

DATE: December 11, 2019
TO: Transportation Technical Committee (TTC)
FROM: Karl Otterstrom, Chair
SUBJECT: **Agenda for TTC Meeting Wednesday, December 18, 1:30 pm**
SRTC, 421 W. Riverside Avenue, Suite 504 (The Paulsen Building)

1. Call to Order
2. Roll Call / Record of Attendance
3. Approval of November 20, 2019 Meeting Minutes
4. Public Comments
5. TTC Member Comments
6. Chair Report on SRTC Board of Directors Meeting

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INFORMATION & DISCUSSION

7. **2020 Transportation Improvement Program (TIP) Guidebook** (*Eve Nelson*) Page 4
8. **Transportation Advisory Committee Update** (*Sabrina Minshall*) Page 32
9. **2020 SRTC Education Series** (*Shauna Harshman*) Page 50
10. **Pines Rd Grade Separation Project Presentation** (*City of Spokane Valley*) n/a
11. **Group Discussion: Initiative 976** n/a
12. Agency Update
13. Adjournment

MEETING MINUTES

Spokane Regional Transportation Council Transportation Technical Committee
November 20, 2019
421 W Riverside Ave Suite 504, Spokane, Washington

1. **Call to Order** - Chair Karl Otterstrom called the meeting to order at 1:30 p.m.

2. **Roll Call**

Committee Members Present

Mark Bergam	City of Airway Heights	April Westby	Spokane Regional Clean Air
Todd Ableman	City of Cheney	Heleen Dewey	Spokane Regional Health Dist
Roger Krieger	City of Deer Park	Karl Otterstrom	Spokane Transit Authority
Brandon Blankenagel	City of Spokane	Mike Tedesco	Spokane Tribe
Louis Meuler	City of Spokane	Mary Jensen	WSDOT-Eastern Region
Inga Note	City of Spokane		

Committee Alternates Present

Mike Tressider	Spokane Transit Authority	Keith Martin	WSDOT-Eastern Region
Mike Basinger	City of Spokane Valley	Barry Greene	Spokane County

Guests

Sean Messner	HDR	LeAnn Yamamoto	Spokane County
Kara Mowry	City of Spokane	Alex Pantagotacos	Spokane Census 2020 Complete Count Committee

Staff

Eve Nelson	Senior Transportation Planner	Mike Ulrich	Senior Transportation Planner
April Gunderson	Asst. Transportation Planner	Julie Meyers-Lehman	Administrative Asst.
Michael Redlinger	GIS Intern		

3. **Approval of Prior Meeting Minutes** - *Mr. Tedesco made a motion to approve the October 23, 2019 minutes as presented. Mr. Greene seconded the motion, which passed unanimously.*

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

5. **Technical Member Comments** – Members spoke about current projects or programs in their jurisdiction or agency.

6. **Chair Report on SRTC Board of Directors Meeting** – Chair Otterstrom shared highlights from the November 14 Board meeting.

ACTION ITEMS

7. **2020-2023 Transportation Improvement Program (TIP) January Amendment** - Ms. Gunderson provided details about the one project in the proposed amendment, which was City of Millwood's Argonne Road: Empire to Liberty Congestion Relief project. She said this amendment extends the termini from Liberty Avenue to just south of the Argonne Road bridge; the expanded project includes an extended multi-use trail and additional lighting. She noted that their 10/10/19 meeting, the SRTC Board of Directors awarded an additional \$380,000 in Congestion Mitigation Air Quality (CMAQ) funding to this project.

Mr. Krieger made a motion to recommend Board approval of the 2020-2023 TIP January Amendment and Mr. Blankenagel seconded the motion. All votes were in favor.

8. Funding for Priority List Projects - Ms. Nelson spoke about the types of contingency funds projected to be available and the years they will become available. She explained that contingency funds become available when a project closes, when funds are de-obligated, and from annual federal funding allocations to SRTC.

She explained that the TIP Working Group evaluates projects and funding availability details in depth; after much consideration the group recommends the following package of projects to be awarded funding:

<u>Agency</u>	<u>Project Title</u>	<u>Amount</u>	<u>Funding Type</u>
City of Spokane	Thor/Freya Couplet Reconstruction: Hartson-Sprague	\$955,000	STBG
Spokane County	Bigelow/Forker Project 6: New Roadway Alignment	\$1.27 M	STBG
Spokane Transit Authority	Five Mile Park & Ride Study	\$200,000	STBG
City of Spokane Valley	Argonne Road Reconstruction	\$2.47 M	STBG & HIP
Spokane County	Greta to Whitworth Bike Route & Path	\$299,300	CMAQ
City of Spokane Valley	Wilbur Sidewalk	\$500,000	STBG-SA

Ms. Nelson highlighted the importance of delivering projects which are funded with federal dollars; she spoke about the risks of losing future funding if the federal obligation target is not met. Mr. Blankenagel indicated there may be challenges to generating local match in the future due to the passage of Initiative 976. The group discussed the evaluation methods of the TIP Working Group and the discussed their concerns with allocating funding at this point in time in light of I-976.

Mr. Tedesco made a motion to recommend the Board award contingency fund to the priority projects listed above. Mr. Krieger seconded the motion. All votes were in favor.

9. 2020 TTC Officer Elections – Chair Otterstrom reminded the group that as Vice Chair, he stepped into the Chair position in August 2019 after Sean Messner stepped down and Mr. Jackson was voted in as Vice Chair; this item is to select officers for 2020. He opened the floor to nominations for 2020 Chair and Vice Chair.

Mr. Tedesco nominated Karl Otterstrom for 2020 TTC Chair. Ms. Note seconded the motion. There were no other nominations. All votes were in favor.

Mr. Tedesco nominated Adam Jackson for 2020 TTC Vice Chair. Mr. Greene seconded the motion. There were no additional nominations. All votes were in favor.

INFORMATION & DISCUSSION ITEMS

10. Census 2020 Complete County Committee Update – Alex Panagotacos, Coordinator of the Spokane County Complete Count Committee, presented highlights of the strategies, programs and tools being used to ensure a complete and accurate 2020 census in Spokane County. She explained the ways in which census data is used, the reasons why an accurate count is so important and how people can get involved.

11. Central City Line Update – Chair Otterstrom provided an update on STA’s Central City Line project. He spoke about changes to total cost estimates and the completion schedule. He also reported on refinements to station placement, the station identification design process and the systems engineering management plan which addresses the technology required for high-performance transit. He described upcoming milestones and preliminary construction phasing.

12. Group Discussion: Initiative 976 – Chair Otterstrom said since the topic was discussed in earlier items, there are so many unknown factors at this point in time and because meeting time was running short, this item would be skipped.

13. Adjournment - There being no further business, the meeting adjourned at 2:45 pm.

To: Transportation Technical Committee December 11, 2019

From: Eve Nelson, Senior Transportation Planner

Topic: **2020 Transportation Improvement Program (TIP) Guidebook**

Requested Action:

For information and discussion

Key Points:

- The SRTC TIP Guidebook establishes goals and objectives for the TIP, specific programming policies, and provides timelines and information for various processes.
- The TIP Guidebook is a programming resource for SRTC's member agencies, the Board of Directors, and advisory committee members
- The Guidebook was first established in 2013 and is updated annually to incorporate new programming policies, procedures, and schedules.
- The only major policy change in this year's Guidebook includes new language from the Board adopted contingency list process.

Board/Committee Discussions:

This item is being presented to the TTC for the first time. The 2020 TIP Guidebook will be presented to the Board on February 13, 2020.

Public Involvement:

Updating of the Guidebook was discussed as part of the Contingency List Process which the SRTC Board of Directors approved April 11, 2019 meeting. All SRTC Committee and Board meetings are open to the public.

Supporting Information/Implications:

The TIP is a programming document that identifies specific projects and programs to be implemented during the upcoming four years. Any project with federal funds from the Federal Highway Administration (FHWA) or Federal Transit Administration (FTA), as well as any regionally significant projects, must be included in the TIP. The 2020 TIP Guidebook provides funding policies and critical TIP timelines to provide clarity and transparency to implement and deliver regional transportation program.

More Information:

- For detailed information contact Eve Nelson at enelson@src.org or (509) 343-6370.

TRANSPORTATION IMPROVEMENT PROGRAM

DRAFT 2020 GUIDEBOOK

FOR INFORMATION
AGENDA ITEM 7
Attachment
12/12/2019 TTC Meeting



Spokane Regional Transportation Council
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INTRODUCTION

Purpose

The *Transportation Improvement Program (TIP) Policies and Procedures Guidebook* is a transportation programming resource for SRTC's member agencies. The purpose of the document is to: (1) outline the goals and objectives of SRTC's program and to (2) identify the policies and procedures necessary to implement the program.

About SRTC

The Spokane Regional Transportation Council (SRTC) is the federally designated Metropolitan Planning Organization (MPO) for the Spokane region. SRTC is the lead agency for transportation planning and decision-making for the Spokane Metropolitan Planning Area (SMPA), which includes all of Spokane County.

SRTC is governed by a Board of Directors composed of elected officials from member agencies and representatives from the following: Washington State Department of Transportation (WSDOT), Washington State Transportation Commission, Spokane Transit Authority (STA), Spokane International Airport, transportation private sector, [a freight representative](#) and SRTC's Transportation Technical Committee (TTC) and Transportation Advisory Committee (TAC). Member agencies include all local jurisdictions within Spokane County, as well as WSDOT and STA.

For more information on SRTC's member agencies, committees, and SRTC's planning area boundary map, please see Appendix A.

Effective Date

The 2020 TIP Policies and Procedures Guidebook will go into effect January 1, 2020.

Goals and Objectives

The goals and objectives of the program and development process are defined below. For the purposes of this document, goals describe the long-term desired outcome for the program and objectives describe specific actions that will be taken to achieve these goals.

Goal 1 | SRTC's

Transportation Improvement Program (TIP) will provide for the efficient use of federal, state and local funds for regionally significant projects that advance the long-term transportation goals of the Spokane region.

- 1.1 | Projects in the TIP will implement the strategies and projects of the current Metropolitan Transportation Plan (MTP), Horizon 2040.
- 1.2 | SRTC will fully obligate annual allocations of Federal funds (STBG, CMAQ, and STBG Set-Aside).
- 1.3 | Projects in the TIP will be completed on budget and schedule.

Goal 2 | SRTC's TIP will provide an open and transparent process that is accessible to stakeholders and the public.

- 2.1 | The TIP will comply with applicable federal and state regulations and requirements.
- 2.2 | Information on federal and state regulations will be made readily available to all local agencies and the public.
- 2.3 | TIP documents will be presented in clear and accessible language and formatting.
- 2.4 | Programming decisions will be made in a public forum and will be consistent with the goals, objectives and policies of the Guidebook.
- 2.5 | Timelines for the TIP development process will be made available to stakeholders and the public well in advance.

SECTION 1 - REGIONAL TRANSPORTATION PROGRAMMING

Transportation Planning and Programming

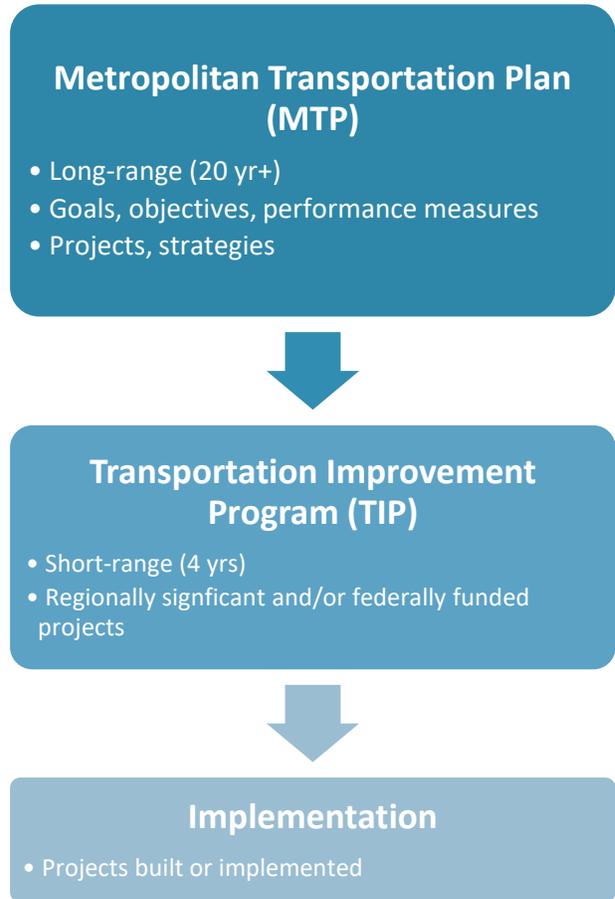
At least once every four years, SRTC prepares a **Metropolitan Transportation Plan (MTP)** that establishes the long-range goals for the region and identifies projects and strategies that will be necessary to implement them.

The current MTP, *Horizon 2040*, was approved by the SRTC Board on December 14, 2017. For more information on *Horizon 2040*, please refer to SRTC’s website, www.srtc.org, or click [here](#).

With a long-range plan in place, the **Transportation Improvement Program (TIP)** serves as a short-range programming document for projects that are planned over the next four years. The purpose of the TIP is to ensure that projects planned for implementation in the near future are consistent with the projects and strategies identified in the MTP.

The 2020-2023 TIP was approved by the SRTC Board October 10, 2019 and will go into effect at the beginning of the 2020 program year (approximately January 1, 2020). For more information about the 2020-2023 TIP, the document can be accessed at: <https://www.srtc.org/transportation-improvement-program/>.

For the purposes of SRTC’s TIP, years one and two of the TIP constitute an agreed to list as defined by CFR 45.330. This means that once a project has been programmed into year one or two of the approved TIP, the project’s sponsor(s) can begin implementation of the project by accessing funds to start preliminary engineering, right-of-way acquisition, or construction. Projects that are programmed in years three and four of the TIP are not part of the agreed to list and are not eligible for obligation without prior approval by the SRTC Board.



Projects Included in the TIP

Projects in the TIP are required to be consistent with the MTP. In order to be considered consistent, a project in the TIP must be listed in the MTP as a planned regionally significant project (i.e. a new or expanded roadway) or otherwise captured in a program of projects (i.e. preservation program or bicycle/pedestrian program).

The TIP must include all projects that are federally funded through U.S. Code Title 23 (Federal Highway Administration) and Title 49 (Federal Transit Administration), and all regionally significant projects regardless of source of funds.

Regionally Significant Projects

Regionally significant projects must be included in the TIP, MTP and added to the transportation demand model for purposes of air quality conformity. SRTC classifies a transportation project as regionally significant¹ if the project:

1. Cannot be grouped in the TIP and/or State TIP (STIP)², and/or it is not listed as an exempt project type in the Environmental Protection Agency's (EPA's) regional transportation conformity regulation (40 C.F.R. part 93)³; *and*
2. Is on a facility which serves regional transportation needs (federally classified as a principal arterial, highway or freeway) and alters the number of through-lanes for motor vehicles for a length greater than a half mile, or impacts a freeway or freeway interchange (other than maintenance projects); *or*
3. Is a new or extended fixed guideway transit service (dedicated bus lanes, vehicle track or wires) or capital expenditures related to a new fixed-route transit service on a facility which serves regional transportation needs (federally classified as principal arterial or higher).
4. Is determined by the SRTC Policy Board to be regionally significant or have the potential for adverse emissions impacts for any reason.

SRTC is responsible for determining whether or not a project is regionally significant. Project sponsors are responsible for providing the necessary project information to SRTC in order to make the determination on regional significance.

It is important to note that although a project may not meet the definition of regionally significant, that does not impact the importance of the project to the region, nor does it impact the project's

¹ The federal definition for regionally significant is defined in 23 C.F.R. § 450.104.

² U.S.C. 135(g)(4)(C)(ii) states that projects that are categorically excluded from the National Environmental Policy Act (NEPA) process and are not regionally significant can either be identified individually or grouped with other projects of the same funding source in the STIP.

³ 40 CFR § 93.126 states that certain highway and transit projects are exempt from conformity requirements (highway safety, transit, bike and pedestrian facilities, travel demand management programs, and other activities that do not lead directly to construction of a project), unless it is determined by the Interagency Consultation group that the project it has potentially adverse emissions impacts for any reason. 40 CFR § 93.127 identifies several project types that are exempt from regional emissions analysis (intersection channelization or signalization, interchange reconfiguration, transit terminals, weigh stations, and changes in alignment), unless it is determined by the Interagency Consultation group that the project it has potentially adverse emissions impacts for any reason.

ability to receive future federal or state grants. The purpose of defining projects as regionally significant is to ensure that all projects that could impact transportation conformity are analyzed.

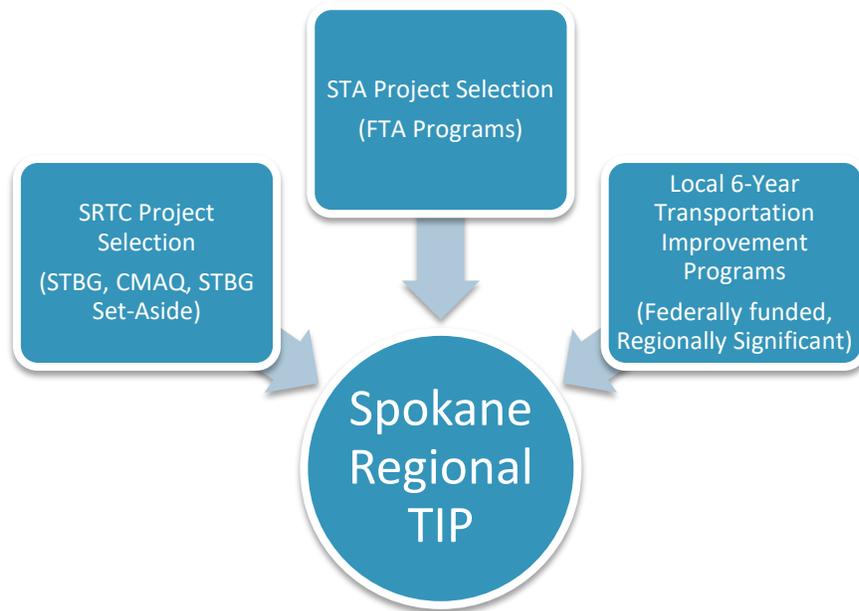
One example of a project that would not meet the definition of regionally significant, but is considered a regional priority project is the completion of the Fish Lake Trail. The project is a bicycle and pedestrian facility and is exempt from transportation conformity requirements. However, the project is an important project to the region; it was listed on the SRTC Policy Board's 2012 Regional Project Priorities.

Interagency Consultation Group and Process

Interagency consultation is required as part of the conformity determination process as stated in 40 C.F.R. Part 93.105, which covers the requirements for determining conformity to State or Federal Implementation Plans; transportation plans or programs; or projects developed, funded, or approved under Title 23 or FTA transit laws. Currently, the agencies involved in SRTC's interagency consultation group include the Federal Transit Administration (FTA), Federal Highway Administration (FHWA), WSDOT, Washington State Department of Ecology, Spokane Regional Clean Air Agency and the U.S. Environmental Protection Agency.

The interagency consultation group has many roles related to transportation conformity determinations. As it pertains to the TIP, this group assists SRTC in determining which transportation projects should be considered regionally significant for purposes of regional emissions analysis. In addition, this group has a role in evaluating whether projects that are otherwise exempt from meeting conformity (40 C.F.R. Part 93.126 and 93.127) should be treated as non-exempt in cases where potential adverse air quality impacts may exist.

SECTION 2 - TIP DEVELOPMENT PROCESS



The development of the TIP involves three separate but interrelated processes; SRTC project selection, STA project selection, and local agency six-year transportation programs.

SRTC Project Selection

SRTC, in consultation with WSDOT and STA, is responsible for selecting projects for regional allocations of federal highway funds – Surface Transportation Block Grant Program (STBG), Congestion Mitigation Air Quality (CMAQ), and STBG Set-Aside (formerly TAP) program. The next call for projects will be in 2018. In the event that regional funds are returned prior to the next call for projects, SRTC will follow policy 6.5.1 related to the utilization of leftover funds.

Surface Transportation Block Grant Program (STBG):

The purpose of the STBG program is to provide a flexible source of funding that can be tailored to meet the specific needs of the region. STBG funds can be used for roadway construction, reconstruction or preservation; transit projects; bicycle and pedestrian facilities or programs; bridges; and planning efforts.

In November 2018, SRTC selected projects to fund using the estimated STBG allocations (formerly STP) for 2020-2021.

Congestion Mitigation & Air Quality (CMAQ):

The purpose of the CMAQ program is to implement transportation projects and programs that improve air quality by increasing the efficiency of existing transportation facilities or reducing travel demand. CMAQ-funded projects and programs must be capable of demonstrating a reduction of

either carbon monoxide (CO) or particulate matter (PM-10) within the Spokane CO and PM-10 boundaries.

In November 2018, SRTC selected projects to fund using the estimated CMAQ allocations for 2021-2023.

STBG Set-Aside (formerly TAP):

The purpose of the STBG Set-Aside program is to implement on- and off-road facilities for bicyclists and pedestrians and fund other enhancements to surface transportation. Eligible projects include sidewalks, bicycle facilities, signals, traffic calming projects, projects that bring a facility into compliance with the Americans with Disabilities Act (ADA), conversion of rail corridors for non-motorized users, scenic overlooks and viewpoints, historic preservation, environmental mitigations, Safe Routes to School projects, and recreational trails.

In November 2018, SRTC selected projects to fund using the estimated CMAQ allocations for 2021-2023.

Other Federal, State Programs: For projects funded with federal National Highway Performance Program (NHPP), Surface Transportation Program (STP), and Federal Lands Highway programs, and any projects on the National Highway System (NHS), WSDOT is responsible for selecting projects in cooperation with SRTC (23 C.F.R. §450.330(c)).

Other federal programs (various discretionary programs, Freight Mobility Strategic Investment Board, Highway Safety Improvement Program, etc.) and state programs (Pedestrian and Bicycle Safety, Safe Routes to School, Transportation Improvement Board, etc.) may also award funds to projects within the Spokane region. Although the prioritization processes for these funding programs are conducted outside of SRTC, SRTC must cooperatively select all projects programmed in the TIP.

STA Project Selection

As the designated recipient of regional allocations of federal transit funds, STA is responsible for selecting projects for the Federal Transit Administration (FTA)'s Urbanized Area Formula Program (Section 5307), Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310), and Bus and Bus Facilities Formula Program (Section 5339). SRTC assists in soliciting and prioritizing projects for Section 5310 funds; however, the STA Board of Directors is responsible for selecting a program of projects for those funds.

Six-Year Transportation Programs

SRTC annually reviews the six-year transportation improvement programs adopted by local agencies. Projects that are consistent with the MTP, are regionally significant, and/or federally funded through U.S. Code Title 23 and Title 49 are incorporated into the TIP. These projects must be submitted to SRTC in the Washington STIP system, Secure Access Washington (<https://secureaccess.wa.gov/myAccess/saw/select.do>) no later than August 1.

The schedule for local agency’s six-year transportation programs is included below.

Local Six-Year Transportation Programs Schedule	
Jun 30	Cities and towns must have six-year transportation programs adopted
Jul 5	Cities and towns, Spokane County ⁴ and STA ⁴ submit adopted six-year programs to SRTC for TIP review
Jul 17	SRTC notifies agencies of all regionally significant and/or federally funded projects that will need to be included in the regional TIP. Some projects may also require a completed Safe & Complete Streets checklist.
Jul 31	All agencies must submit the required information for all regionally significant and/or federally funded projects to SRTC via the Washington STIP system, Secure Access Washington (SAW). Safe and Complete Streets checklists are also due.

2020-2023 TIP Development

After SRTC has selected projects for regional allocations of federal funds and has selected projects from local six-year transportation programs for inclusion in the TIP, the projects are compiled into the 2020-2023 TIP.

The schedule for the 2020-2023 TIP development is included below

2020-2023 TIP Development Schedule	
Jul 31	Safe and Complete Streets checklists due to SRTC for projects that are not exempt from the Safe and Complete Streets policy or were not previously submitted with an SRTC call for projects.
Jul 31	Agencies must submit the required information for all regionally significant and/or federally funded projects to SRTC via Secure Access Washington (SAW).
Jul - Aug	TIP development – review project information in SAW, finalize project list, fiscal constraint analysis, air quality conformity determination, maps, project pages, and appendices.
Aug 26	TTC meetings – Review TIP development timeline
Sep 1 – 30	30-day public comment period
Sep (TBD)	Public meeting to review draft TIP
Sep 10	Board meeting – Overview of draft TIP
Sep 23	TTC meeting – Recommend approval of draft TIP
Oct 8	SRTC Board Approval
Oct 16	WSDOT STIP Due Date (estimated)

⁴ According to state regulation, counties must adopt a six-year transportation program by December 31st (RCW 36.81.121) and transit agencies must adopt a six-year transit plan by September 1st (RCW 35.58.2795). The deadlines for these two entities conflict with the TIP development schedule, which must be submitted to WSDOT in October. In developing the TIP, SRTC will review the most recently adopted six-year plan for incorporation into the TIP.

Safe and Complete Streets Policy

The SRTC Policy Board approved the SRTC Safe and Complete Streets Policy in September 2012, with the effective date of January 2013. The primary purpose of the policy is to ensure that the safety and convenience of all transportation system users (pedestrians, bicyclists, transit users, motorists, freight providers, and emergency responders) are considered during the planning and programming of projects. The policy and checklist are provided in Appendix B.

The SRTC Safe and Complete Streets Policy shall apply to all roadway construction and roadway reconstruction projects (any phase) that are required to be included in SRTC's TIP.

Several project types are exempt from the policy and are not required to submit a Safe and Complete Streets Checklist, including:

- Roadway preservation,
- Intelligent Transportation Systems (ITS),
- Projects located on a facility that prohibits bicyclists or pedestrians AND transit does not operate on, nor is planned to, for the next 15 years,
- Non-motorized,
- Transit,
- Safety projects (funded with safety funds, for example Highway Safety Improvement Program or Safe Routes to School)
- Programs, and
- Planning studies.

Project sponsors will be required to complete the SRTC Safe and Complete Streets Checklist for all applicable projects (see above) submitted for inclusion in the SRTC TIP. This can occur: 1) as part of the annual TIP development process (due August 1), 2) through an amendment to add a new project to the TIP (monthly), or 3) during an SRTC Call for Projects (submitted with the application packet).

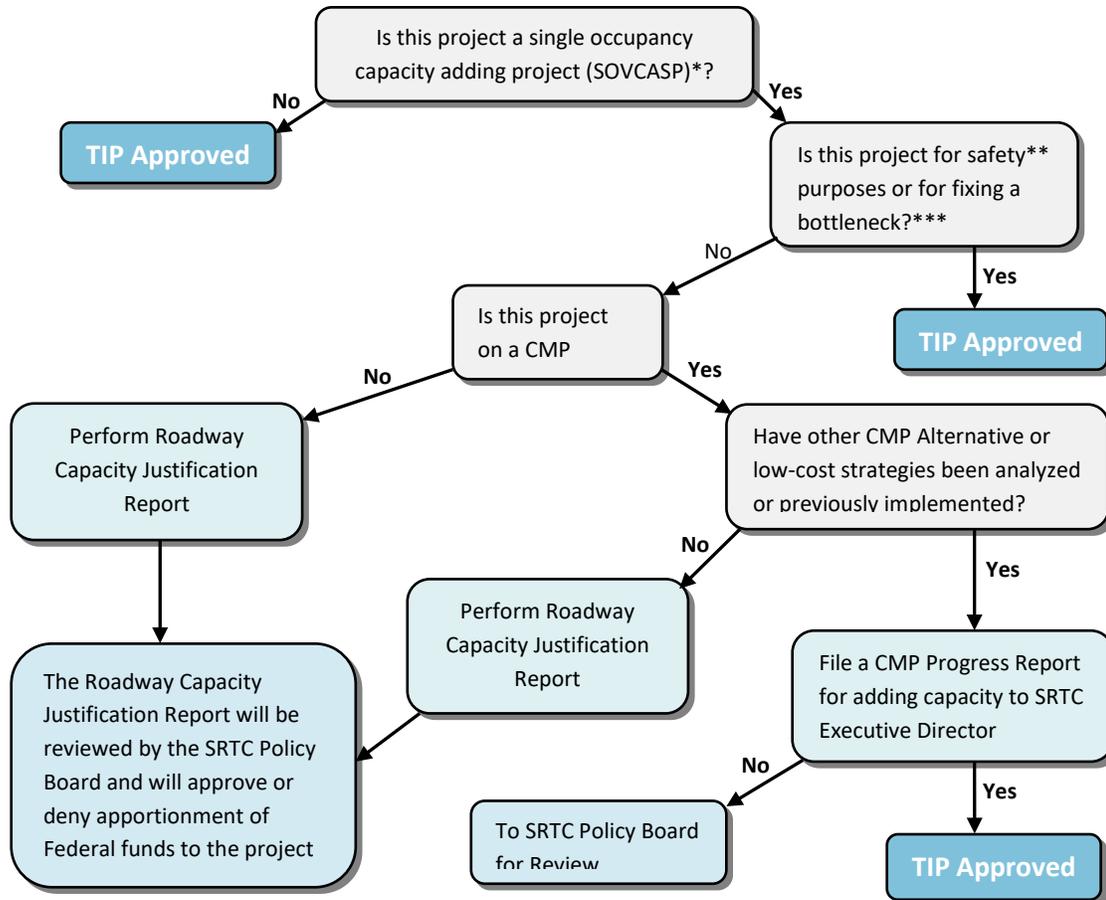
Congestion Management Process

The Congestion Management Process (CMP) is a systematic and regionally-accepted approach for managing congestion that provides accurate, up-to-date information on transportation system performance and assesses alternative strategies for congestion management that meet state and local needs. Since the Spokane Region is a Transportation Management Area (TMA), SRTC is required to develop, implement, and monitor a CMP. The Spokane Region is also classified as an EPA air quality maintenance area therefore, certain types of transportation projects may not receive Federal funding unless that project has been addressed through a congestion management process (23 Code of Federal Regulations 450.320 (d) & (e)).

To address compliance with the TIP a decision process was created, called the CMP/TIP Compliance Process. This process will ensure that any project, regardless of funding source, that

appears in the SRTC TIP has gone through a least-cost planning process and a justification process, if the project increases Single Occupancy Vehicle (SOV) carrying capacity of roadways. This analysis ensures fair treatment of all projects in the TIP that address congestion.

This process will require that alternative strategies be analyzed and, in most instances, a Roadway Capacity Justification Report be conducted before significant SOV capacity-increasing projects are approved for funding or placed in the SRTC Regional TIP. The Roadway Capacity Justification Report would be reviewed by members of the CMP Working Group and approved by the SRTC Board before such a project could move forward. The CMP/TIP Compliance Process is as follows and is also depicted in Figure 1:



***SOVCAP (Single Occupancy Vehicle Capacity Adding Project)** – a transportation project which significantly increases the carrying capacity of a roadway. In areas that are in non-attainment/maintenance zones for air quality, a SOVCAP may not receive federal funding unless consistency with the regional CMP has been demonstrated.

Exempt from this definition, are realignments which replace rather than supplement previous roadways for through traffic, turning lanes, acceleration/deceleration lanes, climbing lanes, bridge replacements, widening without adding new travel lanes, and facilities that are primarily for use by modes other than SOVs (such as bus lanes, HOV lanes, and bicycle and pedestrian facilities).

****Safety Projects:** There is a wide range of strategies and projects for improving safety on public roadways, which can include geometric improvements and intersection improvements that may result in adding roadway capacity,

though many small capital projects and policy programs are also used to improve safety on a corridor. Projects that are funded through a safety program are considered safety projects. If not funded through safety program, a project statement must demonstrate how the project will improve safety and be accepted by the CMP Working Group.

*****Bottleneck Projects:** A bottleneck is a localized section of highway or principal arterial that experiences reduced speeds and inherent delays due to a recurring operational influence or a nonrecurring impacting event; a bottleneck is distinguished from "congestion" because it occurs on a subordinate segment of a parent facility, and not pervasively along the entire facility. Increasing capacity on a short section of roadway is one of many available methods for combating bottlenecks, along with a variety of operational and demand management strategies. A project statement must indicate the location of the bottleneck, how the project will improve the bottleneck and be accepted by the CMP Working Group.

SECTION 3 - PROJECT CHANGES

As a project gets underway, new information often results in project changes. This can include project cost adjustments, scope changes, newly secured funds, etc. In addition, federal funds may be awarded to new projects throughout the year. When a change is requested for an existing project in the TIP or a new project needs to be added to the TIP, it is classified as either an amendment or an administrative modification. The process for incorporating the change into the TIP is different for each classification.

From the initial request for an amendment or administrative modification to the final federal approval, the process typically takes 8-10 weeks. The process includes the following steps:

- 1) Project sponsor submits written request for an amendment or administrative modification to SRTC.
- 2) SRTC staff evaluates request for completeness, financial feasibility, air quality conformity, consistency with the MTP and State and Federal regulations, SRTC's Safe and Complete Street Policy, etc.
- 3) If the project change is an amendment, a 10-day public comment period is held pursuant to the SRTC Public Participation Plan. Administrative modifications do not require a public comment period and are processed administratively by SRTC staff.
- 4) The TTC reviews the amendment and makes recommendation for approval to the SRTC Policy Board.
- 5) The Board takes action on the amendment.
- 6) If approved by the Board, the amendment is submitted to WSDOT for inclusion in the State TIP (STIP). Administrative modifications are submitted to the STIP at the same time as any approved amendments.
- 7) WSDOT reviews the project changes and forwards the amended STIP to FHWA and FTA for approval.
- 8) FHWA and FTA review the revised STIP for approval.

2020 Amendment and Administrative Modifications Schedules

The amendment and administrative modifications schedules, which is subject to change, is provided below. If a change occurs to the schedule, revised schedules will be published on SRTC's website and member agencies will be notified.

2020-2023 Transportation Improvement Program (TIP) Amendment Schedule

January Amendment	
Amendment Request Due Date	December 6
SRTC Staff Review & Air Quality	December 9 – 13
Public Comment Period (10 day)	December 18 – 27
TTC Recommendation	December 18
SRTC Board Approval	January 9
WSDOT STIP Amendment Due Date	January 17
FHWA/FTA STIP Approval	~February 14

July Amendment	
Amendment Request Due Date	June 5
SRTC Staff Review & Air Quality	June 8 – 12
Public Comment Period (10 day)	June 17 – 26
TTC Recommendation	June 24
SRTC Board Approval	July 9
WSDOT STIP Amendment Due Date	July 17
FHWA/FTA STIP Approval	~August 14

February Amendment	
Amendment Request Due Date	January 3
SRTC Staff Review & Air Quality	January 6 – 10
Public Comment Period (10 day)	January 15 – 24
TTC Recommendation	January 22
SRTC Board Approval	February 13
WSDOT STIP Amendment Due Date	February 21
FHWA/FTA STIP Approval	~March 20

August Amendment Tentative (Board may not meet in August)	
Amendment Request Due Date	July 3
SRTC Staff Review & Air Quality	July 6 – 10
Public Comment Period (10 day)	July 15 – 24
TTC Recommendation	July 22
SRTC Board Approval	August 13
WSDOT STIP Amendment Due Date	August 21
FHWA/FTA STIP Approval	~September 18

March Amendment	
Amendment Request Due Date	February 7
SRTC Staff Review & Air Quality	February 10 – 14
Public Comment Period (10 day)	Feb 19 – Mar 28
TTC Recommendation	February 26
SRTC Board Approval	March 12
WSDOT STIP Amendment Due Date	March 20
FHWA/FTA STIP Approval	~April 17

September Amendment	
Amendment Request Due Date	August 7
SRTC Staff Review & Air Quality	August 10 – 14
Public Comment Period (10 day)	August 19 – 28
TTC Recommendation	August 26
SRTC Board Approval	September 10
WSDOT STIP Amendment Due Date	September 18
FHWA/FTA STIP Approval	~October 16

April Amendment	
Amendment Request Due Date	March 6
SRTC Staff Review & Air Quality	March 9 – 13
Public Comment Period (10 day)	March 18 – 27
TTC Recommendation	March 25
SRTC Board Approval	April 9
WSDOT STIP Amendment Due Date	April 17
FHWA/FTA STIP Approval	~May 15

October Amendment	
Amendment Request Due Date	September 4
SRTC Staff Review & Air Quality	September 7 – 11
Public Comment Period (10 day)	September 16 – 25
TTC Recommendation	September 23
SRTC Board Approval*	October 8
WSDOT STIP Amendment Due Date	October 16
FHWA/FTA STIP Approval	~November 13

May Amendment	
Amendment Request Due Date	April 3
SRTC Staff Review & Air Quality	April 6 – 10
Public Comment Period (10 day)	April 15 – 24
TTC Recommendation	April 22
SRTC Board Approval	May 14
WSDOT STIP Amendment Due Date	May 15
FHWA/FTA STIP Approval	~June 12

*The SRTC Board will also be approving 2020-2023 TIP at this meeting.

June Amendment	
Amendment Request Due Date	May 1
SRTC Staff Review & Air Quality	May 4 – 8
Public Comment Period (10 day)	May 13 – 22
TTC Recommendation	May 27
SRTC Board Approval	June 11
WSDOT STIP Amendment Due Date	June 19
FHWA/FTA STIP Approval	~July 17

No amendments will be processed by WSDOT in November or December; the amendment process for the 2020 TIP is closed after the October cycle.

2020-2023 Transportation Improvement Program (TIP) Administrative Modifications Schedule

January Administrative Modifications	
Admin Mod Request Due Date	January 10
SRTC Staff Review	January 13-16
WSDOT STIP Amendment Due Date	January 17
FHWA/FTA STIP Approval	~February 14

July Administrative Modifications	
Admin Mod Request Due Date	July 10
SRTC Staff Review	July 13-16
WSDOT STIP Amendment Due Date	July 17
FHWA/FTA STIP Approval	~ August 14

February Administrative Modifications	
Admin Mod Request Due Date	February 14
SRTC Staff Review	February 17-20
WSDOT STIP Amendment Due Date	February 21
FHWA/FTA STIP Approval	~ March 20

August Administrative Modifications	
Admin Mod Request Due Date	August 14
SRTC Staff Review	August 17-20
WSDOT STIP Amendment Due Date	August 21
FHWA/FTA STIP Approval	~ September 18

March Administrative Modifications	
Admin Mod Request Due Date	March 13
SRTC Staff Review	March 16-19
WSDOT STIP Amendment Due Date	March 20
FHWA/FTA STIP Approval	~ April 17

September Administrative Modifications	
Admin Mod Request Due Date	September 11
SRTC Staff Review	September 14-17
WSDOT STIP Amendment Due Date	September 18
FHWA/FTA STIP Approval	~ October 16

April Administrative Modifications	
Admin Mod Request Due Date	April 10
SRTC Staff Review	April 13-16
WSDOT STIP Amendment Due Date	April 17
FHWA/FTA STIP Approval	~ May 15

October Administrative Modifications	
Admin Mod Request Due Date	October 9
SRTC Staff Review	October 12-15
WSDOT STIP Amendment Due Date	October 16
FHWA/FTA STIP Approval	~ November 13

May Administrative Modifications	
Admin Mod Request Due Date	May 8
SRTC Staff Review	May 11-14
WSDOT STIP Amendment Due Date	May 15
FHWA/FTA STIP Approval	~ June 12

No administrative modifications will be processed by WSDOT in November or December; the amendment and administrative modifications process for the 2020 STIP is closed after the October cycle.

June Administrative Modifications	
Admin Mod Request Due Date	June 12
SRTC Staff Review	June 15-18
WSDOT STIP Amendment Due Date	June 19
FHWA/FTA STIP Approval	~ July 17

Types of Project Changes

Project changes are classified as amendments or administrative modifications. SRTC is responsible for determining ~~whether or not~~whether a project change is an amendment or administrative modification.

Amendments

Amendments include adding a new project, deleting a project, major scope changes, changes to a project's total programmed amount greater than 30% (or over \$3 million), changes to a project that impact air quality conformity, adding a future phase of a project, and adding federal funds to a project currently programmed in the TIP without federal funds.

Administrative Modifications

Administrative modifications are project changes that are not considered amendments and typically include: revisions to lead agency, adding a prior phase of a project not previously authorized, changes to a project's total programmed amount less than 30%, minor changes in scope, and minor changes or errors in project information (environmental type, right-of-way required, project limits, improvement type, typographical errors, etc.), etc.), changes in a project's federal fund source, moving a project within the first four years of the TIP (as long as the project timing remains consistent with the MTP), authorization for any federal funds currently programmed in the TIP without consideration of the phase split, and adjustments in a project's funding authorization for award of contract.

Administrative modifications requested by local agencies are reviewed by the jurisdiction and SRTC staff prior to being implemented. A list of modifications is maintained by SRTC as part of the TIP. Once a modification has been made, a revised TIP will be sent to WSDOT, FHWA, and FTA and will be linked on SRTC's website.

For full definitions of amendments and administrative modifications please see Appendix C.

SECTION 4 - PROJECT DELIVERY

The final step in the programming process is project delivery; construction, procurement, or implementation. SRTC monitors project delivery by annually publishing a list of obligations from the preceding year and by presenting project status reports to the SRTC Policy Board twice annually.

Annual Listing of Federal Obligations

Every year, SRTC is required to complete a list of federal obligations that occurred in the preceding program year (23 C.F.R. § 450.332). For each project, the listing shall include the amount of federal funds that: were programmed in the TIP, obligated in the preceding year, and remaining for future years. The list is prepared cooperatively with WSDOT and STA, and must be published no later than 90 calendar days following the end of the program year.

The schedule for completing the Annual Listing of Federal Obligations is included below.

Annual Listing of Federal Obligations	
January	SRTC compiles information on 2019 federal obligations
Feb 1	SRTC will notify agencies of any requested information necessary to complete the 2019 Annual Listing
Feb 15	Deadline for local agencies to submit requested information to SRTC for compilation of the 2019 Annual Listing
Mar 25	TAC <u>and</u> TTC meetings – present the 2019 Annual Listing
Mar 31	2019 Annual Listing will be posted to the SRTC website and sent to WSDOT, FHWA, and FTA no later than March 31
Apr 9	SRTC Board – present the 2019 Annual Listing

Project Tracking

In addition to tracking annual obligations, SRTC also tracks the status of projects receiving regional funds. The purpose of tracking the status of these projects is to ensure that regional allocations of federal funds are being obligated efficiently and that projects are making continuous progress towards construction or implementation.

SECTION 5 - PUBLIC INVOLVEMENT

SRTC's Public Participation Plan includes the policies and procedures SRTC follows to ensure that the public is given adequate opportunity to participate in and comment on SRTC's programming process. Participating agencies and the general public are provided an opportunity to comment on the TIP development through a variety of means. Throughout the year, the public is invited to attend SRTC advisory committee meetings to discuss project selection, TIP amendments, and the development of the next four-year TIP. Documentation from the meetings is also posted on the SRTC website.

In addition to the adopted policies and procedures for public involvement, SRTC strives to make the programming process as clear and accessible to the public as possible.

For more information on SRTC's Public Participation Plan, please refer to SRTC's website.

SECTION 6 - POLICIES AND PROCEDURES

1. Regional Transportation Programming

Policy 1.1 – For the purposes of SRTC's TIP, years one and two of the TIP constitute an agreed to list as defined by CFR 45.330.

Policy 1.1.1 - Once a project has been programmed in year one or two of an approved TIP, the project sponsor(s) can begin project implementation by obligating funds.

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

Policy 1.2– All projects in the TIP must be consistent with the Metropolitan Transportation Plan (MTP). In order to be considered consistent with the MTP, a project in the TIP must be listed in the MTP as planned regionally significant project (i.e. a specific capital project that adds or impacts vehicular capacity) or program of projects (i.e. arterial preservation, sidewalk infill).

Policy 1.3 – SRTC shall determine consistency with the MTP. If it is unclear whether or not a project is consistent with the MTP, SRTC shall convene the Interagency Consultation group (WSDOT, STA, FTA, and FHWA) and/or the Air Quality Interagency Consultation Group (members of the Interagency Consultation group with the addition of Environmental Protection Agency and the Washington State Department of Ecology) pursuant to SRTC's Interagency Consultation Procedures. The results of the consultation process are presented to the SRTC Policy Board for final determination on a project's consistency with the MTP.

Policy 1.4 – **All projects receiving federal funds through U.S.C. Title 23 and Title 49 must be included in the TIP.** Projects receiving other federal funds do not need to be included in the TIP unless the project is regionally significant.

Policy 1.5 – **All regionally significant projects must be included in the TIP.** Regionally significant projects are defined on page 4.

Policy 1.6 – **SRTC shall determine whether or not a project is regionally significant.** If it is unclear whether or not a project is regionally significant, SRTC shall convene the Interagency Consultation group (WSDOT, STA, FTA, and FHWA) or the Air Quality Interagency Consultation Group (members of the Interagency Consultation group with the addition of Environmental Protection Agency and Washington State Department of Ecology) pursuant to SRTC’s Interagency Consultation Procedures. The results of the consultation process are presented to the SRTC Policy Board for final determination on a project’s regional significance.

Policy 1.7 – **Project sponsors shall provide the necessary project information to SRTC in order to make the determination on consistency with the MTP and regional significance.** This includes a description of the project, location, length, and planned year of completion.

2. TIP Development

Policy 2.1 – **Agencies must submit approved TIP to SRTC no later than July 1 each year.** The projects may be submitted in any format; however, agencies must provide sufficient detail in their TIP for SRTC to identify projects for inclusion in the TIP (including project name, length, description of work, total estimated cost, and amount of secured funds).

Policy 2.2 – **SRTC shall notify agencies no later than July 15 with a list of all regionally significant and/or federally funded projects that will need to be included in the regional TIP and that will require a completed Safe and Complete Streets checklist.**

Policy 2.3 – **Agencies must submit the required information for all regionally significant and/or federally funded projects to SRTC in the State’s STIP system, Secure Access Washington (<https://secureaccess.wa.gov/myAccess/saw/select.do>), as well as a completed Safe and Complete Streets checklists no later than August 1.**

Policy 2.4 – **SRTC shall publish the draft TIP during the first week of September for the required 30-day public comment period.** The timing of the public comment period must allow sufficient time for public comments to be incorporated into the draft TIP prior to the SRTC Policy Board approval.

Policy 2.5 - **The SRTC Safe and Complete Streets Policy stipulates that roadway construction and roadway reconstruction projects (any phase) that are required to be included in SRTC’s TIP must complete and submit a Safe and Complete Streets Checklist.** The timelines for submitting the checklists are detailed in Policy 2.2 and 2.3. Several project types are exempt from the policy and are not required to submit a Safe and Complete Streets Checklist, including: roadway preservation; Intelligent Transportation Systems (ITS); projects located on a facility that prohibits bicyclists or pedestrians AND transit

does not operate on, nor is planned to, for the next 15 years; non-motorized; transit; safety (funded with safety funds); programs; and planning studies.

3. Project Changes

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

Policy 3.2 – SRTC is responsible for determining whether or not a project change is an amendment or administrative modification.

Policy 3.3 – Project sponsors shall submit a written request to SRTC to initiate a project change, whether it is an amendment or administrative modification. The request must provide sufficient detail for SRTC to make the determination on the type of project change that is required.

Policy 3.4 – SRTC shall maintain a full accounting of all amendments and administrative modifications made to the current TIP. The history of these project changes will be made available on SRTC's website for the TIP.

Policy 3.5 – In the event that the TIP amendment/administrative modification schedule should be revised, SRTC shall notify all member agencies and post an updated schedule on SRTC's website for the TIP.

4. Project Delivery

All Projects

Policy 4.1 – SRTC will track the status of all projects receiving regional federal funds in the TIP. Project sponsors shall provide sufficient information for tracking the status of projects upon request. This information will be provided to the Board of Directors and committees as it relates to the Region's ability to meet the Federal Fiscal Year (FFY) 2018 obligation target.

Policy 4.2 – SRTC will provide delivery status updates on all projects obligating or de-obligating regional federal funds during the FFY. SRTC shall present these updates to the SRTC Policy Board and committees periodically throughout the year.

Policy 4.3 – SRTC shall publish a listing of all annual federal obligations from the preceding program year no later than March 30. This policy is consistent with federal regulations for annual obligations reporting. The annual listing will be presented to the SRTC Board of Directors and advisory committees and will be posted to SRTC's website for the TIP.

STBG, CMAQ, STBG Set-Aside Projects

Policy 4.4 – **If a project phase does not meet its targeted obligation date; SRTC may administratively grant the project sponsor a one-time extension of up to two (2) years.** The project sponsor has 30 calendar days from the date it was notified of the administrative extension to submit a revised project delivery schedule for the project to SRTC. If a revised schedule has not been received within that time period, the project will be presented to the SRTC Policy Board for direction and possible removal from the TIP.

Policy 4.5 – **If a project sponsor is unable to meet a targeted obligation date after the one-time grace period, the project sponsor may request an extension from the SRTC Policy Board.** The Board may grant the extension or may act to remove the project from the TIP. If the agency is permitted an extension, it must submit a revised schedule to SRTC within 30 calendar days of the Board action. If the Board acts to remove the project from the TIP, any regional federal funds awarded to the project shall be returned to SRTC for reallocation. If the project is eligible to receive regionally selected federal funds, it may be placed on the contingency list of projects for that fund source at the discretion of the Board.

Policy 4.6 – **Planning projects and preliminary engineering phases for all projects are not eligible for an administrative grace period for obligation of funds.** If a planning project or preliminary engineering phase cannot meet its scheduled date for obligation, the project will be reviewed by the SRTC Policy Board. The Board may grant the agency a one-time grace period of up to one (1) year or may act to remove the project from the TIP. If the agency is permitted a grace period, a revised schedule must be received by SRTC within 30 calendar days of the Board action. If the Board acts to remove the project from the TIP, any regional federal funds awarded to the project shall be returned to SRTC for reallocation. If the project is eligible to receive regionally selected federal funds, it may be placed on the contingency list of projects for that fund source at the discretion of the Board.

Policy 4.7 – **SRTC will maintain a contingency-Regional Project Priority List selected through a regional process and approved by the SRTC Board of Directors.** Projects on the contingency-Regional Priority Lists may be selected for future funds available through the contingency funding process (see Policy 6.8). ~~that become available if previously selected projects from that fund source are removed from the TIP by Board action, funds are voluntarily returned by the sponsoring agency, or additional funds become available for some other reason (for example: annual allocations higher than anticipated). The contingency list can include projects partially funded by the SRTC Policy Board.~~ The most recently approved contingency-Regional Priority List replaces and supersedes any previously approved contingency-priority lists.

Policy 4.8 – **SRTC will consider the following strategies to demonstrate fiscal constraint in the event that regional allocations are reduced because of failure to meet SRTC's obligation target:**

- Utilization of returned funds from project de-obligations and closeouts, if any.
- Accounting of obligations by agency to provide a quantitative methodology for delaying or removing regional funds from an agency's projects.

5. Public Involvement

Policy 5.1 – **SRTC will follow the policies and procedures for public involvement throughout the TIP development and amendment process outlined in SRTC’s Public Participation Plan**, located on SRTC’s website, [here](#).

Policy 5.2 – **SRTC will make all decisions related to transportation programming in a public forum**. This includes meetings of the TTC, TAC, and/or SRTC Policy Board.

Policy 5.3 – **SRTC will strive to make the programming process (including any documents) understandable and accessible to the public**. This includes using plain language, as appropriate; including definitions for technical terms; providing lists of abbreviations; and including graphics to illustrate complex processes.

6. Funding Policies (STBG, CMAQ, STBG Set-Aside funds only)

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.

Policy 6.1 - **After a project has been selected by SRTC for regional allocations of federal funds, any cost overruns are the responsibility of the project sponsor**. Project sponsors are required to sign SRTC’s Local Agency Project Endorsement Form, which states that any cost overruns are the responsibility of the project sponsor.

Policy 6.2 - **Although cost overruns are the responsibility of the project sponsor, for eligible cost overruns (see Policy 6.3) on projects awarded on regional allocations of federal funds, the project sponsor may request additional funds through the SRTC Executive Director or the SRTC Board**. The process for requesting a fund increase is described below.

Policy 6.2.1 - For a project with a total estimated project cost less than \$1 million (as originally programmed in the TIP), the SRTC Executive Director may increase the project’s award amount up to 15% of the total estimate project cost. At the Executive Director’s discretion, the request may be brought to the TTC for discussion and input. Fund increase requests approved or denied by the Executive Director will be noted at an SRTC Board meeting.

Policy 6.2.2 - For a project with a total estimated project cost equal to or greater than \$1 million (as originally programmed in the TIP), the SRTC Executive Director may

increase the project's award amount up to 15% of the total project cost, not to exceed \$300,000. At the Executive Director's discretion, the request may be brought to the TTC for discussion and input. Fund increase requests approved or denied by the Executive Director will be noted at an SRTC Board meeting. Requests greater than 15% of the total project cost or greater than \$300,000 would require SRTC Board action. Fund increase requests requiring SRTC Board action will be brought first to the TTC for discussion and input. Fund increase requests approved or denied by the SRTC Board will take place during an SRTC Board meeting, which are open to the public.

Policy 6.2.3 - It is the responsibility of the project sponsor to submit a written request to SRTC for the increase in the award amount. The request shall document the circumstances of the cost overrun and describe why the cost overrun should be considered eligible by SRTC and/or the SRTC Board for a fund increase.

Policy 6.2.4 - Fund increases that are considered by the SRTC Executive Director shall be limited to available funds. Available funds are allocated funds (this includes but is not limited to annual allocations, carryover funds, returned funds from projects that came in under budget) that have not been awarded or programmed for a specific project. If a fund source has been fully programmed in the current TIP (all available funds and forecasted funds are associated with planned projects), approving a fund increase request will impact currently programmed projects. These impacts could include delaying one or more projects out of the first four years of the TIP or reducing the award amount for one or more projects.

Policy 6.2.5 - If a fund increase request is denied by the SRTC Executive Director or the SRTC Board, the project sponsor may finance the cost increase through other funding sources, reduce the scope of the project to available funds (with SRTC concurrence on the scope change), or withdraw the project from the TIP and return any previously obligated funds to SRTC for redistribution. In addition, fund increase requests denied by the SRTC Executive Director may be appealed by the project sponsor; appeals may be considered by the SRTC Board, at their discretion.

Policy 6.3 - Fund increase requests related to cost overruns will be considered on a case-by-case basis. Policies 6.3.1 and 6.3.2 describe possible causes for eligible and ineligible cost overruns. The examples provided below are not exhaustive and do not imply the eligibility or ineligibility of any specific project. The SRTC Executive Director and/or SRTC Board shall make the determination on whether a project cost overrun is considered eligible or ineligible for a fund increase.

Policy 6.3.1 - A cost overrun may be eligible for a fund increase if it is considered outside of the control of the project sponsor. Examples of possible eligible cost overruns could include: unanticipated weather events, "Acts of God", or other external events including war, labor strikes, or national security threats or events; new federal or state mandatory

requirements; significant unanticipated utility, environmental, cultural/historical issues; or significant unanticipated pavement condition.

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.

Policy 6.4 - Approved fund increase requests related to cost overruns must maintain or increase the original local match commitment (i.e. percentages).

Leftover Funds

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.

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. The following methods will be utilized in order to develop this recommendation:

1. Applying funds to regional planning needs identified in the Task 9 “Unfunded Planning Activities” of the current Unified Planning Work Program (UPWP) – Board approval required.
2. Advancing projects programmed in the out years of the current TIP –Administrative modification, does not require Board approval.
3. Select projects to fund from the most recently approved contingency list– TIP amendment requires Board approval.

Policy 6.5.2 – Active Projects (i.e. project that have not closed) that de-obligate SRTC regional funds may reapply for future regional funds through SRTC calls for projects; however, there is no guarantee, expressed or implied, that the project will be prioritized and selected for funding.

Partial Funding

Policy 6.6 - If a project has been selected for partial funding, whether by phases (PE, ROW, CN) or geographical segment (~~PE and/or RW only~~), it is the responsibility of the project sponsor to secure the remaining funds necessary to complete the project. The project sponsor may apply for additional funds through future SRTC calls for projects;

however, there is no guarantee, expressed or implied, that the project will be prioritized and selected for funding.

Policy 6.7 -Unless approved in advance by the SRTC Policy Board, **projects selected for PE or RW only are permitted to transfer any remaining funds to a later phase of the project, if the project is programmed for construction within the first four years of the TIP.** If the construction phase is not programmed within the first four years of the TIP, the project sponsor must return any remaining funds after the completion of the PE and RW phase.

Contingency Funds Funding Process

Policy 6.8 —Contingency funds become available if previously selected projects from that fund source are removed from the TIP by Board action, funds are voluntarily returned by the sponsoring agency, or additional funds become available for some other reason (for example: annual allocations higher than anticipated). The SRTC is responsible to reassign those funds.

As stated in Policy- 4.7 SRTC maintains a Regional Project Priority List which will be used as the basis for this contingency funding process for available STBG, STBG-SA, CMAQ or other SRTC-awarded funds. -The following criteria guide the contingency funding process:

- Evaluate the eligibility of Regional Project Priority List projects that meet the technical requirements of the available funding sources;
- Review project readiness from the above identified projects to maximize project delivery;
- Review the capability of available funding to complete a project or phase;
- Analyze obligation authority targets and schedules to ensure the programming of SRTC-managed federal funds meet project obligations targets; and
- Provide a recommendation for the use of contingency funds.

SRTC Staff working with the TIP Working Group will bring a draft recommendation to the TTC for consideration to recommend Board approval of funding based on the criteria above. The TTC and the SRTC Staff will make separate or joint recommendations to the SRTC Board of Directors for funding consideration.

Eligible Phases and Project Types

Policy 6.9 - **The SRTC Policy Board shall define the eligible phases and types of projects for each Call for Projects process.** For example, for each Call for Projects, the Board may choose to only fully fund projects, allow some partially funded projects, fund only the construction phase of projects, and/or fund regional or local planning studies. This policy

grants SRTC the flexibility to respond to the changing needs of individual agencies and the region as a whole.

To: Transportation Technical Committee

December 11, 2019

From: Sabrina C. Minshall, AICP, Executive Director

Topic: **SRTC Advisory Committees Bylaws Revision**

Requested Action:

For information only. The SRTC Board of Directors is scheduled to take action on the proposed SRTC Advisory Committee Bylaws and Procedures update at its December 12, 2019 meeting.

Key Points:

- In February 2019 a SRTC Board work group was formed to discuss and provide input to the SRTC Board the ways in which the TAC can provide the most value to the agency. City of Spokane Valley Councilmember Arne Woodard, Spokane County Commissioner Josh Kerns, Washington State Transportation Commissioner Joe Tortorelli and TAC Chair Kennet Bertelsen served on the work group, which met multiple times during March and April.
- The work group presented values statements and different perspectives for the makeup of a revamped TAC membership to the Board in May. The Board discussed the citizen advisory groups of other MPOs, membership focusing on topics rather than geographic area, and the desire to add additional input to the regional transportation planning process.
- At the May 29 Board of Directors retreat, the Board updated SRTC's mission, vision and values statements.
- The work group and the Board Administrative Committee met together in July and discussed the TAC opportunities in depth, including the vision for the TAC, consistency with the SRTC modified mission, vision and values, and process for structural revisions including bylaws.
- In September and November, the Board Administrative Committee reviewed and discussed the proposed SRTC Committee bylaws update and recommended several revisions.
- At their November 14 meeting, the Board discussed the revised bylaws. A point of discussion was the description of the membership of the TAC; including whether to include a focus on "system users" as existed in the 2012 bylaws, and if the groups to be represented should be listed out explicitly. Board members were invited to submit recommended language for consideration at the December Board meeting.
- **Attachment 1** is a red-lined version of revised bylaws as discussed at the November Board meeting with two additions; (1) A recommendation by SRTC Legal Counsel to clarify all advisory committee meetings are subject to the Open Meeting Act requirements and procedure for motions and (2) The addition of language that members will be chosen to represent "**users of the transportation system AND community/industry perspectives.**"
- **Attachment 2** is the version of Attachment 1 with all edits incorporated.

- **Attachment 3** is the suggested language regarding TAC membership submitted by WSDOT Eastern Region for consideration by the Board.

Public Involvement:

All SRTC Board meetings where this issue has been discussed have been open to the public.

Supporting Information/Implications

The SRTC Interlocal Agreement requires a TAC. SRTC is currently initiating the scope and schedule for the next required update of the long-range metropolitan transportation plan (MTP). Availability and engagement of a community-based committee, in addition to the technical committee of SRTC member agencies to assist in the update is important. It is essential for the TAC to be fully functioning no later than the beginning of 2nd quarter 2020 to stay on schedule for the MTP update.

More Information:

- Attachment 1: Red-lined bylaws revision as discussed in November with two staff additions
- Attachment 2: Clean version of bylaws revision of Attachment 1
- Attachment 3: WSDOT proposed replacement language for bylaws regarding TAC membership
- For detailed information contact: Sabrina Minshall at (509) 343-6370 or sminshall@srtc.org.

SRTC Advisory Committee Bylaws and Procedures

~~Final – SRTC Board approved on October 11, 2012~~DRAFT -
December November 2019



Spokane Regional Transportation Council
~~221-421 W. First Riverside Avenue Ave~~, Suite
~~310500~~
Spokane WA 99201 ~~2612~~

BACKGROUND

The Spokane Regional Transportation Council (SRTC) is a federally designated Metropolitan Planning Organization (MPO) and the state designated Regional Transportation Planning Organization (RTPO) for Spokane County. ~~SRTC is responsible for conducting the federally designated metropolitan transportation planning process.~~

SRTC's mission:

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

SRTC's vision:

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

SRTC's values:

- Regional Leadership
- Collaboration
- Accountability
- Innovation
- Transparency
- Inclusiveness
- Integrity

The planning process is required by both federal and state regulations to be collaborative, continual and comprehensive. ~~while bringing together a forum of transportation agencies/organizations, elected officials, transportation advocates/experts and the general public. The process and forum address the region's short and long term transportation vision and needs, then identifies how to implement the Spokane region's priorities by allocating federal, and in some cases, state, transportation funds to projects. The process and forum address the region's short and long-term transportation vision and needs, then identifies how to implement the Spokane region's priorities by allocating federal, and in some cases, state, transportation funds to projects.~~

Three required documents are produced by SRTC at regular intervals: the Metropolitan Transportation Plan (MTP), the Transportation Improvement Program (TIP), and the Unified Planning Work Program (UPWP). In addition to producing ~~the those~~ three ~~mentioned~~ documents, SRTC also certifies concurrence with the Growth Management Act (GMA), develops a Congestion Management Process, conducts regional travel demand and air quality conformity modeling, and various sub-area studies and modal plans as needed.

SRTC's Board of Directors is the policy decision-making body for the purpose of carrying out the transportation planning and programming processes in the Spokane Region. The membership structure of the SRTC Board is developed through interlocal agreement of local governments and other interested parties established to perform the functions of a MPO and RTPO. ~~The Board consists of elected officials, agency representatives and citizens.~~

Per the ~~2010-2013~~ SRTC interlocal agreement: "The SRTC has the power to create committees as necessary, to advise the Board on regional transportation related matters. At a minimum this shall include:

- a.) The Transportation Advisory Committee (TAC) whose composition and responsibilities shall be defined by the Board.
- b.) The Transportation Technical Committee (TTC) whose composition and responsibilities shall be defined by the Board."

Both the TTC and the TAC respond to requests and direction from the Board in collaboration with staff to advise the Board on Regional transportation related matters. The Committees provide input and recommendations on development of SRTC's plans, programs and projects.

RULES COMMON TO ALL SRTC ADVISORY COMMITTEES

MEETINGS

SRTC advisory committees shall meet ~~on a regularly scheduled basis, typically monthly as needed to perform the duties of the committee as requested by SRTC staff or , and at such other times as~~ directed by ~~their respective chair or the~~ SRTC's Board. All meeting dates shall be issued to the general public as described in SRTC's Public Involvement Policy.

All meetings of SRTC advisory committees shall be open and public and all persons shall be permitted to attend any meeting unless otherwise provided in RCW Chapter 42.30.

QUORUM

A quorum is a simple majority of committee members. No advisory committee shall take action without a quorum.

Per the SRTC 2013 Interlocal Agreement, the Chair of the TTC and the TAC serve as an ex-officio member of the SRTC Board of Directors. The Vice-Chair shall serve as Chair in the absence of the Chair and shall ~~report recommendations to serve on~~ the SRTC Board in the absence of the Chair. ~~The Vice-Chair will not serve as a voting member of the SRTC Board in the absence of the Chair.~~

SUB-COMMITTEES

The Chair of an SRTC advisory committee may appoint and establish sub-committees composed of members and non-members to carry out the functions of the general committee. Membership on subcommittees shall not include a quorum of the advisory committee. To encourage broad regional discussion, SRTC advisory committees may, on occasion, form joint sub-committees.

ADMINISTRATIVE SUPPORT

SRTC staff shall provide administrative support to SRTC advisory committees.

MINUTES

Minutes for all SRTC advisory committees will be taken and distributed by SRTC staff. Approved minutes will be posted on the SRTC website. A summary of SRTC advisory committee's discussions will be included in the SRTC Board monthly packet.

AGENDA

An agenda should be provided in advance of each meeting. Staff coordinates with the committee Chair to develop the agenda. ~~Each agenda should include an item calling for future agenda items.~~

RULES OF ORDER AND MOTION PROCEDURES

Current informal practice encourages regional discussion and collaboration. Advisory committee votes shall occur following a motion, second and discussion. The Chair/Vice

Chair will rely upon Roberts Rules of Order ~~will be followed~~ when clarification is required on rules of order and/or motion procedures.

Transportation Technical Committee (TTC)

There are multiple purposes of the TTC; to 1.) provide a technical planning and engineering perspective on behalf of member agencies; 2.) provide a forum for regional coordination among member agencies; and 3.) provide input on the programming of projects, the development of plans and policies impacting the regional transportation system and 4.) other activities as directed by the SRTC Board.

MEMBERSHIP

<u>AGENCY</u>	<u>REPRESENTATIVE(S)</u>
Small Towns with fewer than 5,000 people*	1
City of Airway Heights	1
City of Cheney	1
City of Liberty Lake	1
City of Spokane	3
City of Spokane Valley	2
Spokane County	3
WSDOT Eastern Region	3
Spokane International Airport	1
Spokane Transit Authority	2
Spokane Regional Health District	1
Kalispel Tribe of Indians	1
Spokane Tribe of Indians	1
Spokane Regional Clean Air Agency	1
TOTAL	22

~~*Rockford, Deer Park, Waverly, Fairfield, Spangle, Millwood, Latah, Medical Lake, City of Deer Park, City of Millwood, City of Medical Lake, Town of Fairfield, Town of Latah, Town of Rockford, Town of Spangle, Town of Waverly.~~

Each agency shall appoint its representative(s) and alternate(s) in writing to the SRTC Executive Director. Each representative and alternate shall serve until changed by the appointing agency. Appointees should be technically competent, qualified and authorized to represent their agency’s transportation related planning issues, goals and policies. The intent is to draw the needed expertise from each agency which would be found in the transportation planning, land use planning, traffic, and/or public works arenas.

OFFICERS

The TTC shall annually select and recommend to the SRTC Board one of its members to act as Chair and one as Vice-Chair for terms of one year. -The SRTC Board will appoint the TTC Chair at a regularly scheduled meeting. The TTC shall recommend its Chair and Vice-Chair in such a way that no one participating agency is filling both positions at the same time. -The selection shall be made no later than November of each year for the following calendar year.

The TTC Chair shall preside over all TTC meetings. The TTC Chair shall be responsible for communicating to the Board and Agency on matters as may be directed by the TTC and shall further perform other duties as may be requested by the TTC. The TTC Vice-Chair shall perform all duties of the TTC Chair during the absence of the TTC Chairman. In the event the Chair vacates his/her position, and the Vice Chair fulfills the Chairs duties, the Vice Chair still remains eligible to serve an additional term as Chair. As an Ex-officio member of the SRTC Board, the TTC Chair or TTC Vice-Chair shall make every attempt to attend all meetings of the SRTC Board.

ATTENDANCE

Member of the TTC are expected to attend all regularly scheduled committee meetings and notify the TTC Chair or SRTC staff in advance of an absence.

If the member or designated alternate are unable to attend a meeting, the member can appoint a temporary alternate for that meeting by notifying the TTC Chair or SRTC staff.

Transportation Advisory Committee (TAC)

The primary focus of the TAC is to bring topical, contextual policy recommendations to the SRTC staff, TTC, and SRTC Board of Directors in the development of SRTC planning work. The TAC will base their work on the adopted SRTC mission, vision, values and the Guiding Principles of the adopted Metropolitan Transportation Plan (MTP): Horizon 2040. The TAC is comprised of individuals who will bring their professional expertise in their respective work areas to the transportation policy discussion provide transparency and a community perspective. The TAC is responsible for advising the SRTC Board regarding plans, programs and activities to determine consistency with current policies of SRTC; makes recommendations on regional transportation policies; and other activities as directed by the SRTC Board.

MEMBERSHIP

As required by the SRTC Interlocal Agreement, the Transportation Advisory Committee shall consist of not more than 13 members. Members will be appointed by the SRTC Board and selected through an open application process complying with federal requirements and in alignment with SRTC's commitment that no person shall be excluded from participation in any program or activity based upon the grounds of race, color, sex, national origin, income or disability.

Members shall be chosen to represent users of the transportation system and community/and industry areas providing context to transportation planning and important to the implementation of the SRTC mission and vision. TAC members shall not be elected officials or members of the SRTC Board. Members will be appointed by the SRTC Board. The Transportation Advisory Committee shall consist of not more than 13 members comprised as follows:

~~Members shall be chosen from those who are willing to serve, none of whom shall be elected officials or members of the SRTC Board. A diverse makeup of TAC members is desired. TAC Members will represent the general public and groups including, but not limited to, people with disabilities, senior citizens, youth, the business and freight moving communities, traditional automobile users and advocates for non-motorized transportation or public transit. Members should be able to demonstrate an interest in transportation policy and be geographically diverse.~~

~~Each TAC member shall be “transportation and/or land use planning/development literate.” Literate means being able to read and understand fundamentals of land use and transportation planning as established in the Revised Code of Washington.~~

TERMS

~~The term of TAC members shall be until the effective date of a new SRTC Interlocal Agreement, anticipated to be December 2021. Members may be appointed to a second term upon vote of the SRTC Board.~~

~~TAC members shall be appointed by the SRTC Board for three-year terms and may be appointed to a second term upon application and vote of the Board.~~

OFFICERS

The Committee shall recommend by majority vote the Committee Chair and Vice-chair to the SRTC Board for approval. The Chair will represent the TAC on the SRTC Board.

Officers will be elected for a one (1) year term, with eligibility for election to an additional one-year term. The Vice-Chair may become the Chair upon completion of the Chair's term or vacation for any reason. In the instance the Chair vacates his/her position, and the Vice Chair takes it over, the Vice Chair may serve out the remainder of the Chair's term and remains eligible to serve an additional term as Chair.

ATTENDANCE

Members shall be able and willing to attend meetings of the TAC on a regular basis. Those who miss 25% of regularly scheduled meetings in a calendar year will have their participation reviewed by the Committee Chair.

VOTING

~~In the event that a majority is not present, or action is required in a timely manner that does not permit postponement to the next scheduled meeting, Committee members will be asked to participate in an electronic vote via email. All TAC members will be requested to cast a vote in the event of electronic votes. As with all other votes, electronic votes must be adopted by a favorable vote of a majority of Committee members. Each voting member shall be able to view the votes of other members.~~

SRTC Advisory Committee Bylaws and Procedures

DRAFT - December 2019

Spokane Regional Transportation Council
421 W. Riverside Ave, Suite 500
Spokane, WA 99201-

BACKGROUND

The Spokane Regional Transportation Council (SRTC) is a federally designated Metropolitan Planning Organization (MPO) and the state designated Regional Transportation Planning Organization (RTPO) for Spokane County.

SRTC's mission:

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

SRTC's vision:

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

SRTC's values:

- Regional Leadership
- Collaboration
- Accountability
- Innovation
- Transparency
- Inclusiveness
- Integrity

The planning process is required by both federal and state regulations to be collaborative, continual and comprehensive. The process and forum address the region's short-and long-term transportation vision and needs, then identifies how to implement the Spokane region's priorities by allocating federal, and in some cases, state, transportation funds to projects.

Three required documents are produced by SRTC at regular intervals: the Metropolitan Transportation Plan (MTP), the Transportation Improvement Program (TIP), and the Unified Planning Work Program (UPWP). In addition to producing those three documents, SRTC also certifies concurrence with the Growth Management Act (GMA), develops a Congestion Management Process, conducts regional travel demand and air quality conformity modeling, and various sub-area studies and modal plans as needed.

SRTC's Board of Directors is the policy decision-making body for the purpose of carrying out the transportation planning and programming processes in the Spokane Region. The membership structure of the SRTC Board is developed through interlocal agreement of local governments and other interested parties established to perform the functions of a MPO and RTPO.

Per the 2013 SRTC interlocal agreement: “The SRTC has the power to create committees as necessary, to advise the Board on regional transportation related matters. At a minimum this shall include:

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Members shall be chosen to represent **users of the transportation system and** community/industry areas providing context to transportation planning and important to the implementation of the SRTC mission and vision. TAC members shall not be elected officials or members of the SRTC Board.

TERMS

The term of TAC members shall be until the effective date of a new SRTC Interlocal Agreement, anticipated to be by December 2021. Members may be appointed to a second term upon vote of the SRTC Board.

OFFICERS

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the Vice Chair takes it over, the Vice Chair may serve out the remainder of the Chair's term and remains eligible to serve an additional term as Chair.

ATTENDANCE

Members shall be able and willing to attend meetings of the TAC on a regular basis. Those who miss 25% of regularly scheduled meetings in a calendar year will have their participation reviewed by the Committee Chair.

TAC Membership

Old Guidance

Members shall be chosen from those who are willing to serve, none of whom shall be elected officials or members of the SRTC Board. A diverse makeup of TAC members is desired. TAC Members will represent the general public and groups including, but not limited to, people with disabilities, senior citizens, youth, the business and freight moving communities, traditional automobile users and advocates for non-motorized transportation or public transit. Members should be able to demonstrate an interest in transportation policy and be geographically diverse.

New Guidance

As required by the SRTC Interlocal Agreement, the Transportation Advisory Committee shall consist of not more than 13 members. Members will be appointed by the SRTC Board and selected through an open application process complying with federal requirements and in alignment with SRTC's commitment that no person shall be excluded from participation in any program or activity based upon the grounds of race, color, sex, national origin, income or disability.

Members shall be chosen to represent community and industry areas providing context to transportation planning and important to the implementation of the SRTC mission and vision. TAC members shall not be elected officials or members of the SRTC Board.

WSDOT-Eastern Region Suggested Guidance

As required by the SRTC Interlocal Agreement, the Transportation Advisory Committee shall consist of not more than 13 members. Members will be appointed by the SRTC Board and selected through an open application process complying with federal requirements and in alignment with SRTC's commitment that no person shall be excluded from participation in any program or activity based upon the grounds of race, color, sex, national origin, income or disability.

The TAC is intended to be a citizen group that provides transparency and a community perspective to the transportation planning process, advises SRTC's Board of Directors on regional transportation policies and serves as a conduit for information between the Board and the public.

Members shall be chosen to represent community and industry areas providing context to transportation planning and important to the implementation of the SRTC mission and vision. The SRTC shall invite application for membership to the TAC from the general public and groups including, but not limited to, people with disabilities, senior citizens, youth, the business and freight moving communities, rural communities, traditional automobile users and advocates for non-motorized transportation or public transit. TAC members should be willing to represent the issues and concerns of the groups they represent as well as be willing to consider transportation needs and solutions from the broader community perspective the TAC members shall not be elected officials or members of the SRTC Board.

To: Transportation Technical Committee

December 11, 2019

From: Shauna Harshman, Associate Transportation Planner

Topic: 2020 Education Series Topics and Speakers

Requested Action:

This item is for discussion and should generate ideas for topics and/or speakers.

Key Points:

- SRTC started a monthly education series in 2018 that included multiple events: SRTC 101, legislative session recap, roundabout symposium, a walkability workshop, roundabout symposium and guest speakers Mick Cornett, Joe Minicozzi and Parris Glendening.
- In 2019 there was a land use & transportation speaker, an all-day grant writing boot camp, and a partnership with SRTMC on the TSMO conference.
- As we start planning and budgeting for 2020, staff is looking for input on the education series for next year; please be ready to discuss topic ideas and names of potential speakers you would like to recommend.

Board/Committee Discussions:

None to date.

Public Involvement:

The Education Series brings in speakers to present on transportation topics. Most speakers have a session for Board members, committee members and stakeholders as well as a session for members of the public. All events are free for the public.

Supporting Information/Implications:

Public and Stakeholder Participation and Coordination is task 2 in SRTC's Unified Planning Work Program that guides the agency's activities and work each year. The Education Series is a way to reach out to the public and inform and educate them on transportation topics.

More Information:

For detailed information contact Shauna Harshman at (509)343-6388 or sharshman@srtc.org