deer Park	4,240	975	4,390	0.85%	1,010	1,141	1,324	35	166
Fairfield	620	143	625	0.12%	144	163	188	1	20
Latah	195	45	195	0.04%	45	51	59	-	6
Liberty Lake	10,390	2,390	11,000	2.13%	2,530	2,860	3,317	140	470
Medical Lake	4,990	1,148	5,005	0.97%	1,151	1,301	1,509	3	154
Millwood	1,790	412	1,795	0.35%	413	467	541	1	55
Rockford	480	110	485	0.09%	112	126	146	1	16
Spangle	275	63	280	0.05%	64	73	84	1	10
Spokane	220,100	50,623	222,000	43.09%	51,060	57,720	66,933	437	7,097
Spokane County (Unincorp) ¹	147,650	50,623	150,670	29.24%	51,060	57,720	66,933	437	7,097
Spokane Valley	95,810	22,036	96,720	18.77%	22,246	25,147	29,161	209	3,111
Waverly	125	29	130	0.03%	30	34	39	1	5
City and County Subtotal	507,950	\$ 133,492	515,250	100%	\$ 134,913	\$ 152,511	\$ 176,854	\$ 1,421	\$ 19,019
Spokane International Airport		\$ 17,250			\$ 17,250	\$ 19,838	\$ 22,813	\$ -	\$ 2,588
Spokane Transit		44,390			44,390	51,049	58,706	-	6,658
WSDOT		23,000			23,000	26,450	30,418	-	3,450
Transportation Agency Subtotal		\$ 84,640			\$ 84,640	\$ 97,336	\$ 111,936	\$ -	\$ 12,696
GRAND TOTAL		\$ 218,132			\$ 219,553	\$ 249,847	\$ 288,790	\$ 1,421	\$ 31,715

¹The SRTC Board policy is for Spokane County dues to match the City of Spokane dues each year.

²Based on the State of Washington's Office of Financial Management's April 1, 2019 population figures.

³Increase from population change and 15% per capita increase

Population increase estimated .5% annually 2021 thru 2023

Note: 15% inc from 23 cents rounded downwards to 26 cents (.2645)

To: SRTC Board of Directors September 5, 2019

From: Sabrina Minshall, AICP, SRTC Executive Director

Topic: **SRTC Letter of Support for City of Spokane “OLLI” Grant Application**

Requested Action:

SRTC Board decision regarding a letter of support for the City of Spokane’s “OLLI” grant application.

Key Points:

- On August 22, 2019, City of Spokane staff requested a letter of support from SRTC for the “OLLI” PNW Local Motors Fleet challenge grant. (Submitted Proposal- Attachment 1)
- Grant proposal was due August 26, 2019.
- The grant challenge is for a three-month deployment and has a variety of technical requirements. (Challenge Brief- Attachment 2)
- The proposed project, “OLLI”, is an autonomous, 12- passenger vehicle shuttle pilot, but it does have a driver on board. (Spec. Sheet- Attachment 3)
- The proposed route is through Riverfront Park, using the promenade (Howard St.) from the Rotary fountain to Mallon Ave. (Proposed Route- Attachment 4)
- As OLLI shuttles are not ADA Accessible, they cannot be operated by STA and are not considered public transportation; rather they should be considered an attraction.

Board/Committee Discussions:

There have not been any prior Board or Committee discussions on this project.

Public Involvement:

All Board meetings are open to the public.

Supporting Information/Implications:

Applicable policies for consideration from the Metropolitan Transportation Plan, *Horizon 2040* are:

Economic Vitality 1a.: Prioritize transportation investments by mode that enhance accessibility and connections between city centers, regional centers, attractions, towns and areas of regional employment.

Cooperation and Leadership 2a. Provide leadership by facilitating coordinated, cooperative, and comprehensive transportation planning.

Quality of Life 6e. Support transportation projects that protect culture, value and unique characteristics of communities and contribute to a sense of place.

Pages 4.1-4.2 of the MTP describes autonomous/automated vehicles “*While the market will dictate whether these technologies are successful, as a planning agency, SRTC must build in support for innovative technology and ensure all users have accessibility to transportation. Additionally, planning should take place for upcoming infrastructure needs to make these new options successful, particularly if they improve efficiency, safety and quality of life.*”

More Information:

- See Attachments 1-4 provided by the City of Spokane
- For detailed information contact: Sabrina Minshall at (509) 343-6370 or sminshall@srtc.org.



PACIFIC NW FLEET CHALLENGE

City of Spokane

Wolff, Charlie
City of Spokane, Office of Mayor David Condon, Business Development Manager
cwolff@spokanecity.org
(509) 625-6191



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Olli, The Urban Experience!

1.) At the Core of our City! Olli represents a new way of thinking. The technology is a statement and commitment to a better way. With a clean, alternative and forward thinking solution we are making a statement about our City's future safer, smarter, and healthier. With 750 daily commuters utilizing the North Bank parking lots on the fringe of downtown, a fleet of Ollis would provide "the last mile" connection into downtown. Alternatively, on a given evening or weekend day, we may have 10,000 concert goers, convention attendees, or arts enthusiasts out for entertainment – these people want to interact with other City services. Olli will quickly allow them access to additional services or resources. Whether one is coming to work, enjoying a concert, or recreating in the park, they'll need to park and walk to a final destination – Why not Olli?

2.) Why Spokane? The City of Spokane, WA, is the capitol of the Intermountain Northwest, with a population of 222,000 at the core and regional population of more than 700,000 people. Spokane has grown up along the banks of the beautiful Spokane River accented by a series of rapids and water falls. A 100-acre urban park, new community plaza, and planned trailhead frame the south bank of the river and create a launching point for a 3-mile Gorge Loop trail that seamlessly transitions work into play.

The City is working to leverage its incredible urban experience to encourage new business investment that builds on more than \$2.8 billion of public and private investment over the past six years, a growing entrepreneurial reputation, and a University Research District that includes degrees from six higher education institutions and two medical schools. Over the next five years, there is another \$750 million planned in major investments in higher education, public education, transportation, recreation and entertainment, the river, and public safety; which will only enhance Spokane's livability quotient and opportunity for economic growth.

Spokane has a history of "bridging" the north and south communities divided by the Spokane River. The City of



[360 view of the Howard Street Promenade](#)



[Downtown Spokane Flyover](#)

Spokane sees a unique opportunity to once again showcase a new, clean, alternative and creative solution to a current urban challenge by partnering with Local Motors and deploying Olli!

3.) Riverfront Park: Spokane's Riverfront Park has a dedicated 30 foot wide, non-vehicular promenade that runs north to south approximately .35 miles long. From end-to-end, the promenade is highly visible, and provides critical access to many park attractions and amenities, while bridging the river and connecting the private business district with public entertainment venues.



[Experience the Pavilion at Riverfront Spokane](#)

On the north end is the Spokane Arena, an 11,000 seat, 35,000sf concert venue facility with 1500 vehicle surface parking capacity. The planned \$53 million Spokane Regional Sportsplex, an approximately 180,000sf multi-use sporting facility, will be built directly east of the Spokane Arena. Riverfront Park has recently experienced a \$64 million upgrade with a new multi-season skate ribbon, revitalized - pavilion gathering place, state of the art 100-year-old carrousel, and a Regional Playground. To the south is the Central Business District, and southeast is the First Interstate Center for the Arts, and the Spokane Convention Center. In collaboration with Local Motors, the City of Spokane would like to look at expanding the fleet through the park to allow concert goers, or performing arts spectators, and convention attendees may experience more of the City entertainment and culture with a means of connecting to downtown retail and hospitality.

4.) People

The density and use case is amazing! The City has approximately 50,000 professionals working 9AM-5PM weekdays, 100,000 residents, and 35,000 college students all within a few miles of this area – then we have concert goers, arts and culture enthusiasts, recreationalists; over 1 million park visitors all using different aspects of the proposed area at different times. By adding Olli to the center, we allow each group to participate and raise the engagement of all people and the events; as a relief to parking or a simple means of getting to or from an event to other services in the City, together we would provide a glimpse into the future and offer a multimodal transportation solution.



5.) Place

The frequency and duration would be developed upon ridership; likely Olli would cycle every 10 minutes from 8AM-5PM. We would look at real-time user feedback, research and innovation to hone the Olli experience, while also looking to push Olli's current limits; in order to expand operation beyond daylight hours and beyond current weather restricted uses. At a minimum there would be two stops on the two ends of the route (north and south) - either a zero turn or a U-turn would be accommodated. An "Olli lane" may also be designated to help delineate walking traffic from Olli traffic.



6.) Policy

This launch will involve many partners and stakeholders both participating and observing the application unfold. Our proposed route was dedicated by the Spokane Park Board, a designated public transit and pedestrian Right of Way, closed to through traffic. Currently traffic is limited to park rangers (who will help protect Olli and our riders) and other Park service vehicles.

The promenade (RED) and major connections (YELLOW)

7.) Partnership

Because of our track record for collaboration and the prevalence of the terms *innovation*, *leadership*, *technology* in short and long-term strategy documentation – We have been well received by many partners.

Spokane Transit Authority (STA) is the Public Transportation Benefit Area Authority. STA will work with the City of Spokane to consider vision and opportunities to explore further deployment of technology as well as industry best practices. The Spokane Parks Department sees over one million visitors to our proposed location. They are eager to realize strategic initiatives around transportation through the 100-acre downtown park. The Public Facilities District (PFD) operates our local Arena, Sportsplex, Performing Arts Center and Convention Center. The PFD brings tens-of-thousands of tourists through our community annually through programmed events. Gonzaga University's School of Engineering and Applied Sciences (SEAS) has also expressed interest in partnering. We'd like to discuss further university and Local Motors partnership such as research, internships, and leveraging the data collected.

8.) Final verification

The City of Spokane is proud to make this effort and response to the NW Fleet Challenge Request for Proposals. If chosen, the City of Spokane participation will be subject to final review and agreement on terms, conditions and applicable state and federal laws.



9.) We stand committed

The City of Spokane is committed to the resources required to make a successful pilot. The City will look to maximize our resources and current employee capacity to support variable expenses: GIS mapping, development, WiFi/LTE network, in-kind partnership, internship, and marketing/advertising.

10.) The Following partners have submitted a letter of Support to this proposal

1. **Spokane Transit Authority (STA)** – E. Susan Meyer, Chief Executive Officer
2. **City of Spokane Parks and Recreation (Parks)** – Garrett Jones, Interim Director
3. **Gonzaga University, School of Engineering and Applied Sciences (SEAS)** – Karlene A. Hoo, PHD Dean & Professor
4. **Spokane Public Facilities District (PFD)** – Stephanie Curran, CEO
5. **Downtown Spokane Partnership (DSP)** – Mark Richard, President and CEO



August 26, 2019

Re: City of Spokane Proposal to Olli Fleet Challenge RFP

To Whom It May Concern:

Spokane Transit Authority (STA) offers our enthusiastic support for the City of Spokane's effort to pilot the implementation of an Olli pod as an innovative amenity within Riverfront Park, the city's crown jewel of a park within the urban core.

Spokane Transit provides public transportation to tens of thousands of passengers daily around the region including many who are destined to places within walking distance of Riverfront Park. STA also has a keen interest in advances in mobility strategies and technologies. STA's comprehensive plan, *Connect Spokane*, includes a planning policy within its Safety and Security element that encourages the agency to "actively monitor advancement in safety and collision avoidance technology and other user assist technology..." The policy also acknowledges the role of driverless shuttle pilots.

The pilot implementation of an Olli pod within Riverfront Park will be a novel and attractive feature for the park. It offers STA an opportunity to advance its planning policy by observing local receptivity to driverless technologies.

We applaud the City of Spokane's effort to find innovative ways to draw visitors to the park and enhance their experience with this promising technology. Thank you for your consideration of their proposal and our endorsement of it.

Respectfully submitted,

A handwritten signature in blue ink that reads "E. Susan Meyer".

E. Susan Meyer
Chief Executive Officer

cc: Mayor David Condon, City of Spokane
Candace Mumm, Chair, STA Board of Directors
Sabrina Minshall, Executive Director, Spokane Regional Transportation Council



August, 21, 2019

Mr. Taylor Gygi, District Sales Manager
9185 S. Farmer Ave. Suite 101
Tempe, AZ 85284

Dear Mr. Gygi,

The City of Spokane is an exciting and changing 2nd tier City. Anchored by a strong education sector health care and professional services. The Downtown Spokane Partnership (DSP) is the lead business improvement district (BID) for the City of Spokane. As president of the DSP I work in partnership with the Mayor, and the City of Spokane to compliment the joint Administration-Council Strategic Plan to grow, recruit and retain businesses; it is increasingly important that regional organizations leading innovation explore how to contribute to inclusive economic outcomes. We support the City of Spokane's application and RFP response for an Olli in the Spokane community.

Our organization has a long history of partnering with the City of Spokane. A pilot and test of the Olli platform will enhance community awareness of autonomous alternative transportation, demonstrate a commitment to entrepreneurship opportunities, and benefit public health by applying a clean alternative connection across our City.

The DSP represents a broad range of our citizens and provides a connection point for private, public and institutional agencies to collaborate. DSP continues to innovate, help to recruit professional service providers and to bring new potential startups to the community in this important field. The City of Spokane plays a critical role in leading the community and makes vital contributions to inclusive economic outcomes in the Spokane community.

The Downtown Spokane Partnership is excited about the Olli pilot project, and our organization will look to support the City of Spokane in development of a sustainable program.

Sincerely,

Mark Richard
President and CEO, Downtown Spokane Partnership



August 22, 2019

To: Charlie Wolff
Business Development Manager
Office of the Mayor
City of Spokane

From: Karlene A. Hoo, Ph.D.
Dean & Professor

A handwritten signature in black ink that reads "Karlene A Hoo".

Subject: Letter of Support for the City of Spokane for Olli Pilot

The School of Engineering and Applied Science (SEAS) at Gonzaga University is excited by the prospect of an autonomous vehicle pilot in the City of Spokane. The deployment of innovative technology in the city allows our students to be part of an urban living laboratory that would provide opportunities for research, partnership and collaboration with the City of Spokane and the other University District institutions. Autonomous vehicles deployment would be an excellent platform for multi-discipline and multi-institution collaboration in a rapidly emerging field and we see potential for all of our SEAS programs. Gonzaga University and SEAS have a strong focus on engaging our students in hands-on experiences and this pilot would provide opportunities for this type of engagement.



SPOKANE
PUBLIC FACILITIES
DISTRICT

August, 21, 2019

Mr. Taylor Gygi, District Sales Manager
9185 S. Farmer Ave. Suite 101
Tempe, AZ 85284

Dear Mr. Gygi,

The City of Spokane is an exciting and changing 2nd tier City; anchored by a strong education sector, health care and professional services. We are proud to be the second largest metropolitan hub in the State.

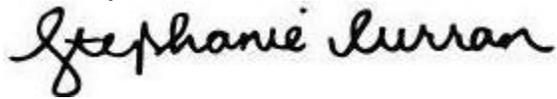
The Public Facilities District (PFD) is the lead entertainment, convention and tourism activity service provider for the City of Spokane. As Chief Executive Officer of the PFD, I work in partnership with the Mayor, and the City of Spokane to compliment the joint Administration-Council Strategic Plan to grow, recruit and retain businesses. We currently operate three major facilities; while we are under construction on a fourth Sports Complex: the Spokane Arena, Convention Center, and First Interstate Center for the Arts are all located in downtown, and surround Riverfront Park in Spokane.

Our organization has a long history of partnering with the City of Spokane. The PFD appreciates the City's work to lead the community. A pilot and test of the Olli platform will not only enhance community awareness of autonomous alternative transportation, demonstrate a commitment to entrepreneurship opportunities, and benefit public health by applying a clean alternative connection across our City, but it will help our organization connect our concertgoers, convention attendees, athletes, and guest connect to the downtown.

The PFD represents a broad range of our citizens, bringing more people through downtown than any other organization in the region. Our Facilities attract thousands of attendees each year who need to crisscross Riverfront Park for parking, concerts, athletic venues, performances, and conventions on a regular basis. We need a creative new solution to connect public and private services throughout downtown. The PFD is currently in the design phase of an additional Downtown Spokane Sports Complex that will further enhance our ability to serve more people and increase our demand for transportation and connection through Riverfront Park.

The City of Spokane plays a critical role in leading the community and makes vital contributions to inclusive economic outcomes. The Public Facilities District is excited about the Olli pilot project, and our organization will look to support the City of Spokane in development of a sustainable program.

Sincerely,

A handwritten signature in black ink that reads "Stephanie Curran". The signature is written in a cursive, flowing style.

Stephanie Curran
CEO, Spokane Public Facilities District

August 23, 2019

Re: Olli Fleet Challenge, letter of support

I am writing to support the nomination for Riverfront Park in Spokane, Washington in the Olli Fleet Challenge. I believe it to be a best use-case scenario for Olli given your criteria, and for our community given the positive, widespread impact an Olli fleet would have.

Riverfront Park runs approximately the length of four city blocks north to south, in the heart of downtown. On the south edge of the park is our downtown core; on the north edge lies blossoming public and private development. At the center of our park – on an island – sits our iconic Pavilion amidst the roaring river falls. These falls are the second longest urban falls in the United States.

Approximately 2 million people visit Riverfront Park each year, and many of them want to venture to the island center of the park, or completely through the park. Given its setting, parking is not in as close of a proximity as some may need or want.

In 2014, voters overwhelmingly approved a \$64 million dollar bond to improve Riverfront Park. The Master Plan focused on five key projects, one of which is the Howard Street Promenade which takes visitors through the park. That project, plus three others, are complete, and all major work will be done by the end of 2020.

The Master Plan recognized the need for a people mover (RiverfrontParkNow.com, Master Plan, section 6.3.6) given the mobility challenges of our park based on its size and island setting. It was noted a people mover would greatly improve park use and access for all people.

“The Master Plan recommends that the Park pursue ... either electric or non-electric people movers within the Park ... [or] a driverless podcar system.”

Two million visitors a year -- locals and tourists, children and elderly, people with mobility challenges – would benefit tremendously from a pod of Olli sized for our use and location. A three-month summer pilot would pair seamlessly with our Summer Concert Series – a first for 2020 in the brand new Pavilion at Riverfront. In addition to a concerts, our summer programming will include free and low-cost community events in the areas of arts & culture, healthy living, children & families, and entertainment.

Our team is well positioned to market a pod of Olli next summer and into the future. We have a dedicated marketing and communications team who can incorporate use of the Olli into programming promotions and in signage across the park.

Riverfront would love to explore an Olli pod deployment into our park as a means of enhancing mobility for our park visitors. We feel we are well equipped to partner with Olli in this effort, contribute necessary resources, and if the system works well for park needs, sustain an Olli pod into the future.

Thank you for your consideration.

A handwritten signature in blue ink, appearing to read "Garrett Jones".

Garrett Jones
Interim Director, City of Spokane Parks & Recreation
gjones@spokanecity.org



CHALLENGE BRIEF:

The Olli Fleet Challenge asks ‘*What would you do with a fleet of autonomous shuttles?*’ We are looking for the best use-case scenarios for Olli. Whether it be transporting university students from class to class or providing a safe transportation service to get you from your home to your office, we want to provide a solution that offers the greatest impact to you! The winner of this challenge will receive a deployment of a pod of Olli, sized to their proposed use-case and location. The winner will receive the Olli pod for a three month deployment. We will work with all entrants on defining their contribution to any variable costs such as, but not limited to: mapping, scoping, testing and the onboard Olli steward. Judges will look more favorably on entries that are better prepared to market and sustain such Olli deployments as an integral part of their mobility solution now, as well as in the future.

The Pacific Northwest Olli Fleet Challenge is open to cities, developers, businesses and other public or private organizations that want the opportunity to test a fleet of Olli for their desired use-case in Washington or Oregon state. Valid entries will focus on five major areas that have been identified as requirements for a successful deployment:

- **People:** Who in your community will interact with Olli, as a rider or otherwise?
- **Place:** What roads will Olli drive on, and what does the surrounding environment look like?
- **Policy:** How will your deployment also discover and develop the future of mobility policy?
- **Partnership:** Who, and how, are you going to leverage partners to think about the future of mobility?
- **Product (Olli):** How does your organization imagine Olli transforming mobility, placemaking and culture?

Deploying Olli in Washington and/or Oregon will require a willingness to work in partnership with local officials, businesses and community stakeholders who will also benefit from this deployment. We are looking for entrants who are willing and able to take on both the variable costs and technical requirements of deployment, as outlined in the challenge terms & conditions.

CHALLENGE REQUIREMENTS:

Requirements are elements of an entry that must be included in the submission. We will work closely with entrants to ensure they fully understand the requirements by providing one-on-one feedback and guidance throughout the submission period, as well as periodic challenge updates to all entrants. Once the submission period has ended, the validation period will begin. During this time, feel free to make any final edits to your submission before the judging period begins.

We are looking for deployments that are a perfect fit not just for Olli, but for the people to whom Olli will be able to provide a service. All challenge entries need to meet the following requirements for Olli.

Technical Requirements:

- The operational area should have sufficient and reliable coverage of 4G LTE Data cellular communication to allow Olli and its systems to properly communicate.
- Olli is limited to 25 mph maximum speed, thus roadways should be selected that best match this speed constraint for operation in traffic, if any traffic is present.
- Roadways should be on average, less than 5% grade although Olli can operate on routes up to a 16% grade for brief periods of time.
- Olli is currently geared for on-road operation only. Roadways must be comprised of pavement or other hard surface roadways. No loose gravel, dirt or non-improved pathways.
- Olli requires access to sufficient 3-phase AC power to charge.
 - Voltage must be regulated between 360-440 VAC
 - Vehicle will draw a maximum of 32 amps on charge line
- For GPS tracking, Olli should be operated in areas that have a clear, unobstructed view of the sky, with minimal tree canopy coverage and limited high-rise building obstructions.
- Although Olli can operate at night, day operations are preferred due to increased visual clarity for the on-board safety steward and camera logging system.

Environmental Requirements / Limits:

- Olli can operate in various weather conditions, but only when human visibility is not degraded to less than 300 ft. The following conditions outline the operational limits for Olli:
 - Light to medium rainfall (defined as: maximum of .10 inches per hour to a minimum of 0.025 inches per hour)
 - Light snowfall (less than 0.5 inches of total accumulation)
 - Light blowing dust
 - Minimal fog
 - No sleet
 - No freezing rain
 - No sustained wind/gust conditions over 50 mph
- Generally, roadways should be free and clear of packed snow and standing water greater than 1" deep.
- Operational temperature range: -20° to 115°F

Key roadway attributes:

- Only roadways with a maximum speed of 25 mph
- Walking paths will be considered as long as the vehicle can be legally allowed to operate and is deemed safe.
- Two-lane roadways, or one-way streets
- Does not cross excessively higher speed roadways (> 40 mph)
- No stop light controlled intersections (stop signs are allowed)

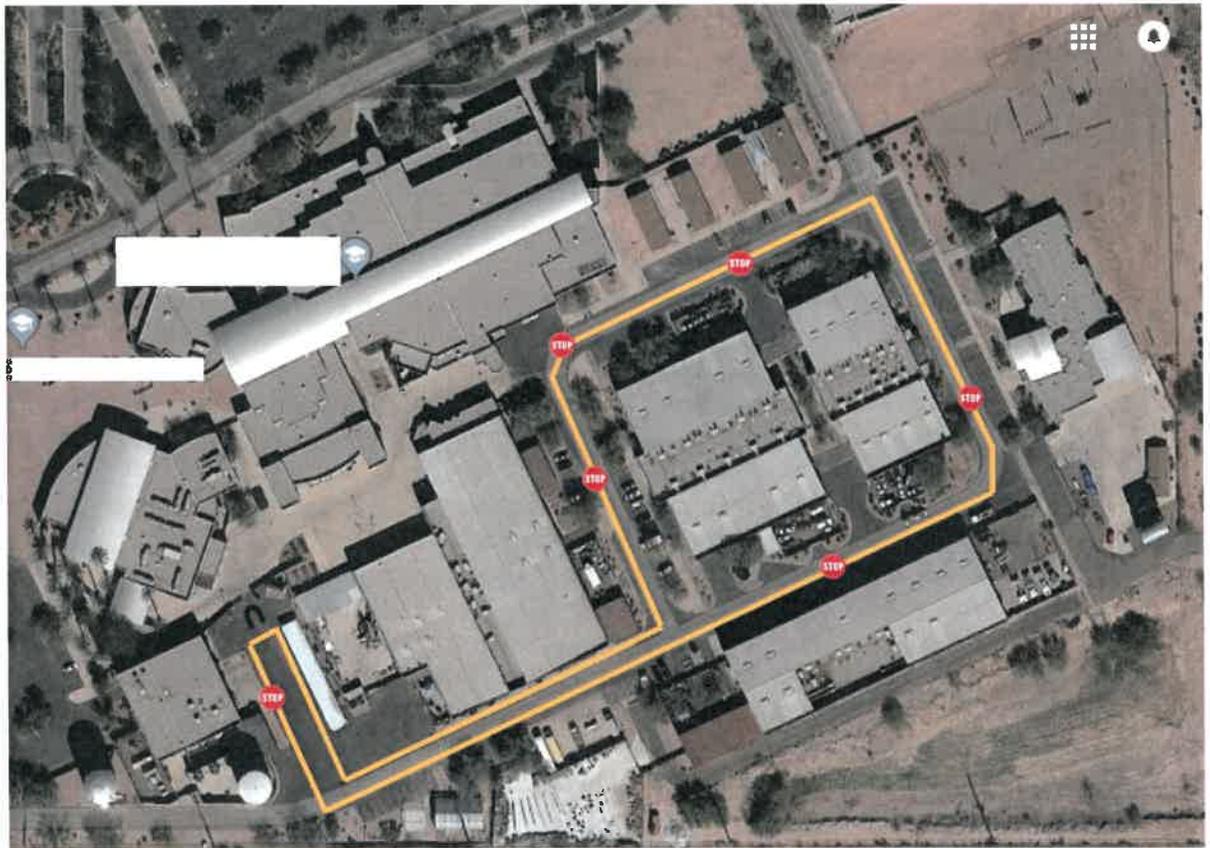
Operational Requirements:

- All passengers must be seated with safety restraints on and visible. Passengers are permitted only on the basis of state regulation and operator approval.

Deliverables

Entries should contain the following information and elements:

- **Executive summary:** A brief description of the proposed concept, including your objectives and vision for this deployment; your goals and the key metrics you will measure to know you've achieved your goals; and the value that your organization sees Olli bringing to your community and the future of transportation.
- **Description of your organization:** Tell us about your organization, including its role in the community and your organization's overall priorities beyond this deployment.
- **Objective:** What are your objectives for this deployment, and how will Olli support the goals you wish to achieve?
- **People:** Define clearly who will interact with Olli (including rider demographics), and for what purpose, and the anticipated volume of riders. Outline key performance metrics your organization is hoping to achieve in your deployment.
- **Place:** Information on your proposed micro-transit corridor and how Olli will be leveraged within this space. Detailed explanation of the route, waypoints, schedule, pick-up and drop-off locations, and other critical points that would impact the execution of the route.
- **Policy:** Clearly state how your deployment plan meets current AV policy regulations.
- **Partnership:** What resources will your organization provide to ensure the success of the Olli deployment, and what additional resources are needed? Describe any other organizations or partners you envision participating in your deployment.
- **Fulfillment of requirements:** Describe how your concept fulfills the technical, environmental and regulatory requirements listed above. This should include a description of the current state of the proposed route (e.g., traffic conditions) and what exceptions or changes will need to be made to ensure that the route can be completed effectively by Olli.
- **Estimated cost of deployment:** Describe how your organization and partners will contribute to any variable costs, such as but not limited to mapping, scoping, testing, and the onboard Olli steward based on your proposed deployment. Please identify a specific financial commitment your organization would be willing to contribute towards supporting this project. Competitive applications must identify \$88,000 at a minimum, to show their support.
- **Letter of Support/Endorsement:** Endorsement from the key individuals and organizations required to ensure the success of your deployment. No more than five letters of recommendation.



- Track is .49 miles. Includes 6 stops and one u-turn.

Visual Files

- Maps, videos and photographs of the desired deployment location, with specific information on current traffic flows related to people, bicycles, cars and any other potential equipment within the geographic area of the designated deployment. For example: Google Maps.

RESOURCES

- [Olli spec sheet](#)
- Example of a map - see above

CHALLENGE JUDGING CRITERIA:

Our judges will be evaluating each submission equally on the following points:

People: The level of understanding of the use-case for Olli and the ability to communicate and connect with the people that Olli will service.

Place: Thoroughness of understanding about how the place will be transformed by Olli, illustrated through maps, identification of waypoints, traffic pattern changes, key impact metrics, etc.

Product: Your organization’s interest and level of understanding of autonomous vehicles and how you will use Olli to transform your business or organization and its surrounding community, including committed financial support for the cost-sharing portion of the challenge requirements.

Partners: The quality of the partnerships that support the vision and use-case of Olli.

Policy: Support you will provide in ensuring that policy constraints and needs can be met. This can be expressed through letters of support for example, from property owners, municipal services or departments of public works.

AWARD:

- The winner will receive a deployment of a pod of Olli (2-5), sized to their proposed use case and location.
- Winner will receive the Olli pod for a three month deployment. We will work with organizations on defining their contribution to any variable costs, such as but not limited to mapping, scoping, testing and the onboard Olli steward. Judges will look more favorably on entries that are better prepared to market and to sustain such Olli deployments as an integral part of their mobility solution now and in the future.

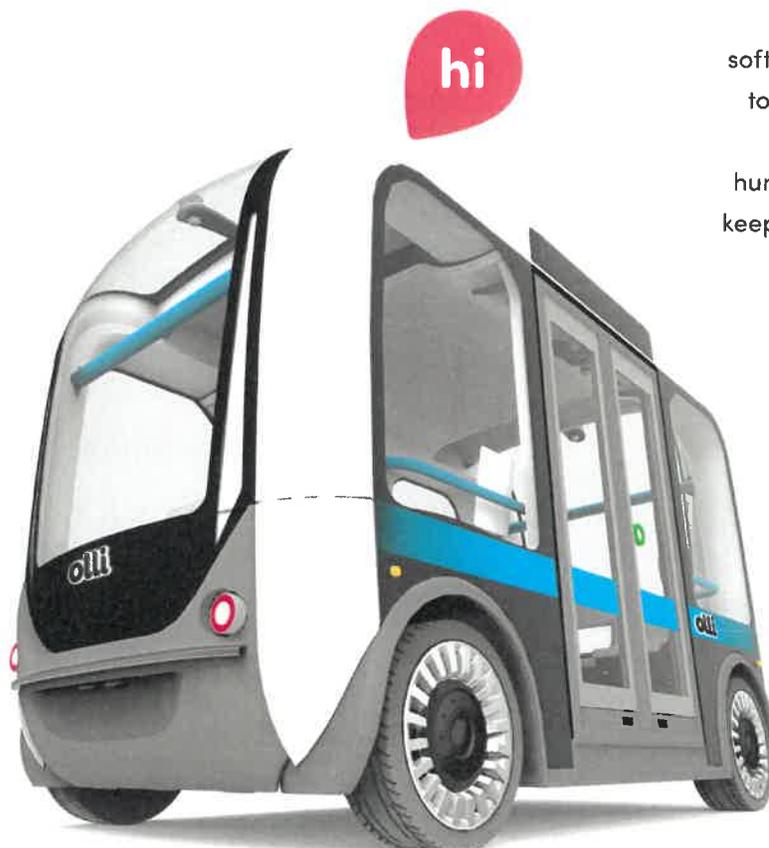
TIMELINE:

OLLI FLEET CHALLENGE: PACIFIC NORTHWEST	
Challenge Launch	7/1/19 - 8/26/19
Challenge Validation Period	8/27/19 - 9/17/19
Challenge Judging Period	9/17/19 - 9/24/19
Challenge Winner Notified/Enters into Contract	9/25/19 - 10/23/19
Challenge Winner Public Announcement	10/29/19

meet olli



SENSITIVE:
My LiDAR, Radar,
and optical cameras
allow me to see
in all directions.



RESPONSIVE:
My self-driving
software allows me
to make decisions
faster than my
human friends and
keep everyone safe.



SUSTAINABLE:
My electric
drivetrain
protects our
environment
while providing
a quiet ride for
my passengers.



STYLISH:
My exterior is customizable,
allowing my look to reflect the
style of my riders, city or campus.



SUPERVISED:
My activity and the
safety of my riders
are monitored by a
human at all times.

local motors
by

RANGE

Average Range 60km/40mi (Nominal)
40km/25mi (Max Load, Max AC)

CAPACITY

Max Passengers Up to 12*

*Capacity varies based on regulatory restrictions and seating layout.

MOTOR

Max Torque 240Nm
Continuous Torque 125Nm
Max Power 100kW
Continuous Power 30kW
Max Speed 40km/h (25mph)
Type Brushless Synchronous AC

POWER SYSTEM

Max Capacity (kWh) 18.5 Max (16.2 Usable)
Charger Type 6.6kW Max
Charge Time (230V A/C single-phase) ... Approx. 4 Hours

DRIVETRAIN

Transmission 9.59:1 Gear Ratio

SENSORS

LiDAR 2 Std Def, 1 HD
Radar 2F+2R SRR, 1FWD ESR
Internal Measurement Unit Yes
Optical Camera Optional
Bumper Switch Front, Rear
GPS 2 GPS Antennas

COMMUNICATION / DATA

GSM/LTE Modem
On Board Data Recorder

HVAC CONTROLLER

Heating/Air Conditioning Standard

DIMENSIONS

Length 3920mm (12.86ft)
Width 2050mm (6.73ft)
Height 2500mm (8.20ft)
Wheelbase 2526mm (8.29ft)
Passenger Room Height 1950mm (6.40ft)

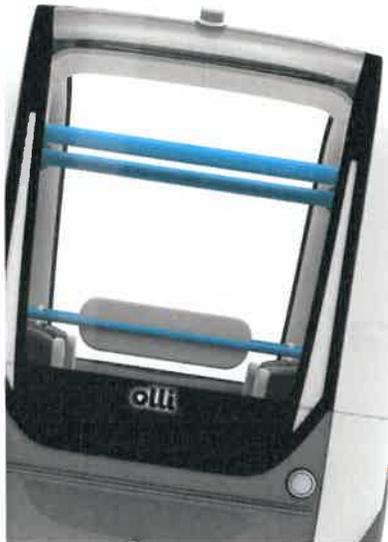
WEIGHT

Curb Weight 1860kg (4100lbs)
Carrying Capacity 545kg (1200lbs)

CHASSIS / SUSPENSION / BRAKES

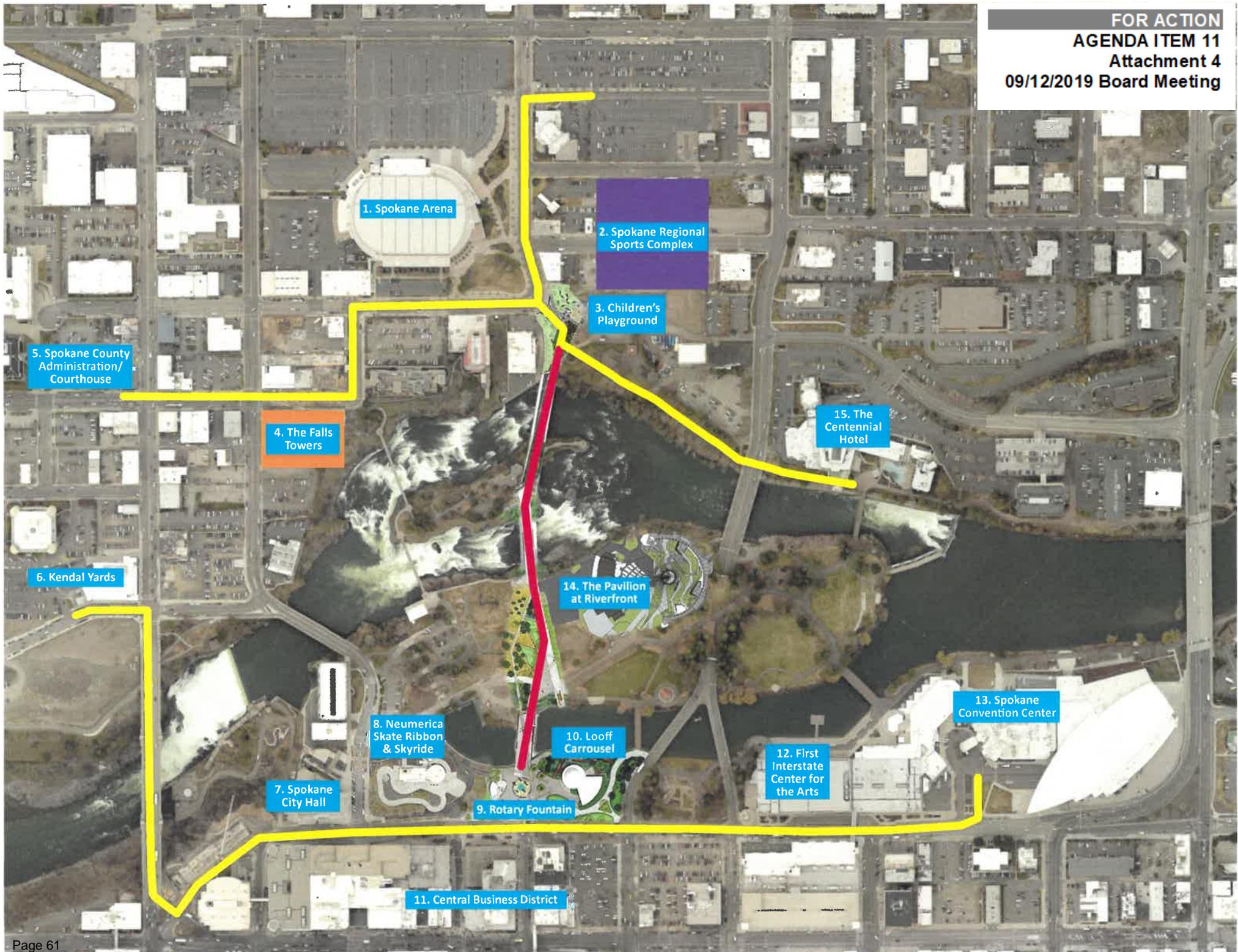
Chassis Aluminum
Front Suspension Macpherson
Rear Suspension Macpherson
Front Brakes Disc
Rear Brakes Disc

Front Tire 215/50/R17
Rear Tire 215/50/R17
Emergency Brake Yes



local motors
by 

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September 5, 2019

To: SRTC Board of Directors

From: Sabrina Minshall, AICP, SRTC Executive Director

Topic: **Addition to SRTC Priority Project List: Opportunity Project “Supplement to Henry Road Overpass: Preserve High Performance Transit/Congestion Relief Corridor”**

Requested Action:

Board decision regarding the addition of “Supplement to Henry Road Overpass: Preserve Congestion Relief Corridor/ Preserve High Performance Transit” as a Priority Regional Project of Opportunity.

Key Points:

- SRTC Priority Project list was adopted by the Board of Directors at the August 2018 meeting. It was the result of the prioritized, call for projects process.
- Funding decisions, including additional funding, are made for projects based upon this list.
- Henry Road Overpass is currently a “Connecting Washington” funded project, scheduled for design in SFY2020 and construction in SFY2021.
- Henry Road overpass is listed in the Metropolitan Transportation Plan (MTP), *Horizon 2040*, as an interchange. The down-scoping of the project was the result of a WSDOT and community practical solutions process.
- As the project has progressed, concerns have emerged regarding the encroachment into Spokane County’s long held Milwaukee Railroad Right of Way. This right-of-way contains a Spokane County main sewer line and is also the location of a future High-Performance Transit/Congestion Reduction Corridor.
- In order to reduce encroachment into the right of way and preserve the ultimate function of congestion relief for I-90, additional funds would be needed for design and construction of the project.

Board/Committee Discussions:

This is the first Board discussion on this project.

Public Involvement:

All Board meetings are open to public comment. If additional funds are to be allocated by SRTC to this project in the future, a public comment period will be needed.

Supporting Information/Implications:

If the Board decides to place this project on the Priority Project list as an Opportunity Project, a subsequent step, after an appropriate public comment process and committee vetting, would be consideration of SRTC funding allocation. This consideration could happen at the October Board meeting if the Board desires.

More Information:

- There will be a presentation regarding the right of way for the future public transit needs and placement of the Henry Road overpass at the Board meeting.
- For detailed information contact: Sabrina Minshall at (509)343-6370 or sminshall@srtc.org.

To: SRTC Board of Directors September 5, 2019

From: Mike Ulrich, Senior Transportation Planner

Topic: Comprehensive Plan Certifications: Status & Upcoming Board Actions

Requested Action:

For information and discussion.

Key Points:

- The Revised Code of Washington requires that Regional Transportation Planning Organizations (RTPO's), "certify ... that the transportation elements of comprehensive plans adopted by counties, cities, and towns within the region reflect the guidelines and principles [of the region], are consistent with the adopted regional transportation plan, and, where appropriate, conform with the requirements of [the Growth Management Act]."
- In requiring the above, the goal of the GMA is to "encourage efficient multimodal transportation systems that are based on regional priorities and coordinated with county and city comprehensive plans."
- On September 10, 2015 the SRTC Board adopted a [Plan Review and Certification Process Instruction Manual](#) detailing the applicable state statues and certification process.
- The deadline for updates per RCW 36.70A.130(5) was on, or before, June 30, 2017 for Spokane County, and the cities within. A two-year extension was granted to the "Palouse Towns".
- The next required update of local comprehensive plans is June 30, 2025. Revisions to the *Plan Review and Certification Process Instruction Manual* will be necessary to align with the yet to be developed MTP.

Board/Committee Discussions:

This item has previously been before the Board to take action on the certifications detailed in Table 1. Both the TTC and TAC were involved in the development on the *Plan Review and Certification Process Instruction Manual*. This item will be back before the Board next month to take action on the certification of the City of Millwood and the City of Medical Lake's transportation element.

Public Involvement:

Each jurisdiction has their own public involvement process for the development of their Comprehensive Plan updates.

Supporting Information/Implications

The following table details the status of SRTC's certification of Comprehensive Plan updates per RCW 47.80.023:

Table 1

Jurisdiction	Submittal Date	Certification Date	Status
Liberty Lake	-	October 8, 2015	Certified
City of Spokane Valley	-	December 8, 2016	Certified
City of Deer Park	-	January 12, 2017	Certified
City of Cheney	-	April 13, 2017	Certified
City of Spokane	-	April 13, 2017	Certified
City of Medical Lake	June 7, 2019	-	Pending Certification
City of Millwood	April 26, 2019	-	Pending Certification
City of Airway Heights	-	-	Preliminarily Submitted
Spokane County	-	-	Not Submitted
Town of Latah	July 15, 2019	-	Under Review
Town of Spangle	July 8, 2019	-	Under Review
Town of Rockford	May 29, 2019	-	Under Review
Town of Waverly	July 19, 2019	-	Under Review
Town of Fairfield	August 30, 2019	-	Under Review

More Information:

- For detailed information contact: Mike Ulrich, Senior Transportation Planner at (509)343-6384 or mulrich@src.org.

To: SRTC Board of Directors September 5, 2019

From: Eve Nelson, Senior Transportation Planner

Topic: **2020-2023 Transportation Improvement Program (TIP) Overview**

Requested Action:

For information and discussion.

Key Points:

- The TIP describes projects being undertaken in the region and demonstrates the financial resources are available to complete regional transportation projects and programs planned for the next four years.
- The 2020-2023 TIP contains \$791 Million in projects over a four year time period.
- The 2020-2023 TIP contains 99 projects, 12 of which are new.
- The 2020-2023 TIP must be approved by the Board by October 10 and becomes effective approximately January 15, 2020.

Board/Committee Discussions:

This is the first time this has been presented to the SRTC Board. The Transportation Technical Committee (TTC) discussed the TIP at their August 28, 2019 meeting.

Public Involvement:

Pursuant to SRTC's Public Participation Plan, this TIP is open for a 30-day public comment period from September 2 through October 3, 2019. Any public comments received during this period will be addressed by SRTC staff and presented in the October Board packet. A public open house is scheduled for September 17, 2019 from 3:30-5:30 PM at the Spokane Community College Lair.

Supporting Information/Implications

SRTC is required to develop a TIP that includes a list of projects and programs to be carried out in the Spokane Metropolitan Planning Area (SMPA) over a four-year period, with two additional development years, 2024 and 2025. The TIP must be updated, at minimum, every two years.

The 2020-2023 TIP document is available to the public on the SRTC website and can be accessed using this link: <https://www.srtc.org/transportation-improvement-program/>.

Any project with federal funds from the Federal Highway Administration (FHWA) or Federal Transit Administration (FTA), as well as any regionally significant projects regardless of funding source, must be included in the TIP. Regionally significant for this purpose is defined as projects that have the potential to adversely impact air quality. This is typically a project that changes vehicular capacity on a facility, on an arterial over ½ mile in length, that serves regional transportation needs. Projects cannot obligate federal funding unless they are both in the STIP and TIP. Per

federal regulations, to be in the TIP and STIP projects also must be consistent with the long-range transportation plan of the region, *Horizon 2040*. Once approved by the SRTC Board, the TIP is incorporated into the Washington State TIP (STIP) which is reviewed and approved by FHWA and FTA.

2020-2023 TIP Development Schedule	
August 1	Agencies must submit the required information for all regionally significant and/or federally funded projects to SRTC in Secure Access Washington (SAW)
August 1	Complete Streets Checklists due to SRTC for projects that are not exempt from the Safe & Complete Streets policy or were not previously submitted with an SRTC call for projects.
July-August	TIP Development – review project information in SAW, finalize project list, fiscal constraint analysis, air quality conformity.
August 28	TTC meeting – TIP Overview
September 2-October 3	30-day public comment period
September 12	Board meeting – TIP Overview
September 17	Public meeting to review draft TIP
September 25	TTC meeting – Recommend approval of draft TIP
October 10	SRTC Board Approval
October 18	WSDOT STIP Due Date
~ January 15, 2020	FHWA/FTA STIP Approval

More Information:

- See Link: [Draft SRTC 2020-2023 TIP](#)
- For detailed information contact: Eve Nelson at enelson@src.org or at (509)343-6370.

To: SRTC Board of Directors September 5, 2019

From: Eve Nelson, Senior Transportation Planner

Topic: Funding Requests from the City of Millwood and the City of Spokane

Requested Action:

For information and discussion.

Key Points:

- Millwood is requesting a scope change and an additional \$380,000 in Congestion Mitigation Air Quality (CMAQ) funding from SRTC to complete Argonne Rd: Frederick to Liberty Congestion Relief Project.
- The City of Spokane has returned \$631,202 of Surface Transportation Block Grant- Set Aside (STBG-SA) funding on a project due to a successful state grant that will replace the need for a portion of the SRTC allocated funds.
- The City of Spokane is requesting a portion of the returned funds, \$175,200 to be used on the Driscoll-Alberta-Cochran Sidewalk project.
- Funds are available, both in the CMAQ and STBG-SA programs to be re-allocated.
- The Priority Project List (approved by the Board in August 2018) approved Contingency List Process, and TIP Guidebook are all applicable processes to consider.
- The SRTC TIP Working Group and the SRTC Staff makes recommendations for the Transportation Improvement Program (TIP) and funding requests that are reviewed and discussed with the TTC.
- The TTC will provide a recommendation to SRTC Board of Directors for a decision in October.

Board/Committee Discussions:

This item was presented for information and discussion at the August 28 TTC meeting. This is the first time this item has been presented at the SRTC Board of Directors.

Public Involvement:

This item was presented at the TTC meeting which was open to the public

Supporting Information/Implications

City of Millwood Request

Funds requested: \$380,000 in CMAQ

In January 2019 SRTC awarded \$1.27M in CMAQ to the City of Millwood for Argonne Rd: Frederick to Liberty Congestion Relief project. After the initial design phase, Millwood has determined there is regional benefit to expand the project scope, primarily to connect the pedestrian pathway to the regional Centennial Trail, see details in **Attachment 1**. The scope change requires an additional \$380,000 in CMAQ funding to complete this project and construct in 2021. Millwood's efforts to find additional funding from other sources has not been successful, which has led to the request to SRTC Board of Directors.

Funds available

There is currently \$428,107 of de-obligated CMAQ available to reassign.

Policy for Scope Changes

TIP Guidebook Policy 3.1 – All scope changes must be approved by the Executive Director, with TTC concurrence.

SRTC Staff and WSDOT have been very involved in assisting with this project and suggest approving the scope change as it supports Horizon 2040 strategies for safety, mobility and regional connectivity. The TTC will meet on September 25 to determine their position on the scope change.

Policy for Cost Overruns

Cost overruns are defined as costs that exceed the project budget as it was determined at the time of project application to SRTC.

TIP Guidebook Policy 6.3 - Fund increase requests related to cost overruns will be considered on a case-by-case basis.

TIP Guidebook Policy 6.3.2- A cost overrun may be ineligible for additional funds through SRTC if the cost overrun is considered to be within the control of the project sponsor. Examples of possible ineligible cost overruns could include: a change in scope for owner betterment; omitted requirements that could have reasonably been anticipated; or poor judgment or inadequate planning, design, or implementation of the project.

TIP Guidebook Policy 6.5.1 – SRTC staff will provide a recommendation to the SRTC Board on how to best utilize leftover SRTC regional funds. This recommendation will be reviewed and discussed with the TTC prior to going to the Board. This includes using the approved contingency list and process as approved by the Board on April 4, 2019, see **Attachment 3**.

City of Spokane Request

Funds requested: \$175,200 in STBG-SA

In January 2019, SRTC awarded \$746,099 in STBG-SA to the City of Spokane for the Ben Burr crossing project. The City of Spokane successfully leveraged State Bike/Pedestrian safety funds

to complete the project. Therefore, the City is returning \$631,202 of Surface Transportation Block Grant Set Aside (STBG-SA) funding and requesting to program \$175,200 to complete funding for their Driscoll-Alberta-Cochran sidewalk project, **Attachment 2**.

Funds available

There is currently \$774,871 of de-obligated and returned STBG-TA to re-assign.

Policy for Leftover Funds

TIP Guidebook Policy 6.5 - After a project has been selected by SRTC for regional allocations of federal funds, any unspent funds from the project award must be returned to SRTC for redistribution. Project sponsors may not change the original scope or extend the length or duration of the project in order to utilize the remaining funds.

TIP Guidebook Policy 6.5.1 – SRTC staff will provide a recommendation to the SRTC Board on how to best utilize leftover SRTC regional funds. This recommendation will be reviewed and discussed with the TTC prior to going to the Board. This includes using the approved contingency list and process as approved by the Board on April 4, 2019, see **Attachment 3**.

The SRTC Staff and the TIP Working Group met on August 21 to discuss available funding, project delivery and funding requests from both cities. The TIP Working Group is recommending the TTC support this conclusion and forward a recommendation to the Board of Directors in October.

More Information:

- See Attachment 1: Millwood Funding Request Letter and Material
- See Attachment 2: City of Spokane Funding Request Letter
- See Attachment 3: SRTC Contingency List and Process
- For detailed information contact: Eve Nelson at enelson@srtc.org or at (509)343-6370.



August 2, 2019

Sabrina C. Minshall, AICP
Executive Director
Spokane Regional Transportation Council
421 W Riverside Avenue, Suite 504
Spokane WA 99201

Al French, Spokane County Commissioner
Chairman, Board of Directors
Spokane Regional Transportation Council
421 W Riverside Avenue, Suite 504
Spokane WA 99201

Dee Cragun, City of Deer Park Councilmember
Small Towns Representative
Spokane Regional Transportation Council
421 W Riverside Avenue, Suite 504
Spokane WA 99201

**Re: Request for Additional Funds
Argonne Road Widening Project
CMAQ-4041(016)**

Dear Ms. Minshall and Messrs. French and Cragun:

The City of Millwood (“Millwood” or “the City”) presents to Spokane Regional Transportation Council (SRTC) this request for additional funding for the Millwood Congestion Relief – Argonne Road Widening Project; CMAQ-4041(016), referred to within as “the Project”. Millwood has worked for several years on securing funding for this important regional project. Although Millwood is a small city and this project is extremely significant for enhancing our residential and commercial livability, the overall value of this project to Spokane County and the surrounding region in reducing congestion on Argonne Road cannot be overstated. As is well-understood by SRTC, Argonne Road is a regionally significant arterial roadway from the urban area of the City of Spokane Valley to northern rural Spokane County, terminating in the Green Bluff Community. The corridor serves a multitude of users including agricultural, commercial, industrial, commuter, and recreational. Argonne Road is classified as a principal arterial and T2 Truck Route with a current peak volume of 2,400 vehicles per hour in the City. Simply put, currently Argonne Road serves as the north-south link for truck and commuter traffic in east Spokane County, linking north Spokane to Spokane Valley and Interstate 90.



ADDITIONAL REQUESTED DESIGN ITEMS

Since design of the Project was initially funded in 2015, the City has determined that changes to the design are required to improve the safety, operation, regional mobility, and aesthetics of the Project, both for the citizens of Millwood and the surrounding area. Millwood believes it is logical and cost effective to include these changes as part of this project with the hope of fully improving the Argonne corridor for the City and the region. The City submits the following changes/additional items to be included in the Project.

Extending Pedestrian and Bicycle Facilities to the North

In 2016, the City received funding through the Pedestrian and Bicycle Program to construct the Millwood Interurban Trail, a shared use path between Vista Road and Trent Avenue utilizing the Spokane County-owned former Great Northern Railway right-of-way, parallel to the Union Pacific Railroad (UPRR) corridor. The City sees the Project as the perfect opportunity to provide a shared-use path on Argonne Road, extending north from the Millwood Interurban Trail to the Argonne Road/Spokane River Bridge. This addition provides the following advantages:

- Allows pedestrian and bicycle users to safely travel along Argonne, which is currently viewed by these users as a hazardous endeavor due to the volumes and speeds along the corridor.
- The shared-use path safely accommodates more users (pedestrians AND bicycles) than the original six-foot wide sidewalk that was proposed as part of the original design.
- Connecting to the bridge at this stage provides the opportunity to extend a shared-use path across the bridge for future linkage to the Centennial Trail via Marengo Avenue. The current design of the bridge is wide enough to accommodate larger pedestrian facilities. With minor modifications to the existing barrier, a shared-use path could be provided, and critical pedestrian and bicycle connectivity established north and south of the Spokane River between the Millwood Interurban Trail and the Centennial Trail.

Widening for Turn Lanes on Minor Streets

Based on Federal Railroad Administration and UPRR safety requirements, the current left-turn opportunity to Euclid Avenue from Argonne Road northbound adjacent to the UPRR Argonne Road crossing will be eliminated to accommodate the center-turn lane design. This left-turn opportunity provides extremely vital access to the City's commercial establishments located along Euclid Avenue west of Argonne Road. However, given the mandated safety requirements combined with road width constraints, it is impossible to maintain this turn.

To offset the loss of this turn opportunity, the City desires to improve traffic access to and from the west side of Argonne Road by developing and improving two minor collector streets north and south of Euclid Avenue. Northbound left-turn pockets will be added on Argonne Road at Frederick and Liberty Avenues; these will compensate for the loss of the Euclid left-turn opportunity, allowing for both City residents and other users to access Millwood west of Argonne Road at multiple points. The City will also slightly widen both Frederick and Liberty Avenues to provide left turn lanes from these streets to Argonne Road. Traffic volumes on Argonne Road make it extremely challenging for motorists to find a safe turn gap, especially for left turning traffic. Adding left turn lanes at these locations would help improve the flow of local traffic onto Argonne Road, especially for City residents living west of Argonne Road.



Lighting

The original scope included relocating the existing lighting on the east side of Argonne Road. However, the City believes this is a prime opportunity to install new decorative lighting through the downtown core. The City envisioned installing decorative lighting as part of future revitalization efforts within the historic Millwood downtown core. The 2009 Argonne Road Reconstruction Project included installation of conduit on the west side of Argonne Road to support lighting amenities. So, this project would only need to install the poles and the conductors for the additional lighting on the west side, while conduit would still be required on the east side.

Addition of Median Islands

The City and their engineer determined the necessity for hardscape median islands at specific locations within the Project corridor for traffic channelization and traffic safety. By providing medians fitted with reflective tubular markers, motorists will more easily see the alignment changes caused by the road widening to accommodate the center turn lane, helping to reduce the likelihood of head-on collisions. Due to the traffic consistency, volume, and speed on Argonne Road, the City believes this will be an important safety feature for the Project.

ADDITIONAL FUNDING REQUEST

Currently, the Project is funded at \$1,793,310, with \$1,475,092 derived from Congestion Mitigation and Air Quality (CMAQ) funds and \$230,218 from the City (a 12.8% match by the City). The changes and additions contained in this request bring the total project cost to \$2,170,000, including contingencies. The City will increase our match for the Project to 14.5% (an 15% match on construction costs), contributing a total of \$315,000 in funds to the project. **The City of Millwood is requesting an additional \$380,000 in CMAQ funds, or other SRTC sources, for the Project.**

The City has worked diligently in cooperation with SRTC for several years to bring improvements to the Argonne Road corridor to fruition. The City believes that with the addition of these items to the Project, the project will provide benefits to pedestrian, bicycle, and motorist users located within the City of Millwood and the surrounding region. We respectfully ask that you grant our additional funding request. Thank you for your consideration.

Very Truly Yours,

Kevin M. Freeman, Mayor
City of Millwood, Washington

Copies: Mr. Paul Allen, City of Millwood
Mr. Matt Gillis, Welch Comer & Associates, Inc.
Mr. Adam Dorsey, Welch Comer & Associates, Inc.

FOR INFORMATION
AGENDA ITEM 15
Attachment 2
09/12/2019 Board Meeting



**INTEGRATED CAPITAL
MANAGEMENT**
808 W. SPOKANE FALLS BLVD.
SPOKANE, WASHINGTON 99201-3343
509.625.6700
FAX 509.625.6349/509.625.6124
spokaneengineering.org

May 24, 2019



SPOKANE REGIONAL TRANSPORTATION COUNCIL
C/O SABRINA MINSHALL EXECUTIVE DIRECTOR
421 W RIVERSIDE AVE STE 500
SPOKANE WA 99201

Dear SRTC Board:

In 2018 the City of Spokane applied for and was awarded \$745,996.00 in STBG Set-Aside (formerly TAP) dollars to fund the City's Ben Burr Crossings at the 2nd Ave and 3rd Ave project. This project was subsequently scheduled for implementation in 2020. Prior to award, the City also applied for funding of this project through the State Pedestrian and Bicycle Safety program. The State program recently announced awards following approval of the State budget. The City project did receive a grant award through the State program which requires a \$114,794.00 match.

Due to the fatality at the project location, the City's pursuit of all available funds was a priority. Receiving both awards has provided a unique opportunity to further the Boards desire to leverage and expand the programming of regional dollars in combination with other funding sources.

To accomplish this, the City would like to propose the SRTC Board release most of the STBG Set-Aside funding from the Ben Burr Crossings project and award to the next project on the Contingency List, which is the City's Driscoll/Alberta/Cochran Sidewalk Infill project. The City would retain \$114,794.00 on the Ben Burr Crossings project as match to the State funds, and release the remaining \$631,202.00. The Driscoll/Alberta/Cochran project was previously awarded 50% funding, though the program request was up to 66.5%. We would ask that \$175,200.00 be added to the Driscoll/Alberta/Cochran project to bring it up to the full request of 66.5% which leaves 33.5% to be matched by city funds. The remaining \$456,002.00 from the Ben Burr award could be further re-programmed.

Existing Project		STBG-SA Change	Proposed Project	
	STBG-SA			STBG-SA
Ben Burr	\$745,996	(\$631,202)	Ben Burr	\$114,794
Driscoll	\$530,000	\$175,200	Driscoll	\$705,200
		Remainder		
		\$456,002		

We appreciate consideration of this matter, and would be happy to answer any questions or provide additional information regarding this request.

Thank you,

Katherine Miller, PE
Director, Integrated Capital Management

KM/fip

2019 SRTC Contingency Process and List

At the November 2018 Board meeting, the SRTC Board selected a **2018 Prioritized List** of projects to fund with 2020-2023 regional allocations of the Surface Transportation Program Block Grant (STBG) and 2021-2023 Congestion Mitigation Air Quality (CMAQ) funds. As the prioritized list includes all funding sources and many partially funded projects, SRTC Staff and the TTC discussed ways to establish a contingency list process using the new **2018 Prioritized List (see Attachment)** to establish a predictable process yet maintain responsiveness to project changes. The recommended process was to seek to balance regional priority with the need to be nimble in utilizing funding quickly. The 2018 Prioritized list is now the 2019 Contingency List.

Approved Process, March 14, 2019 Board meeting:

- Use the 2018 Prioritized List as the **2019 Contingency List**.
- SRTC Staff will bring a draft recommendation for TTC consideration based on the criteria below.
- The TTC will make a recommendation to the Board using the same criteria below.

Criteria:

- Evaluate the technical requirements of the funding source for the project on **2019 Contingency List** and amount of funding that is available;
- Identify from the **2019 Contingency List** projects that meet such requirements;
- Review project readiness from the above identified projects to maximize project delivery;
- Review the capability of available funding to complete a project or phase; and
- Recommend a project or projects for Board approval.

**2019 SRTC Contingency List - Board Approved 4/4/19
(From 2018 Call for Projects Prioritization)**

Priority	Project #	Project Name	Requested	STBG			CMAQ	STBG Set-Aside		HIP			Small Towns-min	AWARD
				Urban	Urban Small-min	Rural-min	Inside AQ boundaries	Urban Large	Rural-min	Urban Large	Urban Small	Rural		Total Award
				\$12,670,000	\$530,000	3,100,000	\$9,800,000	\$1,800,000	\$208,000	\$1,040,000	\$28,000	\$165,000	\$1,500,000	
1	SC-1	Bigelow Gulch Project 5	\$1,568,000			\$1,403,000						\$165,000		\$1,568,000
2	COS-3	Thor-Freya Couplet	\$8,119,105	\$5,684,000										\$5,684,000
3	SRHD-1	Safe Routes to School Walking School Bus	\$611,181					\$600,000						\$600,000
4	SV-1	Pines Grade Separation (RW only)	\$3,795,000	\$1,890,000										\$1,890,000
5	COS-1	Riverside-Monroe to Wall	\$5,003,141	\$850,000										\$850,000
6	SRHD-2	Walk Bike Bus Downtown Spokane	\$304,202			\$304,000								\$304,000
7	SC-12	Commute Trip Reduction	\$898,157				\$881,327							\$881,327
8	STA-1	Upgrade 6diesel buses to electric	\$2,670,000				\$2,670,000							\$2,670,000
10	MW-1	Argonne Rd, Frederick to Liberty congestion relief	\$1,270,000				\$1,270,000							\$1,270,000
11	SC-2	Bigelow Gulch Project 6	\$4,085,000	\$1,774,000						\$1,040,000				\$2,814,000
12	SV-2	Barker Corridor reconstruction & widening (can be split into 3 segments)	\$6,331,800	\$2,050,000										\$2,050,000
15	DP-1	Crawford & Colville Roundabout/N Colville reconstructions	\$1,943,514		\$1,944,000								\$1,944,000	\$1,944,000
18	COS-7	Maple-Wellesley Intersection	\$761,822				\$762,000							\$762,000
21	SV-4	Pines and Mission intersection improvement (can be split into 2 segments)	\$1,211,000				\$509,000							\$509,000
25	COS-5	Centennial Trail Summit Gap	\$2,532,198				\$2,532,000							\$2,532,000
26	SC-6	57th Avenue & Freya St Roundabout	\$728,300				\$728,000							\$728,000
27	COS-6	Ben Burr Crossing Improvements	\$746,099					\$746,000						\$746,000
29	COS-8	Driscoll-Alberta-Cochran Sidewalk Infill	\$1,060,452					\$530,000						\$530,000
34	SV-3	Sprague & Barker intersection improvement	\$1,159,979				\$349,000							\$349,000
37	CH-1	Washington St (Chene)	\$730,891		\$703,000						\$28,000			\$731,000
46	FF-2	First St Sidewalk Phase 2	\$272,034						\$315,000				\$315,000	\$315,000
9	SC-3	Bigelow Gulch Project 2	\$2,601,000											\$0
13	STA-2	5-Mile Park & Ride Study	\$200,000											\$0
14	COS-12	Havana St-Sprague to Broadway	\$5,836,971											\$0
16	SV-6	Argonne Rd preservation (PE + RW only option)	\$2,508,500											\$0
17	WSDOT-1	US 2 Garfield Rd intersection improvement	\$2,220,000											\$0
19	SC-5	57th Avenue	\$2,126,000											\$0
20	AH-2	21st Ave Craig Rd to Deer Heights Rd (Property Survey)	\$89,545											\$0
22	COS-10	Spokane Falls Blvd-Lincoln to Division	\$7,305,931											\$0
23	DP-3	Colville Reconstruction Third St to north City Limits	\$2,021,738											\$0
24	SV-7	Park Road reconstruction (RW only)	\$268,150											\$0
28	SC-14	Harvard Rd	\$4,827,000											\$0
30	COS-4	Washington-Stevens, Spokane Falls to Boone	\$2,014,581											\$0
31	SC-13	Centennial Trail at Argonne	\$719,000											\$0
32	COS-2	Freya St - Wellesley to Decatur	\$3,658,690											\$0
33	COS-13	North Bank Trail Study	\$168,250											\$0
35	COS-9	Napa-2nd Ave to Sprague	\$1,508,697											\$0
36	SC-9	Craig Rd	\$862,700											\$0
38	AH-1	10th Ave Garfield Rd to Hayford Rd	\$3,203,000											\$0
39	DP-2	E Crawford Preservation	\$575,650											\$0
40	COS-11	37th Ave Sidewalk	\$726,183											\$0
41	SC-11	Cascade Way	\$801,200											\$0
42	SC-4	Brooks Rd Phase 1	\$1,608,000											\$0
43	SV-5	Mullan Road preservation	\$1,211,000											\$0
44	SC-8	Greta to Whitworth Bike Route	\$299,300											\$0
45	SC-10	Columbia Dr	\$1,538,000											\$0
47	SV-8	Wilbur Rd sidewalk	\$557,060											\$0
48	FF-1	Rattler Run Road reconstruction	\$799,433											\$0
49	SC-7	Cheney-Spokane Rd	\$2,132,000											\$0
				\$12,668,000	\$703,000	\$3,347,000	\$10,005,327	\$1,983,000	\$315,000	\$1,040,000	\$28,000	\$165,000	\$2,259,000	\$29,727,327

Dotted=partially funded

BOARD 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
2020-2023 TIP Approval	Federally required	Action	5	Eve Nelson	October	September
Funding Requests from Millwood and Spokane	Authorization from Board is required	Action	5	Eve Nelson	October	September
Comp Plan Certifications- Millwood/Medical Lake	Requirement of RCW / Internal Policy	Action	15	Mike Ulrich	October	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	October	September
SRTMC Regional ITS Plan	Federally required for ITS Planning/Coordination with MTP	Information	15	Becky Spangle	October	August
Spokane Complete Count Committee update	Quarterly report of outcomes/budget	Information	10	Alex Pantagotacos	October	N/A
Funding Opportunities for Contingency List Projects	Returned federal funds may be redistributed to projects	Information	15	Eve Nelson	October	September
Small Cities Board Seat Nominations	Receipt of nominations	Information	5	Sabrina Minshall	October	N/A
Quarterly Budget update	For 3Q. 2019	Information	5	Greg Griffin	October	N/a
Comp Plan Certifications- Palouse Towns	Requirements of RCW/Internal Policy	Action	15	Mike Ulrich	November	N/a

September 5, 2019

<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>
Data Tools and Modeling Contract Award	Authorize Exec. Dir. to sign contract	Action	15	Mike Ulrich	November	n/a
Funding Opportunities for Contingency List Projects	Returned federal funds may be redistributed to projects	Action	10	Eve Nelson	November	October
Accept ITS Architecture Plan	ITS coordination with MTP	Action	5	Becky Spangle	November	September
Horizon 2045 (MTP) Scope	First presentation to Board on Scope, Integration of other plans, required RTP Plan update, land use assessment, financial assessment, schedule, budget	Information	20	Sabrina Minshall	November	October
Freight Plan Draft Scope	First briefing to Board	Information	15	David Fletcher	November	October
CY2020 Budget / Indirect Cost Rate	Calendar Year budget / IDR	Information	20	Greg Griffin	November	N/a
SRTC TAC Bylaws Revision	Discussion of work group conclusions, bylaws revisions and next steps	Information	10	Chair/TAC Chair	November	n/a
SRTC Employee Manual	Agency Operations	Information	20	Sabrina Minshall	November	n/a
CY2020 Budget / Indirect Cost Rate	Calendar Year budget / IDR	Action	10	Greg Griffin	December	n/a
Confirmation of 2020 TTC Officers		Action	5	Eve Nelson	December	November
SRTC Employee Manual	Agency Operations	Action	10	Sabrina Minshall	December	n/a
SRTC TAC Bylaws Revision	Bylaws Revision	Action	10	Chair	December	n/a
Small Cities Board Seat-Announcement of Votes received	Announce tally of votes received by small cities	Information	5	Sabrina Minshall	December	n/a
Horizon 2045 MTP Financial Assessment	Required component of Long-Range Transportation Plan- Projected Revenues and Expenditures (All sources) for transportation for the region	Information	45	TBD	January	December

<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>
Horizon 2045: Guiding Principles to Regional Objectives to Key Performance Indicators (KPI)	Simplify established guiding principles to KPI's that are measurable, ensuring compliance with federal regulations re: target setting and performance-based planning. Define objectives specific to the Spokane region. Policy development and project selection based on this foundation	Information/ Action	45	TBD	February March April	January workshop February March
Not yet scheduled						
SRTC Outreach presentation			20	Sabrina Minshall		
Land Use allocation briefing			30	Mike Ulrich		
Financial Assessment for MTP			TBD	TBD		

MEETING SUMMARY

Spokane Regional Transportation Council - Transportation Technical Committee (TTC) Meeting August 28, 2019 1:30 pm

Vice-Chair Karl Otterstrom stepped into position as Chair – Prior TTC Chair Mr. Sean Messner had a change in employment and resigned his position as Chair of the TTC. Committee Bylaws state that Vice-Chair becomes Chair. Chair Otterstrom stated that he will hold this position through until the end of 2019 and that officer elections for 2020 will take place in November as usual.

Action Items

• **2019-2022 Transportation Improvement Program September Amendment** – Ms. Gunderson briefly discussed the three projects included in the amendment and read the one public comment received. Motion to recommend Board approval of the amendment passed unanimously.

• **Election of TTC Vice Chair** – Ms. Nelson provided a summary of the bylaws regarding TTC officials and described the responsibilities of the Vice chair. She noted a history of past Chair/Vice Chair rotation was in the packet, and although the group has practiced rotating office positions between agencies, there is no bylaw requiring this. Ms. Note nominated Ms. Mantz for Vice Chair, but she declined the nomination and suggested Mr. Jackson. Ms. Note then nominated Mr. Jackson, who accepted the nomination. The motion to elect Mr. Jackson as Vice Chair for the remainder of 2019 passed unanimously.

Information and Discussion Items

• **Regional Building Permit Data Program** – Mr. Ulrich noted that SRTC has historically maintained building permit data from jurisdictions within Spokane County to use in growth and forecasting analysis and this data was recently updated to include 2018 building permits. Staff created a series of data visualizations which was presented to the Growth Management Steering Committee of Elected Officials on June 19 and to the Planning Technical Advisory Committee on August 22. Mr. Ulrich presented the visualizations which illustrate population growth and changes in population density and in Spokane county over the past 10 years using several different data sets. He provided details about the building permit data program, validation of the data with Office of Financial Management information, and the block group/combined block group analyses.

• **2020-2023 TIP Overview and Fund Requests** – Chair Otterstrom noted this item is two separate topics and will be discussed separately. Ms. Nelson said the 2020-2023 TIP contains 99 new projects, 12 of which are new and totals \$786 million over a four-year time span. She presented a breakdown of project by project type and explained the TIP must be (1) consistent with the MTP (2) consistent with regional plans (3) conform with state air quality plans, and (4) fiscally constrained. Ms. Nelson spoke about the 30-day public comment period and public meeting scheduled for 09/17. There were no questions or discussion.

Ms. Nelson said the City of Millwood has requested additional funding for the Millwood Argonne Road: Empire to Liberty Congestion Relief project. She turned the floor over to Mr. Adam Dorsey of Welch Cromer who discussed the existing project and scope and the new scope components and funding request. He presented a map and the group discussed details. Chair Otterstrom requested that staff bring back an analysis of this request as it pertains to the policy in the TIP Guidebook to make sure the policy is being applied consistently. Ms. Nelson said the City of Spokane has requested a funding change for the Driscoll-Alberta-Cochran Sidewalk Infill project. Ms. Note took the floor and provided additional details about the funding. Ms. Nelson said the funding requests will be brought back before the TTC next month for action.

• **Spokane Regional Transportation Management Center ITS Plan** – Ms. Spangle provided information about the most recent updates to the Intelligent Transportation Systems (ITS) Architecture Plan. She highlighted federally required ITS elements and described the types of projects and services areas using ITS. She outlined the ways in which ITS and TSMO help the region meet transportation goals and noted that the updated ITS architecture objectives reinforce SRTC's Horizon 2040 Guiding Principles. Ms. Spangle described how SRTC supports regional ITS architecture and said the next steps in the process were (1) education on the existence and use of the system for regional planning and scoping (2) presentation of system to SRTC Board for acceptance of plan for regional planning and funding consideration and (3) posting of the accepted plan on the SRTC website for use with other regional long range plans.