

## MEMORANDUM

Date: March 6, 2020  
To: Members of the SRTC Board of Directors  
From: Mayor Ben Wick, Chair  
Subject: Meeting Notification and Transmittal of Meeting Agenda

Meeting Date: **March 12, 2020**

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

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

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

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

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

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

## Board of Directors Meeting Agenda

Date: Thursday, March 12, 2020

Time: 1:00 pm

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

- |      |  |         |
|------|--|---------|
| 1:00 | 1. Call to Order   |         |
| 1:02 | 2. Roll Call / Record of Attendance/Excused Absences   |         |
| 1:03 | 3. Public Comments   |         |
| 1:08 | 4. Executive Directors Report ( <i>Sabrina Minshall</i> )  |         |
|      | a) Summary of Board Lunch and Learn on WA Department of Commerce Electrification of Transportation System Grant      |         |
| 1:20 | 5. Special Report: 2020 Spokane Census Complete Count ( <i>Alex Panagotacos</i> )                                    | n/a     |
|      | <b><u>ACTION</u></b>   |         |
| 1:25 | 6. <b>Consent Agenda</b>   |         |
|      | a) February 2020 Meeting Minutes   | Page 3  |
|      | b) February 2020 Vouchers  | Page 8  |
|      | c) 2020-2023 Transportation Improvement Program (TIP) March Amendment  | Page 9  |
|      | d) 2020 TIP Guidebook  | Page 13 |
| 1:30 | 7. <b>SRTC Administrative Committee</b> ( <i>Chair Ben Wick</i> )  | Page 40 |
| 1:45 | 8. <b>Division Corridor Study: Update and Approval of Steering Committee Structure</b> ( <i>Jason Lien</i> )         | Page 42 |
|      | <b><u>INFORMATION &amp; DISCUSSION</u></b>   |         |
| 1:55 | 9. <b>WA State Transportation Commissioner Position on SRTC Board</b> ( <i>Chair Wick, Commissioner Tortorelli</i> ) | Page 44 |
| 2:05 | 10. <b>Transportation Advisory Committee (TAC) Update</b> ( <i>Sabrina Minshall</i> )                                | Page 49 |
| 2:20 | 11. <b>US 195 / I-90 Update</b> ( <i>Ryan Stewart</i> )  | Page 59 |
| 2:30 | 12. <b>Metropolitan Transportation Plan (MTP) 2045: Introduction to Regional Networks</b> ( <i>Shauna Harshman</i> ) | Page 61 |
| 2:40 | 13. <b>Board Member Comments</b>   |         |
| 2:50 | 14. <b>Adjournment</b>   |         |
|      | <b><u>Attachments</u></b>  |         |
|      | • Future Board Meeting Agenda Worksheet  | Page 63 |
|      | • TTC Meeting Summary  | Page 64 |

**MEETING MINUTES**

Spokane Regional Transportation Council  
Board of Directors Meeting – Thursday February 13, 2020  
SRTC Office, 421 W Riverside Ave, Ste 504, Spokane WA

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

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

***Board Members Present:***

|   |  |
|---|--|
| Ben Wick, Mayor, City of Spokane Valley - <b>Chair</b>                              | Larry Krauter, Spokane Airports                    |
| Paul Schmidt, Council Member, City of Cheney – <b>Vice Chair</b>                    | Al French, Spokane County Commissioner             |
| Sonny Weathers, Council Member, City of Airway Heights                              | Mary Kuney, Spokane County Commissioner            |
| Shane Brickner, Mayor, City of Liberty Lake   | Kennet Bertelsen, TAC Chair                        |
| Lori Kinnear, Council Member, City of Spokane                                       | Karl Otterstrom, TTC Chair                         |
| Kate Burke, Council Member, City of Spokane   | Mike Gribner, WSDOT-Eastern Region                 |
| Larry Stone, Major Employer Representative  | Joe Tortorelli, WA State Transportation Commission |
| Micki Harnois, Council Member, Town of Rockford – Small Cities/Towns Representative |  |

***Board Members Not Present:***

Matt Ewers, Rail/Freight Representative

***Board Alternates Present***

Karl Otterstrom, Spokane Transit Authority, Alternate for Susan Meyer  
Adam Jackson, TTC Vice Chair, Alternate for Karl Otterstrom, TTC Chair

***Guests Present:***

|   |                                    |
|---|------------------------------------|
| Katherine Miller, City of Spokane                               | Paul Kropp                         |
| Brandi Colyar, Spokane County                                   | Shelly O'Quinn, Innovia            |
| Brandon Blankenagel   | Larry Larson, WSDOT-Eastern Region |
| Gloria Mantz, City of Spokane Valley                            | Char Kay, WSDOT-Eastern Region     |
| Rendall Farley, Avista  |                                    |
| Alex Pantagotacos, Census 2020 Spokane Complete Count Committee |                                    |

***SRTC Staff Present:***

|  |   |
|--|---|
| Sabrina Minshall, Executive Director               | David Fletcher, Assoc. Transportation Planner III |
| Eve Nelson, Principal Transportation Planner       | Kylee Jones, Assoc. Transportation Planner II     |
| Mike Ulrich, Principal Transportation Planner      | Greg Griffin, Administrative Services Manager     |
| Shauna Harshman, Assoc. Transportation Planner III | Julie Meyers-Lehman, Admin-Exec Coordinator       |
| Stanley Schwartz, Legal Counsel                    |   |

Chair French announced that Matt Ewers had requested an excused absence from the meeting.

***Mr. Schmidt made a motion to excuse the absence. Mr. Wick seconded the motion, which passed unanimously.***

3. **Election of 2020 Board Officers** – Chair French explained the Board Officer selection procedure.

***Mr. Stone made a motion nominating Ben Wick as 2020 Board Chair; Mr. Brickner seconded the motion. There were no other nominations. The vote to select Mr. Wick as 2020 Board Chair passed unanimously.***

Ms. Burke questioned why the 2019 Vice Chair was not nominated for the 2020 Chair position, as has been prior practice. Mr. French explained that 2019 Vice Chair, Mr. Steve Peterson of Liberty Lake, was not re-elected and therefore unable to resume his seat on this Board. He further explained that requirements for Board officers are that members must be (1) an elected official and (2) have served a minimum of one year on the Board.

**Mr. Tortorelli made a motion nominating Paul Schmidt as 2020 Board Vice Chair; Ms. Kinnear seconded. There were no other nominations. The vote to select Mr. Schmidt as 2020 Vice Chair passed unanimously.**

Ms. Minshall raised a point of order to ask the Board if they wanted the Chair and Vice Chair terms to run one or two years, since the bylaws allow for either option. Mr. Schwartz read from the bylaws.

**Ms. Kinnear made a motion for the current terms of the Chair and Vice Chair positions run two years, 2020 through 2021. Ms. Burke seconded the motion.**

Mr. Krauter spoke about his concerns of changing to two-year terms; he felt the bylaws were clear that officer elections would be held annually. Ms. Minshall said in July 2018 the Board chose to have 18-month officer terms, so she raised the question in order to have the decision clear at the time of nomination. Ms. Kinnear talked about the positive aspects.

**The motion passed with 9 votes in favor and 5 votes against.**

Ms. Harnois clarified that the term “small cities” is being used in reference to Liberty Lake, Cheney and Airway Heights and while her position is called Small Towns/Small Cities Representative, the position does not include those cities listed above. She stated the terminology could be confusing and suggested referring to them as medium sized cities.

Mr. French then stepped down as Chair and Mr. Wick took the seat as Chair.

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

**5. Executive Director’s Report** – Ms. Minshall reported on:

- Introduction of Kylee Jones, SRTC’s new Associate Transportation Planner II
- A community workshop was held on February 10 to launch the US 195/I-90 Corridor Study.
- SRTC is in the final verification phase of PSAP Census Geography.
- SRTC has signed a contract with the consultant for the DATA Project and provided a short background.
- Reminder of the Memorandum of Understanding with Innovia Foundation for the Census Complete Count Committee Coordinator approved by the Board last year; member agencies who indicated they preferred to be billed in 2020 will be receiving invoices soon.
- New Board members received an orientation binder containing foundational SRTC documents and there are more available if any existing members would like one.

**Federal Highways Administration (FHWA) Certification** – Ms. Minshall explained the recertification process which all MPO’s go through every four years. SRTC received its recertification last month with no corrective actions, only recommendations. She provided highlights of the recommendations in the report.

Mr. Gribner spoke about performance requirements, noting that while the Board considers setting SRTC specific targets, they will still include oversight from WSDOT. Ms. Minshall agreed coordination is required with states but noted regions can set different regional targets and, -while state targets are short-term, the metropolitan transportation plan performance objectives are for the next 20 years.

Ms. Kinnear asked for elaboration about the federal certification report’s comments about relationships with regional tribes. Ms. Minshall replied that the FHWA report recommended continued collaboration with tribes and documentation of those activities. She addressed that it is the recent state law that requires a seat be offered on MPO Board for tribes and explained the deadline for implementation is August 2021.

**6. Special Report: 2020 Spokane Census Complete Count Committee** – Ms. O-Quinn thanked SRTC members for their financial support for the Census Coordinator position. She distributed a one page “Census 101” flyer.

Ms. Panagotacos reiterated why an accurate census count is important and what type of impact it has for receiving funding from a variety of sources. She said April 1 is the official launch of the census, but the on-line portal opens March 12. She explained that while a web-based platform is great for some citizens, it is a barrier for others and much of the committee's activities will be to reach out to those populations who may have difficulties filling out the census on-line. She provided highlights of the upcoming messaging and marketing plan.

**7. Electrification and Transportation** – Mr. Farley provided highlights from the Avista Corp. Electric Vehicle Supply Equipment (EVSE) Pilot Project final report:

- Transportation produces more CO2 than all other sectors of the economy because it is so dependent on fossil fuels and electrification could mean an almost 80% reduction.
- The yearly savings per household using electric transportation versus gasoline-based transportation
- Advances in technology and cost reductions in the electrification of transportation
- How a model integrated network design of charging stations was created using customer charging behavior data
- Electric Vehicle load data from charging sessions
- Key findings from the EVSE project
- The Transportation Electrification Plan strategic objectives and goals

**ACTION ITEMS**

**8. Consent Agenda – (a) Minutes of the December 2019 Board Meeting, (b) December 2019 and January 2020 Vouchers**

Chair Wick announced there was a request to remove the minutes from the consent agenda to be voted on separately.

***Mr. Schmidt made a motion to approve item 8b, December 2019 and January 2020 Vouchers. Mr. Tortorelli seconded the motion. All votes were in favor.***

| Recap for December 2019: |   |                               |                   |
|--------------------------|---|-------------------------------|-------------------|
|                          | Vouchers:   | V121115-V121154               | 104,113.81        |
|                          | Salaries/Benefits Warrant Nos.  | 543373-543383 & 545658-545667 | 70,215.45         |
|                          | Interfund, other expenses, and reimbursements processed directly by the City of Spokane |                               | 530.00            |
|                          |   |                               | <b>174,859.26</b> |

| Recap for January 2020: |                                |   |                   |
|-------------------------|--------------------------------|---|-------------------|
|                         | Vouchers:                      | V121155-V121176                                   | 68,280.95         |
|                         | Salaries/Benefits Warrant Nos. | Pay Periods Ending: 12/28/19; 1/11/20 and 1/25/20 | 102,553.04        |
|                         |                                |   | -                 |
|                         |                                |   | <b>170,833.99</b> |

In regards to the December 2019 Board minutes, Mr. Gribner noted that he submitted a letter to the Board that was distributed at the December 2019 Board meeting; he would like that letter to be included as part of the minutes for clarity of the discussion of agenda item 8 Comprehensive Plan Certifications for Palouse Towns.

Chair Wick said that comments made by Mr. Ewers at the December meeting about the decrease in funding to FMSIB in 2018 were incorrectly attributed to the Governor's office; the funding action was taken by the State Legislature as part of the transportation budget.

***Mr. Schmidt made a motion to approve the December 2019 minutes as amended. Ms. Burke seconded the motion. Motion passed unanimously.***

**9. Funding Opportunities for SRTC Priority List Projects** – Ms. Nelson said this item is a continuation of the discussion from the 12/12/2019 Board meeting and there is a deferred motion on the floor to award contingency funds to regional priority projects as outlined in Table 2. As requested by the Board, staff has prepared an alternative recommendation, which is in the memo as Table 3. She noted that a decision on this item could be delayed until March but cautioned that the delay in awarding funds would create pressure on jurisdictions to deliver projects on time.

Ms. Nelson provided a history of the SRTC 2018 Call for Projects, spoke about project prioritization and noted that the Board made a decision to partially fund some projects in order to (1) get a larger number of projects started for design and right-of-way phases and (2) to leverage funding from external sources.

She spoke about the contingency funding policy/considerations and federal obligation targets, which is \$11.4 M this year, noting that while we are on schedule to meet the target for this year, we are under programmed for 2021-2023, which is why the Board is being asked to approve funding for contingency projects today. She then presented details about the amounts of funding available and spoke about the uncertainties around state funding as a result of Initiative-976.

Ms. Nelson compared the recommended projects and dollar amounts in Table 2 and Table 3. She explained that Table 2 was developed in October 2019 and Table 3 incorporates recent information from the City of Spokane about costs of the Thor/Freya Couplet project and timing of project delivery. She described the benefits and risks of taking action.

Mr. Otterstrom asked for clarification about the increase in the amount of funding available from Table 2 to Table 3. Ms. Nelson said there are \$2.3 million additional in Table 3. They discussed obligation year timing and moving project delivery targets. Mr. Otterstrom questioned at what point does this create a new award program that should be reviewed by the Transportation Technical Committee? Ms. Nelson noted that the potential for de-obligated funds or additional revenues always occurs in calls for projects, which is why the contingency process was created.

***Ms. Kinnear made a motion to award contingency funds to the priority projects as listed in Table 3. Ms. Burke seconded the motion.***

Mr. Gribner said he was concerned that the established funding evaluation process is not being followed; the preferred process is to have the TTC review proposed funding programs and make a recommendation to the Board prior to its taking action. He would like some conversation about the process to address contingency discussions. He said he understands the timing consideration but presenting a funding proposal to the Board without review by the TTC may not be best practice. Ms. Minshall spoke about the difficulties with the current contingency process and the need for timely action to ensure obligation, however it should be reviewed in the next TIP.

Ms. Kinnear stated that the Thor-Freya project is a regional project, not just a City of Spokane project, and she has received assurances from City of Spokane staff that it can be completed on time.

The group continued discussion; some points raised included:

- Intent of the Board is to maximize funding with outside funding partners
- A phased approach for the Argonne Road Reconstruction project for funding
- Clarification about requested amount for Pines Grade separation
- Optimism, fiscal constraint and over programming in the 5<sup>th</sup> and 6<sup>th</sup> years of the plan
- Further discussion about obligation targets and programming years
- The Thor-Freya project is receiving funding from a street levy
- The commitment of agencies to use eminent domain to keep projects moving forward
- Unknown risks to funding as a result of I-976
- The TIP Working Group reviewed the contingency project funding

Mr. French wanted to make clear that Table 3 removed Argonne Rd Reconstruction, that has multiple funding partners, and adds Thor-Freya Couplet, which does not have any funding partners. He noted that last year the Board deliberately set a policy to prioritize projects that have outside funding partners; he asked the Board to be fully aware of the action they are being asked to take.

***Chair Wick called for a vote. The motion passed unanimously.***

**10. INFRA Letters of Support** – Ms. Minshall outlined highlights of the federal INFRA (Infrastructure for Rebuilding America) grant program; SRTC contacted member agencies in January with instructions about letters of support; the only project submitted was the Spokane Valley/Spokane County Bigelow-Sullivan Corridor project.

***Mr. Stone made a motion to direct SRTC staff to prepare a letter supporting the Spokane Valley/Spokane County Bigelow-Sullivan Corridor project for the INFRA grant program. Mr. Schmidt seconded the motion. All votes were in favor.***

**11. Comprehensive Plan Certifications for Spokane County** – Ms. Harshman provided a status update to all comprehensive plans in the 2017 update cycle. She spoke about the elements in jurisdictions’ comprehensive plans required to be certified by MPOs and the state law behind those requirements. She spoke about the land use data assumptions used in the certifications and noted that SRTC is currently exploring options for different methods of obtaining that type of data.

***Ms. Harnois made a motion to certify the transportation related provisions in the Spokane County Comprehensive Plan 2017 Update. Mr. Schmidt seconded the motion, which passed unanimously.***

The group discussed a pending settlement agreement between Spokane County and WSDOT regarding Geiger Spur. Mr. Schwartz stated that the settlement agreement does not have any impact or relevance on SRTC’s certification of the transportation elements of the Spokane County Comprehensive Plan.

## **INFORMATION & DISCUSSION ITEMS**

**12. TIP Guidebook** – Ms. Nelson said the 2020 TIP Guidebook includes updated language to the Contingency Policy Process, including language adopted by the Board on April 11, 2019, and the 2020 schedule for TIP amendments/administrative modifications. She stated that in December 2019 the TTC recommended Board approval of the Guidebook and it will be on the consent agenda in March.

**13. Metropolitan Transportation Plan Update** – Mr. Ulrich explained that Metropolitan Transportation Plans are federally required to be updated every four years; an update to the SRTC plan must be adopted by the Board by the end of 2021. Mr. Ulrich defined the MTP as what we want our regional transportation system to look like in 20 years and what we’re going to do to support that outcome. He explained the approach to this update as utilizing a “cone of probability” method of understanding potential futures and achieving preferred outcomes. He said the update will involve the Board being asked to identify specific objectives from the guiding principles and linking them to performance measure and he described the proposed process for this.

The key decision points in the draft scope are land use forecast assumptions, regional significance definition, financial plan assumptions, performance objectives and investment strategy. He noted the results from the Data Applications for Transportation Analysis (DATA) project will be done in 2022, therefore that information will be incorporated into the following MTP plan.

**14. Board Member Comments** – Members shared comments about projects and events happening in their jurisdictions.

**15. Adjournment** - There being no further business, the meeting adjourned at 2:51 pm.

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Julie Meyers-Lehman, Clerk of the Board

**VOUCHERS PAID FOR THE MONTH OF FEBRUARY 2020**

| <u>Date</u> | <u>Voucher</u> | <u>Vendor</u>  | <u>Description</u>   | <u>Amount</u> |
|-------------|----------------|--|--|---------------|
| 1/28/20     | V121177        | Diamond Plaza LLC  | Paulsen Center Suite 500/504 Lease for February 2020                                   | 6,499.72      |
|             | V121178        | Verizon Wireless   | IT Svcs: Wireless Svcs E.D. Phone & Public Outreach Tablets, 12/24/19-1/23/20          | 87.77         |
| 2/3/20      | V121179        | Intrinum   | Managed IT Services - Mnthly February  | 1,935.00      |
|             | V121180        | Ryan Stewart   | RS reimburse for paid AICP dues remainder 2019   | 75.00         |
|             | V121181        | Acranet  | Standard background check new staff  | 46.50         |
|             | V121182        | GIS in Action  | MR registration for GIS Conference Portland OR April 21-22                             | 290.00        |
|             | V121183        | Planetizen   | 1 yr training subscription for 9 SRTC staff  | 1,611.90      |
|             | V121184        | St. John's Lutheran Church                               | Refundable security deposit for US195-190 public workshop                              | 100.00        |
| 2/11/20     | V121185        | Visionary Communications, Inc.                           | Fiber Services, January 2020   | 953.31        |
|             | V121186        | Spokesman Review   | Public Notice for 2020 Scheduled meetings  | 77.36         |
|             | V121187        | Allstream  | Telephone: Lines to 2/7/20 and Long Distance for December 2019                         | 513.00        |
|             | V121188        | Spokane County Treasurer                                 | ESRI Software Support - December 2019  | 763.42        |
|             | V121189        | Rehn & Associates  | Staff Payroll Deduction Health Ins Contributions: Pay Period 2020-04                   | 570.00        |
|             | V121190        | Washington Trust Bank                                    | Office splys; staff regst/trnsprtn trngs; coffee maker; Parking & STA passes; IT hrdwr | 6,312.70      |
|             | V121191        | Fehr & Peers   | US-195/I-90 Study for 11/30/19 - 12/27/19 Phases 1, 2 & 5                              | 17,681.13     |
|             | V121192        | Parametrix   | North Division Corridor Study for 12/1/19 - 1/4/20 Phase 1                             | 13,645.95     |
|             | V121193        | Dell Inc   | Dell Performance Dock WD19DC for new DF laptop   | 293.48        |
|             | V121194        | AWC Employee Benefit Trust                               | March '20 Benefit Insurance Premiums   | 11,145.67     |
|             | V121195        | WA State Dept of Retirement                              | Employee and Employer Contributions: January 2020                                      | 15,409.66     |
|             | V121196        | Rehn & Associates  | Admin fee January '20  | 75.00         |
| 2/19/20     | V121197        | Vision Municipal Solutions                               | Payroll Advise Forms & Set up  | 249.02        |
|             | V121198        | Vision Municipal Solutions                               | AP checks forms and set up   | 399.22        |
|             | V121199        | Sabrina Minshall   | SM per diem for Qtrly MPO/WSDOT PSRC 2/23-25/20  | 142.00        |
|             | V121200        | Greater Spokane Chapter PRSA                             | SH, JML, KJ regstn PRSA "Social Mrktg Power.." 3.5.20                                  | 95.00         |
| 2/26/20     | V121201        | Rehn & Associates  | Staff Payroll Deduction Health Ins Contributions: Pay Period 2020-05                   | 570.00        |
|             | V121202        | AWC Employee Benefit Trust                               | SRTC Staff additional Life Insurance Premiums from payroll deductions- March '20       | 130.00        |
|             | V121203        | Black Box Network Services                               | Voice/phone eqpt upgreade; sftwr, hrdwr, labor, maint support                          | 5,435.39      |
|             | V121204        | Witherspoon Kelley Attnys                                | Legal Services for January 2020 - Admin  | 940.00        |
|             | V121205        | Pacific Office Automation                                | Copier lease January 2020  | 142.91        |
|             | V121206        | Rehn & Associates  | Annual Renewal Fee for 2020 Beny Cards   | 250.00        |
|             | V121207        | Fehr & Peers   | US-195/I-90 Study for 12/28/19 - 1/31/20 Phases 1, 2 & 5                               | 25,531.97     |
|             |                | Salaries/Benefits Pay Periods Ending: 2/8/20 and 2/22/20 |  | 73,355.68     |
|             |                | Spokane County Treasury Monthly SCIP fee - JANURAY 2020  |  | 22.08         |

**TOTAL FEBRUARY 2020 185,349.84**

|                                 |  |  |                   |
|---------------------------------|--|--|-------------------|
| <b>Recap for February 2020:</b> |  |  |                   |
|                                 | Vouchers: V121177-V121207                                |  | 111,972.08        |
|                                 | Salaries/Benefits Pay Periods Ending: 2/8/20 and 2/22/20 |  | 73,355.68         |
|                                 | Spokane County Treasury Monthly SCIP fee - JANURAY 2020  |  | 22.08             |
|                                 |  |  | <b>185,349.84</b> |

As of 3/12/20, the Spokane Regional Transportation Council Board of Directors approves the payment of the FEBRUARY 2020 vouchers included in the list in the amount of: **\$ 185,349.84**

**Chair Signature**

To: SRTC Board of Directors March 5, 2020

From: Eve Nelson, Principal Transportation Planner

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

**Requested Action:**

Approval of the March Amendment to the 2020-2023 TIP.

**Key Points:**

- Three member agencies have requested amendments to the TIP. The proposed amendment consists of nine new projects and modifications to four existing projects.
- Project descriptions and/or funding adjustments are shown on the **Attachment**.

**Board/Committee Discussions:**

The Transportation Technical Committee unanimously recommended the Board approval of the March TIP amendment at their meeting on February 26, 2020.

**Public Involvement:**

Pursuant to SRTC's Public Participation Plan, this amendment was advertised and opened for a 10-day public comment period from February 19 through February 28, 2020. No public comments were received during this period.

**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. After a TIP has been incorporated into the Washington State TIP (STIP), project changes can be requested by local agencies. Minor changes can be made administratively by SRTC staff. Significant changes must be made through the amendment process, which requires a 10-day public comment period and action by the SRTC Board of Directors.

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 October 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 approval by the SRTC Board, the March amendment will be incorporated into the STIP on or around April 17, 2020.

**More Information:**

- See Attachment: 2020-2023 Transportation Improvement Program March Amendment (20-03)
- For detailed information contact: Eve Nelson at [enelson@srtc.org](mailto:enelson@srtc.org) or (509) 343-6370.

| Agency         | Project Title<br>Amendment Description  | Funding Adjustment |                     | Amendment   |                  |
|----------------|---|--------------------|---------------------|-------------|------------------|
|                |   |                    |                     | New Project | Existing Project |
| Spokane County | <b>Guardrail Safety 2019 Safety County Program</b><br>Install/upgrade guardrail and signing at Old Hwy 195 from Milepost 2.30-3.10.   | HSIP               | \$1,256,100         | ✓           |                  |
|                |   | Local              | \$19,600            |             |                  |
|                |   |                    | <u>\$1,275,700</u>  |             |                  |
| Spokane County | <b>Horizontal Curve Safety 2019 County Safety Program</b><br>Install/upgrade curve signs county-wide.   | HSIP               | \$221,400           | ✓           |                  |
|                |   | Local              | \$4,600             |             |                  |
|                |   |                    | <u>\$226,000</u>    |             |                  |
| Spokane County | <b>Little Spokane Drive</b><br>The existing roadway alignment has limited sight distance this project will reconstruct approach roadway as part of the bridge replacement for Little Spokane Drive Bridge No. 3704 project.   | BR                 | \$292,502           | ✓           |                  |
|                |   | Local              | \$771,941           |             |                  |
|                |   |                    | <u>\$1,064,443</u>  |             |                  |
| Spokane County | <b>Little Spokane Drive Bridge</b><br>This project will remove a weight restricted bridge No. 3704 crossing the Little Spokane River and construct a new prestressed concrete bridge. Roadway alignment will be studied as part of this project. This structure is structurally deficient and is currently posted with weight restrictions. | BR                 | \$2,283,829         | ✓           |                  |
|                |   | Local              | \$378,151           |             |                  |
|                |   |                    | <u>\$2,661,980</u>  |             |                  |
| Spokane County | <b>Stop Sign Reflective</b><br>Install/upgrade stop signs county-wide.  | HSIP               | \$407,100.00        | ✓           |                  |
|                |   | Local              | \$6,900             |             |                  |
|                |   |                    | <u>\$414,000.00</u> |             |                  |
| Spokane County | <b>Sunset Highway Bridge</b><br>Removal of existing Sunset Highway Bridge No. 0415, including restoration of the creek banks and removal of the east approach to US 2.  | BR                 | \$233,801           | ✓           |                  |
|                |   | Local              | \$58,450            |             |                  |
|                |   |                    | <u>\$292,251</u>    |             |                  |

|                |  |       |                     |   |
|----------------|--|-------|---------------------|---|
| Spokane County | <b>Wakiki Road Bridge #2606 and Bridge Replacement</b>   |       |                     | ✓ |
|                | Project will repair the existing bridge deck, including new asphalt approaches and expansion joint reconstruction/replacement.   | BR    | \$678,864           |   |
|                |  | Local | \$105,951           |   |
|                |  |       | <u>\$784,815</u>    |   |
| Spokane Valley | <b>Barker Road (River to Euclid)</b>   |       |                     | ✓ |
|                | Remove the Euclid legs, including railroad crossing and pathway segment from this project record so constuction of the remaining project can proceed in 2020. Removed segements will be entered into a separate project and new TIP record (Barker Road @ UPRR) that will proceed at a later date. | STBG  | \$1,982,383         |   |
|                |  | State | \$1,005,800         |   |
|                |  | Local | \$162,617           |   |
|                |  |       | <u>\$3,150,800</u>  |   |
| Spokane Valley | <b>Barker Road @ UPRR</b>  |       |                     | ✓ |
|                | Reconstruct Barker Road at the offset intersection of Euclid Ave and provide shared use path from Spokane River to Grade sepration project limits on SR 290 in 2021.   | STBG  | \$67,617            |   |
|                |  | HSIP  | \$231,000           |   |
|                |  | State | \$294,200           |   |
|                |  | Local | \$876,183           |   |
|                |  |       | <u>\$1,469,000</u>  |   |
| Spokane Valley | <b>Citywide Refelctive Signal Backplates</b>   |       |                     | ✓ |
|                | Delete project which was obligated 12-26-19.   | HSIP  | \$165,000           |   |
|                |  | Local | \$15,000            |   |
|                |  |       | <u>\$180,000</u>    |   |
| Spokane Valley | <b>Sullivan Bridge Deck Resurfacing</b>  |       |                     | ✓ |
|                | Bridge deck resurfacing of northbound Sullivan Road over-crossing at the Union Pacific Railroad.   | BR    | \$328,509           |   |
|                |  | Local | \$9,116             |   |
|                |  |       | <u>\$337,625</u>    |   |
| WSDOT          | <b>I-90/US 2 Garden Springs to Broadway Ave - Variable Speed System</b>  |       |                     | ✓ |
|                | Delete project which was obligated.  | HSIP  | \$4,227,782         |   |
|                |  | Local | \$86,281            |   |
|                |  |       | <u>\$4,314,063</u>  |   |
| WSDOT          | <b>SR 290/Spokane River E Trent Br - Replace Bridge</b>  |       |                     | ✓ |
|                | Delete project which was obligated.  | NHPP  | \$5,380,940         |   |
|                |  | Local | \$15,354,060        |   |
|                |  |       | <u>\$20,735,000</u> |   |

CMAQ = Congestion Mitigation Air Quality

BR=Bridge Program

HSIP=Highway Safety Improvement Program

NHPP=National Highway Performance Program

STBG=Surface Transportation Block Grant

To: SRTC Board of Directors

March 5, 2020

From: Eve Nelson, Principal Transportation Planner

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

**Requested Action:**

Approval of the 2020 TIP Guidebook.

**Key Points:**

- The SRTC 2020 TIP Guidebook establishes goals and objectives for the TIP, specific programming policies, and provides timelines and information for various processes.
- The Draft 2020 TIP Guidebook is a programming resource for SRTC's member agencies, the Board of Directors, and advisory committee members, see **Attachment**.
- 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 approved during the April 11, 2019 Board meeting.
- Proposed changes to the SRTC obligation policy for future program years will be brought back to the Board in early summer once the statewide obligation policy is changed.

**Board/Committee Discussions:**

This item is being presented to the Board of Directors for the second time. The TTC approved a motion recommending Board approval of the 2020 TIP Guidebook at their December 18, 2020 meeting.

**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:**

- Attachment: Draft 2020 TIP Guidebook
- For detailed information contact Eve Nelson at [enelson@src.org](mailto:enelson@src.org) or (509) 343-6370.

# TRANSPORTATION IMPROVEMENT PROGRAM

# 03-12-2020 DRAFT 2020 GUIDEBOOK

CONSENT AGENDA  
AGENDA ITEM 6d  
Attachment  
03/12/2020 Board Meeting



Spokane Regional Transportation Council  
421 W Riverside Ave | Suite 500 | Spokane WA 99201  
509.343.6370 | [www.srtc.org](http://www.srtc.org)

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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

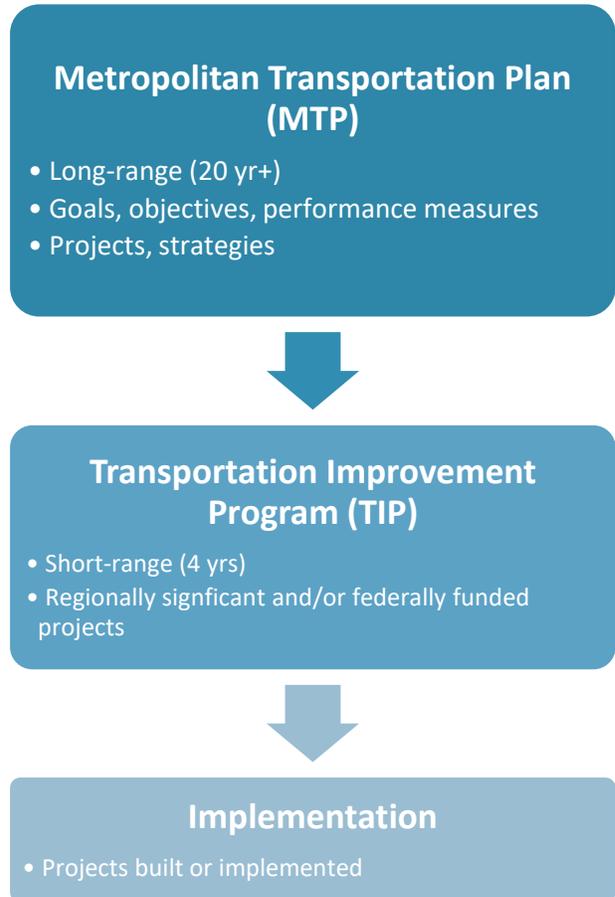
At least once every four years, SRTC prepares a **Metropolitan Transportation Plan (MTP)** that establishes the long-range goals for the region and identifies projects and strategies that will be necessary to implement them.

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](http://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 significant<sup>1</sup> if the project:

1. Cannot be grouped in the TIP and/or State TIP (STIP)<sup>2</sup>, 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)<sup>3</sup>; *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.

---

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

<sup>2</sup> 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.

<sup>3</sup> 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.

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 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.

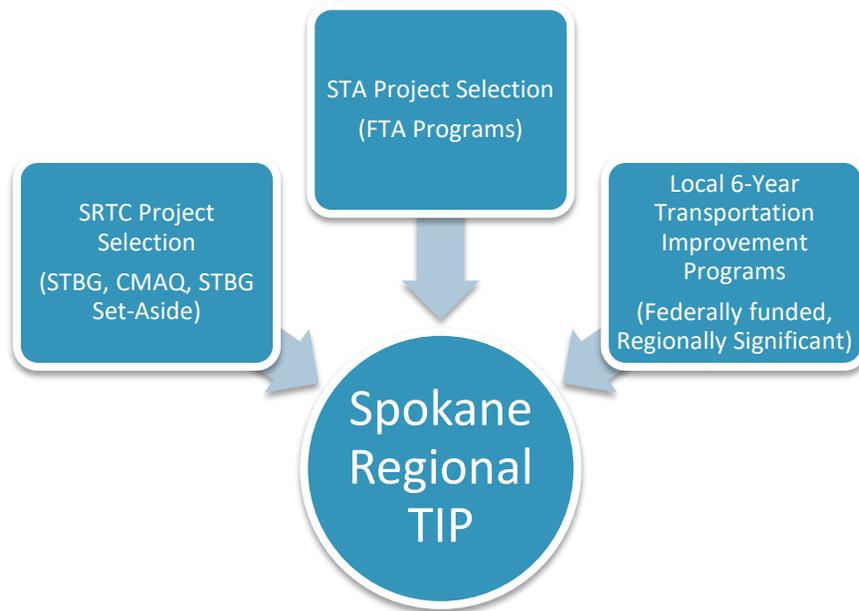
One example of a project that would not meet the definition of regionally significant, but is considered a regional priority project is the completion of the Fish Lake Trail. The project is a bicycle and pedestrian facility and is exempt from transportation conformity requirements. However, the project 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 for preservation projects utilizing STBG funding and will be in early 2021. If 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.

| <b>Local Six-Year Transportation Programs Schedule</b> |  |
|--|--|
| <b>Jun 30</b>  | Cities and towns must have six-year transportation programs adopted  |
| <b>Jul 5</b>   | Cities and towns, Spokane County <sup>4</sup> and STA <sup>4</sup> submit adopted six-year programs to SRTC for TIP review   |
| <b>Jul 17</b>  | 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.                       |
| <b>Jul 31</b>  | 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

| <b>2020-2023 TIP Development Schedule</b> |  |
|---|--|
| <b>Jul 31</b>                             | 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. |
| <b>Jul 31</b>                             | Agencies must submit the required information for all regionally significant and/or federally funded projects to SRTC via Secure Access Washington (SAW).                                    |
| <b>Jul - Aug</b>                          | TIP development – review project information in SAW, finalize project list, fiscal constraint analysis, air quality conformity determination, maps, project pages, and appendices.           |
| <b>Aug 26</b>                             | TTC meetings – Review TIP development timeline   |
| <b>Sep 1 – 30</b>                         | 30-day public comment period   |
| <b>Sep (TBD)</b>                          | Public meeting to review draft TIP   |
| <b>Sep 10</b>                             | Board meeting – Overview of draft TIP  |
| <b>Sep 23</b>                             | TTC meeting – Recommend approval of draft TIP  |
| <b>Oct 8</b>                              | SRTC Board Approval  |
| <b>Oct 16</b>                             | WSDOT STIP Due Date (estimated)  |
| <b>~ Jan 1</b>                            | FHWA/FTA STIP Approval   |

<sup>4</sup> According to state regulation, counties must adopt a six-year transportation program by December 31<sup>st</sup> (RCW 36.81.121) and transit agencies must adopt a six-year transit plan by September 1<sup>st</sup> (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).

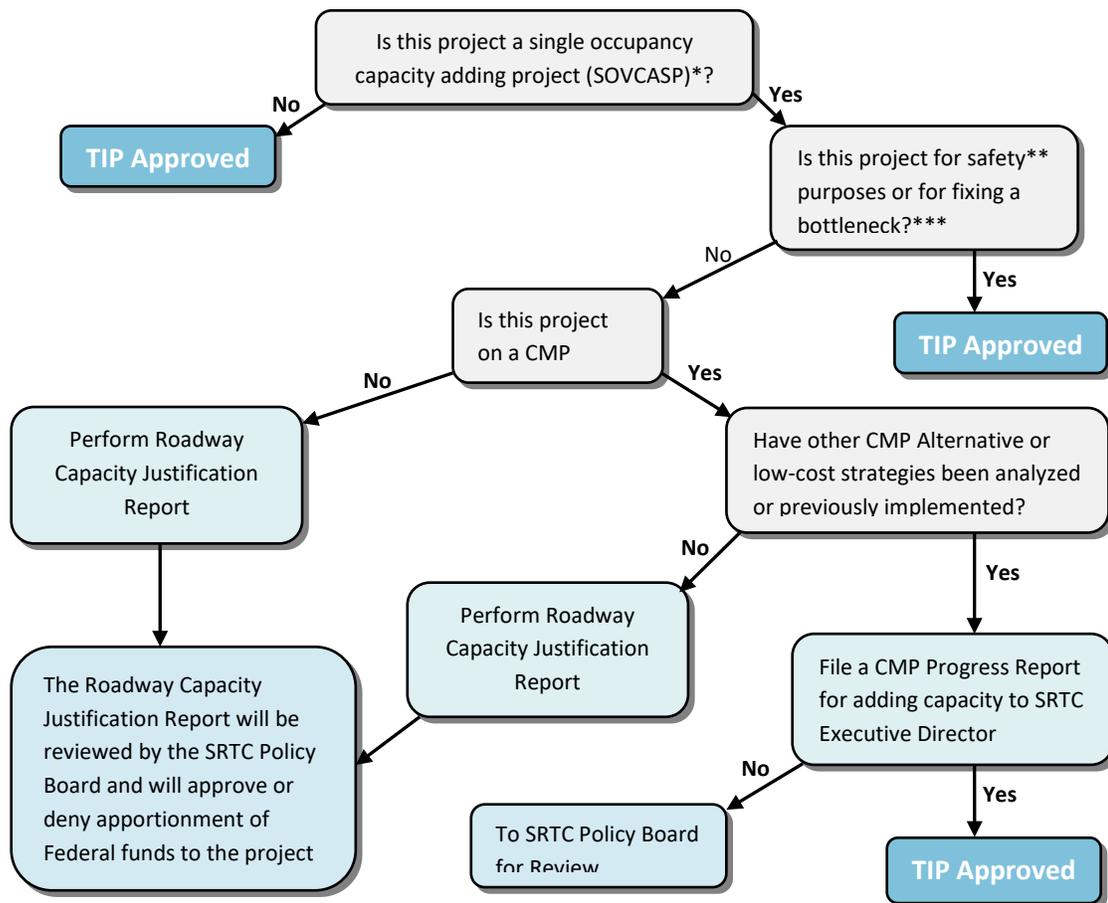
## Congestion Management Process

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 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 |  |
|---------------------------------------|--|
| <b>January</b>                        | SRTC compiles information on 2019 federal obligations  |
| <b>Feb 1</b>                          | SRTC will notify agencies of any requested information necessary to complete the 2019 Annual Listing           |
| <b>Feb 15</b>                         | Deadline for local agencies to submit requested information to SRTC for compilation of the 2019 Annual Listing |
| <b>Mar 25</b>                         | TAC and TTC meetings – present the 2019 Annual Listing   |
| <b>Mar 31</b>                         | 2019 Annual Listing will be posted to the SRTC website and sent to WSDOT, FHWA, and FTA no later than March 31 |
| <b>Apr 9</b>                          | 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) 2019 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 Regional Project Priority List selected through a regional process and approved by the SRTC Board of Directors.** Projects on the Regional Priority List may be selected for future funds available through the contingency funding process (see Policy 6.8). The most recently approved Regional Priority List replaces and supersedes any previously approved priority list.

**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 Regional Priority 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, RW, CN) or geographical segment, 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 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: SRTC Board of Directors

March 5, 2020

From: Mayor Ben Wick, SRTC Board Chair

Topic: **SRTC Administrative Committee**

**Requested Action:**

- Approval of the continuation of an Administrative Committee and approval of a request that the Administrative committee to develop draft bylaws, clearly identifying areas of responsibility, subject to Board approval.
- Approval of Administrative Committee membership for 2020-2021. The Board Chair and Vice-Chair are recommending an Administrative Board Committee structure be membership representative and include a county representative, a small / mid-sized city, representation from both large cities, and WSDOT as the major transportation organization. i.e. the Chair (Spokane Valley), Vice Chair (small / mid-sized city), Past Board Chair (County), WSDOT Board Representative, and Board representative from City of Spokane.

**Background:**

- A Management Review Subcommittee was formed officially in May 2012 by Board action. The purpose of the subcommittee was to be a sounding board for management items and to discuss interagency and budget items. It was discussed that this committee would not have any specific decision authority but could bring items to the Board for consideration.
- A similar committee (or sub-committee) of the SRTC Board of Directors has in place since 2012, in varying ways and meeting in varying frequency from twice a year to monthly. Over time this group has been called the Management Review Committee and Board Administrative Committee.
- No bylaws or specific duties have not been drafted or approved by the SRTC Board of Directors. Items discussed have varied from budget, Executive Director recruitment and review, Board agenda scheduling, interlocal agreement approach, employee compensation plan, Transportation Advisory Committee (TAC) bylaws, education series speaker input, regional priority project strategy with the chambers, Board retreat planning, organizational structure, and corridor studies approach.
- Committee membership has not been formal and has also varied throughout history. Organizations represented on the Board Administrative Committee in 2019 included Spokane County, WSDOT, City of Liberty Lake, Spokane Transit Authority, Spokane Airports, and the Large Employer representative. The SRTC Chair and Vice Chair have historically been represented on the Committee.

## **Supporting Information/Implications**

Interlocal Agreement (2013)

### **Section 3: POWERS AND FUNCTIONS**

*The functions, responsibilities, and powers of Council shall be as follows:*

- (a) *To create committees as necessary, to advise the Board on regional transportation related matters. At a minimum this shall include:*
- a. *the Transportation Advisory Council (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.*

*All recommendations, motions, or other actions of the Board shall be adopted by a favorable vote of a majority of those present. Voting Board members shall be entitled to one vote. Provided, however, that the following enumerated actions shall take an affirmative vote of a majority of the voting membership of the Board:*

- (a) *Approval of the annual budget expenditure division among the Members;*
- (b) *Purchase, sale or disposition of real property; and*
- (c) *Addition of new members.*

Board Rules and Procedures:

**9.2 Other Committees:** *The Board may establish subcommittees as necessary.*

### **More Information:**

For detailed information contact: Mayor Ben Wick at [bwick@spokanevalley.org](mailto:bwick@spokanevalley.org).

To: SRTC Board of Directors

March 5, 2020

From: Jason Lien AICP, Principal Transportation Planner

Topic: **Division Street Corridor Study – Steering Committee Authorization and Update**

**Requested Action:**

Establish a steering committee to inform the Division Street Corridor Study. The steering committee will report back to the SRTC Board and the STA Board on the study's progress, findings, and engagement with the community.

**Key Points:**

- The Division Street Corridor Study is a multi-jurisdictional effort to analyze transportation and land use alternatives in the Division Street study area
- A steering committee of administrators and elected officials is proposed to engage with and review project progress
- SRTC and STA recommend that steering committee participation include:
  - City of Spokane elected official(s)
  - Spokane County elected official
  - Executive leadership from STA
  - Leadership from WSDOT Eastern Region
  - Other elected official, from either Spokane Valley or Liberty Lake
- Board authorization is sought for this steering committee; decision-making authority would remain with the SRTC and STA Boards
- The Division Study work is being completed by a combination of agency staff and a consultant contract. The consultant contract was executed in November 2019. The consultant team is led by Parametrix.

**Board/Committee Discussions:**

Emphasizing a regional approach to major transportation corridors was born out of the SRTC Board's strategic plan in late 2017. Funding for the Division Street Corridor Study was approved by the SRTC Board in March 2018; consisting 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. Execution of agency agreements with STA and WSDOT, respectively, was approved as part of the consent agenda at the March 2019 Board meeting. The Board authorized execution of the consultant contract at the September 2019 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. The project process will involve extensive public engagement. Formal public engagement activities will begin in the next month.

**Supporting Information/Implications:**

The Division Street Corridor Study is a coordinated planning effort with Spokane Transit Authority (STA) to engage the community and analyze opportunities in the Division Street corridor from a multimodal transportation and system perspective. The configuration of a rubber-tired High-Performance Transit (HPT) line 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 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. A steering committee is proposed to have routine touch points and review the study’s progress. The steering committee would consist of members of the SRTC and STA Boards, and would function to provide guidance and communicate back to the respective Boards, stay up to date on the study schedule, and provide transparency among leadership stakeholders.

The steering committee would not have formal decision-making authority but would help identify areas of concern and provide high level feedback on study progress. It would largely function to stay informed on study processes and communicate this back to the SRTC and STA Boards and constituents. The steering committee would meet once every 6 to 10 weeks. Division Study updates will be on the Board agenda about every 3 months. The study is scheduled to be fully completed in early 2022, and the overall budget is provided in the following table.

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

**More Information:**

For detailed information contact: Jason Lien, Principal Planner at (509) 343-6370 or [jlien@srtc.org](mailto:jlien@srtc.org).

To: SRTC Board of Directors March 5, 2020

From: Mayor Ben Wick, SRTC Board Chairman

**Topic: WA State Transportation Commissioner Position on SRTC Board of Directors**

**Requested Action:**

For information and discussion

**Key Points:**

- The Washington State Transportation Commission (WSTC) is a seven-member body of citizens appointed by the Governor for six-year terms. The Secretary of the Washington State Department of Transportation and a representative from the Governor's Office are *ex-officio* members of the WTSC.
- SRTC's 2013 Interlocal Agreement (ILA) outlines a voting position for a Washington State Transportation Commissioner.
- The SRTC ILA position from the WA State Transportation Commission is to be appointed by the Chair of the Commission.
- The Incumbent Commissioner who has sat on the SRTC Board, Joe Tortorelli, submitted his resignation as a Transportation Commissioner to the Governor on February 21, 2020.

**Supporting Information/Implications**

**SRTC 2013 Interlocal Agreement (ILA):**

**Section 5: GOVERNING BODY AND OFFICERS**

*"The governing body (the "Board") of the Council, presently consisting of fourteen (14) voting persons, shall be established by the following thresholds:*

*(f) Two (2) State Transportation representatives, one (1) from the Washington State Department of Transportation and appointed by the Secretary of Transportation, and one (1) from the Washington State Transportation Commission appointed by the Chair of the Commission; ..."*

*(k) All Board appointments shall be for a term of three (3) years or the tenure of office of the representative in his/her respective jurisdiction, whichever is the lesser time.*

**From Washington State Transportation Commission website:**

*The Commission provides an open public forum for transportation policy development. It reviews and assesses how the entire transportation system works across the state and issues the state's 20-year Transportation Plan. As the State Tolling Authority, the Commission adopts state highway*

*tolls and sets ferry fares. The Commission also conducts special studies and projects as directed by the Legislature*

*Every four years, the Commission recommends to the Legislature a comprehensive and balanced statewide transportation plan, which also addresses local and regional needs. The plan must be consistent with the state's growth management goals and is based upon six statutory transportation policy goals.*

*The Commission offers policy guidance and recommendations to the Governor and the Legislature on issues which include:*

- Transportation finance and funding.*
- Preserving, maintaining, and operating the statewide transportation system.*
- Transportation infrastructure needs.*
- Transportation efficiencies that will improve service delivery and intermodal coordination and connectivity.*
- Improved planning and coordination among transportation agencies and providers.*
- Use of intelligent transportation systems and technology.*

**More Information:**

- Attachment 1: List of existing WTSC Commissioners
- Attachment 2: Letter from Spokane Good Roads Association
- For detailed information contact: Mayor Ben Wick at [bwick@spokanevalley.org](mailto:bwick@spokanevalley.org).



**Jerry Litt, Chairman, Grant County** Jerry brings the Commission 40 years' experience in planning and community development. He served as the Director of Planning and Community Development for the City of Lacey for 13 years and 10 years with Douglas County. He has mid-management experience in Spokane and Chelan Counties and has done private sector consulting throughout Eastern Washington. His experience includes responsibility for a full-range of Planning and Community Development services, including public participation in Douglas County's award winning GMA public involvement program and the City of Lacey's "Designing Downtown 2000" program. He has also been involved with state-wide issues through the Washington City Planning Director's Association as an executive board member and Transportation Improvement Board member. As past president of the Washington County and Regional Planning Director's Association he has built a long history and awareness of community infrastructure needs and economic development at the forefront. Jerry is currently the office principal of a consulting firm in Wenatchee. Jerry was appointed by Governor Gregoire in 2011. He was reappointed by Governor Inslee in 2017. Jerry's second term expires June 30, 2023.



**Roy Jennings, Vice Chairman, Clark County** Roy brings to the Commission over 30 years of hands on experience in the field of transportation. He served on the Board of Directors for the Clark County Public Transportation Benefit Area (C-TRAN), the local transit agency in Clark County for over six years. Roy is currently the president of the Amalgamated Transit Union Legislative Council of Washington State and the Secretary-Treasurer of the Southwest Washington Central Labor Council. He also serves as Treasurer of the Southwest Washington Roundtable and is also a member of the Executive Board of the Amalgamated Transit Union Local 757. In 1976 Roy enlisted in the United States Marine Corps, and after 20+ years of honorable service he retired as a Staff Non-Commission Officer (SNCO.) In 1997 Roy and his family moved to Southwest Washington (Vancouver) where he has lived for the last 18 years. He worked full-time as a coach operator for C-TRAN. He is a graduate of the Labor Education and Research Center, University of Oregon. Roy was appointed by Governor Inslee in 2014. Term expires June 30, 2019.



**James "Jim" A. Restucci, Yakima County** Jim brings to the Commission over 30 years of government service, as a soldier in the U.S. Army and Army National Guard from 1984 to 2004, and as a local elected official in the City of Sunnyside, since 2004. He served as mayor of the city from 2010 to 2018 and is currently serving his 4th term on the Sunnyside City Council. Jim is active in transportation policy and has served as chair of the Yakima Valley Transportation Policy Board for the past 8 years. He serves on numerous Yakima County boards and commissions and served as AWC President in 2016. Jim served on the NARC (National Association of Regional Councils) Board from 2012-2018, representing transportation interests of WA and OR on the national stage. He also served as president of People for People, Inc. Jim attended school for computer science and engineering while on active duty, and Ashford University for political science. In 2002, Jim co-founded a technology services company. Today he oversees the day to day operations of the company. Jim lives in Sunnyside with his wife

DeLeesa. They have two grown children, Dylan and Alex. Jim was appointed by Governor Inslee in 2018. Term expires June 30, 2024.



**Hester Serebrin, King County** Hester is a Policy Analyst at Transportation Choices Coalition, a statewide organization working to bring Washingtonians more affordable, sustainable, and reliable transportation choices that connect them with jobs, housing, education, and each other. She regularly works with a broad coalition of partner organizations to develop transportation policy recommendations that focus on improving health and equity outcomes. Hester is a member of the PSRC Transportation Policy Board, PSRC Bicycle and Pedestrian Advisory Committee, PSRC Regional TOD Advisory Committee, and PSRC Transit Access Working Group. She is also the Vice-Chair of the University of Washington Universal Student U-PASS Advisory Board. She received her Bachelor's degree from Reed College in 2004, and will soon complete her Master's degree in Public Administration at the University of Washington Evans School of Public Policy and Governance. She is a two-time winner of the Women's Transportation Seminar Senator Scott White Memorial Scholarship. Hester was appointed by Governor Inslee in 2015. Term expires June 30, 2021.



**Debbie Young, San Juan County** Debbie brings 30 years of management, negotiation and natural resources experience to the Commission. She has served on a number of boards and councils, including being elected to the National Hydropower Association Board, serving as the Chairman of the Nisqually River Council and as a council member for over 15 years, serving on the Tahoma Land Conservancy, and the Forterra Board of Directors. Served as President of the Association of Power Biologists and is a graduate of the Washington State Agriculture Forestry Leadership program. She has worked in the utility industry for over 20 years, serving as the Natural Resources Manager for Tacoma Power managing the federal licensing process for the City of Tacoma's hydroelectric projects. Early in her career she taught sciences at the community college level, and worked as a field biologist and naturalist. She currently resides on Lopez Island where she and her husband operate a small diversified farm providing meat and specialty food products to customers in the Puget Sound region. Debbie was appointed by Governor Inslee in 2015 for a partial term and reappointed in 2016. Term ends June 30, 2022.



**Shiv Batra, King County** Shiv has played a key role in establishing INCA Engineers' unparalleled reputation in the professional Architectural/Engineering (A/E) community. INCA, a US-based consulting firm that provides civil, structural, hydraulic, mechanical, electrical engineering, and surveying services to public and private clients. Shiv has been a prominent advocate and active member of the US engineering community for more than three decades. He is currently a member of numerous professional organizations that serve the engineering and construction industries. He has also served terms as president, special consultant, committee chair, and board member for these organizations. In these roles, he has been successful in promoting membership, technology transfer, civic, and professional development activities at the local, regional, national, and international levels. He and his wife are very active in many local and international non-profit organizations. Shiv was appointed by Governor Inslee in January 2016. Term expires June 30, 2019.

## Vacant Seat- Eastern Washington

# SPOKANE AREA GOOD ROADS ASSOCIATION

P.O. BOX 14009 • SPOKANE VALLEY, WASHINGTON 99214-4009 • TEL. (509) 926-9356

FOR INFORMATION  
AGENDA ITEM 9  
Attachment 2  
03/12/2020 Board Meeting

Chairman Ben Wick  
Spokane Regional Transportation Council  
421 W. Riverside Ave, Suite 500  
Spokane, WA 99201

RECEIVED

MAR 06 2020

SRTC

The Spokane Area Good Roads Association is 117 years old this year and during those many years the association has advocated for and supported efforts to make our transportation modes operate with the least amount of congestion and with sufficient funding for maintenance. Our membership is made up of community leaders in business and services. We have stood by and supported the improvements to our street system, our county roads and state highway system. We have advocated for sufficient transit system funding, airport expansion and additional air and railroad service.

Recently it has come to our attention that Spokane's Washington State Transportation Commissioner's term is ending on June 30<sup>th</sup> and sources in Olympia have indicated that the Governor will appoint someone from Wenatchee vs Spokane. We understand that the three Commissioners on the Commission can be from anywhere in eastern Washington but to draw all three from central Washington would not give equitable area representation. Currently, the other two Commissioners are from Yakima and Coulee City (Central WA/not eastern Washington).

Spokane has always had a Commissioner from our area and the appointed Commissioner has a voting seat on the Spokane Regional Transportation Council. The person also sits on a number of other transportation related committees and boards including the Spokane Area Good Roads Association. As the second largest city in Washington State, Spokane is the crossroads for north-south and east-west traffic on highways, rail and air. There must be a Spokane representative appointment to the Commission to ensure equitable representation.



Roger W. Flint, President

Spokane Area Good Roads Association.

**Officers:** Roger Flint President • Max Kuney Vice President • Joe Tortorelli, Secretary

**Directors:** David Coombs, W. Stacey Cowles, Matt Ewers, Larry Krauter, John Madden, Tom Quigley, Peter Stanton, Tim Welsh, Richard Wendie, James C. Williams, Michael K. Murphy / Steve Robinson (Emeritus)

Continuous Service Since 1903 \* Good Roads Mean Better Business and Better Understanding Among Communities

To: SRTC Board of Directors

March 5, 2020

From: Sabrina Minshall AICP, Executive Director

Topic: **Transportation Advisory Committee (TAC) Member Appointments Update**

**Requested Action:**

For information and discussion. Request discussion and Board direction for preferred process to bring back a recommended slate of TAC committee members and alternates to the Board for action at the April Board meeting.

**Key Points:**

- Seating of a TAC Committee is time sensitive as milestone dates are rapidly approaching for Metropolitan Transportation Plan (MTP) deliverables.
- In February 2019 a SRTC Board work group was formed to provide input to the SRTC Board the ways in which the TAC can provide the most value to the agency.
- The work group presented values statements and different perspectives for the makeup of a revamped TAC membership to the Board. The Board discussed the citizen advisory groups of other MPOs, membership focused by topics rather than only geographic area, and the desire to add additional input to the regional transportation planning process.
- The SRTC Board of Directors approved revised Advisory Committee Bylaws in December 2019 (**Attachment 1**) and directed staff to begin recruitment of a new TAC to represent a cross section of interest areas, users of the transportation system, diverse interests and citizens.
- SRTC staff developed a comprehensive application and outreach effort to recruit TAC members. SRTC has received 30 membership applications.
- Applications were reviewed, tiered, and top applicants moved forward to interviews. In tiering applications, contextual and geographical areas of representation were considered.
- Contextual areas for which we did not receive applications are being followed up with individual, targeted recruitments.
- SRTC staff has been interviewing top ranked applicants.
- By mid-March, a link will be sent to Board members so all applications for the TAC Committee may be reviewed.

**Board/Committee Discussions:**

As outlined above, a Board work group related to the TAC, the Board Administrative Committee and the Board discussed the revision of the Bylaws throughout 2019. This is the first discussion of the new TAC membership in 2020.

**Public Involvement:**

Applications for the TAC Committee were made available online at: <https://forms.gle/ugXxbc5o8gJoHT5e7>. Staff completed an extensive recruitment and outreach process (**Attachment 2**).

**Supporting Information/Implications**

The TAC is crucial in creating policy level input for consideration by the Board. Effective regional transportation planning must incorporate perspectives from community members, transportation system users, private sector services/industries, public sector stakeholders, etc.

**More Information:**

- For detailed information contact: Sabrina Minshall at [sminshall@strc.org](mailto:sminshall@strc.org) or at (509)343-6370.

# SRTC Advisory Committee Bylaws and Procedures

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Approved December 12, 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:

- 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 as needed to perform the duties of the committee as requested by SRTC staff or as directed by 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 serve on 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.

### **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 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                        |
| <b>TOTAL</b>                              | <b>22</b>                |

\*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 Chair's 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**

Members 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.

## **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/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**

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.

**Transportation Advisory Committee Membership Recruitment Announcement sent to:**

- |   |  |
|---|--|
| <p>2<sup>nd</sup> Harvest<br/>         AHANA Spokane<br/>         Aging &amp; Long-Term Care of E. Washington<br/>         Spokane City Neighborhood Councils</p> <p>ARC of Spokane<br/>         Associated General Contractors<br/>         Avista Corp.<br/>         BNSF<br/>         Catholic Charities<br/>         Central Valley School District<br/>         CHAS Ride to Care Program<br/>         Cheney Fire Department<br/>         Cheney Policy Director of Communications<br/>         City of Spokane Bicycle Advisory Board<br/>         City of Spokane Friday Neighborhood Update Email<br/>         Community Colleges of Spokane Presidents<br/>         Community Frameworks<br/>         CommuteSmart NW Employee Transp. Coordinators<br/>         Deer Park Chamber of Commerce<br/>         Downtown Spokane Nextdoor.com<br/>         Downtown Spokane Partnership<br/>         Empire Health Foundation<br/>         EWU Office of Community Engagement<br/>         EWU Planning Dept<br/>         Former TAC members<br/>         Friends of the Centennial Trail<br/>         Futurewise<br/>         Gonzaga University CFL Program<br/>         Gonzaga University Online Bulletin Board<br/>         Greater Spokane Emergency Management Center<br/>         Greater Spokane Inc.<br/>         Greater Spokane Valley Chamber of Commerce<br/>         Hillyard Senior Center<br/>         Inland Rail<br/>         Innovia Foundation<br/>         KHQ Community Calendar<br/>         Lighthouse for the Blind<br/>         Lilac Services for the Blind<br/>         Mead School District</p> | <p>MultiCare<br/>         Northeast Community Center<br/>         Northeast Spokane PDA<br/>         Participants in SRTC’s Coordinated Public Transit- Human Services Transportation Plan update<br/>         Providence Sacred Heart Hospital Public Relations<br/>         Rotary Spokane<br/>         Skills-kin<br/>         Southside Senior Center<br/>         Special Mobility<br/>         Spokane Alliance<br/>         Spokane Bike Club<br/>         Spokane Complete County Committee<br/>         Spokane County Emergency Operations Center<br/>         Spokane County Sheriff Crime Prevention Deputies<br/>         Spokane Kiwanis<br/>         Spokane NAACP<br/>         Spokane Police Community Outreach<br/>         Spokane Public School District 81<br/>         Spokane Realtors Association<br/>         Spokane Valley Fire Dept. Community Affairs Mgr<br/>         Spokane Valley Partners<br/>         SRTC Board of Directors<br/>         SRTC Interest Citizens distribution list<br/>         SRTC Tribal Contacts distribution list<br/>         The Lands Council<br/>         Transportation Technical Committee<br/>         Union Gospel Mission<br/>         United Way Volunteer Opportunity Directory<br/>         University District PDA<br/>         Vanessa Behan<br/>         Visit Spokane<br/>         Volunteer Spokane website<br/>         Walk-Bike-Bus<br/>         West Plains Chamber of Commerce<br/>         West Plains PDA<br/>         West Valley School District<br/>         WTS-Spokane Coeur d’Alene Chapter<br/>         YMCA</p> |
|---|--|

**Transportation Advisory Committee Membership Announcement - other avenues:**

- Sent out a press release on January 10.
- Posted the announcement on SRTC Facebook and Twitter accounts at regular intervals starting January 10.
- Posted on front page of SRTC website.
- Posted to SRTC blog.
- Announcements at Board and TTC meetings.

To: SRTC Board of Directors

March 5, 2020

From: Ryan Stewart AICP, Principal Transportation Planner

**Topic: US 195/Interstate 90 Study Update**

**Requested Action:**

For information and discussion.

**Key Points:**

- The US 195/Interstate 90 Study is a multimodal effort to address safety, operations, access, and infrastructure issues in the Study area.
- The Study is a multi-agency effort with representatives from the City of Spokane, Washington State Department of Transportation, Spokane County, and Spokane Transit on the Study Steering Committee. SRTC is leading the effort and providing project management.
- The Study kicked off late last year after a consultant team, led by Fehr & Peers, was selected following WSDOT's contracting requirements. The consultants are assisting with the technical analysis and stakeholder engagement efforts.
- The existing conditions analysis is nearly complete. A market-based land use analysis is underway and expected to be finalized in April.
- Demographic and socioeconomic data (e.g., U.S. Census data, state employment data), county assessor data, real estate data, and information gathered from property owners and developers is being used to generate high-level demand forecasts for retail, employment, and residential uses.
- Several scenarios will be developed based on the land use analysis. Future forecasts will be informed by these scenarios.
- Evaluation criteria for potential strategies are being developed based on Steering Committee and community input.
- Initial strategies will be vetted through the Steering Committee this summer. Once fully vetted and evaluated against the criteria, the strategies will be presented to the community.
- A final list of recommended strategies as well as a phased implementation plan will be developed.
- The Study is scheduled to be complete in the 1<sup>st</sup> quarter of 2021.

**Board/Committee Discussions:**

The US 195/I-90 Study was identified in the SRTC Strategic Plan. The Board had several touch points in 2019 including the approval of a contract for consultant services. The TTC was briefed on the Study in 2019 and will be provided an update at their March 25, 2020 meeting. The Transportation Advisory Committee (TAC) will be briefed at their first meeting of 2020.

**Public Involvement:**

An engagement plan for the Study has been implemented to gauge the community’s vision for the Study area and get feedback on strategies as they are developed. Numerous stakeholder interviews have been conducted and a public meeting was held on February 10. Other outreach efforts so far include neighborhood council meetings, a presentation to the City of Spokane Plan Commission, social media postings, a survey, and a project website. The engagement effort will continue throughout the Study.

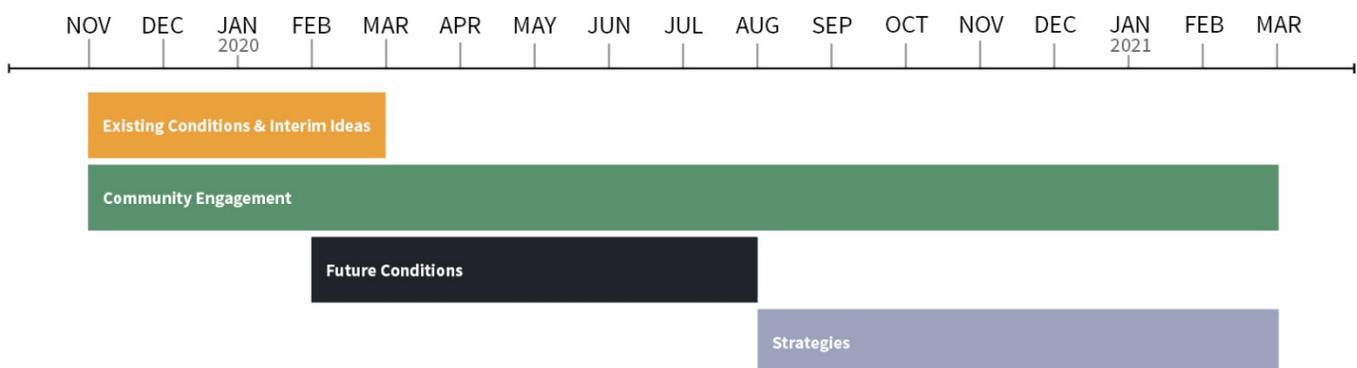
**Supporting Information/Implications**

The US 195 and I-90 corridors have experienced increasing operational and safety issues, particularly at their interchange and at local access points. The interchange ramps do not meet current design standards. Current challenges include:

- Safety - reduce collisions, improve safety for pedestrians and bicyclists
- Operations - maintain reliability, improve congestion at the interchange and on I-90
- Access - coordinated land use and environmental management, recreation access
- Infrastructure – local network connectivity, road and bridge conditions, railroads

The purpose of the multi-jurisdictional US 195/I-90 study is to develop a strategy for addressing these issues while considering practical solutions. More coordinated land use planning and access management between agencies is being addressed as well. The need for collaboratively developed solutions in the Study area has been a topic of discussion for several years.

**US 195/I-90 Study Schedule**



**More Information:**

- For detailed information contact: Ryan Stewart at (509) 343-6370 or [rstewart@src.org](mailto:rstewart@src.org).

To: SRTC Board of Directors

March 5, 2020

From: Shauna Harshman, Associate Transportation Planner III

Topic: **Metropolitan Transportation Plan (MTP) 2045: Introduction to Regional Networks**

**Requested Action:**

For information and discussion.

**Key Points:**

- In the current update of the MTP, the planning framework, process, and illustration of regionally important networks are being refreshed with new illustrations.
- The term “regionally significant” has been used historically, however that term is very specific to an air quality definition for projects and carries implications outside SRTC only processes.
- The illustrations will improve transparency in what is and is not regionally important for agencies and grantors and will aid in shifting focus from just individual projects to the regional system.
- The shift from focusing on individual projects to the regional system will improve proactive planning; and better identify and remedy gaps in the regionally important transportation system.
- Visual identification of important regional networks will assist policy makers focus resources on transportation issues within the identified networks, providing a clear framework for the focus of the MTP and the definition of projects.
- The regional system approach is more inclusive of all users; beyond auto and transit.

**Board/Committee Discussions:**

First discussion with the Board for this MTP update.

**Public Involvement:**

None to date.

**Supporting Information/Implications**

A series of visual aids is being developed to assist with tying together local and regional planning efforts in a manner that is transparent and understandable in this update of the MTP. These visuals bring the text to life and help show the transportation facilities and networks important in this region. The Planning Framework also helps illustrate where and how SRTC interacts with local plans, programs, and projects.

*A regional project development process tree will illustrate the path of a project from development through implementation, making the process transparent and understandable, reinforcing the idea that we plan early and collaboratively as a region.*

*The Regional Planning Framework will show the iterative relationship between local and regional planning. Further, it will demonstrate the relationship between numerous discrete plans at SRTC and*

the cyclical MTP. The infographic will visually bring together the planning framework discussed throughout the MTP into one place: guiding principles, regionally important transportation facilities, regionally significant facilities, air quality conformity, fiscal constraint, and Title VI requirements.

Additional visual aids in development include an MTP consistency checklist to aid internal project analysis in a manner that is transparent for agency partners and a planning process diagram for SRTC planning efforts.

The final pieces of this effort currently under development are updates to the Regional Priority Network Maps, and a new map of the regionally significant facilities for air quality conformity. Mapping these facilities aids staff and policy makers in planning and programming for the regional transportation system out to the planning horizon of 2045.

**More Information:**

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

# 2020 BOARD AGENDAS

|                   | APR                                      | MAY   | JUN  | JUL                            | AUG                           | SEP                  | OCT           | NOV                    |
|-------------------|--|---|--|--------------------------------|-------------------------------|----------------------|---------------|------------------------|
| Consent Agenda    | Minutes                                  | Minutes                                       | Minutes                                    | Minutes                        | Minutes                       | Minutes              | Minutes       | Minutes                |
|                   | Voucher                                  | Voucher                                       | Voucher                                    | Voucher                        | Voucher                       | Voucher              | Voucher       | Voucher                |
|                   | TIP Amend                                | TIP Amend                                     | TIP Amend                                  | TIP Amend                      | TIP Amend                     | TIP Amend            | TIP Amend     | TIP Amend              |
| ACTION            |  | Employment Manual/Compensation Plan structure | Regional Significance adoption             | Financial Assumptions          | Performance Objectives        |                      | 2021-2024 TIP |                        |
|                   |  |   | UPWP revisions if needed                   |                                |                               |                      |               |                        |
|                   | Comp. Plan Certification Fairfield       |   | Land Use update                            |                                |                               |                      |               |                        |
|                   | Comp Plan Certifications- Airway Heights |   |  |                                |                               |                      |               |                        |
| INFO & DISCUSSION | Quarterly Budget Update                  | Regional Significance 2nd touch               | Division Corridor Study                    | Performance Objectives - O & M | DATA Project Task 1a Findings | 2021-2024 Draft TIP- |               | TIP Guidebook Policies |
|                   | Manual/Compensation Plan Structure       | Financial Assumptions                         | 195/190 study                              | Project Delivery Update        |                               |                      |               |                        |
|                   | Land use Update MTP                      | UPWP revisions if needed                      | Performance Objectives - Economic Vitality |                                |                               |                      |               |                        |
|                   | TIP Obligation Report                    | Freight Plan Draft Scope + MTP Integ.         |  |                                |                               |                      |               |                        |
|                   | Project Delivery Update                  | Land use Update MTP                           |  |                                |                               |                      |               |                        |
|                   | DATA project update                      | Performance Objectives - Safety               |  |                                |                               |                      |               |                        |
|                   |  |   |  |                                |                               |                      |               |                        |
| GUEST             |  |   |  |                                |                               |                      |               |                        |
|                   | Census 2020                              | Census 2020                                   | Census 2020                                | Census 2020                    | Census 2020                   |                      |               |                        |

## MEETING SUMMARY

### Spokane Regional Transportation Council Transportation Technical Committee (TTC) Meeting February 26, 2020 1:30 pm

#### ***Action Items***

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• **2020-2023 Transportation Improvement Program (TIP) March Amendment** – Ms. Nelson outlined the projects in the proposed amendment and provided additional details about the Pines Grade separation project. There were no questions or discussion. A motion to recommend Board approval of the March amendment passed unanimously.

• **Land Use Update** – Mr. Ulrich stated the requested action for this item is to establish a Subject Matter Expert team (SME) to inform the land use update. This team will select a methodology for forecasting land use into the horizon year and report that back to the TTC. He provided examples of the allocation methodology currently in use by SRTC and its limitations.

Mr. Ulrich explained the land use SME team will be asked to:

- Review SRTC's current forecast methodology and available data resources
- Identify realistic improvements to the current methodology, given available time and data resources
- Review a revised forecast methodology

The TTC's role will be to review and react to the SME team's work and identify any fatal flaws. Ultimately, the TTC will recommend jurisdictional allocations to the SRTC Board for adoption. He emphasized that local jurisdictions will all be given ample opportunity to review TAZ-level forecasts once complete and make refinements.

The group discussed the list of proposed team members; it was suggested to expand the list to include tribal representatives and Roger Krieger from Deer Park. Mr. Ulrich indicated he would reach out to those proposed team members to request their inclusion. The motion to establish a SME team, with the modifications discussed, passed unanimously.

#### ***Information and Discussion Items***

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• **FHWA Certification** – Ms. Minshall described the federal recertification process which all Metropolitan Planning Organizations undergo every four years by Federal Highway Administration, in conjunction with Spokane Transit Authority and WSDOT. She spoke about the 2016 recertification recommendations close-out process; she noted the final report from the 2019 process contained many commendations to SRTC, several recommendations which will be addressed, but there were no corrective action findings.

• **Metropolitan Transportation Plan Update (MTP)** – Mr. Ulrich defined the MTP as what we want our regional transportation system to look like in 20 years and what we're going to do to support that outcome. He explained the approach to this update as utilizing a "cone of probability" method of understanding potential futures and achieving preferred outcomes.

Mr. Ulrich said for this update SRTC would like to establish interagency and multi-jurisdictional Subject Matter Expert (SME) Teams to dig deep into major sub-tasks of the MTP update, who will then report back to the TTC, the sub-tasks being; (1) Land Use update (2) Regional Planning Framework (3) Freight (4) Revenue Assumptions

He illustrated a process for establishing data driven performance objectives to be incorporated into the MTP and noted that updating assumptions for future conditions will be critical to determine if investments are supporting the MTP goals. He presented the MTP update schedule through December 2021.

• **PSAP Census Geographies** – Mr. Lien explained that the Participant Statistical Area Program (PSAP) process is conducted every 10 years by the US Census Bureau and is a review of statistical area geographies to be used for the census. He outlined the PSAP process, reported on current status including several revisions and additions to block groups, and highlighted PSAP milestones to date. It is expected that 2020 statistical areas will be available for public use by late 2020 or early 2021. There were no questions or discussions.

• **Agency Update** – Ms. Jones and Ms. Minshall spoke SRTC's collaboration with Avista exploring applying for a Department of Commerce grant for electric vehicle charging stations, to which SRTC will tentatively be submitting a letter of intent.